YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	**CHANDRAKETUGARH SAHIDULLAH SMRITI MAHAVIDYALAYA**
• Name of the Head of the institution	**DR. SAROJ KUMAR CHATTOPADHYAYA**
• Designation	**PRINCIPAL**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**03216242652**
• Mobile No:	**9433362091**
• Registered e-mail	**chandraketugarh@gmail.com**
• Alternate e-mail	**iqaccssm@gmail.com**
• Address	**P.O.- DEBALAYA**
• City/Town	**BERACHAMPA, P.S.- DEGANGA**
• State/UT	**WEST BENGAL**
• Pin Code	**743424**
2.Institutional status	
• Affiliated / Constitution Colleges	**Affiliated**
• Type of Institution	**Co-education**
• Location	**Rural**

• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	WEST BENGAL STATE UNIVERSITY
• Name of the IQAC Coordinator	DR. SAURABH BHATTACHARYYA
• Phone No.	03216242652
• Alternate phone No.	6291366417
• Mobile	9433373371
• IQAC e-mail address	iqaccssm@gmail.com
• Alternate e-mail address	bhattacharyyasaurabh@gmail.com
3.Website address (Web link of the AQAR (Previous Academic Year)	http://cssmberachampa.org/doc/aqar%202020-21.pdf
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	http://cssmberachampa.org/doc/Academic%20Calender%202021_22.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.12	2016	16/12/2016	15/12/2021

6.Date of Establishment of IQAC	31/05/2014

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
NIL	NIL	NIL	NIL	NIL

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

9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	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)

* Holding a number of awareness programmes under the title of students' week. * Organising the Book Exhibition for the second year.. * Providing logistical support for Covid Prevention programmes. . * Initiating new certificate courses. * Taking all possible steps to revive students interest in class room activities after a long period of covid lockdown.

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
It was planned that the class room and library space be increased in the college campus.	Initiatives have been taken by the college management to expand the college area in terms of space and necessary blue prints have been made in this regard.
New certificate courses mostly value based were planned to be introduced	Some certificate courses have been initiated; others are in the process of initiation.
A plan was taken to open a publication unit in the college for the publication of its own researches	An ISBN registration has been done in favour of the college for publication of research material produced by the college.
It was planned that old certificate courses which were stalled during the pandemic be reoriented	Certificate courses in Spoken Arabic , Spoken Sanskrit and Spoken English were in the process of reorientation.
Since Book fair can not be held due to pandemic restraints this year, it was planned that a book exhibition be organised as its substitute	A book exhibition was jointly organised by the Central Library and the IQAC this year.
Planning was done to increase the number of activities done by the NSS	Several socially productive activities like afforestation campaign and other necessary activities were conducted by the NSS during this year.

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	15/02/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	13/01/2023

15.Multidisciplinary / interdisciplinary

Interdisciplinary activities have been carried out in many departments. Departments like Philosophy and Physical Education have jointly organised Certificate and value based courses like Certificate Course on Yoga which explored the fundamental concepts of mainstream Yoga and its philosophical foundations. The course focused on the foundations for the theoretical as well as practical aspects of Yoga, one of the world's oldest sciences. Both qualitative and quantitative efforts were taken to meet the purpose of the program. Eminent speakers and trainers from different universities, colleges and institutions were invited as resource person to conduct the course schedule. The entire program was very satisfactory and learner-centric. The total number of participants benefitted from the course is 49. We have been delighted to have the active participation from six of our faculties (Rupa Chakraborty from Dept. of History, Dr Paramita Sen, Librarian, Nivedita Karmakar from Dept. of English, Nripen Mandal from Dept. of Education, Badiruddin Saikh from Dept. of Political Science and Poulomi Bhattacharya, Music Teacher) in this course who enhanced their knowledge on Yoga. An workshop on Vedanta and swamivivekananda was also held by the Departments of Philosophy and Sanskrit. The Philosophy and Physical Education Departments also organised the 8th International Yoga Day celebration on 21st June 2022.

Interdisciplinary clases are also taken by the teachers. For instance Dr. Sudeshna Biswas of Sociology takes classes on Agriculture and Rural Development at the Hons level. Interdisciplinary lectures are also held and encouraged by the college authorities.

16.Academic bank of credits (ABC):

 Being a member of the academic bank of credits has been felt as one of the important aims of the institution for the full implimentation of the CBCS curriculam. However this year the registration process has not happen. The institution looks forward to get in registered in the academic bank of credit in the near future.

17.Skill development:

Many activities have been undertaken during 2021-22 to bring about

skill development among the stake holders of the college. Different certificate courses/value based courses have been instituted and many students have benefited from them. Such courses include certificate course on spoken english, spoken arabic and spoken sanskrit which were already existing and have been revived after the pandemic. Other courses instituted by the institution include those on bengali rhyme and rhythm, certificate course on Music conducted by the cultural commitee. The certificate course on Music explored the fundamental concepts of mainstream Western and Indian classical music and its foundations ; along with this, it explored our Indian Pancha Kavi's (Rabindra Nath, Nazrul, Dwijendralal, Rajanikanta and Atulprasad) songs also. The course focused on the foundations for the theoretical as well as practical aspects of Music. Both qualitative and quantitative efforts were taken to meet the purpose of the program. Eminent singers, musicians & teachers from different music schools and institutions were invited as resource person to conduct the course schedule. The entire program was very satisfactory and learner-centric. The total number of participants benefitted from the course is 42. Departments like Philosophy and Physical Education have jointly organised Certificate and value based courses like Certificate Course on Yoga which explored the fundamental concepts of mainstream Yoga and its philosophical foundations. The course focused on the foundations for the theoretical as well as practical aspects of Yoga, one of the world's oldest sciences. Both qualitative and quantitative efforts were taken to meet the purpose of the program. Eminent speakers and trainers from different universities, colleges and institutions were invited as resource person to conduct the course schedule. The entire program was very satisfactory and learner-centric. The total number of participants benefitted from the course is 49.

Certificate couse on job oriented examinations called target initiated by the IQAC. Workshop and seminars have often been held during the year with a focus on skill development for instance a one day workshop on self defence was organised by the college by the NSS in which a resource person came and acquainted the students with the latest modes of self difence. The skill enhancement courses which is a part of CBCS curriculam like Museology,computer fundamentals, Film studies and the like are part of the regular knowledge transactions of the college.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Integration of Indian knowledge system in the teaching learning process has already been done in the new CBCS curriculam. For

instance in the first semester of the English Hons Indian cultural esthetics is basically taught. Thus the college does not have to take and aditional responsibility in acquinting students with the traditional knowlege system of the country and its cultural orientations.

The cultural committee and various of the ancillary commities of the college makes sure that the traditional culture of the nation is adequately represnted before the students. The different programmes held at different times of the year like Vasanta Utsav, Sarat Vandana and the like acquaint the students with the traditional modes of cultural expression.

When it comes to online teaching, online facilities are taken recourse of as and when necessary for the dissemination of all kinds of learning. It will be relevant to point out over here that during the pandemic period all education and cocurricular activities were conducted in online /blended mode so that every one could take part in it.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Outcome based course is basically a curriculam that has its focus on the results of the curriculam. While the college has limited independance in framing the university shaped curriculam and making it outcome based as such, efforts are made the institution level to use its own certificate courses for the furthering and betterment of outcome based education. All the certificate courses initiated by the college are popular. They have been framed keeping the students' objective in mind. Courses like those on job examinations, music, and yoga have been conducted by the college in such a way that result oriented skill is acquired by the students in these respects.

20.Distance education/online education:

ICT enabled tools are effectively used by all departments of the college and though at present teachng learning is largely done in the offline mode, seminars and workshop are often arranged making use of the google suite of the college and its other online facilities. Part of the examinations are also taken online through the college examination interface particularly developed for the institution.

When it comes to online teaching, online facilities are taken recourse of as and when necessary for the dissemination of all kinds of learning. It will be relevant to point out over here that

during the pandemic period all education and cocurricular activities were conducted in online /blended mode so that every one could take part of it. The certificate value based course that have been introduced in this year are mostly inthe blended mode.

Extended Profile

1.Programme

1.1	16
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	5024
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	1539
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	797
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	43
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**36**

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**22**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**6867667**
4.3 Total number of computers on campus for academic purposes	**19**

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

There is a systematic process for curriculum delivery maintained by the institution. Academic plans and calenders are made so as to plan and execute curriculum delivery properly. These academic plans are closely adhered to . After every class the teacher notes down all the details of class content in a diary with a specific extensive format. The diary is reviewed at regular intervals by the academic sub committee in general and the principal in particular. Moreover in departmental meetings the distribution of the syllabus contents among the teacher is taken care of.Review meeting also held at the departmental level in which threadbare discussion is made and steps are taken on completion of curriculum delivery.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://cssmberachampa.org/Different_Activities.aspx#

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

Yes. The institute sticks to the academic calender as far as practicable. In the CBCS mode there is a continious process of evaluation. The continious internal evaluation are taken in accordance with a plan laid down in the academic calender.Other programmes like Parent-Teacher Meeting that are held round the year are also executed by each department keeping in view the timeline set in the academic calendar. The academic calendar given in the college website provides a guideline to all stakeholders regarding the day to day academic transaction of the college. The college tries to adhere to it as far as practicable.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://cssmberachampa.org/doc/Academic%20Calender%2021_22.pdf

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	**No File Uploaded**
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

16

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)

05

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

187

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

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	<u>View File</u>

1.3 - Curriculum Enrichment

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

Since the basic curriculum is framed by the university for academic purposes, issues ofProfessional Ethics, Gender, Human Values, Environment and Sustainability are automatically addressed in the everyday teaching learning since they are already parts of the curriculum. The college also organises several other awareness programme on these issues mainly in the form of seminar, conferences and workshops round the year.Some certificate courses also addressed these issues. For instance the certificate course on Yoga has been framed in such a way so as to involve elements of ethics, gender, human values, environment and sustenability. A webinar on Gender Sensitisation and Gender Awareness was held by the Internal Complaint Committee on28th June, 2022 in which the resource person Joydeep Jana spoke on Gender and the necessity of Gender awareness. The report of the said programme has been attached.

File Description	Documents
Any additional information	<u>View File</u>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	**No File Uploaded**

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

3

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	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

212

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	http://cssmberachampa.org/Different_Activities.aspx#

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

3214

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

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

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

1043

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

Special attention is given at the institution level for both the advanced and the slow learners of the different departments of the college.The advanced learners are further encouraged by rewarding

them with prizes and other motivating gestures and students are weaker are given spacial atention bothe at the department as well as of the interpersonal level withthe teacher so as to provide remedial teaching for them at an informal level. Supplementary examinations are taken at different phases of the curiculum whenever the candidate fails at an internal examinations which is a part of the CBCS curriculum.

File Description	Documents
Link for additional Information	http://cssmberachampa.org/viewNotice.aspx#
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
5024	43

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

Yes. Students centric methods are used by each other departments to enhance the learning experience of the students. Often, quiz contest are organised at the institution level which helps in grooming of the students in an informal way. Project work and field trip are generally organised to represent education through experience and as a participaroty endevour.The institution encourages every student to think, and not just to cram topics in the syllabi. Students are helped to master the contents of their syllabus and they are often given problems from practical lives a in the classrooms. Grading is done as much as possible and they are also made to realise the value of participatory management through the students' council of which some of them are active members. As their work is divided among several sections and subsections, they learnto develop skills completely conducive to their experience and acumen. Every activity is given to the students with a modus operandi and a target. These are the different ways in which student cantered education is fostered by the institution.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	http://cssmberachampa.org/Different_Activities.aspx#

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

There is a full fledged block in the college dedicated to ICT which consist of five rooms with full state of the art facilities for ICT Teaching and learning. Teachers make full use of these facilities and it is ensured that atleast 50 percent of the classes taken are ICT enabled in some way or the other. Because of the lack of adequate facilites for all the studdents , the ICT classes are provided on double sharing basis and teachers who are not much conversant with the ICT tools procure training to make use of this facilities. In the near fututre such trainings would be imparted by the college. There is a full fledged digital class room in the college premises as well which is utilised by the departments when ever necessary. The college also has a Google Suit membership and a dedicated examination portal for online facilities in the college.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://cssmberachampa.org/SSR.html

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

49

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
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

19

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

11

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

477

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

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

The CBCS curriculam makes it necessary for a continuous evaluation of students throughout the semester. Internal assessments or assignments are arranged in such a way so as to make the continuous evaluation possible. The college also thinks it ideally necessary for the student to be tested at every step of learning. In order to attain this, internal examinations at both the formative and the summative levels are taken at regular intervals and care is taken to ensure that the process remains as transparent as practicable.

Often the modes of the assessments are varied and assignments are taken in various forms like project works, power point presentations and even home assignments. This variation is basically done with two purposes in mind. First, there is the opportunity of adding variety to the methods of assessment used and then the varied technique of assessemnt also ensured that students are assessed from as many as practicable keeping in mind the different applications they will have of their knowledge in future life.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

Whenever there arises a grivence regarding internal examinations, the matter is reffered to head of the department who makes it possible for the answerscripts or project works to be once again assessed so that the justification of the grivence can be ascertained. If the grivence is found justified compensatory marks are given to the students keeping in view the fact that the benefit of doubt should go infavour of him or her. If the grivenece is

unjustified then the entire thing is explained to the stake holders untill they are satisfied about it. The entire process is done promptly and with necessary fellow feeling among the stake holders.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://cssmexam.in/

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 teachers are made tp be aware of the programmes and the course outcomes from the university website and the supplimentary workshops that are conducted by the board of studies every year. The syllabus material is available in the university website and for convenience in hard copy for sale at the university. The college often procures copies of the syllabus for its library.

Students get to know about the syllabus and the course outcomes primarily through the teachers who get them downloaded and often print them to be distributed among the students. The link to the university syllabus is also given in the college website. The college library also has a collection of the syllabii which is consulted by the students and the teachers from time to time.

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

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

Though there is no specific and dedicated mechanism for measuring course outcome in the institution, the college keeps a proper record of student progression which is maintained at the departmental levels of the institutions which gives it some idea about the course outcomes in practical terms.

A good feedback system involving all stake holders are maintaind by

the college.The feedback system helps us to understand the programme outcomes and course outcomes particularly when the feedback comes from the students and the guardians who are important stakeholders of the college.

These are the general and non specific method employed by the institution to evaluate the attainment of the programme outcome and course outcome in it.

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

2.6.3 - Pass percentage of Students during the year

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

968

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

http://cssmberachampa.org/Different_Activities.aspx#

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects /

endowments in the institution during the year (INR in Lakhs)

0

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

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

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

0

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

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

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

10

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	<u>View File</u>

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

3

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

6

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

During the year on the occassion of Internatonal Womens'day the NSS of the college organised and extension programme regarding the stretagy of self defence among girls studentsin which female students of the college and other young girls students of other institutions in the neighbourhoodtook part. Training was imparted to them by a trained martial artist. The Programme was held in the college ground and was done in collaboration with the IQAC.

On 27/09/21 the NSS unit of the college in collaboration with Cankids Kidsscan Charity Organisation conducted an online canceer awareness programme in which students of the college and others took part.

File Description	Documents
Paste link for additional information	http://cssmberachampa.org/Seminars.aspx#
Upload any additional information	View File

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

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

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

3

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

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

3.3.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

964

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	[View File](#)

3.4 - Collaboration

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

0

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

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	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has three storied building which has two wings. Ithas a dedicated ICT section 21 class rooms , 19 computers, twolaboratories and adequate number of small vestibular structuresfor its different committes.There is a state of the art virtual class room and very well equiped library. The ICT enabled classrooms are utilised by students on a routine basis when the collegeis open for offline classes.It also has a gymnasium for the stake holders.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://cssmberachampa.org/doc/Prospectus%202021-22.pdf

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

The college holds a number of cultural programmes every year and 2021 -22 has not been an exception in this. The College has aseminar hallwhich doubles up as an auditorium and there is a full fledged music training department which has organised a certificate course on music this year sucessfully.Every year thedepartment performs celebration like the birth anniversary ofRabindranath Tagore, Kazi Nazrul Islam, Swami Vivekananda andother luminaries of our national and cultural history. Every yearspecific programmes celebrating the Advent of spring (VasantaUtsav) Holi is celebrated with great cheer by the stake holders.special days of observance likeIndependence Day, Republic Day and the birth anniversary of NetajiSubhas Chandra Bose and Swami Vivekananda were observed this year.. The college also organised a certificate course in yoga successfully thisyear.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://cssmberachampa.org/Seminars.aspx#

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

22

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

7

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

6867667

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)

Name of ILMS software`: KOHA · Nature of automation (fully or partially) : Partially · Version : 3.18.03 · Year of Automation : 2016

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	http://cssmberachampa.org/index.aspx#

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   **A. Any 4 or more 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)

92950

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
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

112

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

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

The college has a systematic plan and an AMC with and organisation called Delta Enterprise. So far as updating the IT facilities of the college there is an ITUpgrading Committee which supervises the need for updating thesefacilities. Subsequently the Annual Maintenance Provider of thecollege takes charge of the updating. It also checks andsupervisesover all the IT facilities every week though the frequency of thatsupervision could not be maintained during the lockdown forobvious reasons. The college website is also frequently updated by this IT upgradation committee.

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

4.3.2 - Number of Computers

45

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	<u>View File</u>

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

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	<u>View File</u>

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)

1445776

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Maintainance of physical academic and support facilities are done at regular intervals in a systematic way by the college. The class rooms are taken care by the cleaning staff of the college who regularly clean them andtake care of them. The ICT rooms are left to the full resposiblilty of the departments. They are also cleaned and maintained by the support staff at regular intervals. The college has a state of the art Library which is maintained by the college librarian and her staff. The gymnasium of the collge, the sports room and its facilities and the NSS room are all under regular maintainance and scrutuniy. The computers in the college are maintained by an externar organisation called Delta Enterprise which has an AMC with the college regarding this. Thus it can be said that from the point of maintainace and utilisation the college is in good hands.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

4462

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	<u>View File</u>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<u>View File</u>

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

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

120

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<u>View File</u>

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

A. All of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

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

60

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

60

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<u>View File</u>

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

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

1

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

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

5.2.2.1 - Number of outgoing student progression to higher education

89

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File]()

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

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

examinations) during the year

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

0

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

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)

There is a selected Student Council of the college which takes part in its day to day activities. Portfolios like those regarding Sports and Games or Cultural Affairs are distributed among the members of the council so that they get directly involved in arranging different programmes related to these areas. There is a teacher in charge of every such subcommittee of the Students' council. S/He supervises the activity of the Students' Council round the year. The different committees of the Students' Council organize Programmes like Freshers' Welcome and Annual Sport and Atheletic Meet. The Secretary of the Students' Council is by norms a non voting member

of the Governing Body and s/he takes important roles in the decision making process of the college. The students council also held the every day to day activity including the NSS activities by its ancillary cells like the NSS.

File Description	Documents
Paste link for additional information	http://cssmberachampa.org/SU.html
Upload any additional information	No File Uploaded

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

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

22

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
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

Unfortunately the Alumni Association of the college has not been formally registered yet. We are making all effort for the same and we are hopeful that by the next session we will be successful in registering the Alumni Association and begin its full fledged activities. Nevertheless, members of the Alumni always take part in various activities of the college at an informal level. We are positively planning about bringing out a publication of the alumni association which would be in the form of ISBN Book. We hope that the book would be published in the next session and would be one of the major activities of the alumni in the college.

File Description	Documents
Paste link for additional information	http://cssmberachampa.org/index.aspx#
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	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision and the mission of the college as has been clearly stated in the college website is as follows:

THE VISION OF THE COLLEGE

The college purports to promote higher education for the empowerment of the rural youths . It also aims to provide professional and vocational training to meet the changing needs for a better way to living and to make them socially responsible citizen.

THE MISSION

The mission of the college is to create an ideal academic ambience in the institute towards the fulfillment of the goal of quality education, particularly higher education, through service and mutual co-operation of all, especially of the teachers, students, non-teaching employees, guardians and other stakeholders. The mission is also to motivate the students for participating in different social and cultural programmes in and outside the college so that they become professionally capable and able to take their own, familial and social responsibilities.

The college in almost all of its activities try to adhere to it stated vision and mission. for instance in the present session under report, it has organized an workshop on the self protection of women

in which a resource person displayed the students various modes of self protection. It has organized programmes on Counselling, Gender Sentisization and Climate Change to bring about its imagined vision in addition to the day today activity of teaching learning that the college performs on a daily basis.

File Description	Documents
Paste link for additional information	http://cssmberachampa.org/Mission.html
Upload any additional information	No File Uploaded

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

The structure of the college administration is set in such a way that there is by default an inbuilt system of decentralisation and participative management. Though the governing body along with the principal are the main decision making authorities of the college, the various departments and the ancillary sub committees play important advisory role and execute the action of these decisions. There is a very efficient and powerful teachers Council which also plays a similar role of execution and decision making. the academic sub committee and the 1QAC play important roles in quality assessment and so does the Staff Council. Even the students and their parents are considered as important stakeholders and their decision on important administrative action is often taken so as to make them important parts in the decision making process as well. Thus the work is decentralized and there is participatory Management at all levels.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

the strategic plan of the institution basically works at 2 levels. the first level is related to Academics and the institution tries to stick to its academic calendar as far as practicable throughout the year. The Other level of strategic planning essentially works in the

financial aspect of the day today working of the institution. Every year in sufficient advance A budget is laid down by the institution and it tries to adhere to that budget as much as practicable throughout the year. Thus it can be said that the perspective plan of the institution is effectively deployed in all its wings of operation.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	http://cssmberachampa.org/doc/Prospectus-2022-23.pdf
Upload any additional information	No File Uploaded

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

While the basic policies of the college are framed by the government authorities and at the local level by the governing body of the college the institution functions effectively basing itself on these policies and its Vision and Mission in the administrative setup we have the principal who is the secretary of the governing body the highest policy making organisation of the college .the principle executes his roles through his office and his position as the chairperson of the teachers Council the Staff Council and all other statutory bodies of the college. Appointments and service rules are conducted in accordance with the rules and regulations of the director of public instructions government of West Bengal and the affiliating University, West Bengal State University, of the college. In most cases, the UGC regulations regarding appointment and service rules are summarily followed.

File Description	Documents
Paste link for additional information	http://cssmberachampa.org/index.aspx#
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in   A. All of the above

areas of operation Administration Finance and Accounts Student Admission and Support Examination

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	<u>View File</u>
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<u>View File</u>

6.3 - Faculty Empowerment Strategies

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

For the teaching and non teaching stuff of the college welfare measures like service pension, provident fund are in place. advance salary in the form of festival advance is given to non teaching staff before the Durga Puja and the Eid, two important festivals of the locality. We are organising a computer training programme for the different statke holders of the college by out sourcing it to a reputed computer teaching institutiion. The idea is in the pipe line and will be implemented through a MOU by the end of the next session.

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

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

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

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

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

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

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

8

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

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

There is a performance appraisal report for the Teachers at all levels, a copy of which is being given below. the teachers also have to keep a record in a specified form of academic and other works performed by them. snapshot of the copy of that journal is also given below. this records are used for documentation and for career advancement of teachers. a performance appraisal report has also been in use for the non teaching staff as well.

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

6.4 - Financial Management and Resource Mobilization

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

External financial audits are conducted by the institution at regular interval by panel auditors fixed by the finance section of the government. Audit objections, if any, are resolved and settled by the threadbare discussion in the finance committee and subsequent approval of the governing body as per rule. Since external audit can only be done when the empanneled auditor is sent by the Directorate of Public Instructions for that purpose, we are trying to arrange for internal audit as early as possible.

File Description	Documents
Paste link for additional information	Nil
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	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

Funds are mobilized in accordance with the budget made at the beginning of the financial year as far as practicable. it is generally taken care of that the optimal utilisation of resources is done. The finance committee generally frames the guidelines for this purpose.

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

6.5 - Internal Quality Assurance System

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

The Higher education institution has been persistence in its effort to imparting quality education through most of its endeavours . In

its efforts the IQAC has got a substantial role to play. It general performs its roles by means of:

1. Admission analysis in which the rate of admission of a particular year is judged by comparison and contrast witht theprevious years.
2. Enhancement in teaching quality by providing inputs based on the feedback on all stakeholders.
3. Suggesting best practices on all academic and infrastructural aspects of the college.
4. Inviting suggestions from all stake holders by means of a suggestions drop box and incorporating them the everyday maters of the college as far as practicable.
5. Filling in of Annual Quality Assurance Reports for every year at a regular interval.
6. Collection of activity reports provided by the departments and subcommittees.
7. Creation of Performance Based Appraisal Reports for career advancement schemes.
8. Collection of feedback from stakeholders
9. Collection and processing of Action Taken Report by verisous sub committees.
10. The IQAC took up initiatives for NIRF Rankings.
11. The IQAC also has been working on the preparedness of the college for NEP 2020.

File Description	Documents
Paste link for additional information	http://cssmberachampa.org/index.aspx#
Upload any additional information	No File Uploaded

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

The IQAC is the body that maintains checks and balances in the teaching- learning and administrative atmosphere of the college. It generally does so by ensuring smooth operation of the following instruments.

1. Academic Calendar – The Academic calendar is brought out at the beginning of every session in order to acquaint to the students regarding all the necessary details of the college.
2. Daily Diary: Every day contents of each class is recorded in

the daily dairy so as to keep as a record of the activities done at the departmental level.

3. Semester Wise Departmental Academic Calendar : The lesion plan for each of the semester is prepared by the department and the copy of that is forwarded to the IQAC for the perusal of the cell.

4. Prospectus: A copy of the prospectus is given to every students on admission in order to enable students get a holistic idea about all the aspect of the college its mission, vision and plans of execution.

5. Further the IQAC assembles roughly at every quarter to gets suggestions and reviews at every stage from the stake holders.

6. The Feedback mechanism is another method by which the IQAC acquaint itself with the pressing necessities of the college.

7. Admission Analysis and Result Analysis are done at regular interval so as to bring out analytical survey of the teaching learning process in the college.

File Description	Documents
Paste link for additional information	http://cssmberachampa.org/Different_Activities.aspx#
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://cssmberachampa.org/NIIRF.html
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
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

Gender awareness is part and parcel of the educational process. The present CBCS curriculum promotes gender awareness by default. In streams such as Humanities, gender awareness is imparted through Gender Studies which is an important component of the curriculum in Literature and Social Sciences. Since education also serves to form habits in human beings, gender equality promotes men and women in having equal opportunities in equal participation, equality in teaching learning process, equality in terms of educational outcomes and outreach programmes and providing equal benefits to both the sexes promoting equal opportunities in economic social cultural and political developments.

The college ensures gender equality by means of:

1. Safety and security of all fremale stakeholders inside the campus. This is basically maintained with the use of extensive coverage of CCTV cameras. The entire college is under CCTV coverage and the footage is regularly seen to track any untoward happenings in the college.
2. The manual guarding system of the college also ensures that no untoward activities whether inside the college premises or in its immediate exteriors.
3. There is an exclusive common room for girls in the college like the Boys' Common Room which enables the girl students to spend their leisure time in recreation and leisurely activities.
4. Gender counseling and Yoga training is often provided to girl students. For instance a gender awareness programme was held

by the Anti Sexual Harassment committee in June, 2022.

5. Gender sensitization and counseling is often conducted at an informal level through the parent teacher meetings.

File Description	Documents
Annual gender sensitization action plan	http://cssmberachampa.org/Different_Activities.aspx#
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	http://cssmberachampa.org/Different_Activities.aspx#

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	No File Uploaded

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

Solid Waste Management:Waste is collected from the different parts of the college campus through separate and strategically placed wastebins. Garbage is separated in dry and wet-garbages.

Liquid Waste Management: Liquid waste management is generally done through sewage, drainage and other facilities of the college. Macro scale experiments are replaced by micro scale experiments for the minimization of liquid waste as a part of Green Practice.

Biomedical waste Management:Special care is taken by all concerned for the management of biomedical wastes Biomedical wastes are kept separately and disposed through a specially constructed bins.

E Waste Management: E waste is managed by disposal of these through private concerns.

Waste Recycling System:At the informal individual level waste cycling is done as much as possible. For instance the wasted paper in print on one side is used for different official purposes like drafting letter on hand.

Furthermore, there has been a rain water harvesting in the college which has been operational for many years.

Hazardous chemical and radio active waste management: While there is very little or no radioactive waste in the college, the hazardous chemical wastes is segregated and disposed taking due care of the environment.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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**

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

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	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Cultural and Awareness festivals are celebrated in the every year of the college and they were also celebrated /observed in the year under our report. For instance the cultural committee of the college observed the birth anniversary of the swami Vivekananda in the form of the National youth day this year and the programme, jointly organised by the cultural committee, NSS unit and the IQAC. Similarly the Netaji Subhas Chandra Bose's birth anniversary was celebrated on the 23rd January, 2022 . The International Mother language day was like wise observed on 22nd February 2022 . Besides these education department and the IQAC of the college also organised seminars on topic like 'Empowering Persons With Disabilities and Digital Inclusion' (11.02.2022) : The Arabic department organised seminar on 'Exploring Themes Of Peaceful Coexistence In Arabic And Indian Literature' . Besides these anacademic seminar is held to commemorate the birth anniversary of Prophet Mohammedon 31.03.2022. All students belonging to various communities took part in it. Similarly Ritu Vandana Utsav (29.03.2022) and Vasanta Panchami -Saraswati Puja (05.02.22) were held this year. Members of all communities participated in it. there is also a minorityand backward class cell 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	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations:

values, rights, duties and responsibilities of citizens

The institution is effectively poised in its efforts at providing and inclusive environment. It purports to provide an atmosphere of holistic development and communal harmony alongside the day to day transaction of the teaching learning process. It maintains the policy of absolute equality among all students and due importance is given to all its stake holders. In the CBCS curriculum itself importance is given to the values of human rights, peace, love, compassion, tolerance, other positive social values, environmental awareness, maintenance and preservation of ethical values and the like. The college also maintains strict gender equality policy in this regard. Programmes, mainly awareness ones are often held in this areas. The gender awareness programmes held in the college are instances of such. The celebration of Republic Day and Independence Day makes the students aware on the values of freedom and the struggle of the freedom fighters.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	[View File]()
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File]()
Any other relevant information	**No File Uploaded**

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

Yes, almost all the commemorative days at the national and international level are organized by the institution. In the present year under study, as well, these days were celebrated and observed. Apart from the Independence Day and the Republic Day which were observed mainly under the organization of the NSS of the college, the college also celebrated the International Yoga Day, The International Mother language day and the world Environment Day and international day for women by organizing programmes, opening wall magazines and organizing Seminars, workshops and the like. For instance an workshop on the Self defence of Girl Students was organized jointly by the NSS and the IQAC to observe the International women's day in which a considerable number of girl students were trained in self defence. The birth anniversary of Prophet Muhammad is celebrated in the college every year with an academic seminar aimed at developing interfaith awareness and communal harmony and this year was no exception in this. The seminar was held on 31st March, 2022 and was on 'Prophet Muhammad (S.A.) and the Spirit of Tolerance '. Delegates and Resource Persons from different faiths took part in it.Rabindra Jayanti, Nazrul Jayanti, Teachers' and College Foundation Day are also celebrated in proper spirit by the college.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	[View File]()
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

Best Practice 1. Title :Students' Week Objectives Regarding the objectives of the practice, the primary objective was to develop in the students an all round awareness of the duties and responsibilities as important stakeholders of institution. Its object was also to provide students adequate awareness of the world around them, to empower them with knowledge so as to make a Holistic development which will run parallel to their academic pursuits.

Best Practice 2. Title : Book Exhibition

Objectives :

The primary objective was to develop in the students an awareness about the use of books in the teaching learning process and its indispensability. This is particularly important as due to the long spell of college closure on account of the COVID Scare and the subsequent lockdown. Students were become more and more detached with books particularly in physical form and growing more and more reliant dependent on electronic resources. The initiative of organising the book exhibition was taken to bring back the students interest in the books particularly in print and to make the books available to the students both on general topics as well as specific academic subjects and disciplines.

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

Awareness programmes play a great role in bringing back the students to their own path and therefore the focus of this year activities in the college which has received a distinct priority and thrust is on the awareness programmes organized throughout the year as part of the students' Week and other activities throughout the college.

As a part of the Students' Week the awareness programmes organized had their focus on the different aspects of student empowerment. The International Webinar on Career Development held on 01.01.2022 the Webinar on Digital Education and its frontiers held on 02.01.22, the programme on online counseling held on 03.01.2022 and that on students' welfare held on 04.01.2022 are those that formed and important part of the students' week celebrations.

Apart from these, the awareness programmes held in the college include the Covid Awareness Programme, held on 06.10.2021, the mask and sanitizer distribution among the students and the local community held throughout the year and the participation of NSS volunteers at the Vivek Samhati-Utsav organized by the Department of Higher Education Govt. of West Bengal. All these programmes serve to bring back and idea of the role of the educational institutions and its holistic development .

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

There is a systematic process for curriculum delivery maintained by the institution. Academic plans and calenders are made so as to plan and execute curriculum delivery properly. These academic plans are closely adhered to . After every class the teacher notes down all the details of class content in a diary with a specific extensive format. The diary is reviewed at regular intervals by the academic sub committee in general and the principal in particular. Moreover in departmental meetings the distribution of the syllabus contents among the teacher is taken care of.Review meeting also held at the departmental level in which threadbare discussion is made and steps are taken on completion of curriculum delivery.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	http://cssmberachampa.org/Different_Activities.aspx#

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

Yes. The institute sticks to the academic calender as far as practicable. In the CBCS mode there is a continious process of evaluation. The continious internal evaluation are taken in accordance with a plan laid down in the academic calender.Other programmes like Parent-Teacher Meeting that are held round the year are also executed by each department keeping in view the timeline set in the academic calendar. The academic calendar given in the college website provides a guideline to all stakeholders regarding the day to day academic transaction of the college. The college tries to adhere to it as far as practicable.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	http://cssmberachampa.org/doc/Academic%20Calender%2021_22.pdf

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	**No File Uploaded**
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

16

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)

05

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

187

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

109

File Description	Documents
Any additional information	**No File Uploaded**
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

Since the basic curriculum is framed by the university for academic purposes, issues ofProfessional Ethics, Gender, Human Values, Environment and Sustainability are automatically addressed in the everyday teaching learning since they are already parts of the curriculum. The college also organises several other awareness programme on these issues mainly in the form of seminar, conferences and workshops round the year.Some certificate courses also addressed these issues. For instance the certificate course on Yoga has been framed in such a way so as to involve elements of ethics, gender, human values, environment and sustenability. A webinar on Gender Sensitisation and Gender Awareness was held by the Internal Complaint Committee on28th

June, 2022 in which the resource person Joydeep Jana spoke on Gender and the necessity of Gender awareness. The report of the said programme has been attached.

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	**No File Uploaded**

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

3

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	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	[View File](#)

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

212

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	[View File](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View File](#)
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	http://cssmberachampa.org/Different_Activities.aspx#

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

3214

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

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

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

1043

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

Special attention is given at the institution level for both the advanced and the slow learners of the different departments of the college.The advanced learners are further encouraged by rewarding them with prizes and other motivating gestures and students are weaker are given spacial atention bothe at the department as well as of the interpersonal level withthe teacher so as to provide remedial teaching for them at an informal level. Supplementary examinations are taken at different phases of the curiculum whenever the candidate fails at an internal examinations which is a part of the CBCS curriculum.

File Description	Documents
Link for additional Information	http://cssmberachampa.org/viewNotice.aspx#
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
5024	**43**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

Yes. Students centric methods are used by each other departments to enhance the learning experience of the students. Often, quiz contest are organised at the institution level which helps in grooming of the students in an informal way. Project work and field trip are generally organised to represent education through experience and as a participaroty endevour.The institution encourages every student to think, and not just to cram topics in the syllabi. Students are helped to master the contents of their syllabus and they are often given problems from practical lives a in the classrooms. Grading is done as much as possible and they are also made to realise the value of participatory management through the students' council of which some of them are active members. As their work is divided among several sections and subsections, they learnto develop skills completely conducive to their experience and acumen. Every activity is given to the students with a modus operandi and a target. These are the different ways in which student cantered education is fostered by the institution.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	http://cssmberachampa.org/Different_Activities.aspx#

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

There is a full fledged block in the college dedicated to ICT which consist of five rooms with full state of the art facilities for ICT Teaching and learning. Teachers make full use of these facilities and it is ensured that atleast 50 percent of the classes taken are ICT enabled in some way or the other. Because of the lack of adequate facilites for all the studdents , the ICT classes are provided on double sharing basis and teachers who are not much conversant with the ICT tools procure training to make

use of this facilities. In the near fututre such trainings would be imparted by the college. There is a full fledged digital class room in the college premises as well which is utilised by the departments when ever necessary. The college also has a Google Suit membership and a dedicated examination portal for online facilities in the college.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://cssmberachampa.org/SSR.html

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

49

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	No File Uploaded
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

19

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

11

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

477

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The CBCS curriculam makes it necessary for a continuous evaluation of students throughout the semester. Internal assessments or assignments are arranged in such a way so as to make the continuous evaluation possible. The college also thinks it ideally necessary for the student to be tested at every step of learning. In order to attain this, internal examinations at both the formative and the summative levels are taken at regular intervals and care is taken to ensure that the process remains as transparent as practicable.

Often the modes of the assessments are varied and assignments are taken in various forms like project works, power point presentations and even home assignments. This variation is basically done with two purposes in mind. First, there is the opportunity of adding variety to the methods of assessment used and then the varied technique of assessemnt also ensured that students are assessed from as many as practicable keeping in mind the different applications they will have of their knowledge in future life.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Whenever there arises a grivence regarding internal examinations, the matter is reffered to head of the department who makes it possible for the answerscripts or project works to be once again assessed so that the justification of the grivence can be ascertained. If the grivence is found justified compensatory marks are given to the students keeping in view the fact that the benefit of doubt should go infavour of him or her. If the grivenece is unjustified then the entire thing is explained to the stake holders untill they are satisfied about it. The entire process is done promptly and with necessary fellow feeling among the stake holders.

File Description	Documents
Any additional information	View File
Link for additional information	http://cssmexam.in/

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 teachers are made tp be aware of the programmes and the course outcomes from the university website and the supplimentary workshops that are conducted by the board of studies every year. The syllabus material is available in the university website and for convenience in hard copy for sale at the university. The

college often procures copies of the syllabus for its library.

Students get to know about the syllabus and the course outcomes primarily through the teachers who get them downloaded and often print them to be distributed among the students. The link to the university syllabus is also given in the college website. The college library also has a collection of the syllabii which is consulted by the students and the teachers from time to time.

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

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

Though there is no specific and dedicated mechanism for measuring course outcome in the institution, the college keeps a proper record of student progression which is maintained at the departmental levels of the institutions which gives it some idea about the course outcomes in practical terms.

A good feedback system involving all stake holders are maintaind by the college.The feedback system helps us to understand the programme outcomes and course outcomes particularly when the feedback comes from the students and the guardians who are important stakeholders of the college.

These are the general and non specific method employed by the institution to evaluate the attainment of the programme outcome and course outcome in it.

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

2.6.3 - Pass percentage of Students during the year

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

the year

968

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

http://cssmberachampa.org/Different_Activities.aspx#

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

10

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.2 - Research Publications and Awards

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

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

3

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

6

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

During the year on the occassion of Internatonal Womens'day the NSS of the college organised and extension programme regarding the stretegy of self defence among girls studentsin which female students of the college and other young girls students of other institutions in the neighbourhoodtook part. Training was imparted to them by a trained martial artist. The Programme was held in the college ground and was done in collaboration with the IQAC.

On 27/09/21 the NSS unit of the college in collaboration with Cankids Kidsscan Charity Organisation conducted an online canceer awareness programme in which students of the college and others took part.

File Description	Documents
Paste link for additional information	http://cssmberachampa.org/Seminars.aspx#
Upload any additional information	View File

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	**No File Uploaded**
e-copy of the award letters	**No File Uploaded**

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

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

3

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

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

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

964

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	[View File](#)

3.4 - Collaboration

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

0

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

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	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has three storied building which has two wings. Ithas a dedicated ICT section 21 class rooms , 19 computers, twolaboratories and adequate number of small vestibular structuresfor its different committes.There is a state of the art virtual class room and very well equiped library. The ICT enabled classrooms are utilised by students on a routine basis when the

collegeis open for offline classes.It also has a gymnasium for the stake holders.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	http://cssmberachampa.org/doc/Prospectus%202021-22.pdf

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

The college holds a number of cultural programmes every year and 2021 -22 has not been an exception in this. The College has aseminar hallwhich doubles up as an auditorium and there is a full fledged music training department which has organised a certificate course on music this year sucessfully.Every year thedepartment performs celebration like the birth anniversary ofRabindranath Tagore, Kazi Nazrul Islam, Swami Vivekananda andother luminaries of our national and cultural history. Every yearspecific programmes celebrating the Advent of spring (VasantaUtsav) Holi is celebrated with great cheer by the stake holders.special days of observance likeIndependence Day, Republic Day and the birth anniversary of NetajiSubhas Chandra Bose and Swami Vivekananda were observed this year.. The college also organised a certificate course in yoga successfully thisyear.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	http://cssmberachampa.org/Seminars.aspx#

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

22

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

7

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

6867667

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)

Name of ILMS software`: KOHA · Nature of automation (fully or partially) : Partially · Version : 3.18.03 · Year of Automation : 2016

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	http://cssmberachampa.org/index.aspx#

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-	**A. Any 4 or more of the above**

books Databases Remote access toe- resources

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)

92950

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
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

112

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

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

The college has a systematic plan and an AMC with and organisation called Delta Enterprise. So far as updating the IT

facilities of the college there is an ITUpgrading Committee which supervises the need for updating thesefacilities. Subsequently the Annual Maintenance Provider of thecollege takes charge of the updating. It also checks andsupervisesover all the IT facilities every week though the frequency of thatsupervision could not be maintained during the lockdown forobvious reasons. The college website is also frequently updated by this IT upgradation committee.

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

4.3.2 - Number of Computers

45

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	[View File](#)

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

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[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)

1445776

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	[View File](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

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

Maintainance of physical academic and support facilities are done at regular intervals in a systematic way by the college. The class rooms are taken care by the cleaning staff of the college who regularly clean them andtake care of them. The ICT rooms are left to the full resposiblilty of the departments. They are also cleaned and maintained by the support staff at regular intervals. The college has a state of the art Library which is maintained by the college librarian and her staff. The gymnasium of the collge, the sports room and its facilities and the NSS room are all under regular maintainance and scrutuniy. The computers in the college are maintained by an externar organisation called Delta Enterprise which has an AMC with the college regarding this. Thus it can be said that from the point of maintainace and utilisation the college is in good hands.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

4462

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
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

120

File Description	Documents
Upload any additional information	**No File Uploaded**
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	**A. All of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

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

`60`

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

`60`

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[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	`A. All of the above`

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

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

1	

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

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

5.2.2.1 - Number of outgoing student progression to higher education

89	

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

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

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

0	

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

0

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

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)

There is a selected Student Council of the college which takes part in its day to day activities. Portfolios like those regarding Sports and Games or Cultural Affairs are distributed among the members of the council so that they get directly involved in arranging different programmes related to these areas. There is a teacher in charge of every such subcommittee of the Students' council. S/He supervises the activity of the Students' Council round the year. The different committees of the Students' Council organize Programmes like Freshers' Welcome and Annual Sport and Atheletic Meet. The Secretary of the Students' Council is by norms a non voting member of the Governing Body and s/he takes important roles in the decision making process of the college. The students council also held the every day to day activity including the NSS activities by its ancillary cells like the NSS.

File Description	Documents
Paste link for additional information	http://cssmberachampa.org/SU.html
Upload any additional information	**No File Uploaded**

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

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

22

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
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

Unfortunately the Alumni Association of the college has not been formally registered yet. We are making all effort for the same and we are hopeful that by the next session we will be successful in registering the Alumni Association and begin its full fledged activities. Nevertheless, members of the Alumni always take part in various activities of the college at an informal level. We are positively planning about bringing out a publication of the alumni association which would be in the form of ISBN Book. We hope that the book would be published in the next session and would be one of the major activities of the alumni in the college.

File Description	Documents
Paste link for additional information	http://cssmberachampa.org/index.aspx#
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	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision and the mission of the college as has been clearly stated in the college website is as follows:

THE VISION OF THE COLLEGE

The college purports to promote higher education for the empowerment of the rural youths . It also aims to provide professional and vocational training to meet the changing needs for a better way to living and to make them socially responsible citizen.

THE MISSION

The mission of the college is to create an ideal academic ambience in the institute towards the fulfillment of the goal of quality education, particularly higher education, through service and mutual co-operation of all, especially of the teachers, students, non-teaching employees, guardians and other stakeholders. The mission is also to motivate the students for participating in different social and cultural programmes in and outside the college so that they become professionally capable and able to take their own, familial and social responsibilities.

The college in almost all of its activities try to adhere to it stated vision and mission. for instance in the present session under report, it has organized an workshop on the self protection of women in which a resource person displayed the students various modes of self protection. It has organized programmes on Counselling, Gender Sentisization and Climate Change to bring about its imagined vision in addition to the day today activity of teaching learning that the college performs on a daily basis.

File Description	Documents
Paste link for additional information	http://cssmberachampa.org/Mission.html
Upload any additional information	No File Uploaded

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

The structure of the college administration is set in such a way that there is by default an inbuilt system of decentralisation and participative management. Though the governing body along with the principal are the main decision making authorities of the college, the various departments and the ancillary sub committees play important advisory role and execute the action of these decisions. There is a very efficient and powerful teachers Council which also plays a similar role of execution and decision making. the academic sub committee and the 1QAC play important roles in quality assessment and so does the Staff Council. Even the students and their parents are considered as important stakeholders and their decision on important administrative action is often taken so as to make them important parts in the decision making process as well. Thus the work is decentralized and there is participatory Management at all levels.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

the strategic plan of the institution basically works at 2 levels. the first level is related to Academics and the institution tries to stick to its academic calendar as far as practicable throughout the year. The Other level of strategic planning essentially works in the financial aspect of the day today working of the institution. Every year in sufficient advance A budget is laid down by the institution and it tries to adhere to that budget as much as practicable throughout the year. Thus it can be said that the perspective plan of the institution is effectively deployed in all its wings of operation.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	http://cssmberachampa.org/doc/Prospectus-2022-23.pdf
Upload any additional information	**No File Uploaded**

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

While the basic policies of the college are framed by the government authorities and at the local level by the governing body of the college the institution functions effectively basing itself on these policies and its Vision and Mission in the administrative setup we have the principal who is the secretary of the governing body the highest policy making organisation of the college .the principle executes his roles through his office and his position as the chairperson of the teachers Council the Staff Council and all other statutory bodies of the college. Appointments and service rules are conducted in accordance with the rules and regulations of the director of public instructions government of West Bengal and the affiliating University, West Bengal State University, of the college. In most cases, the UGC regulations regarding appointment and service rules are summarily followed.

File Description	Documents
Paste link for additional information	http://cssmberachampa.org/index.aspx#
Link to Organogram of the Institution webpage	**Nil**
Upload any additional information	**No File Uploaded**

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

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

For the teaching and non teaching stuff of the college welfare measures like service pension, provident fund are in place. advance salary in the form of festival advance is given to non teaching staff before the Durga Puja and the Eid, two important festivals of the locality. We are organising a computer training programme for the different statke holders of the college by out sourcing it to a reputed computer teaching institutiion. The idea is in the pipe line and will be implemented through a MOU by the end of the next session.

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

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

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

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

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

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

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

8

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

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

There is a performance appraisal report for the Teachers at all levels, a copy of which is being given below. the teachers also have to keep a record in a specified form of academic and other works performed by them. snapshot of the copy of that journal is also given below. this records are used for documentation and for career advancement of teachers. a performance appraisal report has also been in use for the non teaching staff as well.

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

6.4 - Financial Management and Resource Mobilization

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

External financial audits are conducted by the institution at regular interval by panel auditors fixed by the finance section of the government. Audit objections, if any, are resolved and settled by the threadbare discussion in the finance committee and subsequent approval of the governing body as per rule. Since external audit can only be done when the empanneled auditor is sent by the Directorate of Public Instructions for that purpose, we are trying to arrange for internal audit as early as possible.

File Description	Documents
Paste link for additional information	Nil
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	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

Funds are mobilized in accordance with the budget made at the beginning of the financial year as far as practicable. it is generally taken care of that the optimal utilisation of resources is done. The finance committee generally frames the guidelines for this purpose.

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

6.5 - Internal Quality Assurance System

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

The Higher education institution has been persistence in its effort to imparting quality education through most of its

endeavours . In its efforts the IQAC has got a substantial role to play. It general performs its roles by means of:

1. Admission analysis in which the rate of admission of a particular year is judged by comparison and contrast witht theprevious years.
2. Enhancement in teaching quality by providing inputs based on the feedback on all stakeholders.
3. Suggesting best practices on all academic and infrastructural aspects of the college.
4. Inviting suggestions from all stake holders by means of a suggestions drop box and incorporating them the everyday maters of the college as far as practicable.
5. Filling in of Annual Quality Assurance Reports for every year at a regular interval.
6. Collection of activity reports provided by the departments and subcommittees.
7. Creation of Performance Based Appraisal Reports for career advancement schemes.
8. Collection of feedback from stakeholders
9. Collection and processing of Action Taken Report by verisous sub committees.
10. The IQAC took up initiatives for NIRF Rankings.
11. The IQAC also has been working on the preparedness of the college for NEP 2020.

File Description	Documents
Paste link for additional information	http://cssmberachampa.org/index.aspx#
Upload any additional information	No File Uploaded

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

The IQAC is the body that maintains checks and balances in the teaching- learning and administrative atmosphere of the college. It generally does so by ensuring smooth operation of the following instruments.

1. Academic Calendar – The Academic calendar is brought out at the beginning of every session in order to acquaint to the students regarding all the necessary details of the college.

2. **Daily Diary:** Every day contents of each class is recorded in the daily dairy so as to keep as a record of the activities done at the departmental level.
3. **Semester Wise Departmental Academic Calendar :** The lesion plan for each of the semester is prepared by the department and the copy of that is forwarded to the IQAC for the perusal of the cell.
4. **Prospectus:** A copy of the prospectus is given to every students on admission in order to enable students get a holistic idea about all the aspect of the college its mission, vision and plans of execution.
5. Further the IQAC assembles roughly at every quarter to gets suggestions and reviews at every stage from the stake holders.
6. The Feedback mechanism is another method by which the IQAC acquaint itself with the pressing necessities of the college.
7. Admission Analysis and Result Analysis are done at regular interval so as to bring out analytical survey of the teaching learning process in the college.

File Description	Documents
Paste link for additional information	http://cssmberachampa.org/Different_Activities.aspx#
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://cssmberachampa.org/NIIRF.html
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
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

Gender awareness is part and parcel of the educational process. The present CBCS curriculum promotes gender awareness by default. In streams such as Humanities, gender awareness is imparted through Gender Studies which is an important component of the curriculum in Literature and Social Sciences. Since education also serves to form habits in human beings, gender equality promotes men and women in having equal opportunities in equal participation, equality in teaching learning process, equality in terms of educational outcomes and outreach programmes and providing equal benefits to both the sexes promoting equal opportunities in economic social cultural and political developments.

The college ensures gender equality by means of:

1. Safety and security of all fremale stakeholders inside the campus. This is basically maintained with the use of extensive coverage of CCTV cameras. The entire college is under CCTV coverage and the footage is regularly seen to track any untoward happenings in the college.
2. The manual guarding system of the college also ensures that no untoward activities whether inside the college premises or in its immediate exteriors.
3. There is an exclusive common room for girls in the college like the Boys' Common Room which enables the girl students to spend their leisure time in recreation and leisurely activities.
4. Gender counseling and Yoga training is often provided to

girl students. For instance a gender awareness programme was held by the Anti Sexual Harassment committee in June, 2022.

5. Gender sensitization and counseling is often conducted at an informal level through the parent teacher meetings.

File Description	Documents
Annual gender sensitization action plan	http://cssmberachampa.org/Different_Activities.aspx#
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	http://cssmberachampa.org/Different_Activities.aspx#

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	No File Uploaded

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

Solid Waste Management:Waste is collected from the different parts of the college campus through separate and strategically placed wastebins. Garbage is separated in dry and wet-garbages.

Liquid Waste Management: Liquid waste management is generally done through sewage, drainage and other facilities of the college. Macro scale experiments are replaced by micro scale experiments for the minimization of liquid waste as a part of Green Practice.

Biomedical waste Management:Special care is taken by all

concerned for the management of biomedical wastes Biomedical wastes are kept separately and disposed through a specially constructed bins.

E Waste Management: E waste is managed by disposal of these through private concerns.

Waste Recycling System:At the informal individual level waste cycling is done as much as possible. For instance the wasted paper in print on one side is used for different official purposes like drafting letter on hand.

Furthermore, there has been a rain water harvesting in the college which has been operational for many years.

Hazardous chemical and radio active waste management: While there is very little or no radioactive waste in the college, the hazardous chemical wastes is segregated and disposed taking due care of the environment.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for

A. Any 4 or All of the above

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**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	**No File Uploaded**

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

of reading material, screen	reading

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Cultural and Awareness festivals are celebrated in the every year of the college and they were also celebrated /observed in the year under our report. For instance the cultural committee of the college observed the birth anniversary of the swami Vivekananda in the form of the National youth day this year and the programme, jointly organised by the cultural committee, NSS unit and the IQAC. Similarly the Netaji Subhas Chandra Bose's birth anniversary was celebrated on the 23rd January, 2022 . The International Mother language day was like wise observed on 22nd February 2022 . Besides these education department and the IQAC of the college also organised seminars on topic like 'Empowering Persons With Disabilities and Digital Inclusion' (11.02.2022) : The Arabic department organised seminar on 'Exploring Themes Of Peaceful Coexistence In Arabic And Indian Literature' . Besides these anacademic seminar is held to commemorate the birth anniversary of Prophet Mohammedon 31.03.2022. All students belonging to various communities took part in it. Similarly Ritu Vandana Utsav (29.03.2022) and Vasanta Panchami -Saraswati Puja (05.02.22) were held this year. Members of all communities participated in it. there is also a minorityand backward class cell 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	**No File Uploaded**

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

The institution is effectively poised in its efforts at providing and inclusive environment. It purports to provide an atmosphere of holistic development and communal harmony alongside the day to day transaction of the teaching learning process. It maintains the policy of absolute equality among all students and due importance is given to all its stake holders. In the CBCS curriculum itself importance is given to the values of human rights, peace, love, compassion, tolerance, other positive social values, environmental awareness, maintenance and preservation of ethical values and the like. The college also maintains strict gender equality policy in this regard. Programmes, mainly awareness ones are often held in this areas. The gender awareness programmes held in the college are instances of such. The celebration of Republic Day and Independence Day makes the students aware on the values of freedom and the struggle of the freedom fighters.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness	**C. Any 2 of the above**

programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File](#)
Any other relevant information	**No File Uploaded**

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

Yes, almost all the commemorative days at the national and international level are organized by the institution. In the present year under study, as well, these days were celebrated and observed. Apart from the Independence Day and the Republic Day which were observed mainly under the organization of the NSS of the college, the college also celebrated the International Yoga Day, The International Mother language day and the world Environment Day and international day for women by organizing programmes, opening wall magazines and organizing Seminars, workshops and the like. For instance an workshop on the Self defence of Girl Students was organized jointly by the NSS and the IQAC to observe the International women's day in which a considerable number of girl students were trained in self defence. The birth anniversary of Prophet Muhammad is celebrated in the college every year with an academic seminar aimed at developing interfaith awareness and communal harmony and this year was no exception in this. The seminar was held on 31st March, 2022 and was on 'Prophet Muhammad (S.A.) and the Spirit of Tolerance '. Delegates and Resource Persons from different faiths took part in it.Rabindra Jayanti, Nazrul Jayanti, Teachers' and College Foundation Day are also celebrated in proper spirit by the college.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	[View File]()
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

Best Practice 1. Title :Students' Week Objectives Regarding the objectives of the practice, the primary objective was to develop in the students an all round awareness of the duties and responsibilities as important stakeholders of institution. Its object was also to provide students adequate awareness of the world around them, to empower them with knowledge so as to make a Holistic development which will run parallel to their academic pursuits.

Best Practice 2. Title : Book Exhibition

Objectives :

The primary objective was to develop in the students an awareness about the use of books in the teaching learning process and its indispensability. This is particularly important as due to the long spell of college closure on account of the COVID Scare and the subsequent lockdown. Students were become more and more detached with books particularly in physical form and growing more and more reliant dependent on electronic resources. The initiative of organising the book exhibition was taken to bring back the students interest in the books particularly in print and to make the books available to the students both on general topics as well as specific academic subjects and disciplines.

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

Awareness programmes play a great role in bringing back the students to their own path and therefore the focus of this year activities in the college which has received a distinct priority and thrust is on the awareness programmes organized throughout the year as part of the students' Week and other activities throughout the college.

As a part of the Students' Week the awareness programmes organized had their focus on the different aspects of student empowerment. The International Webinar on Career Development held on 01.01.2022 the Webinar on Digital Education and its frontiers held on 02.01.22, the programme on online counseling held on 03.01.2022 and that on students' welfare held on 04.01.2022 are those that formed and important part of the students' week celebrations.

Apart from these, the awareness programmes held in the college include the Covid Awareness Programme, held on 06.10.2021, the mask and sanitizer distribution among the students and the local community held throughout the year and the participation of NSS volunteers at the Vivek Samhati-Utsav organized by the Department of Higher Education Govt. of West Bengal. All these programmes serve to bring back and idea of the role of the educational institutions and its holistic development .

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

The main points of focus for the next academic year will be :

1. The academic both in curricular and co curricular aspects needs to be reformed as it was before the Covid 19 pandemic
2. A session for talking about a book published by the speaker will be introduced in the creative programme hosted by the Library called 'Srijan Prahar'.
3. The internal examination system will be reformed. Formative assessments will be taken before the summative ones. If

necessary, summative assessments can be followed by supplementary examinations.

4. The college will prepare itself in as many ways and possible for the NEP 2020. During this year the primary work will be to bring awareness on the matter.

5. Remedial classes at the formal level will be organized for the students. Such classes will be incorporated in the daily routine.

6. The work regarding expansion of the college campus has to be continued and executed.

7. The college will be preparing for the academic audit and green audit as much as possible in the coming session.

8. A study circle will be opened under the aegis of the Central Library where exchange of creative and academic research will have a free ground.

9. A proposal for alotting fund for faculty research is in the pipeline.