YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	SHREE AGRASEN MAHAVIDYALAYA
• Name of the Head of the institution	DR. JAYEETA BASU
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03523
• Mobile No:	9434234254
• Registered e-mail	shreeagrasenmahavidyalaya@gmail.com
• Alternate e-mail	drjbjana@gmail.com
• Address	BHUSHAMONI
• City/Town	DALKHOLA, UTTAR DINAJPUR
• State/UT	WEST BENGAL
• Pin Code	733201
2.Institutional status	
• Type of Institution	Co-education
• Location	Semi-Urban
• Financial Status	Grants-in aid

• Name of the Affiliating University	**GOUR BANGA UNIVERSITY**	
• Name of the IQAC Coordinator	**SANAT KUMAR ADHIKARY**	
• Phone No.	**9851349383/7908016773**	
• Alternate phone No.	**03525257440**	
• Mobile	**9434170981**	
• IQAC e-mail address	**sam.iqac2016@gmail.com**	
• Alternate e-mail address	**shreeagrasenmahavidyalaya@gmail.com**	

3.Website address (Web link of the AQAR (Previous Academic Year)	http://samdlk.ac.in/wp-content/uploads/2019/06/AQAR17-18.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://samdlk.ac.in/academic-calender

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.13**	**2016**	**05/11/2016**	**04/11/2021**

6.Date of Establishment of IQAC	**24/07/2014**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
INSTITUTIONAL	**BUILDING CONSTRUCTION**	**NORTH BENGAL DEVELOPMENT AGENCY**	**2020**	**7,15,47,582**
DR. JAYEETA BASU	**SIKSHYARATNA**	**HIGHER EDUCATION DEPARTMENT, WEST BENGAL**	**2020**	**25,000**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**

• Upload latest notification of formation of IQAC	[View File](#)
9.No. of IQAC meetings held during the year	**2**
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**No**
• If No, please upload the minutes of the meeting(s) and Action Taken Report	[View File](#)
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

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

Implementation of Online Feedback System from the stakeholders through the Google Form

Organization of the series of webinars for students in collaboration with different departments of Shree Agrasen Mahavidyalaya

The college created its own Cloud Classroom wherein the teachers are provided with individual accounts with lecture recording facility

The faculty, staff and NSS unit of the college actively participated in COVID 19 relief works.

Generation of awareness among faculty memebrs regarding different methods of on-line teaching during pandemic situation.

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

Plan of Action	Achievements/Outcomes
Orientation for conducting online classes during Covid 19 pandemic for both faculty members and students.	Orientation for faculty members on 25th & 26th May, 2020.
Conducting online classes following a central routine designed specially for online classes.	Regular online classes conducted through various digital platforms - google meet, google classroom etc.
To organise Webinar for the academic enhancement of students.	Most of the departments conducted webinars to involve students in academic pursuits.
Creating social awareness to restrict the spread the disease.	Different programs organised by NSS and physical education departments to spread awareness locally. Workshop on Yoga conducted online to improve the mental health of students.
Opening of e - learning portal for students	Study materials and video lectures uploaded in the website through cloud classroom.

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

- Name of the statutory body

Name	Date of meeting(s)
GOVERNING BODY	29/07/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020	28/01/2022

Extended Profile

1.Programme

1.1	288

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

File Description	Documents
Data Template	View File

2.Student

2.1	**2141**
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	**849**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	**547**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	**13**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**NIL**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	[View File]

4.Institution

4.1 Total number of Classrooms and Seminar halls	**13**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**4365128.94**
4.3 Total number of computers on campus for academic purposes	**29**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The 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 ratioof honours and general courses has been managed according to the requirement of UGC curriculum.From the current academic session , University of Gourbanga 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 simultaneously 3 yr (1+1+1) system and CBCS system can be in operation. Duration of classes is adjusted to 1 hour and laboratory classes are also adjusted consideringthe minimum required credit hours for each laboratory courses. Internal Assessment would carry direct weightage in total marks in CBCS system for each paper, so internal assessment methods are given more importance and has been recstructed. Student feedback system ensures the quality of the effectiveness in curriculum delivery, at the end of the academic year.Tutorial classes are also held during the academic year where discussions are made with the students about the effectiveness of curriculum delivery.Regularized class tests and laboratory tests (wherever applicable) has ensured proper delivery of the curriculum and preparedness of the students

during academic session.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://samdlk.ac.in/notice/online-class-routine/

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The routine committee and the academic committee designs a acdemic calendar at the beginning of the year including a guidelinefor conducting internal assessments throughout the year. Departmental HoDs also adhere to the academic calendar, and conduct continuous internal assessment procedures, and they submit the CIEs to the college authority from time to time. College also uploads the class routine in college website and circulate among the students via whatsapp groups. Same is done for conducting internal assessments.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://samdlk.ac.in/notice/academic-calendar-2020-2021/

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

3

File Description	Documents
Any additional information	[View File](#)
Minutes of relevant Academic Council/ BOS meetings	[View File](#)
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	[View File](#)
Brochure or any other document relating to Add on /Certificate programs	[View File](#)
List of Add on /Certificate programs (Data Template)	[View File](#)

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

0

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

0

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

1.3 - Curriculum Enrichment

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

The diverse programs of the Affiliated University (University of Gourbanga) offer the wide range of relevant incorporated issues to Gender, Environment and Sustainbility,Human Values and Professional Ethics with the local as well as global needin the UG curriculum. On Gender : From the most fundamental concept of Gender to ancient feminist philosophy ; from an understanding of basic concepts of gender equality, women empowerment with the social phenomenon. These elements are incorporated at varying levels in the different disciplines of UG. On Environment and Sustainability : The curricular aspect is one of the main staysof this institution. The multi-dimensiona of environment and sustainability as a cross - cutting issue is carefully placed in the curriculum and syllabus of UG program. Studenta of various courses are taught on environmental values with sustainability development with environment laws, pollution, natural resource management, waste management, biodiversity, ecosystem, biome of the world, wetland conservation,rural development, etc.

File Description	Documents
Any additional information	[View File](#)
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	[View File](#)

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

01

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

07

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**C. Any 2 of the above**

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://docs.google.com/forms/d/e/1FAIpQLSds fd67em7ZJcUl6POlg3-aCj0jbtcXkQBkbKe8IOXTKXzm Kg/viewform?usp=sf_link

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1149

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

483

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

After periodic evaluation of the first year (Hons) students, two months after their admission, two categories of students are found -advanced and slow learners, depending on their basic knowledge and performance in these evaluations. As most of the students are first generation learners, college prefers to give special emphasis on their learning process and adaptability to the academic environment. To match up their compatibility defferent kinds of methods like mock teaching, remedial classes, group discussions, interactive practical sessions, advanced learning by systematic seminars etc.are organized. For example, in mock teaching the advanced learners are asked to upgrade their knowledge via interactive session after completion of the lecture. College actively appreciate the advanced learners by providing them various reference books to dig deeper in the subject and encourage them to share their understanding and concepts with their classmates in the form of reverse classroom. College encourages the slow learner students to do board work to make better understanding of the subject.E- contents like power point presentations and You Tube study videos are used to clear the doubts of the students whenever necessary.

During the last academic year , on campus classes were suspended due to Covid 19 pandemic. But that did not deter the progress of Shree Agrasen Mahavidyalaya. Online Classes were organised and teaching learning process continued. Even evaluations were also conducted online. Through online study materials, classes and You Tube lectures students could overcome their fear of online mode and could easily adapt with the teaching learning environment.

File Description	Documents
Link for additional Information	http://samdlk.ac.in/eclassroom-single/?eclass_id=3
Upload any additional information	[View File](#)

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2141	34

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Different departments of Shree Agrasen Mahavidyalaya arranges various student centric programmes that enable students to develop self confidence and rectify their mistakes. Departments follow mainly Chalk - Talk method of teaching, interactive method and participative method for holistic development of the students. Students actively participate in various extracurricular activities held in Shree Agrasen Mahavidyalaya. Students actively participate in Youth Parliament competitions organised by the Government of West Bengal, to exhibit their skill and acumen in versatile fields. During regular class hours, faculty members of various departments counterdebates and discusses where students are encouraged to come with different opinions and thoughts which pave the way of arguments as well as a way of learning. Various cultural and academic competitions are also organised by which the students get the scope ofv participative learning. Along with regular academic curriculum, educational tours are also organised in the nearby areas. The students get the opportunity to stay along with their friends and increase their level of knowledge through observation and discussion. They also develop the sesnse orf responsibility and the ability to work in a team.

The above mentioned activities are organised in the regular curriculum. , though during the last year, Covid 19 pandemic prevented the HEI to conduct on campus classes. In consequence, field tours and participative learning could not be organised, but various assignments were given to students to keep them engaged in different academic activities.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://meet.google.com/vgt-bdbm-ztt

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

As on campus classes were suspended due to COVID19 pandemic for 2020-2021 academic sessions , all the faculty members used ICT tools to takeonline calsses during the year. A central routine for online classes were formulated, and faculty members conducted the classes mostly using google meet platform. Orientation for both students and faculty members were conducted by the college authority for sesitising the above mentioned stakeholders about the use of various ICT tools to conduct online classes.Faculty members kept record of online classes and submittted it to college authority on regular basis. Besides google meet, YouTube, video lectures, google classrooms etc. were used by faculty members to conduct online classes.

In addition to this , faculty members uploaded study materilas in the dedicated elearning portal at http://samdlk.ac.in/eclass-room , where students had the access to material via specific login.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://samdlk.ac.in/eclassroom-single/?eclass_id=3

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

2.3.3.1 - Number of mentors

34

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

34

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

9

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

34

File Description	Documents
Any additional information	[View File](#)
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Presently in 2020-21 session for newly admitted students and students of semester III/IV in the U.G. courses CBCS system has been implemented in the college and is running fruitfully. In the non-CBCS system the students have to appear in the University Examinations as Part -III examination at the end of 3rd year. As on campus cl;asses were suspended due to COVId 19 pandemic for 2020-2021 academic session, all the faculty members used ICT tools to take online internal examinations during this period.

In addition to University Examinations, various modes of internal evaluation including class tests are conducted in college before final (university) exams. The answer scripts are evaluated and discussed with the students in order to rectify their mistakes.The main purpose of these tests is to improve their day-to-day performance, to judge their knowledge and make them up to date and preparefor upcoming semester andfinal examinations . The most encouraging outcome of these tests is the confidence gained by the students after each test. Even students with very poor fundamental knowledge showed big improvements after going through number of testsis the confidence gained by the students after each test. Even students with very poor fundamental knowledge showed big improvements after going through number of tests.

Due to covid -19 pandemic situation, following govt. order, field project, educational excursion or study tour and survey projects were not conducted during this time period. Whereas , extra online classes weretaken in both theory and practical papers to fulfil the gap.

File Description	Documents
Any additional information	View File
Link for additional information	https://samdlk.ac.in

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The mechanism to deal with examination related grievances is available at our Institution centrally. College authority always take necessary action through proper channel if any discrepancy happened in registration formation, admit card generation, subject combination of a student etc. After publication of result of University Examination, sometimes if any student become unsuccessful improperly or face any problem during examination then respective department try to suggest proper way to pursue their grievances to the University with the help of Institution by measuring the trueness of the incident.

An integrated mechanism is in place at the Institution to deal with exam related grievances for internal assessment also. Doubt clearing sessions of the exams are synchronised with the internal assessment processes, i.e. class tests andpractical tests in the laboratories. Evaluated answer scripts had been discussed with the students. The respective faculty explains any problems or doubts that the studentmay have faced in answering the question paper. Class test questions andtheir similarities to various university questions are also highlighted during thediscussion sessions.

Teachers try to provide a broader understanding of the subject to the students by repeated discussions of the topics, giving home assignments, suggesting more books and online resources. If there is any tabulation related eerror in the assessment, corrections are duly made by the examiner and the corrected marks is departmentally posted against the name of the concerned student.

File Description	Documents
Any additional information	View File
Link for additional information	https://meet.google.com/qfu-ashz-het

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the

Programmes offered by the institution.

The prospectus of the institution provides all important and necessary information about all the programmes and courses along with the programme nomenclature, fee structureand other relevant information. The college website displayed various programs with its objectives at the beginning of the session. The website of the collegeis very elaborate. The courses taught in the college, the facilities provided to the students and the teaching faculties available are given in the website.

The primary objective of our college is to communicate with the students by the faculty members at the beginning of the session. As Shree Agrasen Mahavidyalaya is located in a non descript place, students generally do not have adequate information about the future prospecs. Therefore, the Three Year Undergraduate in different subjects are prepared and teaches on a careeristic view point.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://samdlk.ac.in/wp-content/uploads/2022/06/CO-PO2.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

Shree Agrasen Mahavidyalaya is an insitutuion which is affiliated to University of Gourbanga. Curriculum of all the UG courses are governed by University of Gourbanga.

Examination Evaluation : Shree Agrasen Mahavidyalaya conducts yearly TEST exminations which are held before their final university examinations. The answer scripts are returned to the students in timely fashion and questions of the test exams are discussed in detail in the class. University examinations are held at the end of each academic year, and based on the performance of the students , the evaluation of POsand COs are determined. This year for online education process all kind of examinations were done through online mode.

Indirect Assessment : Programme and Course outcomes of various programmes and courses expects the students to develop capability of

independent learning, civic responsibilities, public speaking, independent thinking, scientific acumen, laboratory skills, creative writing skills to name a few.

Assignments and Class Tests : Continuous Internal Evaluation is an integral part of evaluation process of attaining Programme and course Outcomes. All the department has their own mechanism of conducting internal evaluation, mostly via class tests at regular intervals. Assignmentsare given to the students to test their progress during regular academic sessions.

Student Achievements and awards : Students of Shree Agrasen Mahavidyalaya participate in various competitions in state and nation, such as Youth Parliament, Quiz Competitions, Recitation Competitions rtc, and have been successful on many occasions.

The above mentioned activities are organised at regular basis, though Covid 19 pandemichas prevented the HEI to organise on campus classes programmes.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://forms.gle/u1wkWgXTaJehtJYP8

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

525

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://samdlk.ac.in/pass-percentage

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

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

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Not applicable

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

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

the year

07

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

10

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The NSS, NCC and Women Development Cell of Shree Agrasen Mahavidyalaya are actively involved in a wide range of extension activities which serve the local community and also provide holistic education to the students on different environmental and social issues, thus helping them to become responsible citizens of our country. These extension activities address different issues like health and hygiene , women empowerment and gender sensitization and green initiatives in which students and staff participate enthusiastically. Due to Covid 19 Pandemic whichhas caused total shut down of academic institutions across the nation as well as in West Bengal, it has been difficult and almost impossible to carry outsuch activities in last one year. Yet Shree Agrasen Mahavidyalaya organised an online Yoga workshop for students to make them aware about importance of Yoga in daily life.

The Women Development cell organised a Webinar on "Gender Sesitizationand Violence against Women" on 3rd April,2021 to spread awareness among students and the teaching fraternity of the college.

NSS unit also organised distribution of mask, sanitizer among local communities. This unit has also organised a webinar on world Environment day on the topic "Future and our Environment".

The NCC unit of our college also organised tree plantation programme where NCC cadets planted trees in their locality in the lockdown period. International Yoga Day was also celebrated by the cadets virtually. Even 15th August, 2021 and 26th Jan, 2021 was also celebrated by the cadets in the campus maintaining covid 19 protocols.

File Description	Documents
Paste link for additional information	http://meet.google.com/vgt-bdbm-ztt
Upload any additional information	View File

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

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

1

File Description	Documents
Any additional information	[View File](#)
Number of awards for extension activities in last 5 year(Data Template)	[View File](#)
e-copy of the award letters	[View File](#)

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

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

02

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

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

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

191

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	[View File](#)

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

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

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

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Shree Agrasen mahavidyalaya was founded on 1st September, 1995.It is situated in a non-descript place in a small village, Bhusamoni at Dalkhola in Uttar Dinajpur. Since inception the objective of the institution is to uplift the illiterate people and spread the seeds of education by providing eminent pedagogy. The college started in a a miniature form but today it has flourished to a great extent. Currently it offers 5 programmes at the undergraduate level with 16

departments. The institute has adequate infrastructural facilities like 13 classrooms, 2 laboratories, computer laboratories, departmental laboratories and a well adequate central library for successful running of the courses offered. There is a smart classroom with internet facilities. There is another virtual classroom with a mini auditorium. The college has amedicinal plant garden maintained by the department of Environment Science. The college has its own playground for conducting annual sports. The central Library has a number of 13,290 books. The college has 3.88 acres of campus area with an internal playground which has a verdant green land. The college maintains an ecofriendly environment in college premises as it is a plastic free campus. The college is always conscious about maintaning the learning environment. It has anti-ragging cell and students are regularly subjected to counselling about the adverse affects and consequences of ragging. We are also concious of the gender wequity. To maintain and raise awareness of hygiene among girl students the college has installed vending machine for easy acquisition of sanitary napkins.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://photos.app.goo.gl/HWjkd5Gwm8y7gPXw5

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

The college in addition to the academic activities lays more emphasis on co-curricular activities. The institution encourages sports and games and provides funds liberally for creating efficient sports infrastructure. Regular sports activities are organised and the Physical Education Department conducts Intra Collegiate,DSA and DPI sports competitions regularly.Sports persons receive encouragement from the management with special free studentship.When they participate in intercollegiate Sports Meets, they get travelling allowance along with daily allowance. Inthe Internal Competitions college provides certificates, gold medals, shields, cash prizes to derserving sports persons to motivate them to greater pursuit of excellence. In 2014 Physical Education Department was set up in the college to start with the general course in physical education. Every possible types of indoor/outdoor facilitiues are provided in the college. There is a provision for caroom, chess and other indoor games. To provide facilities for outdoor games the college has campus playground which is used as badminton court, Kho-

Kho court, , Kabaddi court etc. The college has another playground outside the campus which is used for football, cricket and athletic activities.Besides sports equipments, new fitness equipments such as treadmill and cycling machine are also properly maintained in the college. International Yoga Day celebration was organised in the college virtually. NSS along with Physical Education Department organised a workshop on 21st June, 2021.

Cultural Activities :The college strivesto train students in various cultural activites. The college has its own musical instruments such as Harmonium and Tablafor the use of the students.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://youtu.be/GpeiXH6hYec

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

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

13

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://photos.app.goo.gl/gUimBCZ9VhjmdfZ29 https://photos.app.goo.gl/jBdR1kSZCWHZG1Q78
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

81864

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](#)

4.2 - Library as a Learning Resource

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

The Shree Agrasen Mahavidyalaya Cenral Libary customizes SOUL, integrated Library Management Proprietory Software 2.0 version which is secure for library. It is a State-of-the-art integrated library management software desined and developed by the INFLIBNET Cenre based on requirements of College and University libraries. It is a user-friendly software developed to work under client-server environment. SOUL 2.0is designed for latest versions of MS-SQL and MySQL (or any other popular RDBMS).

NAME OF THE SOFTWARE : SOUL

VERSION : 2.0

DATE OF INSTALLATION : 05-08-2016

NATURE OF AUTOMATION: Partially Automated

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://samdlk.ac.in

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	D. Any 1 of the above

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

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

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

7941

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

120

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

With the growth of the Shree Agrasen Mahavidyalaya it is imperative to develop the infrastructure especially in IT field as technology is the backbone of any college. The college has upgraded its IT facilities in these years. The entire campus is covered under Wi-Fi connection provided by Railtel of India Corporation Ltd.Broadband.

There are 03separate Wi-Fi login, and the passwords are shared with teachers and students for free access to Internet. Most of the departments are provided desktops and few with scanners and printers. All the departments have shared LAN internet facilities provided by ROUTERS. Total number of LAN connections in the college is 06. The bandwidth and softwares are regularly updated according to the demand of the departments, providing login facilities to various e - resources like INFLIBNET to all the faculty and students.

Infonetics Kolkata, acts as the system administrator of Shree Agrasen Mahavidyalaya.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://samdlk.ac.in

4.3.2 - Number of Computers

29

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

292311

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college in addition to the academic activitieskeeps more emphasis on co - curricular and extracurricular activities. The college has campus playground of approx 5600sq m area for badminton, kabaddi, kho - kho etc. Apart from this the college has another sports playground of approx 1200sq m area outside the campus for outdoor games such as football, cricket etc. The institution encourages sports and games and provides funds liberally for creating efficient sports infrastructure. The institute also has all the required sports material in good condition. A store room for sports equipment and an office room for physical education. When they participate in intercolleagiate Sports Meets, they get travelling allowance along with daily allowance.

Commencement of Physical Education as General Course: 2015 onwards Indoor/Outdoor facilities : Provision for carom boards and chess and other indoor games. To provide facilities for outdoor games the college has campus playground which is used as badminton court, , Kho - Kho court, Kabaddi court and cricket temporarily as required. The college has another playground outside the campus which is used for football, cricket and athletics activities. The college has adequate sports equipments to support students in their sports activities. The college has organised International Yoga Day on 21st June 2021 in collaboration with NSS.

Cultural Activities : The college owns musical instruments such as Harmonium , Tabla, etc. for the use of students. The teachers of this college train and motivate students to participate in cultural events like Independence Day, Rabindra Jayanti, Mother Language Day etc.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://samdlk.ac.in

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1040

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	C. 2 of the above

File Description	Documents
Link to institutional website	https://samdlk.ac.in/photo-gallery
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

50

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

50

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	D. Any 1 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

5

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

28

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government

examinations) during the year

0

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

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template)	View File

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

Student Council in Shree Agrasen Mahavidyalaya is a very active one and they have specific set of committees who look after student's needs during the academic year starting from the admission process. Student council organises several functions during the academic year including fresher's welcome, social programme, Saraswati Puja, Annual College Sports. The General Secretary of student council is a member of college Governing Body, which is the main administrative body for proper functioning of various activities in the college. Members of Student's Council also represent in Library Committee and IQAC. Members of student council help to circulate class routine

among the students. Student Council also helps students to attain required amount of attandance in class, and promote awareness among the students about importance of attending classes.

Due to covid 19 pandemic, in campus activities were prohibited by students for most of the time. Student union has conducted several informal sessions with students and made them aware about maintainence of Covid 19 protocols.

File Description	Documents
Paste link for additional information	https://samdlk.ac.in/
Upload any additional information	View File

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

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

01

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The Alumni Association is a registered society , West Bengal Act XXVI of 1961 No. S/16/12703 of 2002-2003.The Alumni association was formed in the year 16th August 2016, registration number 59974 of 2016-17. The main objective of the association is to bridge the gap between the college and the alumni. The association aims to link the alumni to the institution, to develop strategic plans and to support

the college to achieve its vision and to enable the institute to add value to all its stakeholders. The association has highlightedthe necessity for arranging smart class room for the students to make education attractive and lively. The association also emphasized the installation of sanitary napkin vending machine for the girl students, ramp for the physically handicapped students. The alumnus often extend their help to the faculty members of the college to prepare students for YPC programmes. Some of the alumni often participate in social service with great enthusiasm for the rural children of the locality. They provide valuable suggestions as and when the college requires their help.

Covid 19 pandemic has restricted movement and physical assembly of alumni members. Keeping in mind , alumni association has contributed in the following areas.

Distribution of of mask among common people

Distribution of essential commoditiesand other sanitising materials during lockdown to the common people of the locality

Alumni also created a delegation team which met with the NAAC peer team during the visit in2016.

File Description	Documents
Paste link for additional information	https://samdlk.ac.in/alumni-annual-report
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Shree Agrasen Mahavidyalaya started its journey towards excellence since 1st September 1995 to fulfil the demand of higher education in

the locality. Shree Agrasen Mahavidyalaya is the only college within a radius of 50 km. Thearea , Dalkhola,had been totally neglected during the period of British Rule and there had been a complete indifference to the backwardness of its population. The college,located at an ideal site within the Municipal area surrounded by picturesque landscape with ever green, calm and quite atmosphere free from pollution, din and bustle of Municipal crowd , is the sixth degree college in the district of North Dinajpur. It was initially affiliated to the University of North Bengal but later it came under the jurisdiction of the University of Gour Banga from the academic year 2008. Our vision is to become the best educational institute by imparting equitable, inclusive, ethical, flexible and multidisciplinary knowledge to the budding students toserve the society. The college also envisions a life-oriented education propounded by the ideals of Swami Vivekananda. Our vision is to provide opportunities for the integrated development of the local youth irrespective of caste, creed, religion and gender.The college also envisions to provide basic higher education to the deserving students both of the backward communities and general category. For effective application of the decisions regarding academic and co-curricular activities, decentralization of governance is done and participative management with inclusion of various stakeholders ensures smooth running of the institution.

File Description	Documents
Paste link for additional information	https://samdlk.ac.in/vision-and-mision/
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The college proof Gour Banga, motes the culture of decentralization in the processes of Academics and Administration as adopted by the management. The Governing Body is the apex body of the institution , formed as per the statute of the University of Gour Banga. Principal of college is the Secretary of the Governing Body. President of the Governing Body is selected by the Government of West Bengal. Policy matters and all important decisions are taken by the Governing Body regarding academic and administrative affairs. Besides the governing body, the college has Bursar, Secretary of the Teachers' Council who

are entitled to play vital role in framing the policies as well as governance.

Implementation of policies regarding academic matters are monitored by IQAC. It takes decisions related to curricular, co-curricular and extra-curricular activities. This decentralization has resulted in increasing the overall quality and strengthening the capacities of the various branches of administration.

Meetings are held regularly with the stakeholders. The college strives towards excellence by taking in the suggestions and opinions of the people associated with it. The best way ohf having an inclusive decision is to collect feedback from them.

It has beena difficult period for last 2 years due to Covid 19 pandemic situation to conduct various activities of the college. Most of the meetings and decentralization process has to be done via online mode. Various meetings has been conducted regarding university examinations, NAAC peer team visit, and various duties were distributed among faculty and staff members during the year.

File Description	Documents
Paste link for additional information	https://samdlk.ac.in/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Strategy Plan : The College Authority decided to execute the plan of digitizing of administration at many levels which mainly includes Admission,Maintenance of Fee records and Accounts, Examination, College Website and Wi fi zone.

The Action Plan :

1. Admission - The Online Admission System through web tendering process has been introduced by the College as initiated by the Government of West Bengal and guided by the rules and regulations of the University of Gour Banga. The College has a separate Online Admission Committee, in addition with Academic Sub Committee to co - ordinate the admission process. This enables to identify the

requirements for every academic session. The Database is further used in issuing identity cards, library cards, application for scholarships and eligibility.

2. Fee Records -The data collected during the online admission process is used as the database in maintaining the fee records and disbursement of scholarships from various agencies.

3. Maintenance of Accounts - The office of the College mostly uses Sinaware Software for maintenance of books of Accounts.

4. Examination -The filling up of examination is online and college provides necessary facility for the same as introduced by the Government. of West Bengal and guided by the rules and reluations of the UGB.

5. Website : The college has a dynamic website with a unique feature of providing administrative access to all the departments and it has a secure Wi-Fi with a speed of 100mbps.

During Covid 19 pandemic, the college used the website to circulate various informations to the students.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://samdlk.ac.in/
Upload any additional information	View File

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

The Governing Body of the College is the apex body in the administration of the college which works in close co-operation with the Principal as the Head of the Institution. The Principal regulates and maintains a congenial relationshipwith the Teaching and Non-Teaching staff members to create an efficient academic environment within the institution. All major policy decisions like the recruitment of the Principal, Bursar, teaching and non-teaching staff, sanctioning leave to all stakeholders, adopting major financial policies, taking disciplinary actions are taken by the

Governing Body following the usual rules and regulations of the Government of West Bengal. The College follows all the rules and regulations of the UGC, the Department of Higher Education of West Bengal and the affiliating University,viz., The University of Gour Banga.In the context of the college administration, the Governing Body takes the leadership role in decision making process. The Governing Body of the college consistsof : 1. President (Selected by the Govt.) 2. Principal (Secretary, Ex-Officio) 3. Govt. Nominee -01(one) 4. University Nominee - 01 (one) 5. Teachers' Representative - 03 (Three) 6. Non- Teaching Staff Representative - 01 (One) 7. General Secretary of Students Union (Ex- Offiucio) - 01 (one). The Governing Body forms different sub- committees which help to execute the academic and administrative plans and policies smoothly. They are ; 1. IQAC Cell 2. NAAC Committee3. Academic Committee 4. Admission Committee 5. Library Committee 6. Routine Committee 7Examination Committee 8.Backward Cell Committee9. NSS 10. NCC 11. Finance Committee 12. Building Committee 13. Grievance Redressal Cell 14. Women Development Cell 15.Anti - Ragging Committee.

File Description	Documents
Paste link for additional information	https://samdlk.ac.in/
Link to Organogram of the Institution webpage	https://samdlk.ac.in/
Upload any additional information	View File

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

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The college does not have cooperative system but all the newly recruited teachers and staff through Govt. of West Bengal get advance from college to fulfil their financial necessity.The casual staff members who do not getbonus before puja from govt.,college provides them puja ex-gratia. The female staff members enjoy maternity leave of six months as per Govt. rule. The female staff members can also avail Child Care Leave as per Govt. rule.Non-teaching staff and State Aided College Teachers enjoy a special health scheme by Govt. of West Bengal named Swasthya Sathi. The teachers enjoy special health scheme by Govt. of West Bengal nmaed as West Bengal Health Scheme.

During the Covid 19 pandemic,the college teachers and Staff got their salaryin time as the college accounts manager and the bursar has made sure that even though physical presence of staff in the institution was prohibited. All monetary matters, salaries, pay fixations, pay commission implementations are all in place at the right time.

File Description	Documents
Paste link for additional information	https://samdlk.ac.in/
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

4

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

API score and Career advancement is done accoprding to latest UGC Guidelines, in collaboration with Dept. of Higher Education, Govt of Westbengal. IQAC verifies the documents and forward the application to proper authority for appraisal and career advancement procedures. Professors undertake various career advancement schemes including seminars, workshops, administrative duties, examination related duties for career advancement. Institution , being a govt aided one, and being governed by UGC rules, and rules of Dept. of Higher Education, Govt. of West Bengal, cannot design its own appraisal system separately. But the college has its own mechanism for collecting datafrom all faculties to fillup the AQAR data, through which it keeps records of all the development of faculty and staff members during the year.

File Description	Documents
Paste link for additional information	https://samdlk.ac.in/
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Audit prepartions are done by college management, in consultation with Bursar and Accountant. External Audit is done in regular basis at the college. The day-to-day checking of college books of accounts and financial statement is made by the Bursar appointed by the

Governing Body (GB) of the college. On behalf of the college, Bursar conducts an internal audit of book of accounts. At the end of each financial year, the complete financial statement of the college is audited by a registered Audit and Accounts Form. 2019 -2020 Audit is completed, though the process has been delayed due to Covid 19 pandemic. External Audit is done by Director of Public Instruction, Govt. of West Bengal. 2020-2021 audit system is yet to be completed as the auditor is yet to be selected by the govt.

File Description	Documents
Paste link for additional information	https://samdlk.ac.in/
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Institution follows transparency and democracy in the entire procedure of mobilization and utilizationn of funds. Apart from regular grants from the Govt. of West Bengal and UGC grants, the College has been abled to get funds from persons, trusts and Uttar Banga Unnayanan Parsad. The institution also encourages faculty members to submit major and minor research projects for obtaining grants and funding from various funding agencies. The institution regularly motivates the reputed and established alumni to generously contribute for overall developmewnt of the college. Once the funds are mobiliozed, adequate measures are taken for utilization of the same. The Finance Committee or the Building Committee initiates

tender process (e-tender) with the concurrence of the Governing Body. Various Committees and Sub- Committees as required get involved in executing the work as per the proposal submitted and sanctioned. The teacher members and non-teaching members of all these committees vigit when the work is undertaken by the execution authorities like PWD/Municipality/Contreactors etc. For all kinds of work, the College strictly adheres to the financial rules of the Govt. of West Bengal as well as the Govt. of India. The mobilization and utilization of funds are audited regularly by the internal auditors i.e. the Bursar of the College at the institutional level.

Though due to Covid 19 Pandemic, not much activity is observed in this front for past academic year.

File Description	Documents
Paste link for additional information	https://samdlk.ac.in/
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

2020-2021 has been a difficult year for academic institutions in India, as most of the institutions were closed for regular academic activities as physical presence of the stakeholders were not allowed in the campus. However, that did not deter Shree Agrasen Mahavidyalaya to continue its academic activities. IQAC, shree Agasen Mahavidyalaya has adopted several innovative measures to prevent academic loss. This included the initiation of e-learning portal, online classes, online administrative meetings and professional development programmes, connecting with community and conducting awareness activities related to Covid 19 and basic hygiene of students.

IQAC along with various departments has organised online programmes such as World Environment Day, International Yofa Day, International Women's Day etc. In collaboration with the Departments of all the Departments National and International Webinars has been organised for the benewfit of the students. All the departments organised Special Lecture Series to help the students in acquring advanced knowledge in their respective domains.

File Description	Documents
Paste link for additional information	https://samdlk.ac.in/
Upload any additional information	View File

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

IQAC is dedicated to create a congenial atmosphere in the college for teaching learning process, for both gfaculty members and students. A number of students in Shree Agrasen Mahavidyalaya come from economically and academically challenged backgrounds and most of the students are first generation learners. So it is always a tough challenge for the faculty members to educte the students in proper fashion, and instill in them the values of higher education. IQAC reviews various metholodies adopted by the faculty members from time to time, to ensure the best possible learning outcome for the prospective students, and also rejuvenate the teaching learning process that can incorporate new ideas and technologies.

In the last academic year , due to Covid19 pandemic situations, the teaching learning techniques around the globe has taken a paradigm shift towards online modes, IQAC, Shree Agasen Mahavidyalaya has taken several initiatives to combat this new mode of teaching effectively. IQAC has conducted some orientation programmes among faculty members, and students to make them aware about various online platforms where class can be conducted such as Google Meet, Microsoft Teams, Cisco Web cetc. The college has designed a routine for conducting online classes during the academic year, and IQAC has kept a detailed record for all the online classes during this period.

Various departmebnts also conducted internal assessment examinations via online mode and sent record of the same to college authority and IQAC.

File Description	Documents
Paste link for additional information	https://samdlk.ac.in/
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://samdlk.ac.in/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Due to Covid19 Pandemic, it was not possible to hold many programmes during the year. Yet the Institution made sure it made the gender equity issue a prominent one among the stakeholders. The girls common room, and vending machine for sanitary napkins were well in order. Women Development Cell organised a webinar on April 3,2021 on the topic " Gender Sesitisation and Violence Against Women" keeping in mind the World International Women's Day which is celebrated across the world on 8th March. In the Webinar, the guest speaker Prof. Sanchari Roy Mukherjee, Vice Chancellor, Dakshin Dinajpur University spoke in details about how women in society can take leadership roles, and be at paer with men. She also focussed on sexual harassment of women at workplace (Prevention, Prohibition and Redressal) act 2013 . Dr. Sudharshana Sen, Assistant Professor, Department of Sociuology, University of Gour Banga focussed on violence against women in India and the third speaker, Dr. Nilanjana Bagchi, Associate Professor & Head, Department of Psychologyand Director of Women Studies Centre, Bethun College, Kolkata spoke on Gender issues from psycholigical perspective. All the studentents,

faculty members and even the non-teaching female staff too participated in the programme. To ensure safety of women in the campus shree Agrasen Mahavidyalaya has dedicated administrative staff in college office and we do have security guards to keep a constant surveillance on the activities of students in college.

File Description	Documents
Annual gender sensitization action plan	https://samdlk.ac.in/
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://samdlk.ac.in/

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The College enhances the effort to keep the Campus Clean and Green with proper management of waste thereby encouraging everyone to be aware with the materials they use. To maintain the cleanliness within the Campus different ways are utilized which strengthens the eco - friendly environment within the college premises. Solid waste management : The huge volume of waste is managed meticulously every day. Coloured Dustbins are kept at specific places in and around the Campus. The accumulated solid - waste and organic waste materials are dumped in the dustbin which is collected by the municipality workers of the ward on the regular basis. Dry waste products are left to decompose systematically over a pariod of time and the garden products are often burnt and disposed. The campus is

addressed as "Plastic free zone' which limits the amount of waste being generated within the campus. All the E - waste like non - working laboratory equipments, computers, printers, monitors etc are sold as scrap materials to the vendors for recycling. This is done in a systematic basis thereby following the rules of the Purchasing Committee.The obsolete items are ruled out of the stock register for the future records which ensure safe recycling.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

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

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Shree Agrasen Mahavidyalaya always promotes harmony and inclusiveness in its approach and curriculum. It organises programmes that reflect social harmony, cultural inclusiveness and regional aspects of the society. Independence Day, Republic Day, International Mother language day, International Women's day, National Sports Day, birth and death anniversaries of famous personalities are celebrated in the college.

Students of Shree Agrasen Mahavidyalaya come from diverse socio - economiuc background, and college takes initiative to create an environment which is all-inclusive to people from all strata of the society. College provides and arranges for various scholarship schemes that enables students from poor economic background to continue higher study in the college.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

Due to COVID 19 pandemic, it was not possible to conduct sensitization programmes in college regarding values, rights, duties and responsiblities. However Shree Agrasen Mahavidyalaya always sensitises its students regarding their responsibilities as

citizens. College has organised programmes, and uploaded necessary informations on its website regarding issues related to Covid 19, how to tackle mental health problems during pandemic. College maintained strict COVID19 protocols following UGC, Govt of India and Govt. of WestBengal guidelines while conducting examinations for final year students. Students are always sesitised regarding their conduct and behaviour during covid 19 pandemic, and advised to play proper role in controlling the pandemic.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

D. Any 1 of the above

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

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

India is a country with cultural diversity and innumerablefestivals are celebrated within the country. To maintain the ideals of our rich heritage , the institution celebrates the national festivals

and the birth/death anniversaries of the great personalities to inculcate the sense of unity, harmony and secularism among the students.

All the faculty members celebrate the "durga Puja" which is a big festival in west Bengal. After the puja vacation all the faculty members and staff of the college through handshakes and best wishes of "Bijoya Dashami" begin their college with love and bliss. Independence Day and Republic Day are celebrated in a grand manner in the college where the National Flag is hoisted by the Principal of the college and the NCC units perform parade. All the faculty members, administrative staff members and students join the event which make them grow as responsible citizens. The birth/death anniversaries of the great Indain personalities are observed in the College with huge respect. The students from all the departments celebrate the birthday of Dr. Sarvapalli Radhakrishnan i.e. 5th September as Teachers' Day. The College celebrates the birth/death anniversary of Rabindranath Tagore every year with huge respect to mark a tribute for the icon through cultural programmes.

Due to pandemic the institution was closed for physical activities and events like those mentioned above. Some of the events that has been organised are Independence day, Republic Day and World Environment day.

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

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice 1

Maintenance of eco-friendly campus bymaking the whole campus tobacco free and plastic free zone.

Objectives :

- To generate awareness among students about the deadly effects of tobacco.
- To increase public awareness in the in the campus and in the surrounding locality on the consequence of Plastic use.

Context :

Irrespective of the remote location of our campus, our institution is proud to have eco - friendly campus.

Practice :

To make the college campus tobacco free and plastic free zone. The NSS unit of Shree Agrasen Mahavidyalaya takes the initiative to promote health awareness.Various small posters are displayed all over the college campus to prevent tobacco consumption and also stating the adverse effect of using plastic.

Evidence of Success :

There was large participation of students in the Webinar on "Future and our Environment", organised to generate consciousness among students about the hazards of environment.

Problems encountered and Resource Required :

Use of separate dustbins for disposing bio-degradable and non -biodegradeable waste is of urgent need.

Best Practice II

COVID 19pandemic awareness Program and online classes following central routine.

Objective :

- To promote awareness among all stakeholders regarding COVID19 and its affects.
- Promoting community engagement and developing a sense of social responsibility among stakeholders through awareness programme.

Context :

This practice allows students to be aware of the importance of healthy lifestyle, maintain social distancing, use of proper

sanitisation.

The Practice :

Shree Agrasen Mahavidyalaya formulated a central routine for conducting online classesand it was of great success.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	[View File](#)

7.3 - Institutional Distinctiveness

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

Effective curriculum delivery to students of all socio-economic background and demographics. Shree Agrasen Mahavidyalaya is committed for effective curriculum delevery to its students, and takes utmost care in completing the syllabus in the calssroom. Last academic session has been difficult , as on campus classes were suspended. However College authority in collaboration with IQAC and routine commiittee has designed routine for online classes, catering to the requirement of class distribution as per CBCS syllabus, and online classes were regularly taken for the whole academic year. Shree Agrasen Mahavidyalaya has also developed an e-portal (www.samdlk.ac.in/eclass-room) where faculty members uploaded study materials, video lectures and assignments.. Each student can login with individual id, access the study materials. Through whatsapp groups students interacted with teachers and submitted their assignments. Most of the online calsses were conducted via google meet. All the concerned stakeholders including students and guardians were extremely satisfied with the online classes taken at

Shree Agrasen Mahavidyalaya.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

Plans for 2021-2022 Academic Year

Shree Agrasen Mahavidyalaya is committed to provide highest quality academic and experiential learning environment to its students. Faculty members and all the staff members of the college are actively engaged in designing and executing effective curriculum delivery to the students, and also create an environment where students can develop ethics, human values and social responsibilities. Following plans have been designed :

1. Organising orientatioon programme for students regarding various facilities available at the college.

2. Organise Career counselling programmes and provide guidance for competitive examinatiobns.

3. Organise certificate courses/enrichment programme for students keeping higher education beyond post - graduation in mind.

4. Organise reunion for alumni association, and involve alumni members in overall development of the college, in greater capacity.

5. Organise seminars and sensitisation programmes regarding various employment opportunities in the Govt. and non-govt. sectors.

6. Organise various cultural competitions like debate, extempore, recitation, quiz, drawing, poster competitions etc., to inculcate various talents among the students..

7. Organise inter-deaprtmental lectures for students to promote interdisciplinary research work.

8. Organise more science awareness programmes , connect with local schools for their active participation.