



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	SERAMPORE COLLEGE
• Name of the Head of the institution	DR. VANSANGLURA
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03326622322
• Mobile No:	9774000270
• Registered e-mail	iqac@seramporecollege.ac.in
• Alternate e-mail	principal@seramporecollege.ac.in
• Address	9, William Carey Road
• City/Town	SERAMPORE
• State/UT	West Bengal
• Pin Code	712201
<b>2.Institutional status</b>	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Grants-in aid



*[Signature]*

• Name of the Affiliating University	<b>CALCUTTA UNIVERSITY</b>				
• Name of the IQAC Coordinator	<b>DR. BIDYUT BANERJEE</b>				
• Phone No.	<b>03326529140</b>				
• Alternate phone No.	<b>9830159691</b>				
• Mobile	<b>7980374961</b>				
• IQAC e-mail address	<b>iqac@seramporecollege.ac.in</b>				
• Alternate e-mail address	<b>bidyutbanerjee7@gmail.com</b>				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://a-s-c.seramporecollege.ac.in/wp-content/uploads/2022/02/AQAR-2019-20.pdf">https://a-s-c.seramporecollege.ac.in/wp-content/uploads/2022/02/AQAR-2019-20.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://a-s-c.seramporecollege.ac.in/wp-content/uploads/2022/03/ACADEMIC-CALANDER-2020-21.pdf">https://a-s-c.seramporecollege.ac.in/wp-content/uploads/2022/03/ACADEMIC-CALANDER-2020-21.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>A</b>	<b>85.75</b>	<b>2004</b>	<b>16/09/2004</b>	<b>15/09/2009</b>
<b>Cycle 2</b>	<b>A</b>	<b>3.09</b>	<b>2011</b>	<b>08/01/2011</b>	<b>07/01/2016</b>
<b>6.Date of Establishment of IQAC</b>			<b>07/12/2004</b>		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
<b>NIL</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			<b>Yes</b>		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>2</b>
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>No</b>
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
<p>1. Monitoring Teaching Learning 2. Conducting Students' Seminar 3. Taking feedback from Stakeholders 4. Motivating Teachers to apply for being Research Guides to Calcutta University 5. Introduction of vocational Courses for more employability</p>	
<b>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</b>	

Plan of Action	Achievements/Outcomes
To upgrade the mode of teaching more and more with the help of ICT & other tools.	To upgrade the mode of teaching with more smart class rooms have been introduced.
To organise National and International Seminars	Webinars have been organised.
To renovate and upgrade the existing Medicinal Plants Garden.	Existing Medicinal Plants Garden has been being renovated.
To motivate the teachers to undertake Major and Minor Research Projects more and more.	A number of teachers have undertaken Major and Minor Research Projects.
To arrange for the awareness of Health and Hygiene in collaboration with the Bio-Science Departments and NSS.	Health and Hygiene Awareness has been arranged.
To make the College Campus A Green Zone.	More Trees are planted and gardening extended in the College Campus and steps have been taken for Green Audit.
To arrange for extension activities.	Extension activities arranged.
To construct more classrooms to keep pace with the academic growth.	Construction of more Classrooms is in progress
To encourage for signing of MOU for academic collaboration.	Couple of MOUs have been signed.
To introduce project work related to Social Responsibilities for the UG students	Project work have assigned to students as per curriculum.

<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
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- Name of the statutory body

Name	Date of meeting(s)
College Faculty (Governing Body)	21/12/2021

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2022	28/02/2022

**Extended Profile****1. Programme**

1.1	109
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Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	<a href="#">View File</a>

**2. Student**

2.1	3397
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Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	445
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Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	963
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Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

**3.Academic**

3.1	<b>96</b>
Number of full time teachers during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

3.2	<b>01</b>
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

**4.Institution**

4.1	<b>86</b>
Total number of Classrooms and Seminar halls	

4.2	<b>34414610</b>
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	<b>160</b>
Total number of computers on campus for academic purposes	

**Part B****CURRICULAR ASPECTS****1.1 - Curricular Planning and Implementation**

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

The institution meticulously plans for effective implementation of the curriculum. The detailed process is stated herewith 1. Planning for the CBCS: All the departments prepare academic calendar in line with the academic calendar prescribed by the College/ University which consist of all technical and nontechnical activities in

detail. 2. Finalising of faculty member for each subject and Electives to be included in next semester and Preparation of Timetable: Before the end of the term, each faculty member submits his/her subject preferences to the Head of Department (HOD). Likewise, the electives are floated to the students to decide their choice to finalise and plan in advance for the electives. As per preference of subject, HOD assigns the faculty member as per their qualification and expertise and the subject distribution is communicated to the faculty member well in advance for proper preparation. Timetable is prepared as per the availability of infrastructure and shift of faculty member which is approved by authorities. The approved Time table is displayed on notice boards and college website prior to commencement of new term. 3. Preparation by each faculty member: Once the subject is allotted to the faculty member, they prepare teaching plan and course file as per the departmental academic planner. Lab manuals are prepared for each subject by the respective subject in charge along with important oral questions. Daily attendance is monitored by each faculty member and defaulter students with poor attendance are identified. Parents of such students are informed by telephone and SMS alerts. HOD takes feedback of the faculty twice in a semester from students and analysis is done. If feedback is poor, then corrective measures are advised by HOD/ competent authority and Principal. Faculty member meetings are held every week by the HOD to take academic review and suitable remedial measures are advised if necessary. 4. Resource Planning: Instruments which require repair or are obsolete are identified. Yearly budget is prepared based on consumables and equipment and planned lab wise and submitted to "Budget Committee" to call for quotations. Comparative statements are prepared to release requisition for each item. After receipt of these, demonstration is arranged to check satisfactory operation and test report is prepared. 5. Selection process of final year projects: PG coordinators assigned project guides to final year students / student groups as per area of specialization of the faculty member. The students are encouraged to get company/college sponsored projects with innovative idea. Projects with market potential are considered and supported for development of new start-ups.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

<https://a-s-c.seramporecollege.ac.in/wp-content/uploads/2022/01/Academic-Calander-2021-22.pdf>

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

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

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

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

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

109



File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

0

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

1

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

### 1.3 - Curriculum Enrichment

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

NIL

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

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

2

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
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)	No File Uploaded

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

55

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

## 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the

C. Any 2 of the above

**syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

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

**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://a-s-c.seramporecollege.ac.in/wp-content/uploads/2022/01/SSS-2020-21.pdf">https://a-s-c.seramporecollege.ac.in/wp-content/uploads/2022/01/SSS-2020-21.pdf</a>

## 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

**1406**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 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

0

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	No File Uploaded

## 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

**NOTHING TO ADD**

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
3397	96

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

1. Yoga day celebration by students.
2. Field/Internshipwork by the students
3. Cleanliness drive by the students
4. Plantation drive by the students

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

Students mentoring system that was running smoothly for past two academic sessions was introduced to a challenge with the rise of Covid-Pandemic affected lockdown. However, the mentors were ready to face the challenge and do the needful. They consistently interacted with the students using whatsapp, social media, phone to know about their problems --- academic, personal, financial, medical and so on. In this regard, the mentors worked even during evening after their online-classes were over so that students can be given psychological assistance. Many of the mentors encouraged the mentees to participate in community kitchen services and relief camps organized by the college. Special assistance were given by the mentors with regard to training students to cope with the new online education and examination system.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://a-s-c.seramporecollege.ac.in/facilities/">https://a-s-c.seramporecollege.ac.in/facilities/</a>

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

36

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

94

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 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

65

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

### 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

1614

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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.

All departments have been conducting class tests after each unit (or a section of the syllabus) is taught. There are also provisions for surprise class tests. Similarly, before each University examination, a selection test is held for all years so that their progress and readiness with regard to university examination can be judged. After class-tests and selection tests examiner/examinee meetings are held to help students understand what they have to do to perform better in the future. Moreover, there are remedial classes for students who underperform in class-tests as well as selection tests. There was adequate attention paid to the internal evaluation, attendance counting and tutorial projects and examinations of all the candidates under CBCS. The internal assessment system of the college is very robust and transparent. Subject and class wise internal examiners are appointed as per university regulations to conduct the Viva-Voce and practical examinations.

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

The academic atmosphere and its smooth-running was affected by the introduction of the lock-down during the pandemic and the college faced many challenges with regard to monitoring and running Internal Evaluation of the students. However, since academic enlightenment of the students could not be halted, the college quickly introduced mechanisms for online examination system. During the early months of the Pandemic in the academic session 20-21 the college was having three batches under CBCS and the outgoing 3rd year BA/B.Sc batch who had their final university examination in October, 2020 (having

their examination delayed which was supposed to be held in March-April 2020). The departments carried on interacting with them especially with regard to their online examination through the months of July, August, September 2020 in order to sensitize them about ways to cope with the new academic atmosphere and online examination. Thus, certain mock-tests were taken online so that students of 3rd Year BA/B.Sc can prepare for the final examination. With regard to CBCS batches, the surprise class tests, tutorial projects and assignments system, viva-voc were now conducted in the online mode. Whatsapp groups were created where question papers of mock tests and internal evaluation were posted and the question papers contained the email-address where the answer scripts were to be submitted. Examiners talked to examinees after the examination via google-meet and zoom meetings so that strategies of improvement could be suggested.

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

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Program Outcomes (POs), Program Specific Outcome (PSOs) and Course Outcomes (COs)

**B.A Programme:** The preamble, objectives, the intended learning along with the rationale to the syllabus of each department paper wise help students to study accordingly. Each B.A Student gains expertise in his/ her respective field and that apart, learns to cope with the social surroundings commits to social service and is nourished in meaningful way to be the responsible and dedicated citizen. He/ She also learns to judge things with impartiality and develops the creative faculty.

**B.A Generic Programme:** The students of other departments are opting for general electric courses along with their regular core papers. They are made ready to equip themselves for competitive examinations of the State and the Nation. The subject helps them to enrich their vocabulary and skill in language speaking and writing through regular classes and teaching texts and introducing them with the basic rules of grammatical items and comprehensions.



**B.Sc Programme:** Students get ample scope to acquire adequate knowledge in various subjects of Pure Science and Bio Science. They learn how to apply the acquired knowledge and make the most of it in solving the scientific problems through their critical and creative observation. Students crack all India competitive exams and engage themselves in academics and future researches.

**B.Com Programme:** This program could provide Industries, Banking Sectors, Insurance Companies, Financing companies, Transport Agencies, Warehousing etc., well trained professionals to meet the requirements. After completing graduation, students can get skills regarding various aspects like Marketing Manager, Selling Manager, over all Administration abilities of the Company. Capability of the students to make decisions at personal & professional level will increase after completion of this course. Students can independently start up their own Business. Students can get thorough knowledge of finance and commerce. The knowledge of different specializations in Accounting, costing, banking and finance with the practical exposure helps the students to stand in organization.

**B.Voc Programme:** The programme is credit based choice system and covers general education and vocational skills. In addition, emphasis is given for computer applications, employable skills and entrepreneurial skills. More than 70% of course time is spent in specialized laboratories and partner industries, thereby making the graduate totally job ready. Theory teaching is done using physical and virtual models for easy understanding. This programme requires collaboration with industry for further training, internship and job placements. Real-time practical applications are given to students, to sharpen their practical skills in the desired applications. They get well trained with good skills, expertise, and practical knowledge concerning taken up courses.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

All programmes and courses taught in the college are run in accordance with the regulations of the University of Calcutta and

are intended for developing students' knowledge base, progression and enhancement of employability. Thus, the courses and programs are taught vigorously and effectively by teachers who are assigned the task. As a result, there was 100% students' success in the university examinations. Moreover, many students got themselves enrolled in various PG and professional; development courses on the basis of the high aggregate they managed to secure in under-graduate courses. Moreover, many students have got themselves employed in various sectors. For better assessment of available infrastructure of the college, the college collects feedback from students passing out of the institution.

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

963

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="https://a-s-c.seramporecollege.ac.in/wp-content/uploads/2021/12/University-Result-Summary-2020-21.pdf">https://a-s-c.seramporecollege.ac.in/wp-content/uploads/2021/12/University-Result-Summary-2020-21.pdf</a>

### 2.7 - Student Satisfaction Survey

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

<https://a-s-c.seramporecollege.ac.in/wp-content/uploads/2022/01/SSS-2020-21.pdf>

<b>RESEARCH, INNOVATIONS AND EXTENSION</b>	
<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>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)</b>	
2549600	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>
<b>3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year</b>	
<b>3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b>	
3	
File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://wb.gov.in/departments-details.aspx?id=D190305175821427&amp;page=Science-and-Technology-and-Biotechnology">https://wb.gov.in/departments-details.aspx?id=D190305175821427&amp;page=Science-and-Technology-and-Biotechnology</a>
<b>3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year</b>	
<b>3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year</b>	

9

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

23

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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

17

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

NOTHING TO ADD

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

### 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

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
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

4

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

### 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**

751

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

**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**

1

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
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**

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## 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.

Serampore College has a set of established procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

**Maintenance of library:** For maintenances of library infra-structure and facilities the library committee and administration have been given the responsibility to purchase, procure books, manuscripts and other materials, as per the recommendations received from the departments of the colleges. The departments of the colleges have a good stock of texts and references in their departmental libraries. For enriching of the library, the committee procures some good publications from national and international publishers. The library committee organises reading sessions and competitions among students and teachers, appeals to and organises students, teachers, alumni, guardians to donate books.

**Maintenance of the laboratory:** The laboratory equipments, specimens, and other necessary chemicals are purchased by the office of the principal and purchase committee as per the requirements of the teaching departments of the college. The Science students of the college as well as those of five associate schools are taught and trained about the use and maintenance of laboratory items.

**Maintenance of the sport facilities:** Sports committee with the help of students' union sport secretary and his/her advisor takes the responsibilities of the maintenances of the sport facilities. Periodically necessary steps have taken by the authority to develop the sport activities of the students. A pavilion has also been made for the students within the campus, so that the students can enjoy the events of sports week, organised in the college. Some of the sports items are kept in boys' common rooms given out for use of students under the monitoring of the Sports cum common room. Students with excellence and achievements are publicly felicitated and also supported financially to the extent possible.

**Maintenance of Computers and IT facilities:** The office of the principal decides about purchasing necessary IT equipments as per recommendations received from the departments of the colleges and the administrative office of the college. IT facilities are

maintained by computer skilled personnel of the college and they also take the responsibilities of periodic up-gradations of the IT resources. The IT facilities are taken stock of by the administrations and they are modified or changed whenever necessary. There is a computer sub-committee in the college which looks after the maintenance of the computers and facilities. Few part-time employees are also entrusted with use and maintenance of these facilities.

**Classroom facilities:** The maintenance of classrooms is a regular exercise. After the admission process in every semester it is ensured that all the classrooms have adequate desks, benches. The fans and electrical appliances are checked time to time and if requirements are found the Bursar office monitor the process of procurement after getting approval from the Principal. College has constructed four smart classrooms during Lockdown period.

**Student support and welfare:** In the college campus, there is a good environment for the benefit and welfare of the students. Various committees and sub committees/ cells/ clubs are in the college to take care of services, student welfare and to meet their needs. There is a canteen for the students which serve subsidized food to different stakeholders and college monitors the health and hygiene of food served for the students as well as the other members of the college. College has an insurance welfare scheme for the students. Beside this the free medical consultation is provided as and when required.

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

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

#### Details of facilities for sports, games and cultural activities

The institution gives utmost importance to the overall development of the students and organizes various sports, games, and cultural activities on campus regularly. To support this, the institution has the following facilities which are kept open beyond the working hours for students and staff.



**Music Club**

Serampore College believes in the development of the students as a whole, and strives to provide a climate that nurtures the holistic development of our students, an environment that is trusting and spontaneous; and encourages flexibility, celebration, and recognition. This is achieved through cultural clubs like Music Club which covers a wide range of instruments like Guitar, Tabla, Harmonium, Jazz and fully fledged audio recording room with all facilities, along with the various forms of classical and non-classical music.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

55

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

55

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**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)**

3186471

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

## 4.2 - Library as a Learning Resource

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

The library is fully automated with Library Management Software KOHA in 2015 and the version of KOHA is 20.11.00.000.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

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

B. Any 3 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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)

165000

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

#### 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

.13

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

The office of the principal decides about purchasing necessary IT equipments as per recommendations received from the departments of the colleges and the administrative office of the college. IT facilities are maintained by computer skilled personnel of the college and they also take the responsibilities of periodic up-gradations of the IT resources. The IT facilities are taken stock of by the administrations and they are modified or changed whenever necessary. There is a computer sub-committee in the college which looks after the maintenance of the computers and facilities. Few part-time employees are also entrusted with use and maintenance of these facilities.

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

##### 4.3.2 - Number of Computers

162

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

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

#### 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)**

9442062

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

**Serampore College has a set of established procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

**Maintenance of library:** For maintenances of library infra-structure and facilities the library committee and administration have been given the responsibility to purchase, procure books, manuscripts and other materials, as per the recommendations received from the departments of the colleges. The departments of the colleges have a good stock of texts and references in their departmental libraries. For enriching of the library, the committee procures some good publications from national and international publishers. The library committee organises reading sessions and competitions among students and teachers, appeals to and organises students, teachers, alumni, guardians to donate books.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

742

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

**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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

50

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**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**

D. 1 of the above

File Description	Documents
Link to institutional website	<a href="https://a-s-c.seramporecollege.ac.in/facilities/cells-clubs/covid-19-cell/">https://a-s-c.seramporecollege.ac.in/facilities/cells-clubs/covid-19-cell/</a>
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**

0

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

0

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

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

**B. Any 3 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
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

34

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>



**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**

213

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**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**

36

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
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 )

The Students' union of the college has two members representing the union in the college governing body and thus they are actively associated with decision making mechanism of the college. Moreover, they also have their active participation felt in organizing Academic exhibition, sports and various cultural programs and observing days of national significance like Independence Day, Republic Day and so on. With the lock-down scenario in place and the Amphan crisis in effect, the students' union, along with the teachers and alumni members conducted relief camp and community kitchen services for the needy. However, as per government directive corrently we do not any elected representation of the student uniuon in the governing body.

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

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

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

0

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)	No File Uploaded

#### 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

Meeting held : 15.09.2020 and 09.01.2021

Activities: A relief camp was organised by alumni association at Patharpratima, Sundarban, 24th south Pargana for Yash(Cyclone) people.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

#### GOVERNANCE, LEADERSHIP AND MANAGEMENT

##### 6.1 - Institutional Vision and Leadership

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

The vision of Serampore College, a Christian minority college on the verge of completing 200 years, is to emerge as one of the leading

academic institutions not only in the region but also in the country where knowledge and skill complement each other and competence leads to confidence among the principal beneficiaries i.e. the students. We constantly strive for all round excellence so that this age-old heritage institution contributes more effectively towards intellectual pursuits, finds solutions to relevant social issues and develops means and ways that would cut across related disciplines in order to cope with hard-core realities of individual as well as our national life.

The mission of William Carey, one of the founders of our college, was to enlighten the minds of men in a holistically humanizing way, the legacy of which we are still trying to maintain as his torch-bearers. Accordingly, a mission, clear and big enough to fulfil the common vision of the college, has been set in such a way that short-sightedness never mists the prospect of reaching the destination. Our mission sets us to improve both intellectual and professional knowledge and tells us not to run after small gains. Being a strong believer of Christian ideology, we believe in attempting as well as expecting great things from God. That way, service to humanity and our nation has been adopted as the reason for existence of this sacred institution of learning.

File Description	Documents
Paste link for additional information	<a href="https://a-s-c.seramporecollege.ac.in/wp-content/uploads/2022/01/M-V-2017-2018.pdf">https://a-s-c.seramporecollege.ac.in/wp-content/uploads/2022/01/M-V-2017-2018.pdf</a>
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.

**Institution practices Decentralization and Participative Management.** Institution focuses keenly on decentralization by intending equal opportunity, equal role to participate is the functioning of the Institution management comprises of various committees, college governing Body and each committee has been provided with specific functions cater to the needs of institution for the ongoing progress and development of the Institution. The Principal, Heads of the departments, teaching and non teaching faculty along with student union members, together concentrate on fostering the progress of institution by sharing the responsibilities and participate in growth of institution and to act according to the aims and objectives of the Institution.

## 1. Principal Level

Principal is the President of the governing body (College Faculty) and chairperson of the IQAC. The Principal in consultation with the Administrative officials, Teachers of different committees for planning and implementation of different academic, student administration and related policies. All academic and operational policies are based on the unanimous decision of the Governing Body, the IQAC and the teachers of the college. Principal's office executes the services on the basis of recommendations of various statutory and non statutory committees.

### 1. Faculty level

Faculty members are given representation in various committees/cells nominated by the principal and the Governing Body, in the IQAC and other committees. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members.

### 1. Students Level

For the development of students, various cells and clubs are established at the college level. Students are empowered to play important roles in different activities. Functioning of different roles and responsibilities at various clubs and committees further reinforces of decentralization.

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

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

### Strategy Type

#### Details

#### Admission of Students

Online admission process was started. Activities such as Admission Form-Fill-Up, Publication of merit list, Admission fees collection

and admission counselling were done online. All notices were made available through college website and auto-SMS updates for maintaining transparency and eco-friendly atmosphere. Following covid-appropriate norms E-verification process was adopted with regard to students' testimonials.

#### Industry Interaction / Collaboration

MOUs between Serampore College and William Carey University, Retailers Association's Skill Council of India, Tourism and Hospitality Skill Council (New Delhi), Aquatica Water Park and Resort were signed respectively on 05.02.202, 02.03.2021, 19.02.2021, 18.07.2020.

#### Human Resource Management

For smoother functioning of the college various committees were reorganized. Two full-time teaching members were appointed for Vocational courses.

#### Library, ICT and Physical Infrastructure / Instrumentation

Many infrastructural developments related to classrooms' building, computer-lab renovation, smart-classrooms building were done. ICT enabling was made a priority too, for which various ICT related equipments were purchased. Four smart classrooms were constructed for Vocational courses.

#### Research and Development

IQAC has consistently motivated teachers to participate in academic research, encouraged them for applying PhD Supervisorship, and have research collaborations with the reputed institutes. College has encouraged teachers to attend seminar, conferences, workshops, faculty development programmes. Many teachers published papers in UGC Care listed and reputed academic journals.

#### Examination and Evaluation

Covid-19 pandemic, the lock-down and the overall challenges pushed the college to innovate extensively with regard to examination and evaluation. Online University examination of final year BA/BSC/B.Com students under 1+1+1 and CBCS was held in October, 2020. For the process, the teaching faculty of the college performed the task of examiners and scrutineers. Question papers received from the University in online mode were shared with students in the opportune

hour according to guidelines via college website and whatsapp groups. Email addresses for smooth submission of answer scripts were created and all the details related to them as well as mode of submission were shared with the students via college website, departmental whatsapp groups and mentors. Lab-based departments prepared their own questions as per university guidelines with regard to practical subjects' paper. The online evaluation of answer-scripts was done, online submission of marks, uploading of marks and online scrutiny were done. The similar mechanism was adopted in the case of 1st and 3rd Sem students of BA, B.Sc, B.Com under CBCS.

### Teaching and Learning

Online classes through google-meet, zoom, recorded class lectures, phone calls were made available. Course materials and study materials were uploaded in the website. There were whatsapp groups created to effectively discuss class and subject related issues.

### Curriculum Development

Participation of teachers in various seminars, workshops, academic bodies enabled the departments to develop curriculums that were more innovative, practice-oriented, student-centric and the students were made to think independently with the proper tutoring done through online classes, student seminars, group discussions and so on.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://a-s-c.seramporecollege.ac.in/wp-content/uploads/2022/03/strategic-planning.pdf">https://a-s-c.seramporecollege.ac.in/wp-content/uploads/2022/03/strategic-planning.pdf</a>
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.

**Planning and Development:** To use ICT in the process of planning college-events and activities, institute uses institution-specific personal e-mails. Important notices and reports are also circulated via e-mails. E-governance is the integration of Information and Communication Technology in all the working processes of the system. It aims to minimize the manual efforts and improve the

communication, create transparent system, and to be cost and time effective. To facilitate the same college is using ERP software with Student, Examination, Finance & Account, Employee, Library Modules.

**Administration:** To achieve the target of Paperless IQAC , committee members of it started using Google facilities like

- Google sheet :- For data collection from Various Departments.
- Google Docs :- To prepare notices and activity reports.
- Google Forms :- To prepare Feedback forms and get Online feedbacks of Students, Parents.
- Google Drives :- To keep all department wise proofs.
- The college has Biometric attendance for teaching and non-teaching staff.
- The college campus is equipped with CCTV Cameras installed at various places of need.
- To ensure surveillance on mobile by Principal, application is available and software is available for Surveillance on computer for college Authorities. ICT has been introduced in the Administrative work.
- College staff uses Smartphone with inbuilt social app like Gmail to communicate.
- WhatsApp Group helps to provide the brief notices of any event to be organized in college.
- WhatsApp Groups are also used for awareness and of smooth functioning of the same.

File Description	Documents
Paste link for additional information	<a href="https://a-s-c.seramporecollege.ac.in/about/council/">https://a-s-c.seramporecollege.ac.in/about/council/</a>
Link to Organogram of the Institution webpage	<a href="https://a-s-c.seramporecollege.ac.in/college-staff/administration/">https://a-s-c.seramporecollege.ac.in/college-staff/administration/</a>
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	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

Since the college was closed due to lockdown, there was not much scope with regard to regular welfare measures of the college. However, the administration kept continuous contact with the teaching and non-teaching staff during the times of hardship and provided whatever support that was possible.

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

2

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

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**

13

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

Due to the pandemic and the imposition of the lockdown, the self-

appraisal system effective for the college teachers and non-teaching staff was operationalized remotely. The scrutiny and assessment part of the self-appraisal by the administration in consultation with the IQAC was kept for the time when the college might reopen after lockdown.

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

#### 6.4 - Financial Management and Resource Mobilization

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

The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted yearly by the internal auditor with the help of financial committee of the institution. The committee thoroughly verifies the income and expenditure details and the compliance report of internal audit are submitted to the management of the institution through Principal. External audit is conducted time to time by an external agency.

Before the commencement of every financial year, principal submits a proposal on budget allocation, by considering the recommendations made by the heads of all the departments, to the management.

College budget includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges etc., and non - recurring expenses like lab equipment purchases, furniture and other development expenses.

The expenses will be monitored by the accounts department as per the budget allocated by the management.

The depreciation costs of various things purchased in the preceding years are also worked out.

Process of the internal audit:

All vouchers are audited by an internal financial committee on half yearly basis. The expenses incurred under different heads are

thoroughly checked by verifying the bills and vouchers. If any discrepancy is found, the same is brought to the notice of the Principal.

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

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

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

0

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

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

**1. Fees:** Fees charged as per the university and government norms from students of various granted and self financed courses.

**2. Salary Grant:** The College receives salary grant from the State Government. For this, we prepare and send an annual budget of the estimated salary grant required to the state government. This grant includes salaries of the Full Time Permanent teachers and non-teaching staff as well as part-time teachers working on granted posts.

**3. UGC Grants:** Our College is under 2F and 12B as per UGC Act and Permanent Affiliation of the University. So we receive grants from the UGC for the development and maintenance of Infrastructure, upgrade of the Learning Resources and Research (including grants for Minor and Major Research Projects).

4. We received fund from Stakeholders, non-government bodies, individuals and Philanthropists.

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

Serampore College attempts to chisel out the total quality person through a persistent focus on imparting quality education, through its innovative, comprehensive and flexible education policy. Its Internal Quality Assurance Cell (IQAC) carries out activities that encompass all aspects of the Institute's functioning.

The IQAC at Serampore College was constituted in 2004. Since then, it has been performing the following tasks on a regular basis:

1. Improvement in quality of teaching and research by regular inputs to all concerned based on feedback from students.
2. Providing inputs for best practices in administration for efficient resource utilization and better services to students and staff.
3. Providing inputs for Academic and Administrative Audit and analysis of results for improvement in areas found weak. Students and staff give their feedback and suggestions on teaching and administrative performance through the Suggestion Box located in the DEI Computer Centre, or through email to the Coordinator, IQAC at iqac@seramporecollege.ac.in.

The IQAC has immensely contributed in the implementation of quality assurance strategies and processes at all levels.

The Institute IQAC regularly meets periodically as and when required.

The Institute IQAC prepares, evaluates and recommends the following for approval by the relevant Institute and Govt. statutory authorities:

- (a) Annual Quality Assurance Report (AQAR)
- (b) Self-Study Reports of various accreditation bodies (ISO 9001, UGC 12b, NAAC, NIRF, NBA)
- (c) Performance Based Appraisal System (PBAS) for Career Advancement Scheme (CAS)
- (d) Stakeholder's feedback
- (e) Process Performance & Conformity
- (f) Action Taken Reports
- (g) New Programmes as per UGC and Govt. Policies.

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

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

1. The mentors continually reached to the students and the parents.
2. Parent-teacher meetings --- formal and informal were regularly conducted.
3. Following requests from various parents, study materials were directly uploaded in the college website.
4. Based on the requests from various parents who said that their children were not having data-connectivity during class hours, special phone-calls-based class lectures and clarifications were initiated.
5. Heavily influenced by the philanthropic militarism of the college many parents pushed their children to participate in community-kitchen service for the needy organized by the college. Many parents financially and strategically supported such programs --- directly and indirectly.
6. Full/ partial waiving of fees was done on the basis of request received from parents considering the pandemic scenario

The IQAC continuously reviews and takes steps to improve the

quality of the teaching-learning process.

The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly followed.

Admission to various programmes, summer, winter and mid-term vacations, examination schedule and declaration of results are notified in the Academic Calendar.

All newly admitted students have to compulsorily attend the Orientation Programme, in which they are made aware of the philosophy, the uniqueness of the Education system, the teaching- learning process, the system of continuous evaluation, compulsory core courses, various co-curricular activities, discipline and culture of the Institute. All students are also given a guided tour of the campus and the various facilities.

All students are provided with the Student Diary that provides all details relevant for students.

Students are apprised of the Time-Table, Programme structure, syllabi of the courses before the semester commences.

IQAC conducted online feedback collection drive from students to take feedback and appropriate steps were taken to enhance the teaching-learning process. Feedback was properly analyzed and shared with the IQAC members and necessary reports were prepared by and sent to Principal.

File Description	Documents
Paste link for additional information	Nil
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,**

**B. Any 3 of the above**

<b>national or international agencies (ISO Certification, NBA)</b>	
File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>
<b>INSTITUTIONAL VALUES AND BEST PRACTICES</b>	
<b>7.1 - Institutional Values and Social Responsibilities</b>	
7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year	
NIL	
File Description	Documents
Annual gender sensitization action plan	Nil
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	Nil
<b>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</b>	<b>C. Any 2 of the above</b>
File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>



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

**Biomedical Waste Management in terms of experimental animal carcass disposal was in place with regard to the department of Physiology which functioned having taken special permission from the administration during lockdown.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="https://drive.google.com/drive/folders/1odAgMOkgwv0TEWT0CCynLFCSchTaZO1l?usp=sharing">https://drive.google.com/drive/folders/1odAgMOkgwv0TEWT0CCynLFCSchTaZO1l?usp=sharing</a>
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**

**E. None 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:**

- 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**

**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
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**

D. Any 1 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**

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	<a href="#">View File</a>
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).

Serampore College as an academic space and cultural space is the site of cosmopolitanism and multiculturalism where the theology departments and arts-science-commerce departments run inside the same campus. Students from all classes, many races, religious communities, linguistic groups and ethnicities are assisted by teachers and non-teaching staff members from various backgrounds and thus the spirit of harmony and non-hierarchical coexistence and collaboration is at the heart of the college.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
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

College has an ongoing program on Diploma in Youth Development which deals with various gender issues and inculcate human values among the students through effective teachings.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

<p><b>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</b></p>	<p><b>A. All of the above</b></p>
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File Description	Documents
Code of ethics policy document	No File Uploaded
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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**Self Defence Training, Online (Nov,20 - Jan,21) and Offline (Feb,21 - March,21)**

**24/09/20 - NSS DAY AND GOLDEN JUBILEE CELEBRATION PROGRAMME, ONLINE**

**05/05/21 - Observance of World Environment Day (Online)**

**21/05/21 - Observance of International Yoga Day (Online)**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
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.

1. Perfect mechanism for online dissemination of knowledge.
2. Taking care of society at large by allocating funds and strategic mechanisms in favour of the underprivileged during lock-down.
3. One-to-one student mentoring mechanism.
4. Online transaction for environment-friendly administrative work and greater transparency.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.3 - Institutional Distinctiveness

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

Serampore College stands as a symbol of academic excellence and philanthropy. Central to its vision is the overall growth of the student who is supposed to serve as the medium through which the visions of social progress that the forefathers of the institution had can be percolated and spread throughout the society at large. Thus, in its bid to accommodate modernity and tradition, the college does not believe in academic advancement that merely centralizes on the marksheets of the students, but tries to make the student a better person who has internalized ethics, morality, values and a scientific temperament. The college has always maintained ties with neighbouring local bodies --- nearby schools, hospitals, municipal corporation, adopted villages of NSS --- and so on to facilitate a society that upholds equality, justice and sustainable development, the college has conducted activities that help the sustainability of our communion with the nonhuman nature as well by consistently working for eco-friendly means and developing greenery. The site of the college is a proof of its green initiatives. If the college continues to develop the human society through imparting holistic education and conducting programs like blood donation camps as part of its community services, it also keeps its campus green and clean and celebrates greenery by planting trees every year in annual Carey Day celebration on 17th August and through various activities of NSS, SCTA, Clean and Green Committee and so on. In this regard,

mention must specially be made of the community kitchen service that the college organized for nearly two months with the help of college fund, alumni, teaching and non-teaching faculty's financial and logistic support. The students' union participated in such activities shouldering the responsibility with their teachers. Again, the college established 'William Carey Pathshala' in Pathar Pratima, South 24 Parganas, West Bengal for the village children coming from under-privileged families. A constant dialogue through whatsapp is established with the persons entrusted with the responsibility of running the school there and members of the IQAC, college administration and other teachers continuously nurture the institution with their effective guidance and support.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

1. Introduction of new add-on/ value added courses.
2. Strengthening of mentoring system.
3. Making the campus eco-friendly.
4. Constructing new classrooms with ICT facilities.
5. Advancement in the Area of Online Learning.
6. Advancement in the field of e-governance.