



YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1.Name of the Institution

Sivanath Sastri College

- Name of the Head of the institution **Dr. Runa Biswas**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **6289449983**
- Mobile No: **9433419072**
- Registered e-mail **iqacsivanathsastricollege@gmail.com**
- Alternate e-mail **runa.biswas@gmail.com**
- Address **23/49, Gariahat Road**
- City/Town **Kolkata**
- State/UT **West Bengal**
- Pin Code **700029**

2.Institutional status

- Affiliated / Constitution Colleges **Affiliated**
- Type of Institution **Women**
- Location **Urban**

- Financial Status **Grants-in aid**
- Name of the Affiliating University **University of Calcutta**
- Name of the IQAC Coordinator **Dr. Sudipta De**
- Phone No. **9433908721**
- Alternate phone No. **9330302966**
- Mobile **9433908721**
- IQAC e-mail address **iqacsivanathsastricollege@gmail.com**
- Alternate e-mail address **sivanathsastricollege@yahoo.in**
- 3.Website address (Web link of the AQAR (Previous Academic Year))** <https://sivanathsastricollege.org/aqar-2022-23/>
- 4.Whether Academic Calendar prepared during the year?** **Yes**
- if yes, whether it is uploaded in the Institutional website Web link: <https://sivanathsastricollege.org/college-calendar-2023-24/>

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	76	2006	21/05/2006	20/05/2011
Cycle 2	B+	2.51	2016	05/11/2016	04/11/2021
Cycle 3	B	2.49	2023	27/09/2023	26/09/2028

6.Date of Establishment of IQAC **08/02/2014**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional 1	Celebration of International Yoga Day, 2024	Indian Council of Philosophical Research (ICPR)	2024	Rs. 40,000/-

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

- Upload latest notification of formation of IQAC [View File](#)

9. No. of IQAC meetings held during the year **3**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

10. Whether IQAC received funding from any of the funding agency to support its activities during the year? **Yes**

- If yes, mention the amount **Rs. 40000/- only**

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

- NAAC Assessment was done
- The Gender Sensitisation Programme was conducted
- Initiative taken to add MoU with other colleges
- Organised workshop on Orientation for Skill Development and Training Programmes
- Initiative was taken for Placement Drive

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
Initiative taken for Peer Team Visit for NAAC Assessment	NAAC Peer Team visited in September, 2023
To conduct gender sensitization programme	Seminars were organized
To add more MoU and respective activity	MOU with Surendranath College for Women and MOU with Shri Shikshayatan College were initiated. A set of activities were done with the colleges.
To conduct Workshop on skill development	Workshop was organized
To take initiative for Placement Drive	Placement Drive was conducted in collaboration with National Youth Computer Training institute for Skill Development, a partner of NSDC

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

- Name of the statutory body

Name	Date of meeting(s)
Teachers' Council	30/01/2025

14. Whether institutional data submitted to AISHE

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Year	Date of Submission
2023-24	15/02/2025

15. Multidisciplinary / interdisciplinary

The institute has started implementing the curriculum provided by University of Calcutta under CCF, 2022 (as directed under NEP 2020). It's for the first time where the students get the opportunity to choose additional 3 subjects (referred as interdisciplinary course), each in first 3 semesters, along with their Major and Minor subjects. It provides a scope for holistic development of a student with a strategic approach.

16.Academic bank of credits (ABC):
<p>The newly launched CCF system provides multiple entry and exit option along with smooth transfer to other institutions, if necessary. As per NEP, 2020, the students should be provided Academic Bank of Credit system where the entire academic credit will be stored virtually through Digilocker system. ABC ID will help in virtual tracking and smooth transferring of academic credit. In 2023, the college has not received any guideline from the mother university for mandatory creation of ABC ID for the students.</p>
17.Skill development:
<p>Skill Enhancement Courses are included as part of curriculum of B.A/ B.Sc. and B.Com programmes under newly launched CCF, 2022 and existing CBCS system. The college, in association with Add-On Cell, has also taken initiative to add several Value added / Add On courses in order to enhance skills in manifold facets. Such enriching courses include Art and Craft, Yoga, Dance as well as Data Analytics. Keeping in mind the inclusion of compulsory Internship under CCF, the IQAC has also organised a workshop on "Orientation for Skill development and Training" which was conducted on 25th June. 2024.</p>
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
<p>The undergraduate programmes under the CCF and CBCS curriculum that integrate the Indian Knowledge system and are offered by our institution include Bengali Honours, Philosophy General and Sanskrit General. B.A. Honours Bengali curriculum focuses on presenting an image of changing streams of Bengali literature, linguistic flow from Old Indo-Aryan to New Indo- Aryan language, comparative study with Sanskrit and Hindi literature, socio-cultural history of Bengal, folk Culture and Literature. The B.A. General Philosophy course teaches Indian Philosophy (Carvaka Philosophy, Nyaya system, Vaishesika philosophy, Vedanta philosophy, The Advaita Vedanta of Shankara, Brahman (Atman), Jiva (the empirical self), the relation between Brahman to Jiva and Jagat, Avidya.Poems (kavya), epics (mahakavya), drama, Vedic literature, philosophy, religion and culture in the Sanskrit tradition are taught in Sanskrit General Course. Degree courses taught in Indian languages include General course in Sanskrit (ancient Indian language) and Honours and General Course in Bengali, general course in Hindi (Modern Indian Languages) Almost all courses of the different programmes are taught bilingually</p>

(English and Bengali) since a large section of the students are from vernacular medium schools.

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

The curriculum (designed by University of Calcutta) for each programme under B.A/ B.Sc./ B.Com offered by the college always focuses on outcome. The Programme Outcome, Programme Specific Outcome and Course Outcome of each course and programme is uploaded in college website. The students' attainment of CO, PO and PSO are measured by their academic performance, access to higher studies as well as job market. The college, in association with departments and various activity cell, organised several programmes based on activities and experience of the learners to enhance specific learning outcome.

20.Distance education/online education:

The institution primarily provides offline classes. Under few circumstances, the college arranges for online classes with the permission of Academic Sub-Committee of the college.

Extended Profile

1.Programme

1.1	347
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	2570
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	925
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	640
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	50
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	56
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	29
Total number of Classrooms and Seminar halls	
4.2	88.11
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	68
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

Sivanath Sastri College is affiliated with the University of Calcutta and follows the syllabi and the examination pattern prepared by the competent decision-making body of the University. Since 2017 the College is adhering to the Semester-based CBCS pattern for B.Com. Honours Courses and the same has been followed for B.A. and B.Sc. Honours and General Courses from 2018. The College has adhered to the NEP, 2020 and has incorporated CCF, 2022 system since 2023. The College employs internal and departmental monitoring mechanisms under the supervision of the Academic Council. All the semester examinations scheduled by the affiliating University were duly conducted by the College by using offline mode. While implementing and monitoring such curriculum delivery and assessment system, the College followed the University norms and patterns with utmost care. The faculties also used different digital mediums to provide study materials to the students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sivanathsastricollege.org/college-calendar-2023-24/

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

As an affiliated College under the University of Calcutta, the College follows semester-based CBCS and CCF curriculum prepared by the University for the B.A., B.Sc. and B.Com. courses it offers to the students. As a part of the process the University formulates an academic calendar every year which is forwarded to each affiliated college. The College, like every affiliated College, follows the calendar in all respects. The Colleges had reverted to offline classes and all semester examinations were held in offline mode according to the instructions of the University. The Academic Council of the College periodically met during this year and offline classes and internal examinations were scheduled. Apart from this the departmental teachers took initiative to take short class test in order to track the progress status of the students. The entire process was conducted with utmost care so that the students are not adversely affected in any way.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://sivanathsastricollege.org/college-calendar-2023-24/

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	View File
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

5

File Description	Documents
Any additional information	No File Uploaded
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)**5**

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**131****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****131**

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

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

The College offers different Humanities Stream subjects under Bachelor of Arts programmes with illustrious track record. The affiliating University had approved the teaching of English, Bengali, Education, Geography, History, Philosophy, and Political Science since the early 1960s. Since 2009 the University has sanctioned the teaching of Women's Studies as a combination subject under the Bachelor of Arts Programme. The syllabi of these subjects are framed by the Board of Studies of these subjects in the University and cross-cutting topics incorporating issues like gender sensitivity, promotion of environmental sustainability and human values are given due importance. Political Science, History, Women's Studies, Geography syllabi have included topics like

Global Warming, Sustainable Development, Migration, Human Rights and Terrorism, Domestic Violence, and other related issues. Students taking Women's Studies have wider scope of becoming aware of women-empowerment and equitability. Interdepartmental lectures are also arranged on relevant topics. The Placement Cell has been playing an active role in making aspiring students aware of professional ethics. As per newly launched CCF curriculum, all first and second-semester students are required to study Environmental Science and Environmental Education mandatorily.

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

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

4

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

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

514

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

1.4 - Feedback System

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

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)	View File

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://sivanathsastricollege.org/student-feedback/#1649141211393-e445095d-1e03

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

1613

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

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

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

192

File Description	Documents
Any additional information	No File Uploaded
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

The institute has well-set procedures to identify the advanced learners and the slow learners. Even before the commencement of classes the institution is able to assess the knowledge base and skill of the students to identify the advanced learners and slow learners based on their performance in the last qualifying examination. The list of advanced learners and slow learners have been prepared on the basis of offline classes. It has been reviewed and monitored continuously. • Teachers have shared different types of reference books for advanced as well as weak learners. • Special classes have been arranged for weak learners. In order to motivate the students and widen their knowledge, some departments have arranged Faculty Exchange Programme with the other institution.

File Description	Documents
Link for additional Information	Nil
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
2570	50

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The learning process is incomplete without student's participation in order to have an enhanced effective teaching-learning experience. CBCS curriculum has been designed to include student-centric methods for enhancing the learning experience. Experiential learning methods include Practical work, Field Work and framing a Term paper with the help of primary and secondary data and based on the curriculum. Emphasis has been placed in preparing projects which are based on secondary data. Practical classes were also held regularly by various departments in accordance with the syllabus and for a better understanding of the students. Group Projects, Group Discussions as well as Lecture Demonstrations are arranged through which the students are encouraged to participate as teams in a disciplined and systematic way.

Seminar by students are also organized which forms an integral part of participative learning and CBCS curriculum has enhanced the scope of this learning. Besides the direct questions asked to the students in class, students are provided with assignments. Such assignments are based on problem-solving methodologies involving case studies and intuitive problems for the expansion of their knowledge and enhancement of interest in their respective subjects.

File Description	Documents
Upload any additional information	View File
Link for additional information	Excursion of Botany : https://sivanathsastricollege.org/botany-excursion/#1676003925625-77e5b1f4-755e Excursion of Geography: https://sivanathsastricollege.org/geographyexcursion/#1683391287408-3383dc35-71fc Project of Department of Commerce : https://sivanathsastricollege.org/commerce-projectwork/#1621351050267-eldccdee-1b8f Project of Geography : https://sivanathsastricollege.org/geography-projectwork/#1676106580776-a071952f-bb8d

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

The integration of ICT tools in classrooms significantly enhances the teaching-learning process. In the institution, faculty members actively leverage a variety of ICT resources to make teaching-learning most effective. The college has extensive ICT facilities, including e-access to learning resources, smartboards, projectors etc.. These ICT tools are utilized to enrich the teaching methods, ensuring an appealing and interactive teaching-learning experience for students. During 2023-24 academic session, various departments conducted online classes on platforms like Google Meet and Zoom to complete the syllabus. These virtual classes are the supplementary classes in addition to regular in-person sessions, which offers flexibility and continuity in the academic schedule. Teacher-specific WhatsApp groups were created for each course and department for resource sharing and effective communication. A Learning Management System (LMS) was employed as a centralized repository. The LMS housed tutorials, lecture notes, assessment data, results and subject-specific resources, ensuring organized and easy access for students. It also contains different practice sets that prepare students for various competitive examinations. Proactive approach of the college in adopting ICT tools is to foster an innovative and student-centric academic environment and to provide comprehensive learning experience that effectively prepare the students for the demands of the digital era.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://sivanathsastricollege.org/ict-facilities-2/

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

43

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

2.4 - Teacher Profile and Quality

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

50

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
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

25

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

708

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.

Under the CBCS curriculum, the compulsory Internal Assessment is carried out in each paper of Honours and General subject in each semester. During 2023-24, Internal Examination for Odd Semester was held in December 2023 and for Even Semester in June 2024. As this Assessment is a part of the University Examination, the institution is bound to maintain its confidentiality. Necessary special classes are held to focus on the strength and flaws in their answers to help them improve their grade. The students can realize why they have been marked good or bad and thus transparency is maintained. Tutorial Examination (Hons & General courses) and practical Examination (only for General Courses) are also assessed by the internal teachers. All the departmental teachers are involved in conducting viva-voce, group discussion, practical examination etc. so that an unbiased and transparent system can be maintained.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Harmonious teacher-student relationships within each department have fostered a positive and productive academic environment. Till date, no student grievances have been reported regarding the dates, times, procedures, or evaluation of internal examinations. Students feel comfortable and approaching teachers who are readily engage in open discussions to ensure transparency in the assessment process.

The institution adheres to a well-defined grievance redressal policy. If any concerns arise, the Principal will address the issue after consulting with the Academic Sub-committee. During the 2023-24 academic year, all semester examinations were conducted in offline mode as per the directives of the concerned university.

Students occasionally encounter challenges while filling up examination forms and applying for self-inspection of their answer scripts following the publication of university results. To facilitate a smooth process, the respective faculty members and the college office provide necessary assistance to ensure timely and accurate completion of all required formalities.

File Description	Documents
Any additional information	View File
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.

Course outcome is the detailed description of what a student must be able to do at the end of a course. It is based on the course content and hence can range from knowledge of statistical data analysis of field-based projects to knowledge about financial systems, from development of social awareness to upgradation of

communication skills etc.

Course Outcomes can be summarized as:

- Development of power of communication.
- Increase in awareness of the socio-economic as well as political scenarios and structure.
- Development of ability to think critically and analyze situations and problems.
- Enhancement of interest and patience to work in teams.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://sivanathsastricollege.org/co-psopo/
Upload COs for all courses (exemplars from Glossary)	View File

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

The assessment of the Course Outcome is done in consonance with Program Outcome specified. Firstly, the teachers in each department assess the Course Outcome through several assignments, projects, viva-voce and even through lecture demonstrations. Secondly, the university result of the students is another indicator of the attainment of course outcome. Moreover, the programme outcome is assessed with respect to the progression to higher education and getting employment in job market. The pass percentage as well as the number of students qualifying with Honours and the percentage of students achieving first class indicates the progression to higher education. Finally, the programme outcome is assessed by the number of students getting campus placement opportunities as well as getting absorbed by different government and private entities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://sivanathsastricollege.org/placement-report-2/#1740488011524-e57b2b9d-a6d3

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**640**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://sivanathsastricollege.org/annual-report-2023-24/

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://sivanathsastricollege.org/sssfedback/#1649142225370-14f9d938-91ce>

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)****0.4**

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

3.1.2 - Number of departments having Research projects funded by government and non

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
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**

15

File Description	Documents
Report of the event	View File
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**

2

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

11

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

3.3 - Extension Activities

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

Every year Sivanath Sastri College carries out several extension activities . During 2023-24, students from Department of Education and Department of History visited Rescue and Relief Foundation situated in South Kolkata. The NGO having the mission to prevent Child Trafficking offers protection and rehabilitation to the children after rescuing them from the path of trafficking. On 15th December, 2023,our students spent a quality time with the lovable children in rescue home and supported them by providing several necessary commodities. The Teachers' Council also joined thier hands by donating a requisite amount to NGO.

On 4th January 2024, the college, in association with IQAC, has organised social awareness programme where our alumni Smt Shatarupa Banerjee from Rescue and Relief Foundation delivered valuable lecture on POSCO Cases & human trafficking in the programme titled "The World Beyond The Bubble".

File Description	Documents
Paste link for additional information	https://sivanathsastricollege.org/extension-activities/#1657513904530-3fc6715c-aa65
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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
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

8

File Description	Documents
Reports of the event organized	View File
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

116

File Description	Documents
Report of the event	View File
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

1

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

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

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

4

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

27 class-rooms; well-equipped laboratories (Geography, Botany and Computer); Geography Museum; Libraries; Conference Room; Auditorium; Garden (plants used for Botany Practical); Playground and Learning Management Software are available. College shares the campus with two other sister colleges and maintenance of the shared facilities are the responsibility of the Co-ordination Committee with representation from all three colleges. The shared facilities include One Smart Classroom, 21 ICT- enabled learning spaces, Seminar Hall and Conference Room with ICT facilities, 3 Smart Boards (Room No 15, 17 and 19), 6 Interactive Boards (Room No 10, 24, 26, 29, 35, 37), Scanner, Laser and Multifunctional Printer, External hard Disc, MS Office, and Portable LCD Projectors, reprographic facilities are available for academic and administrative use. The Library is equipped with PC Server, Webcam, Barcode Scanner, Barcode Printer, RFID Tag, and RFID Reader. College library is a member of UGC N-LIST Consortium and the National Digital Library of India providing wide access to learning resources. College has an adequate number of Computers and Laptops. Maintenance of the computers and peripherals is under AMC. Alliance Wi-Fi (upgraded from 50 mbps to 150 mbps) is available in all places within the campus for the benefit of faculty, staff and students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sivanathsastricollege.org/ict-facilities-2/

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

Facilities for cultural activities:

A large auditorium "Bhagawati Devi Hall" (size: 3000 sq ft) on the second floor to hold different cultural Programmes viz. Freshers' Welcome, Annul Prize distribution, Seminars/Conferences.

Facilities for sports and games:

The Playground (size: 4685.82 sq ft or 435.55 sq mt) is used for physical activities. Facilities for both indoor and outdoor games are available at the college. A part of the RUSA 2.0 grant has been utilized for purchase of sports item viz., Badminton: Racket Yonex Muscle Power, Net and Cock; Basketball, Basket Ball Net; Carrom board, Carrom Stand & Carrom Coins; Table Tennis Board, Bat and Ball; Volleyball and Volleyball Net; Throw Ball and Throw Ball Net; Wooden Chess Board and Chess Coins; Treadmill Machine Manual; Jersey (with Logo). The Students' Common Room (size: 887.57 sq ft or 82.5 sq mt) at ground floor has facilities for indoor games. It is also used for extra-curricular and cultural activities. Throw Ball Net; Wooden Chess Board and Chess Coins; Treadmill Machine Manual; Jersey (with Logo). The Students' Common Room (size: 887.57 sq ft or 82.5 sq mt) at ground floor has facilities for indoor games. It is also used for extra-curricular and cultural activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sivanathsastricollege.org/games-and-sports/

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

21

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

21

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://sivanathsastricollege.org/ict-facilities-2/
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)**

8.24

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

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The College Library started its automation work with WINISIS in the year 2005. From 2015 it switched over to Koha (version 3.16), an open source library management software on Ubuntu 12.04 platform. Presently it is using Koha (version 22.05.13.00).

- Name of ILMS software : Koha •
- Nature of automation (fully or partially): Partially •

- • Version: 22.05.13.000
- Book drop system installed on 11th March, 2024
- Year of Automation: 2023-24

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://sivanathsastricollege.org/salient-features/

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)

1.71526

File Description	Documents
Any additional information	View File
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

18

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

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

Updates of IT facilities frequently: Major up-gradation of IT facilities after receiving the grant under RUSA 2.0 in August 2018

Computer lab - 12 desktops

- Botany Department - one desktop, one laptop, two LCD projectors, scientific equipments
- Geography Department - 4 desktops (GIS lab), two laptops, various survey and scientific equipments.
- One laptop each to the Departments of Mathematics, Botany, Sanskrit, Philosophy, Women's Studies
- Scanner, Laser and Multifunctional Printer, External Hard Disc, MS Office software-provided for the departments.
- Library IT resources - one PC Server, two desktops, Web Cam, Barcode scanner, Barcode printer, RFID Tag, RFID Reader.
- Two desktops - for administrative purposes.
- One virtual classroom, three smart classrooms (room No. -15, 17 and 19), six Interactive boards (Room No. 10, 24, 26, 29, 35 and 37).
- Renovation of the college auditorium, equipped with an LCD projector
- Cloud-based MIS software - operational from January, 2020. Prior to that a stand-alone Student Management Software was operational in a LAN environment since 2017

Internet facilities - available since 2010 but from November 2020 onwards Wi-Fi Alliance Broadband Services Private Ltd is available. Bandwidth of the internet is 50 MBPS., which has updated to 150 mbps since September 2023.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sivanathsastricollege.org/ict-facilities-2/

4.3.2 - Number of Computers**68**

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)****79.87**

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

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

The Governing Body in association with the Coordination committee with the representatives of the three colleges frames an established system for optimum utilization of time and space. Maintenance of the physical facilities viz., classrooms, auditorium, conference room, Principal's Room and staff-room, students' common rooms, canteen, Central Library, Playground, Toilets (Students and staff), Safe drinking water facility, Cheap stores etc. is the responsibility of the Coordination Committee. Costs incurred in the purchase and maintenance of common ICT facilities is the responsibility of the Co-ordination Committee.

College has some exclusive facilities viz., well equipped laboratories (Geography, Botany and Computer), Geography Museum, Libraries (Seminar); LMS, One Smart Virtual class-room, LCD Projector, Smart Boards, Interactive Boards, adequate number of computers and Laptop, Scanner, Laser and Multifunctional Printer, PC Server, Web Cam, Barcode scanner, Barcode printer, RFID Tag, RFID Reader, External Hard Disc, MS Office, Alliance (150 MBPS) Broadband; which are maintained by the college. Maintenance of the computers and peripherals are under AMC. RUSA 2.0 grant has been utilized for addition of new books, up-gradation of Library and Laboratories; purchase of sports items etc.

Different subcommittee place demand for AMC, infrastructure maintenance to the Principal which are approved by the Finance Committee and the Governing Body.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://sivanathsastricollege.org/maintenance-and-utilization-of-facilities-procedures-and-policy/

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****1312**

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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)	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****22**

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

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

A. All of the above

File Description	Documents
Link to institutional website	https://sivanathsastricollege.org/computer-centre/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

14

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

14

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

5.1.5 - The Institution has a transparent

B. Any 3 of the above

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

43

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

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

5.2.2.1 - Number of outgoing student progression to higher education

150

File Description	Documents
Upload supporting data for student/alumni	View File
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

11

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

5.3 - Student Participation and Activities

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

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

6

File Description	Documents
e-copies of award letters and certificates	View File
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)	View File

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

Students are encouraged to participate in co-curricular and extracurricular activities organized by the Cultural committee of the college. They also have significant roles to play in arranging, coordinating and executing of numerous cultural events as active members of the committee. Students participate in cultural events, sports, literary events, Anti-Ragging and gender sensitization programmes, NSS and NCC activities. College student along with academic and non-academic staff take active role in conducting college annual sports, subject societies and other cultural festivals. The college sports are also an important event and the students actively co-ordinate the different sports activities and events and assist the teachers as volunteers in making the event a success. They also participate in cultural events and fests organized by other institutions.

File Description	Documents
Paste link for additional information	https://sivanathsastricollege.org/#1597301213799-7abec945-7989
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

74

File Description	Documents
Report of the event	View File
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

The Sivanath Sastri College Alumni Association (SNSCAA) was formed on 1st May 2003. The association intends to work for the welfare of the college and for society. The objectives of the association are to promote fellowship and to establish a regular connection among the ex-students, ex-teachers and the ex-non-teaching staff of the college, to promote and encourage literary and cultural activities and social services, to carry on the advancement of education in all forms, to provide financial and medical relief for the poor and needy students, scholars and elderly alumni members, to undertake welfare projects. SNSCAA is associated with various pro-social activities.

On 11th July 2023, the Alumni association arranged a medical camp for eye-sight testing and Thalassemia screening . The programme benefitted 74students. for eye check up. 42 students also joined in Thalassemia screening programme.

On 4th January, 2024, another Alumni Smt Shatarupa Banerjee delivered a lecture on anti trafficking .

One Add on course on Data Analytics are being organised by Ecofunomics LLP, the director of which is Dr. Shreya Roy, Alumni of Sivanath Sastri College.

File Description	Documents
Paste link for additional information	https://sivanathsastricollege.org/#1597301817703-7d4923f8-2e81
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	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 - Institutional Vision and Leadership**

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

Sivanath Sastri College since its inception has been focussing on scientific and high quality modern education for reaching goals to the cross-section of the society. The goal is to provide a distinctive learning environment for students and to develop professional competencies. Also to learn to solve personal and social problems effectively so that the students can face all kinds of challenges in life. The College ensures continuous intellectual development to encourage the students to take interest in research by providing them with short term research projects initiatives. The college while ensuring excellence in education is providing generations of good, skilful, intelligent and responsible future citizens. They are imparted with knowledge as well as sensitisation of the issues of gender parity, social justice, sustainable development and human rights for all.

The college also strives to provide infrastructure facilities by incorporating technological support systems for classroom teaching and management, to increase the budget for providing modern equipment to facilitate teaching- learning situations with upgradation of library facilities along with web portals provided to students for submitting their grievances.

File Description	Documents
Paste link for additional information	https://sivanathsastricollege.org/vision-and-mission/
Upload any additional information	View File

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

The college leadership strongly believes in promoting an inclusive environment and wholehearted participation of all stakeholders. The students joining from different socio-economic backgrounds are encouraged to believe that they are an integral part of the organisation. Decentralisation and participative management practices are considered to be the keys to long run growth by the college. The Departments are given absolute autonomy in

determining the teaching-learning processes. The Governing Body as well as some major decision-making bodies of the college such as the Admission Committee, Academic Council, Sports Committee induct members from teachers, non-teaching staff and the students. As a measure of decentralization, the practice of rotational headship has been incorporated. Teaching and Non-teaching representation in the Governing Body are similarly elected by the respective categories of staff. The statutory committees like the finance, purchase take the responsibility of dealing with all financial matters which are referred to the Governing Body for final approval. The Governing Body of the college adopts the policies and strategies on a regular basis to maintain a healthy work culture in the college. The periodic parent-teacher meetings are held where the stake-holders are encouraged to share their views and opinions regarding students' academic progress.

File Description	Documents
Paste link for additional information	https://sivanathsastricollege.org/governing-body/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has successfully framed and implemented a programme of digitization of administration and teaching learning activities. The college has purchased MIS software and installed it in streamlining financial and staff administration work. All categories of staff were given training related to MIS portal and uploading of administrative data. Students' login feature enables the students to upload and verify data pertaining to their subject choice, payment of fees etc. The MIS portal has been integrated with the biometric system for recording attendance of Teaching and Non-teaching staff, e-Asset Register to ensure complete digitization of the administrative activities. Leave records and CAS related information are maintained in digital mode.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://sivanathsastricollege.org/strategic-plan/
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.

- The crest of the administrative hierarchy is the Governing Body of the College. The Principal is the Head of the Institution as well as the Secretary to this apex body and is also accountable to the Governing Body.
- Each Academic Department is headed by one of the faculty members and their tenures last for two years on a rotational basis.
- Geography and Botany have their respective technical and support staff.
- In order to make the academic process democratic, participatory and decentralised, a large number of Committees and Subcommittees are being made operational. The Grievance Redressal Cell, Internal Compliance Cell, Anti-Ragging Cell, the Feedback Committee, and the Research Committee are under IQAC, one of the most important parts of the College.
- The College Administrative Office, the Financial department headed by Bursar and the Statutory Committees such as the Finance and Purchase Committee constitute the Administrative set up.
- The NTS Committee, the Head Clerk and the Non-Teaching Staff. The Cashier and Accountant work in the Finance Department.
- The Full-time teachers and Non Teaching staff are appointed following the UGC rule and for appointment of the other staff , the Governing Body's decision is final.
- All staff strictly follow their respective service rule.

File Description	Documents
Paste link for additional information	https://sivanathsastricollege.org/strategic-plan/
Link to Organogram of the Institution webpage	https://sivanathsastricollege.org/organogram-2/
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	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The College takes initiatives for the welfare of teaching and non-teaching staff. The faculty members and the non-teaching staff are members of their own Co-operative society. They get dividends periodically and members are also entitled to obtain loans against nominal interest rates from the society. The non-teaching employees get festival advance which is repayable in equal installments. During medical emergencies, on specific occasions, economic support is provided to non-teaching staff. In order to encourage pedagogic endeavours the College administration takes special initiative in sanctioning sabbatical leave. Teachers are encouraged and provided leave with full pay for pursuing their Ph.D. work. Since the inception of the College, administration has had a special provision for a Staff Benevolent Fund for the Non-teaching staff.

The ad hoc Non-Teaching staff members on the college pay-roll are given various employment benefits like EPF, Gratuity etc. During 2023-24, the Governing Body has enhanced the post -retirement benefit of the ad hoc staff from Rs.1 lakh to Rs. 2 lakh.Periodic pay revision is done for these contractual staff too.

The college also provides financial support to the family of non teaching staff, primarily for educational purpose or if any emergency situation arises.

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

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

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

8

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

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

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	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)	View File

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

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

7

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	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

A Self-Appraisal diary is maintained by the faculty members annually. These self-appraisal diaries are periodically reviewed by the Principal. Self-appraisal reports are submitted by members of the faculty under the Career Advancement Scheme for promotion.

Detailed profile of each teacher is recorded both digitally as well as with hard copies. This profile contains details about their academic qualifications and other related achievements. Special importance is attached to the research related achievements by the faculty members and their doctoral degrees. The College administration is always in the know of their teaching experience in other institutions prior to joining this institution or if they are also associated with teaching at higher level (universities or professional courses). An assessment of their contributions to the administration in the capacity of Departmental Heads and in other positions is made. Publications in recognised journals etc. are highly valued. Post-doctoral initiatives are encouraged.

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

6.4 - Financial Management and Resource Mobilization

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

The college undertakes a dual auditing process. An accredited auditor is being appointed by the college to conduct an internal audit. At present Mrs. Sipra Sen, an alumni of this college and owner of a reputed auditing firm is conducting an internal audit. Beside this the government appoints an external auditor to conduct a full annual audit of the financial matters mandatorily from its panel of auditors. For the current year both the audits are underway.

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)

1.42180

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

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

An efficient financial management strategy under the guidance of the Finance Committee oversees the entire matters of resource mobilization under the supervision of the Governing Body of the College. For smooth working of the college various committees have been constituted which analyses its own field and its requirements. The demands and needs of the institution are put forward to the finance committee. The principal and the finance committee of the college monitors the use of resources received from the state government, UGC and Non-Government funds and decides how and to which areas the funds are to be allocated within the specified budget. Acquired funds are allocated for effective teaching-learning practices that ensures quality education, to meet day to day operational and administrative expenses, maintenance of fixed assets, enhancement of library facilities, development and maintenance of infrastructure of the college and for social services as part of social responsibilities through NSS. Effective financial management ensures attainment of new heights and achieving its goal. The cooperation of the State and Central Government is appreciated by the college.

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

6.5 - Internal Quality Assurance System

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

The IQAC implemented various strategies to enhance the quality of the college..

- In 2023-24, feedback was taken from the students, teachers and alumni that helped the college to identify and solve the problems of the students. Regular Feedback is collected from different stakeholders under the supervision of IQAC.
- Online Intercollege Student Seminar was organised on 12th January, 2024
- In order to impart knowledge on Book review and Article Review, a lecture series were organised .
- Workshop on Orientation for Skill Development and Training was conducted on 7th May, 2024
- Periodical Lectures on "Quiet your mind through Yoga" were arranged in association with Department of Philosophy with the financial support from Indian Council of Philosophical Research
- Realizing the urgency of job opportunity, IQAC took initiative to ,conduct Placement Drive
- Teaching and non-teaching staff -both were sent to join FDP organised by other institution.
- Considering the importance of saving of energy, IQAC organised seminar on Day to Day Energy Saving opportunity with the association of Indian Oil Corporation and Department of Geography
- IQAC also took initiative to link 2 more institutions by signing MoU with them

File Description	Documents
Paste link for additional information	https://sivanathsastricollege.org/proceedings-2023-24/
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

IQAC always takes pioneering role to assure the quality of teaching learning process. IQAC believes that the quality enhancement is impossible without involvement of all stakeholders. Periodic feedbacks are collected from students, teachers, alumni and most importantly from the Parents. These feedback are analysed and subsequently IQAC takes action which is forwarded to the

Governing Body for proper implementation and functioning.

File Description	Documents
Paste link for additional information	https://sivanathsastricollege.org/sss-feedback/#1649142225370-14f9d938-91ce
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)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://sivanathsastricollege.org/annual-report-2023-24/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 - Institutional Values and Social Responsibilities**

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

Various gender sensitization programmes are organized by various departments in association of IQAC Sivanath Sastri college. The gender sensitisation programs are organised to sharpen the understanding of sex, gender, gender roles and stereotyping, to find out the sources of gender inequality, gender roles, gender discrimination, and violence against women. Through the programmes the students will be made aware of the processes which would entail

equality.

- A Workshop for Gender sensitization titled as " In Search of Gender Equality" was organised by Department of Education in association with IQAC on 12th October, 2023. Dr. Shamita Das Dasgupta , Ex -Professor New York University, a renowned social worker, founder of MANVI NGO, conducted the workshop.
- The college holds various gender sensitization activities regularly. On the occasion of International Women's Day, Women and Legal Cell and Department of Women Studies in association with IQAC organized a seminar on the significance of the day. Various aspects of women's empowerment and the social scenario were discussed.
- On 4th January, 2024, Smt Shatarupa Banerjee from Rescue and Relief Foundation organised workshop to make the students aware regarding POSCO Cases and human Trafficking.

File Description	Documents
Annual gender sensitization action plan	https://sivanathsastricollege.org/gender-sensitization-action-plan-2023-24/
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://sivanathsastricollege.org/notice-regarding-counselling-for-psychological-issues-2/

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

Recycle, Reuse and Reduce -the 3 R's, the basics of waste management are maintained by the institution in collaboration with Vital Waste. On the basis of the MoU signed on 10th June, 2022, the Waste Management Organisation, Vital Waste channelised all e-waste materials for recycling under standard set down in the e-waste management rule, 2016 and amendments thereafter. It has also recycled paper waste and metal waste.

In this regard, an industrial visit to Liluah, situated in Howrah district of West Bengal, on 8th September, 2023, was conducted by the students of commerce department accompanied by respective teachers.

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

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

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

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles

C. Any 2 of the above

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	D. Any 1 of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	C. Any 2 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).

Sivanath Sastri College takes initiative in providing an inclusive environment, where tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and physical differences are maintained. The institution also makes an effort to sensitize students and employees to constitutional values, rights, duties and responsibilities. The college follows reservation policies of the State Government in admitting students.

Bilingual mode of teaching is followed to accommodate different linguistic groups. The college provides scholarships and other incentives to create equal opportunities for deserving students who belong to economically- disadvantaged backgrounds. In all types of curricular and co-curricular activities, students from various background stake part equally.

Students of the college sincerely extend their hands to socially-excluded underprivileged children through various extension activities.

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 students of Sivanath Sastri College participated in Youth Convention organised by Ramakrishna Sarada Mission . These youth conventions focussed on values of democratic citizenship and development of empathy and cooperation. In these programmes along with lectures, active participation by the students carries significant value. Our students also bagged awards through the participation in competitions held in the programme. They also delivered speech, acted one act play with vigour..

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	No File Uploaded
Any other relevant information	No File Uploaded

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

Several national and international commemorative days are

celebrated and observed in Sivanath Sastri College.

- 14/8/23: Azadika Amrit Mahotsav was organised by the NSS unit of the institution.
- 15/8/23 :Independence day celebration was special for the 76th year. A programme was organized jointly by Sivanath Sastri College, Heramba Chandra College and Prafulla Chandra College.
- 1/12/23 : World AIDS Day was observed by college students and teachers participated in a Rally.
- 12/1/24 : To commemorate Youth Day, an online students' seminar was organised.
- 21/2/24 : Celebration of Matreebhasa Diwas
- 7/3/24 : To commemorate International Women's day (8th March), a seminar was arranged on 7th March, 2024 by the initiative of Women and Legal cell and Department of Women Studies in association with IQAC.
- 22/4/24 : World Earth day was celebrated through the participation of students in a art competition.
- 27/6/24 and 28/6/24 : to celebrate International Yoga Day (21st June) periodical lectures, sponsored by ICPR, were held.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	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: PROMOTION OF SPIRIT OF ENQUIRY AND CRITICAL THINKING.

Objectives: Development of research skill and spirit of enquiry

Context: Orienting students with research methodology

Practice : Student Research Project on "Efficacy of Online

Learning" has been taken by the students of Semester -VI . Data collection and analysis were carried out by them under supervision of respective teacher. The final Report is waiting to be published.

BEST PRACTICE II: Making of Self towards Self-Actualization through Self Expression Objectives: The college promotes overall development of students through active participation in extra-curricular activities **Context:** The development of self is encouraged and promoted through various creative activities. **Practice:**

A student-edited magazine "Its' Me" promotes literary skills of the students. Auditions are conducted for participation in various extracurricular activities. Evidence of success: The auditions prepare a bank of talents. Problem: Shortage of time.

File Description	Documents
Best practices in the Institutional web site	View File
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

Sivanath Sastri College was set up as part of a vision to support, empower and encourage the women of India in every possible way. Historically speaking, it is an integral element of the forward-looking, progressive Brahmo Movement in Bengal. One of the Best Practices of the college, as outlined on the Institutional Website, is the adoption of activities that will lead to self-awareness and creative expression rooted in Indian culture., it still believes in retaining the core values of an Education System that can be called liberal, radical humanist and philosophical. To this effect, there are regular seminars, and workshops that encourage discussion on any issue from all possible angles. Further, the institution was one of the first undergraduate colleges to offer commerce education for women and has retained its position as one of the top commerce colleges in the State. Sivanath Sastri College is situated in the heart of South Kolkata. Proximity to a local railway station makes the college accessible to suburban areas as well as the rural hinterland of the city.

Therefore, the college caters to students from socio-economically diverse backgrounds. Financial assistance is provided for students from economically constrained background.

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

7.3.2 - Plan of action for the next academic year

Keeping in mind the lacuna and loopholes faced during 2023-24, IQAC provides few plan of action for next Academic year 2024-25

- The institution needs to have more collaboration with industry and other institutions in order to upgrade quality of the education
- More Placement Drives to be arranged to widen the avenues of job-opportunity
- In order to enhance skill, more Add on and value added courses to be included
- Career counselling courses and grooming session for competitive examination to be arranged
- Faculty Development Programme for both Teaching and Non-teaching staff to be arranged