SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

SEVA BHARATI MAHAVIDYALAYA

VILL. KAPGARI, P.O. - KAPGARI, BLOCK - JAMBONI, DIST.- JHARGRAM
721505
www.sbmahavidyalaya.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

"Education is not the amount of information that is put into your brain and runs riot there, undigested, all your life. We must have life-building, man-making, character-making assimilation of ideas."

Swami Vivekananda

Located at the tribal heartland of *Jungle Mahal* (forest region), Seva Bharati Mahavidyalaya is one of the premier higher educational institutes in the newly-formed district of Jhargram in West Bengal with its glorious educational history and heritage of six decades. Established on 17th July 1964 by the renowned Agricultural Scientist, Professor Pabitra Kumar Sen (1906-1997), the college has evolved into a large multidisciplinary higher education institute that aims at empowering the underprivileged section of the society by imparting quality education to the rural people, particularly the women, poor, tribal and backward classes. Within the framework of university-prescribed curricula, the potentiality for increasing human resources within the locality is encouraged through the Upanishadic teachings and ideals of Rabindranath Tagore, Swami Vivekananda, Mahatma Gandhi and other contemporary thinkers of India. Recognized under Sections 2(F) and 12(B) of UGC Act, the college was formerly affiliated to the University of Calcutta and since 1st June 1985 the college has been affiliated to Vidyasagar University, Paschim Medinipur, West Bengal.

Seva Bharati Mahavidyalaya is a co-educational institution which functions in two shifts, morning and day, accommodating a huge number of students from the periphery of Jhargram district. The college offers 11 UG Honours Courses, B.A., B.Sc. General Courses and Bachelor in Physical Education (B.P.Ed.). Students with varying learning abilities are enrolled and courses are offered to the marginalized sections of young students and the first-generation learners from the Santal community. The permanent teaching faculty strength of 70 with the Principal has contributed to a vibrant academic atmosphere. Eleven (11) permanent and 19 contractual non-teaching staff are the backbone of our college.

Through imparting quality education to the young learners and empowering the students' community belonging to different economic, cultural, religious, ethnic, and linguistic backgrounds, this multidisciplinary college aims at contributing to the sustainable socioeconomic growth of the adjoining underdeveloped territory, which would subsequently contribute to the sustainable growth of the nation.

Vision

Our Vision:

Our vision is to transform our Mahavidyalaya into a center of excellence in the arena of higher education and contribute to the inclusive development of the country by generating quality human resources. The Mahavidyalaya aims at the holistic development of the young learners and hopes to mould them into young citizens of the nation who are dependable, honest, committed and possess a sound value system. Swami Vivekananda says: "Education is not the amount of information that is put into your brain and runs riot there,

undigested, all your life. We must have life-building, man-making, character-making assimilation of ideas." With this vision, Seva Bharati Mahavidyalaya aims at imparting an education that not only propels the students up the career ladder, but also empowers rural people including women and makes them independent and successful citizens.

Mission

Our Mission:

1. To provide quality education to the students who basically belong to the economically disadvantaged section of the society.
2. To constantly endeavour towards the holistic developments of students into responsible citizens and exemplary human beings.
3. To remain committed to its foremost aim of sustaining a student-friendly ambience perfectly conducive to learning and true enlightenment.
4. To stimulate scientific temper and promote awareness of heritage and culture.
5. To generate and sustain proper academic ambience inside the campus through maintenance of peace, communal harmony, spirit of brotherhood, and optimal use and upgradation of infrastructural facilities.
6. To organize seminars, special lectures and workshops in emerging areas for the benefit of the students.
7. To contribute to the socio-economic growth of the locality by providing the aged of the locality with opportunities of higher education through Distance Education Study Centre of Netaji Subhas Open University (NSOU).
8. To inculcate discipline, patriotism, spirit of mutual co-operation and sense of social responsibility among the students through NSS programmes.
9. To make students worthy of facing the challenges of the competitive world and job market through encouragement and exploration of their potential ensuring their involvement in cultural events and sports.
10. To ensure participation of all the stakeholders in the inclusive growth of the Mahavidyalaya.
11. To work for the implementation of the objectives of NEP2020.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Institutional Strengths:

1. Being the only college in a radius of 20 km, located in a rural, backward area with high population of tribal people, location that enables to serve and empower the marginalized sections of the society, particularly the tribal community.
2. Offering multidimensional academic programs: Arts, Science, Commerce and BPED.
3. Dedicated and qualified faculty members and staff.
4. Pollution-free and eco-friendly academic atmosphere.
5. Extremely supportive management that works in consonance with all the stakeholders.
6. Effective extension activities through NSS.
7. Adequate physical facilities for sports and extracurricular activities.
8. No sexual harassment or ragging instances in the campus.

9. No loss of teaching days for any violence or political disturbance.
10. Existence of facilitating mechanisms like ICC, Career Counselling and Placement Cell, Grievance Redressal Cell, Anti-Ragging Cell, and welfare measures to support students.
11. Scholarships and freeships to students.
12. MoUs with various institutions.

Institutional Weakness

Institutional Weaknesses:

1. Located in a rural and underdeveloped area.
2. Poor road and railway connectivity with the college.
3. Economically disadvantaged students.
4. Lack of funds/grants from UGC and other government and non-government organizations.
5. Inadequate infrastructure for academic and research activities, particularly shortage of quality classrooms, laboratories and smart classrooms.
6. Understaffed departments.
7. Being an affiliated college, unable to introduce required changes in the curriculum.
8. Loss of teaching days due to pandemic and university examination centers.
9. Lack of effective placement system.
10. Minimum enrollment of students in some of the departments.
11. Less research activity among faculty.
12. Poor performance of students in NET/SET and other state-level and national level competitive examinations.

Institutional Opportunity

Institutional Opportunities:

1. To develop the academic infrastructure, particularly creation of a greater number of ICT-enabled classrooms and smart classrooms.
2. Opportunity to serve and empower the marginalized and to extend community services through NSS.
3. To open regular P.G. courses in some departments.
4. To introduce career-oriented courses.
5. To promote more research activities.
6. To encourage more research publications.
7. To procure more grants from funding agencies like UGC.
8. To organize more UGC-sponsored seminars/workshops.
9. To ensure effective and active support of alumni.
10. To procure more books in the library.
11. To develop greater sensitivity to climate change and environmental issues.
12. To ensure better performance of the students in both sports and cultural activities.
13. Introduction of more skill-based programs.
14. Bringing the first-generation learners to the mainstream of education.

15. Strengthening of collaboration with academia and industry.

Institutional Challenge

Institutional Challenges:

1. Financial crisis of the college.
2. Absence of an ICT-friendly culture inside the campus.
3. Unusual delay by State Government in filling up teaching and non-teaching posts.
4. Decrease in the number of teaching days due to the commencement of University Examinations.
5. Decrease in the number of students in the courses.
6. To implement in NEP2020 in its proper spirit.
7. To decrease the drop-out rate of the students.
8. To emphasize on the value-based education.
9. To establish a Research Center in Social Science and Humanities for promoting quality research works.
10. To produce skilled and employable human resource.
11. To introduce skill-oriented courses.
12. To increase the number of student enrollment in various departments.
13. To collaborate with international academic and research agencies.
14. To ensure significant contribution from alumni for the development of the college.
15. To ensure a greater number of awards/medals for outstanding performance in sports and cultural activities at University/State/National/International level.
16. Mobilization of resources from the government and other funding agencies.
17. To ensure energy conservation for the safety and sustenance of the planet.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Curricular Aspects

The curriculum delivery of Seva Bharati Mahavidyalaya is a well-planned and documented process. As the college is affiliated to Vidyasagar University, it follows the regulations, guidelines and curriculum adopted by the University. The University implemented the Choice Based Credit System (CBCS) from the 2017-18 academic session and the college follows CBCS in the semester system as per the guidelines and regulations of the affiliating University. To ensure the smooth conduct of the teaching, learning and evaluation process of the college, the Academic Council and the Admission Committee with the Principal as the Chairperson conduct meetings before the commencement of each academic session and the decisions are conveyed to the respective departments for successful implementation. The Academic Council prepares the Academic Calendar and the Routine Committee prepares the Central Routine in compliance with the academic schedule of the University and is displayed on the college notice board and the college website. Before the commencement of classes in each academic session, the departmental teachers hold meetings, and as per the decisions taken in the Departmental Committee, they prepare meticulous Teaching Plans/Lesson Plans, chalk out the departmental activities which are conveyed to the students through the Departmental Notice Board. Along with the

traditional methods of teaching, the teachers employ problem-solving methods, organize quizzes, use ICT-based methods to make the learning experience learner-centric and participative. The college follows a curriculum in which different UG programs incorporate the topics of their respective courses that cover cross-cutting issues like Gender, Human Values and Professional Ethics, Environment and Sustainability. In addition to the prescribed syllabus, several Certificate/Value-Added Courses are introduced from 2021-22 academic session for enhancing the skills of the students. In the last three years more than 20 Certificate/ Value-Added Courses have been offered to the students. The college obtains feedback on the academic performance from the various stakeholders at the end of each academic session and action is taken based on such feedback. Throughout the academic session, the Academic Committee, Examination Committee, Routine Committee and IQAC work in a coordinated manner to ensure smooth and effective curriculum delivery.

Teaching-learning and Evaluation

Teaching-learning and Evaluation

Seva Bharati Mahavidyalaya offers degree programs in Arts, Science and Commerce streams and it also offers degree in Bachelor in Physical Education (B.P.Ed.) course. The college follows the guidelines of the Government of West Bengal and the affiliating University regarding the admission process. With an objective to maximize transparency, the entire admission process of the college is conducted online. The college strictly adheres to the Government Reservation Policies at the time of admissions and ensures the fair representation of students from all communities. However, the demography of the area shows that there is a predominant population of minorities, Scheduled Tribes (ST) and Other Backward Castes (OBC). The college organizes Induction Programme for the students at the beginning of each academic session. The college has always focused on recruitment of qualified and competent fulltime teachers to ensure effective teaching-learning process. The student-teacher ratio in the latest completed academic year (2022-23) is 24:1. Percentage of fulltime teachers against sanctioned posts during the last five years is 78.95%. The teachers are qualified and competent and the percentage of fulltime teachers with NET/SET/M.Phil./Ph.D. during the last five years is 65.71%. Teachers are encouraged to pursue M.Phil./Ph.D. degrees and at present 10 teachers are pursuing Ph.D. The college conducts Internal Assessments of the students to assess student performance as per the guidelines of the affiliating University. Tutorial classes are held for the slow learners and additional study materials are provided for advanced learners. POs and COs of all the programs offered by the college are displayed on the website. Mentoring system has been introduced from the current academic session (2023-24). Students of the college display remarkable success in the University Examinations. Overall pass percentage of students is impressive with 94.9% in the last academic session (2022-23) in all streams with a significant percentage of first classes. The college is committed to provide an inclusive and conductive environment for all students aiming to pursue higher education.

Research, Innovations and Extension

Research, Innovations and Extension

Seva Bharati Mahavidyalaya has created an ecosystem for innovation and knowledge creation by emphasizing academic and research activities. The college has formed a Research and Project Work Sub-Committee that encourages teachers to publish original research papers in reputed journals. Presently 10 teachers are pursuing Ph.D. degree from various universities and a significant percentage of teachers contribute regularly to UGC-recognized journals and contribute chapters in books published by the national and international publishers. The

Conference, Seminar and Workshop Sub-Committee of the college not only takes an active role in organizing seminar/ webinars/ workshops, etc., it also inspires the teachers to present original research papers in various conferences/ seminars/ webinars/ workshops/ symposiums etc. The college had organized several national level and international level seminars/webinars in the last five years. The Central Library of the college has a large collection of books and journals.

The NSS Units of Seva Bharati Mahavidyalaya, under the supervision of the Extension Work Sub-Committee, organize a number of extension and outreach programs in the surrounding communities and seek to address the social, environmental and health issues of the local communities, inculcate social values and responsibilities among the stakeholders.

The college has created more than 25 functional MoUs/Linkages/Collaborations with academic institutions/ Govt. organizations/ private organizations in India for internship, on-the-job training, project work, student/faculty exchange and collaborative research works during the last five years.

Infrastructure and Learning Resources

Infrastructure and Learning Resources

Adequate infrastructural facilities are provided by the college which ensures effective teaching-learning and extra-curricular activities. The college is spread over 11.4 acres of land, with a built-up area of 9712.46 sq. mts. The college has four major buildings which accommodate office, classrooms, seminar halls, laboratories, library, and other support services and different Cells. The college also provides other facilities like hostels, canteen, drinking water, toilets, gymnasium, students' common room (girls'), cycle stand, and Yoga Center. The college has adequate sports infrastructure with 1 football/cricket playground, 1 basketball ground, 1 Kho-Kho ground, 4 volleyball courts, a fully-furnished indoor-games hall. The four hostels of the college are equipped with facilities for indoor games and recreational activities. Students are encouraged to participate in various cultural and literary activities like E/Wall magazine publications, Freshers' Welcome Ceremony, Teachers' Day celebration, Rabindra Jayanti, Basant Utsav, Annual Sports, etc.

The college has an adequate library infrastructure with a spacious Central Library (Approximately 1600 sq. ft.) and a spacious Reading Room (Approximately 1600 sq. ft.) which accommodate approximately 10000 printed books and journals. The Central Library of the college has been automated with ERP ILMS software from the 2022-23 academic session. The college has campus networking with LAN and Wi-Fi extending internet connectivity throughout the campus with a bandwidth of 100 MBPS. The college has one green generator. The college campus is under CCTV surveillance.

Student Support and Progression

Student Support and Progression

Seva Bharati Mahavidyalaya has effective mechanisms like Career Counseling and Placement Cell, Psychological Counseling Cell, Grievance Redressal Cell and several welfare measures for 'student support'. The college has successfully adopted several schemes, policies and procedures to provide students with scholarships and freeships, concession/exemption of tuition fees, etc. Various programs on soft skills, language and communication skills, life skills are organized to facilitate capacity development and skill enhancement of

the students. The Career Counseling and Placement Cell of the college takes an active role in organizing training programs to prepare the students for competitive examinations and to enhance the opportunities of the students for success in the modern job market. The Grievance Redressal Cell handles grievances of the students with utmost urgency. The college takes every necessary precaution to ensure the safety and dignity of the stakeholders and to create a healthy and welcoming atmosphere where all can flourish without fear and prejudice. In this regard we must acknowledge that no cases of ragging or sexual harassment are reported during the assessment period.

Seva Bharati Mahavidyalaya has an excellent infrastructure for sports. The college has a strong Physical Education Department and the students of this department participate in various events and competitions at university/ state/ national level throughout the year. We encourage the students to explore their talents in sports and cultural activities which may contribute to the overall development of our students and foster a vibrant campus culture.

The college has a registered alumni association. The alumni are active and contribute significantly to the development of the college. The alumni participated in Cultural Festival, Plantation Programme, Covid-19 awareness camp, Sports Meet, etc.

By prioritizing student welfare, offering a comprehensive support system and fostering a culture of excellence, Seva Bharati Mahavidyalaya continues to mould the lives of the students by making significant positive impacts on their academic, personal and professional journeys.

Governance, Leadership and Management

Governance, Leadership and Management

The Governing Body of the college is the ultimate administrative authority for effective planning and implementation of academic and administrative policies. Keeping with the vision and mission of the college, the Governing Body frames policies and ensures their effective implementation with an objective for the sustained institutional growth. The Principal of the college acts as a great academic and administrative leader. The college promotes the culture of participative management. In order to ensure effective administration and efficient implementation of academic activities, the Governing Body of the college adopts the policy of decentralization of management through the formation of Academic Council, Finance Committee, Purchase Committee, Teachers' Council, IQAC, several Sub-committees and Cells comprising of teaching faculties, non-teaching staffs as members.

The college follows the service rules as defined by the Statutes of the affiliating University, Govt. of West Bengal and UGC. For professional development faculty members are encouraged to participate in different courses, workshops on CAS and research activities. The college has developed a mechanism of feedback collection from the faculty members for understanding their weakness and strength. There are several welfare schemes for the teaching and non-teaching staff of the college such as GPF Scheme, Puja Advance, etc.

Seva Bharati Mahavidyalaya has successfully implemented e-governance in the following areas of operation: Administration, Finance and Accounts, Student Admissions and Support. The college has evolved mechanisms for mobilization and optimal utilization of resources and funds from various government and non-government organizations and it conducts financial audits by the external/internal auditors to ensure continuous documentation and monitoring of financial transactions.

The Internal Quality Assurance Cell (IQAC) in coordination with the different Sub-committees ensures effective planning and implementation of academic activities through regular meetings and reviewing of these activities. The key contributions of IQAC during the assessment period include: successful conduct of online teaching-learning during the pandemic, recruitment of a good number of qualified fulltime teachers, Academic Audit, Administrative Audit, Green Audit, Gender Audit, MoUs/Linkages/Collaborations with a number of government and non-government organizations, etc.

Institutional Values and Best Practices

Seva Bharati Mahavidyalaya promotes equal opportunity for the students belonging to all the sections of the society, preaches gender equity, inclusiveness and strives for the development of basic human values. In order to address and identify the multiple forms of gender violence, weakness regarding gender balance, and to evaluate gender equity within the college, a Gender Audit was conducted by the IQAC and the Women Cell of the college. The college has active Internal Complaints Committee (ICC), Women Cell, Anti-ragging Cell, Grievance Redressal Cell to monitor gender equality within the institution.

The college aims at inculcating basic human values among its stakeholders and strives for maintaining a harmonious, inclusive environment within the campus. In order to make the stakeholders aware of their constitutional rights, duties and responsibilities, the college takes several initiatives to enhance the understanding and appreciation of cultural, regional, linguistic, communal and socio-economic diversities of the country. Several national and international commemorative days such as Independence Day, International Mother Language Day, International Women's Day, Santali Bhasa Vijoy Dibas, Republic Day, Birth Anniversary of Netaji Subhash Chandra Bose, etc. are observed and celebrated each year with fervour, devotion and dedication.

The college has an Environment Policy and adopted several environment-friendly initiatives to make the campus eco-friendly. Ours is a campus with no AC. The college conducted Green Audit/ Environment Audit, Energy Audit, and adopted clean and green campus initiatives, and beyond the campus environmental promotion activities. The college has taken some initiatives for energy conservation measures, management of the various types of degradable and non-degradable waste, water conservation, green campus initiatives, and disabled-friendly, barrier-free environment.

Two best practices successfully implemented by the college during the assessment period include: 1. USE OF ACADEMIC ERP SOFTWARE FOR MANAGEMENT OF ADMISSION AND ADMINISTRATION, 2. ONLINE LECTURE SERIES ON "SUSTHA DEHE SUSTHA MON/ EI NIYEI ALAPAN" (A FRIENDLY DIALOGUE ON THE TOPIC OF "A HEALTHY BODY FOR A HEALTHY MIND").

One significant area distinctive to the college's priority is: "UPLIFTMENT OF THE MARGINALIZED SECTIONS OF THE SOCIETY, PARTICULARLY THE SANTAL COMMUNITY, THROUGH VARIOUS POLICIES, SCHEMES, AND PRACTICES."

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SEVA BHARATI MAHAVIDYALAYA
Address	Vill. Kapgari, P.O. - Kapgari, Block - Jamboni, Dist.- Jhargram
City	Kapgari
State	West Bengal
Pin	721505
Website	www.sbmahavidyalaya.ac.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Deba Prasad Sahu	03221-268300	9800769610	-	principal.sbm.dps@gmail.com
IQAC / CIQA coordinator	Samit Kumar Maiti	03221-9800769610	7001596513	-	samitkumar1981@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	

State	University name	Document
West Bengal	Vidyasagar University	[View Document](#)

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	31-03-1995	[View Document](#)
12B of UGC	04-05-2010	[View Document](#)

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
NCTE	[View Document](#)	29-05-2015	200	Validity Period Permanent

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Vill. Kapgari, P.O. - Kapgari, Block - Jamboni, Dist.- Jhargram	Rural	11.4	9712.46

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Bengali Hons,	36	Minimum 45% marks in aggregate(to be calculated by adding the marks obtained in 'Best Five' subjects excluding Environment Studies) in HS Or, Minimum 50% marks in concerned subject in HS	Bengali	93	77
UG	BA,English Hons,	36	Minimum 45% marks in aggregate(to be calculated by adding the marks obtained in 'Best Five' subjects excluding Environment Studies) in HS Or, Minimum 50% marks in concerned subject in HS	English	67	32
UG	BA,History Hons,	36	Minimum 45% marks in aggregate(to be calculated	English + Bengali	104	84

			by adding the marks obtained in 'Best Five' subjects excluding Environment Studies) in HS Or, Minimum 50% marks in concerned subject in HS			
UG	BA,Philosophy Hons,	36	Minimum 45% marks in aggregate(to be calculated by adding the marks obtained in 'Best Five' subjects excluding Environment Studies) in HS Or, Minimum 50% marks in concerned subject in HS	English + Bengali	38	13
UG	BA,Sanskrit Hons,	36	Minimum 45% marks in aggregate(to be calculated by adding the marks obtained in 'Best Five' subjects excluding Environment Studies) in HS Or, Minimum 50% marks	Bengali,Sanskrit	60	8

UG	BA,Santali Hons,	36	Minimum 45% marks in aggregate(to be calculated by adding the marks obtained in 'Best Five' subjects excluding Environment Studies) in HS Or, Minimum 50% marks in concerned subject in HS	Bengali,Santali	69	51
UG	BA,Bengali General,	36	Pass marks in aggregate	Bengali	120	113
UG	BA,English General,	36	Pass marks in aggregate	English	5	1
UG	BA,History General,	36	Pass marks in aggregate	English + Bengali	43	35
UG	BA,Philosophy General,	36	Pass marks in aggregate	English + Bengali	5	0
UG	BA,Sanskrit General,	36	Pass marks in aggregate	Bengali,Sanskrit	5	1
UG	BA,Santali General,	36	Pass marks in aggregate	Bengali,Santali	20	20
UG	BA,Political Science General,	36	Pass marks in aggregate	Bengali	5	5
UG	BA,Physical Education General,	36	Pass marks in aggregate	English + Bengali	104	104
UG	BSc,Anthropology Hons,	36	Minimum 45% marks in	English + Bengali	11	4

			aggregate(to be calculated by adding the marks obtained in 'Best Five' subjects excluding Environment Studies) in HS Or, Minimum 50% marks in concerned subject in HS			
UG	BSc,Geography Hons,	36	Minimum 45% marks in aggregate(to be calculated by adding the marks obtained in 'Best Five' subjects excluding Environment Studies) in HS Or, Minimum 50% marks in concerned subject in HS	English + Bengali	77	37
UG	BSc,Mathematics Hons,	36	Minimum 45% marks in aggregate(to be calculated by adding the marks obtained in 'Best Five' subjects excluding Environment Studies) in HS Or,	English + Bengali	46	2

			Minimum 50% marks in concerned subject in HS			
UG	BSc,Chemistry Hons,	36	Minimum 45% marks in aggregate(to be calculated by adding the marks obtained in 'Best Five' subjects excluding Environment Studies) in HS Or, Minimum 50% marks in concerned subject in HS	English + Bengali	27	2
UG	BSc,Anthropology General,	36	Pass marks in aggregate	English + Bengali	2	0
UG	BSc,Geography General,	36	Pass marks in aggregate	English + Bengali	2	0
UG	BSc,Mathematics General,	36	Pass marks in aggregate	English + Bengali	2	0
UG	BSc,Chemistry General,	36	Pass marks in aggregate	English + Bengali	2	0
UG	BSc,Botany General,	36	Pass marks in aggregate	English + Bengali	13	8
UG	BSc,Economics General,	36	Pass marks in aggregate	English + Bengali	2	0
UG	BSc,Physics General,	36	Pass marks in aggregate	English + Bengali	3	1
UG	BSc,Zoology General,	36	Pass marks in aggregate	English + Bengali	12	7
UG	BCom,Accounting And	36	Minimum 45% marks	English + Bengali	27	1

	Finance Hons,		in aggregate (to be calculated by adding the marks obtained in 'Best Five' subjects excluding Environment Studies) in HS Or, Minimum 50% marks in concerned subject in HS.			
UG	BPEd,Bachelor In Physical Education,	24	Bachelor's Degree in any discipline with 50% marks and having at least participation in the Inter-College / Inter-Zonal / District / School competition in sports as recognized by the AIU/IOA etc.	English + Bengali	122	96

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				7				30			
Recruited	1	0	0	1	4	2	0	6	16	7	0	23
Yet to Recruit	0				1				7			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				42			
Recruited	0	0	0	0	0	0	0	0	30	10	0	40
Yet to Recruit	0				0				2			

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				22
Recruited	10	1	0	11
Yet to Recruit				11
Sanctioned by the Management/Society or Other Authorized Bodies				19
Recruited	16	3	0	19
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	4	1	0	15	7	0	28
M.Phil.	0	0	0	0	0	0	5	1	0	6
PG	0	0	0	0	0	0	26	10	0	36
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	430	0	0	0	430
	Female	270	2	0	0	272
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	93	101	53	48
	Female	38	40	28	23
	Others	0	0	0	0
ST	Male	354	316	232	235
	Female	263	227	189	186
	Others	1	0	0	0
OBC	Male	276	229	135	130
	Female	128	126	101	109
	Others	0	0	0	0
General	Male	284	319	153	159
	Female	186	215	139	117
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1623	1573	1030	1007

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	In keeping with the vision of NEP2020, Seva Bharati Mahavidyalaya is quite prepared to transform itself into a holistic and multidisciplinary institute. The college offers undergraduate degree programs in 17

	disciplines that can be broadly categorized into Arts, Science and Commerce streams. The present curriculum of most of the subjects taught in the college contains the contents of multidisciplinary or interdisciplinary nature. Students of all programs in Arts, Science and Commerce learn modern Indian languages and conduct project works in Environmental Studies. Students are also encouraged to conduct research project works in the multidisciplinary/ interdisciplinary mode by selecting topics from different courses. Seminars/ conferences/ webinars on interdisciplinary topics are also organized by the departments. The college has academic collaborations with other higher educational institutes so that faculty and students can undertake programs on multidisciplinary or interdisciplinary subjects for the mutual benefit of the students and the institutes.
2. Academic bank of credits (ABC):	NEP2020 is implemented from the academic session 2023-24 with the introduction of 4 years UG degree programmes in the college. The flexibility in the curricular structure requires the establishment of Academic Bank of Credit (ABC). Since Seva Bharati Mahavidyalaya is affiliated to Vidyasagar University and follows the academic curricula designed by the affiliating university, the college has no scope for creation of ABC. It is the sole prerogative of the affiliating University.
3. Skill development:	Seva Bharati Mahavidyalaya aims at integration of education with skill development, a harmonious blending of theoretical knowledge with practical skills. For that purpose, the college organizes various programs, seminars and webinars, offers Value-Added Course/ Certificate Courses. The objective is not only to provide value-based education to inculcate positivity among the students that includes the development of humanistic, ethical, constitutional and universal human values but also to develop the skills of the students at various levels. The college offers BPED and B.A. General Course in Physical Education course which develop the sports and physical skills of the students. Seva Bharati Mahavidyalaya follows the university-prescribed curriculum that provides scope for skill enhancement through the Skill Enhancement Courses (SECs) which are designed to improve the cognitive, analytical, employable, communicative, and social

	skills of the learners. The college offers various Value-Added Courses/ Certificate Courses on soft skills and life skills which help the students to improve their skills and make them competent for job market.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The Indian Knowledge Systems (IKS) encompasses a wealth of knowledge, practices and innovations accumulated over the ages which have their potentials to solve our contemporary socioeconomic, educational, environmental issues. Seva Bharati Mahavidyalaya follows the syllabus of Vidyasagar University which integrates these issues in its CBCS curriculum in a systematic and scientific pattern. The curriculum of the college includes the subjects like philosophy, history, literature, sports, mathematics, political science, science etc.; teaching of these subjects to the students makes the systematic delivery of Indian ancient knowledge feasible. The study of Bengali and Santali literature is helpful for the students for acquisition of knowledge in regional, tribal and indigenous cultures, while the study of Sanskrit literature makes the students aware of the Vedic ways of learning and cultural heritage. The harmonious blending of ancient knowledge system and the pragmatic values of the modern age is conducive for the holistic development of the students' personalities and the necessary acquisition of specialized skills. The college organizes various cultural programs/ events, and celebrates many festivals or commemorative days throughout the year which help the students to develop their sense of pride and knowledge of their own glorious cultural heritage. We follow the bilingual mode of teaching (English/Bengali) in all degree courses. We emphasize classroom education of all subjects in the vernacular languages i.e., Bengali and Santali to provide comprehensible, quality instructions to the students and to promote the strength, usage, and vibrancy of regional languages. Santali and Sanskrit are used as mediums of instruction in courses like B.A. in Santali and B.A. in Sanskrit courses respectively. The Bengali language is used mostly for communication with the students in classrooms. The department of Santali celebrates Santali Bhasa Vijoy Dibas every year. International Mother Language Day, Netaji Jayanti, Republic Day, Saraswati Puja, Teachers' Day, Freshers' Welcome Ceremony,

	Independence Day, etc. are organized every year in the college. The department of Bangali and Geography celebrate Basant Utsav. The college has established a Yoga and Meditation Center and offers Value-Added Courses/ Certificate Courses on Yoga and Meditation for promoting Indian knowledge System.
5. Focus on Outcome based education (OBE):	Implementation of outcome-based education has been one of the priorities of Seva Bharati Mahavidyalaya and several initiatives have been adopted for that purpose. On the instruction of IQAC, all the departments prepare detailed and meticulous document on Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs). Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) prepared by the departments are published on the departmental web page of the college website. Teachers are also well oriented at the beginning of the academic session regarding these learning outcomes by the Academic Council and IQAC. The students are made aware about the outcomes and skills that they may acquire after the successful completion of the course. In the line and spirit of NEP2020, the college has shifted its focus on the popularization of outcome-based education and designed several Value-Added Courses and Certificate Courses for enhancing the scope of employability of the students.
6. Distance education/online education:	Along with the conventional modes of teaching, learning and evaluation, Seva Bharati Mahavidyalaya makes an effective use of digital or online medium for teaching and learning activities. The college has successfully accomplished the teaching, learning and evaluation through the online mode by using digital platforms like Google Meet, Zoom, WhatsApp, Telegram, YouTube, etc. during the COVID-19 pandemic. The college has actually gone for blended learning as many Value-Added Courses/ Certificate Courses are offered online in addition to the regular offline programs. The implementation of blended learning has become the top priority of the college in recent times. Along with the traditional classroom teaching, many departments still conduct Webinars/ Special Lectures/ Lecture Series/ evaluation, etc. in online mode. Seva Bharati Mahavidyalaya is the Study Centre of Netaji Subhas Open University

	(NSOU) which offers several courses through the distance mode. The students and teachers are encouraged to use platforms such as SWAYAM, You Tube content making, e-content making, Blogs, etc. All teachers of the college are competent for conducting teaching, learning, and evaluation in the online mode and are capable of providing online education to the students as may be required under NEP2020.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Seva Bharati Mahavidyalaya set up Electoral Literacy Club (ELC) with an obvious intention of spreading electoral literacy among its stakeholders. The Club has been constituted with the Principal as the ex officio Chairman. Mr. Ankan Purkait (Assistant Professor, Dept. of History) and Mr. Amit Sarkar (Assistant Professor, Dept. of Sanskrit) were appointed as Nodal Officers. Four students were appointed as ELC representatives.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	The student coordinator and the coordinating faculty members of the Club were duly appointed by the college. The ELC of the college is functional as the Club takes several initiatives for promotion of electoral literacy among the stakeholders. The ELC of Seva Bharati Mahavidyalaya is representative in character as it consists of members from both faculty members and students of different semester, male and female, General and Reserved category.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	Since its establishment, the ELC of the college has taken several initiatives in order to create awareness among the stakeholders about the electoral process of registration. Occasionally, the members make voluntary contribution to the electoral process in their own localities. The ELC organizes National Voters' Day and encourages the students to register their names in the voter's list.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research	With an objective to advance democratic values and sensitize the stakeholders about the utility of

projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	participation in the electoral process, the ELC of Seva Bharati Mahavidyalaya creates banners/ posters/ e-contents and uses the social media platforms for circulation among the stakeholders.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	A significant portion of the students of the college are yet to register their names in the Voters' List. The ELC of Seva Bharati Mahavidyalaya has plans to organize a voter registration camp at the college premises for the new voters of the college before the Puja vacation.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1619	1573	1013	993	1219

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 71

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
71	71	71	56	45

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
24.42534	6.41145	3.5052	17.63395	15.55845

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

Seva Bharati Mahavidyalaya is a government-aided college and affiliated to Vidyasagar University and hence follows the curriculum and the Academic Calendar prescribed by the affiliating university. The college ensures curriculum delivery effectively, strategically and ensures flexibility to the students in the following ways:

- At the beginning of each academic session, the Academic Council of the college, under the supervision of IQAC, prepares the Academic Calendar adhering to the Academic Calendar provided by Vidyasagar University. The Academic Calendar is uploaded on the college website and displayed on the college Notice Board.

- After the publication of the Academic Calendar by the Academic Council, the Routine Committee of the college prepares the Central Routine for the academic session which is distributed to the respective Heads of the Departments and is uploaded on the college website and displayed on the college Notice Board.

- The Heads of the Departments (HODs) conduct meetings with their departmental faculty members and prepare the departmental routines based on the Central Routine. Each faculty member is assigned a particular portion of the curriculum for teaching. Faculty members prepare Lesson Plans according to the assigned curriculum and the proceed to the implementation of curriculum within the given frame of time.

- The Principal, IQAC Coordinator, and the Academic Council conduct a meeting at the beginning of each academic session to chalk out the strategies for effective implementation of curriculum. The schedule for Internal Assessment, evaluation process, teaching-learning methods are also discussed in this meeting. The changes in the syllabus notified by the university and changes of regulations, if any, are discussed and noted.

- The faculty members mostly follow the traditional chalk and talk methods for curriculum delivery. A few departments have the facilities for ICT-enabled classrooms where the teachers follow the lecture methods along with modern teaching and learning methods.

- The teaching-learning process is supplemented with Seminars, Webinars, Special and Extension lectures, Projects, Group Discussions, Field Works and the preparation of e-Magazines or Wall Magazines.

- The Examination Committee prepares the schedule for Internal Assessment which is circulated among the students well in advance to ensure smooth conduction of examinations. Internal Assessments are arranged by the college as per the guidelines of the Vidyasagar University. The continuous evaluation process is emphasized in the process of curriculum delivery. Question papers are prepared and answer scripts are evaluated by the faculty members as per the decisions of the departmental committee. Online assessments are conducted whenever offline assessments are not possible due to pandemic situations.

- Tutorial classes are held for the weak learners. Extra care is taken for the advanced learners by providing them with additional study materials.

- The departments organize several cultural programmes, poster presentations, publications of e-Magazines or Wall Magazines for further development of academic and cultural performance.

- Several departments offer Value-Added Courses/ Certificate Courses on diverse topics adhering to the academic plan of activities.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 25

File Description	Document
List of students and the attendance sheet for the above mentioned programs	[View Document](#)
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Evidence of course completion, like course completion certificate etc. Apart from the above:	[View Document](#)

Other Upload Files	
1	[View Document](#)

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 13.07

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
572	267	00	00	00

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

Seva Bharati Mahavidyalaya follows the syllabus prescribed by Vidyasagar University, and it integrates cross-cutting issues relevant to professional ethics, gender, human values, the environment, and sustainability into the curriculum and implements it in co-curricular and extra-curricular activities.

Professional Ethics:

The college offers several Courses in Anthropology, Geography and Philsophy the curriculum of which contain several aspects of professional ethics. The NSS and NCC Units of the college also play significant roles in developing the sense of responsibility, duty, ethical values among the students.

Gender:

The college follows a curriculum wherein the syllabi of several undergraduate courses like those of

Anthropology, English, Philosophy, Bengali, History, Political Science have topics which specifically focus on the gender or related issues. Women Cell and IQAC of the college organize International Women's Day with an objective to sensitize the students about multiple forms of gender disparities and gender violence. Women who have remarkable contributions to the society are invited as speakers for the events. The college provides Yoga Centre, Gym, and offers sports facilities to all students irrespective of their gender. The college makes sincere efforts to provide a gender neutral, barrier free environment and enable students to practice social justice. The college conducts Gender Audit every year and the Report is made available on the college website for public awareness.

Human Values:

The college takes utmost care to inculcate basic human values and ethics among the students not only through the delivery of the University-prescribed curriculum but also through offering a number of Value-Added Courses/ Certificate Courses on value education, life skill development, etc. The college specifically focuses on proper grooming of the students to make them honest, responsible and dutiful citizens through the inculcation of universal moral and ethical values. For successful imparting of the basic human values and ethics to the students, the college always maintains a harmonious, conducive and inclusive environment within its campus.

Environment and Sustainability:

Finally, environmental awareness has become an integral part of learning process of the students in Seva Bharati Mahavidyalaya. Vidyasagar University has made it mandatory for all students to study and prepare a Project Report on Environmental Studies in the UG program. The college, particularly the Nature Club of the college, organize various events like Aranya Saptaha, World Environment Day, etc. for making the stakeholders aware of the urgent need for conservation of the environment and sustainability. The Environment Management and Beautification Sub-Committee works in coordination with the NSS Units of the college for organizing plantation and cleanliness programmes inside and outside the college campus. Extension activities are conducted by the NSS Units in the neighbourhood communities to raise awareness about environment and sustainability.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 35.27

1.3.2.1 **Number of students undertaking project work/field work / internships**

Response: 571

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	[View Document](#)
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	[View Document](#)
Action taken report on the feedback analysis	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 59.28

2.1.1.1 **Number of seats filled year wise during last five years (Only first year admissions to be considered)**

2022-23	2021-22	2020-21	2019-20	2018-19
800	920	496	459	572

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
1279	1349	770	1025	1054

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list as published by the HEI and endorsed by the competent authority	[View Document](#)
Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 61.4

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)**

2022-23	2021-22	2020-21	2019-20	2018-19
421	378	226	226	257

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
571	603	345	461	476

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	[View Document](#)
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 22.8

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

With the focus to enhance the learning experiences of students, Seva Bharati Mahavidyalaya adopts methods like experiential learning, participative learning and problem-solving methodologies both inside and outside the classroom. These methodologies help to transform students from passive recipients to active agents with the capacity for critical thinking. The teaching-learning process is thus designed in such a way as to ensure the students' active involvement in class activities.

Experiential Learning:

- Experiential learning in the forms of field visits and project work has been incorporated into the university-prescribed syllabus for undergraduate programs in various subjects like Bengali, Geography, Botany, Anthropology, and Santali.
- Project Work on Environmental Studies has been made compulsory for all UG Semester-II students under CBCS system in Vidyasagar University.
- Department-specific activities like one day field trips, study tours, long excursions are also conducted by several departments.
- Laboratory demonstrations other than practical classes are conducted in some departments.

Participative Learning:

In addition to experiential learning, participatory learning has also been incorporated into the teaching-learning process to make it more student-centric.

- Group discussions, quizzes, projects, poster presentations, etc. are organized by the departments which help the students to get actively involved in the teaching-learning process and these activities provide them the opportunities to explore their creative faculties and skills.
- The departments of Bengali, English and Geography publish Wall Magazines/ e-Magazines which provide the departmental students the opportunities to explore their creative faculties and critical thinking abilities, making the learning process lively, pleasurable and engrossing.
- Students actively participate in various co-curricular activities and outreach activities organized by NSS, various Committees and Cells, and departments.
- The students of the college participate and organize various cultural programs and events like Freshers' Welcome, Teachers' Day, etc.
- The students of the college, particularly the students of Physical Education, participate in various University-level, State-level and National-level competitions and events.

The entire learner-centric teaching-learning and evaluation process is enriched with the effective use of ICTs. Since COVID-19 pandemic, teachers and students have been extensively using different virtual platforms like Google Meet, Zoom, etc. for teaching-learning purposes. Seminars, Webinars, Extension Lectures, Special Lectures are organized offline/ online by the departments in which students actively participate. WhatsApp groups, official Facebook page of the college and email are used as platforms to communicate, make announcements, circulate notifications, address queries and share information. Several departments have the ICT-enabled classroom facilities.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 79.49

2.4.1.1 **Number of sanctioned posts year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
79	79	79	79	79

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	[View Document](#)

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 50.96

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
41	39	38	21	21

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	[View Document](#)
Institution data in the prescribed format	[View Document](#)
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awareded by UGC recognized universities	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

- Seva Bharati Mahavidyalaya is affiliated to Vidyasagar University and is guided by the affiliating university in all the matters related to syllabi, examination and evaluation. The college has a powerful mechanism that ensures the evaluation process in a transparent and efficient manner.
- The CBCS pattern has been introduced by Vidyasagar University from the 2017-18 academic session and our college follows the CBCS pattern from the same academic session. In the CBCS pattern, Internal Assessments (IA) are held twice per academic session for both Honours and General courses, and the evaluation of the answer scripts is done within a fixed timeline.
- The affiliating University provides guidelines for Internal Assessment and End-Semester Examination (ESE). A student needs to attend at least 75% of classes in order to appear at the ESE. 10 marks are allotted for Internal Assessments of Core Course and 5 marks for Skill Enhancement Course (SEC). 5 marks are awarded on the basis of class attendance conducted by the departmental teachers.
- The college has an Examination Committee which undertakes necessary measures to ensure objectivity and transparency in the examination and evaluation process. Exam. notifications with the necessary information like date, syllabus, venue, etc. are displayed on the college website, college Notice Board and circulated through the departmental WhatsApp groups. The guidelines for Internal Assessments are reiterated by the teachers from time to time during regular classes.
- The performance of the students in the Internal Assessments are discussed with the students and suggestions are also shared with them. In some subjects, marks are awarded on the basis of assignments, presentations, and projects.
- During the COVID-19 pandemic, the pattern of examination was shifted from offline to online mode. Internal Assessment was conducted through the University online examination portal. Students downloaded the question papers and answer booklets from the university examination portal and sent the scanned copy of their answer scripts to the respective departmental email ids

for evaluation. After the evaluation of the answer scripts, the teachers upload the marks on the university portal for the final publication of the results.

- Students are free to raise their grievances regarding the marks awarded to them with the faculty concerned. In rare cases, if the students' grievances are not resolved satisfactorily by the faculty members, they are free to approach their mentor or the Principal for redressal.
- For grievances related to the evaluation of End-Semester Examinations conducted by Vidyasagar University, students go for an official procedure of reviewing of that particular paper within a stipulated period, by bringing the matter in writing to the concerned center supervisor and the Controller of Examinations, Vidyasagar University through the Principal.
- The Academic Council, approved by the Government Body, monitors and regularizes the teaching-learning processes and examination procedures.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

- For all the undergraduate programs offered by Seva Bharati Mahavidyalaya with the approval of the affiliating university, Program Outcomes (POs) and Course Outcomes (COs) are prominently stated and displayed in the departmental homepage of the college website. This helps the students to acquire knowledge and skills according to their preference and objective.
- The POs and COs are highlighted with the obvious intention of making all the stakeholders, particularly the students, aware of the objectives of the different courses offered and specific outcomes that are expected to be achieved at the successful completion of the programs or courses.
- The Admission Committee with its online services helps the students to understand the POs and COs so that the students can properly choose the subjects, programmes and courses.
- The students are also made aware of the curriculum, course structure, course prospects at the beginning of the academic session, particularly during the Induction Program, and also in the classrooms during the student-teacher interactions.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

An important objective of curriculum delivery is the attainment of POs and COs among the students. In order to evaluate the attainment of POs and Cos, the college adopts the following measures:

- The college takes every necessary measure to provide a conducive academic environment for the smooth conduct of the teaching-learning activities. The Academic Calendar is prepared by the Academic Council as per the guidelines of the affiliating university and Lesson Plans are prepared by the departmental teachers with an objective to achieve the course outcomes. The departments hold regular meetings to assess the progress of the teaching-learning process.
- Direct methods to assess the learning outcomes of the students are done on the basis of their performances in class tests, group discussions and Internal Assessments.
- Slow learners and advanced learners are identified on the basis of their performance in Internal Assessment and class tests, and accordingly, remedial classes and tutorial classes are arranged.
- Feedback from the students on curriculum delivery is also analyzed to assess the fulfillment of Program Outcomes (POs) and Course Outcomes (COs).

File Description	Document
Upload Additional information	[View Document](#)

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 97.09

2.6.3.1 **Number of final year students who passed the university examination year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
286	265	267	195	155

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
320	265	267	196	155

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	[View Document](#)
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.55

File Description	Document
Upload database of all students on roll as per data template	[View Document](#)

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS),including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

Seva Bharati Mahavidyalaya has created a conducive ecosystem for innovation and knowledge creation and transfer by emphasizing collaborative academic activities and encouraging research facilities.

- The college has formed a Research and Project Work Sub-Committee that encourages teachers to publish original research papers in reputed journals. The Research and Project Work Sub-Committee conducts awareness programs on issues of research ethics and plagiarism and encourages creativity and innovation among faculty members and students. The college places a strong emphasis on maintaining a code of academic and research ethics, discouraging plagiarism among its students and staff.

- During the assessment, Dr. Kishor Dandapat, a faculty in the department of Geography, received a research grant from ICSSR for a Major Research Project on the topic of "Vulnerability of Tribal

Communities Towards Food and Nutrition Insecurity: A Study in Jhargram District of West Bengal."

- The college has a Conference, Seminar and Workshop Sub-Committee that not only takes an active role in organizing seminar/ webinars/ workshops, etc., it also motivates the teachers to present original research papers in various conferences/ seminars/ webinars/ workshops, symposiums etc.

- Several departments of the college, in collaboration with IQAC, organized seminars/ webinars on interdisciplinary topics. Through these seminars/ webinars the college focuses on sharing new findings, ideas, thoughts, and explanations, etc.

- The college has signed MoUs with a number of governmental and non-governmental organizations at regional and national levels with an objective for promotion of academic and research activities.

- The college follows the university-prescribed curriculum which includes the Indian Knowledge Systems (IKS). Apart from this, the college has also offered a number of Value-Added Courses/ Certificate Courses on Indian Knowledge Systems.

- The Central Library of the college has a large collection of books and journals.

In conclusion, Seva Bharati Mahavidyalaya has created a conducive ecosystem for innovation, Indian Knowledge Systems, creation and transfer of knowledge by emphasizing academic and research activities, which have their potential to drive innovation and contribute to the development of the society.

File Description	Document
Upload Additional information	[View Document](#)

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 27

3.2.2.1 **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
2	21	1	1	2

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.37

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
03	04	02	06	11

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	[View Document](#)
Link to re-directing to journal source-cite website in case of digital journals	[View Document](#)
Links to the papers published in journals listed in UGC CARE list or	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.35

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
06	15	04	0	0

File Description	Document
List of chapter/book along with the links redirecting to the source website	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	[View Document](#)

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

Seva Bharati Mahavidyalaya, with an aim to provide a conducive environment for holistic development of the students, emphasizes extension activities for community services. Extension activities not only instill a sense of community responsibility but also effectively develop the students' sensitivities towards community issues, gender disparities, social inequities, etc.

- Various departments seek to inculcate social values and responsibilities through extension activities.

- The college has 4 National Service Scheme (NSS) Units and each Unit has adopted 1 village in the neighborhood of the college. 400 volunteers, under the guidance of respective Program Officers, undertake various extension activities in the adopted villages for the sensitization of the people in the neighbouring communities on different social, health, environment, and gender-related issues.

- The college has a Nature Club which organizes various programmes for environmental awareness inside and outside the college campus.

The NSS Units of Seva Bharati Mahavidyalaya undertook the following extension activities during the last five years:

- Cleaning Drive/ Swachh Bharat Aviyan at the adopted villages, Bus Stand, and different places,
- Aranya Saptaha from 14th July – 20th July,

- Celebration of Yoga Day,
- Celebration of NSS Day,
- Rally and Seminar on the occasion of World Aids Day,
- COVID-19 awareness programmes during the pandemic,
- Participation of the NSS volunteers at Health Awareness Programme at district level Ayush Fair,
- Celebration of Bhasa Dibas,
- Blood Donation Camp,

Celebration of Internation Women's Day, Netaji Jayanti, Republic Day, etc.

File Description	Document
Upload Additional information	[View Document](#)

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Recognition from the Block Development Officer, Jamboni Development Block, Jamboi, Jhargram, West Bengal, for the Project on "Organic Village and Nutrient Food Cultivation for Human Resource Development among Ancient Fringe People around Jugibandh Village Area, Jamboni, Jhargram District, West Bengal" submitted by the Department of Geography, seva Bharati Mahavidyalaya in December 2018.

Recognition from the Block Development Officer, Jamboni Development Block, Jamboi, Jhargram, West Bengal, for the Project on "Tea and Spices Horticulture and Eco-Tourism Hub for Sustainable Economic Development around the Chilkigarh Kanak Aranya Geographical Area, Jamboni Block, Jhargarm District" submitted by the Department of Geography, seva Bharati Mahavidyalaya in December 2018.

Recognition from the Directorate of Forests for "Implementing Modeling to Restoration of Mangrove and Associate Forest Around the River Bank with Estuary and Coastal Area After the Post-Yaas Cyclones of Purba Medinipur, WB."

Recognition from Ramkrishna Mission Ashram for "Green Campus Project for Sustainable Environment" in March 2021.

File Description	Document
Upload Additional information	[View Document](#)

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 30

3.4.3.1 **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
6	6	5	7	6

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	[View Document](#)

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 26

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
List of year wise activities and exchange should be provided	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

Spread over 11.4 acres of land with a built-up area of 9712.46 sq. mts., the college has an adequate infrastructure and physical facilities for effective teaching-learning, cultural, extra-curricular and sports activities.

- **Old Building:** Established in 1964, the two-storied building of the college has 13 classrooms and one Teachers' Common Staff Room at the ground floor. The classes of English, History, Philosophy, Economics, Sanskrit etc. are held in these classrooms. The classes of several science subjects such as Botany, Anthropology, Physics, Zoology, etc. are held in the classrooms situated at the first floor of the building. Silver Jubilee Hall, one big Hall constructed on the occasion of the twenty-fifth anniversary of the college, is situated on the first floor of this building. This Hall is used for multiple academic, cultural and administrative purposes.
- **New Building:** Completed in 2012, this four-storied new building, equipped with all the necessary infrastructure such as electricity, water supply, sewage systems, and internet connectivity, hosts the departments of Bengali, Geography, and Santali. Central Library of the college and the spacious and well-decorated Reading Room is situated at the first floor of this new building.
- **Science Block:** Department of Chemistry is situated at the ground floor of this two-storied Science Block. On the first floor of the building, the classes of departments of Physical Education and BPED are held. The Study Centre of NSOU (Netaji Subhas Open University) is also situated on the first floor of this Science Block
- **Administrative Building:** Built with the financial assistance of Paschimanchal Unnayan Parshad (PUP), a unit of Govt. of West Bengal, the Administrative Building of the college is a modern and sophisticated building which hosts the Principal's Chamber, Office, Seminar Hall, Yoga Centre, IQAC Room, NAAC Room, etc.

Details of infrastructure and physical facilities:

Sl. No. Particulars   **Quantity**

1. No. of Class Rooms   21

2. Classroom with ICT   3

3. Laboratories	6	
4. Hostels	4	
5. Playgrounds	5	
6. Basketball Ground	1	
7. Staff Quarter	2	
8. Staff Room	1	
9. Common Room (Ladies)	1	
10. Seminar Hall	2	
11. Yoga Centre	1	
12. Canteen	1	
13. Students' Common Room	1 (Girls')	
14. Gymnasium	1	
15. Cycle Stand	1	
16. Central Library	1	
17. Reading Room	1	
18. Medicinal Plant Garden	1	
19. Water Cooler cum Purifier	1	
20. NCC Firing Range	1	
21. Green Generator	1	
22. Diesel Generator	1	

File Description	Document
Upload Additional information	[View Document](#)

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 20.61

4.1.2.1 **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
10.95	0.58	00	0.11	2.28

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

The Central Library of Seva Bharati Mahavidyalaya located at the first floor of the New Building. The Central Library has a rich collection of text books, reference books including some rare books. The Central Library plays a pivotal role in the teaching-learning process of the college.

- Two separate sections are there in the Central Library – one section consists of Circulation Counter & Stack Area and other section is the Reading Room.
- It is well ventilated, well lighted and comfortably furnished. The total area of the Central Library is 2500 square feet (approx.) and a seating capacity of 50 members (approx.) in the Reading Room.
- The Central Library presently has a collection of more than 10,000 books including some pamphlets.
- The Central Library is registered in the N-LIST Consortium for e-journals, e-books, etc.

- The Central Library remains open on all the working days except Sundays and College Holidays.
- The photocopy (Xerox) and print-out facilities are available in the Central Library following the copyright rules.
- Current Awareness Service (CAS) and Selective Dissemination of Information (SDI) services are available on request.
- The Central Library is following Dewey Decimal Classification (DDC) (19th ed.) & Anglo-American Cataloguing Rules (AACR) (2nd Rev. ed.). for technical processing.
- For smooth functioning of the Central Library, a Library Sub-Committee is functioning headed by the Principal as Chairperson assisted by Librarian as Convener and representatives of different departments as members.

Services at a Glance:

- Lending Services are available for the students as well as faculty & staff members.
- Reference Services.
- Reading Room Services.
- Career Guidance Services.
- Reprographic Services and Computer Print-out Services.
- Circulation Desk.
- Current Awareness Services (CAS).
- Selective Dissemination of Information (SDI) Services.

The Central Library is automated with a cloud-based ERP with Integrated Library Management System Software (ILMS).

Library Staff Details:

Librarian: Dr. Debkumar Mal

Library Clerk: Mr. Jhulan Mandal

Library Peon: Sri Navendu Dehuri

File Description	Document
Upload Additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

Seva Bharati Mahavidyalaya has adequate IT facilities for learning and administrative services. The IT facility is well maintained and updated at regular intervals.

Service Provider of Internet:

- Currently the internet facilities are provided in the campus by the local service provider of RailTel Corporation of India Ltd.

Wi-Fi & LAN:

- Wi-Fi Routers are installed at various locations of the buildings for seamless connectivity throughout the campus. The computers and printers of Office and departments are connected through LAN.
- Free Wi-Fi access is provided for staff.
- The LAN facility is periodically updated as per the requirements of the college.

Leased Line:

- A dedicated 100 Mbps leased line connects the Principal's Chamber, the General Office, the Accounts Sections, the IQAC Room, the Central Library, and several departments.

CCTV:

- The college has deployed HD high resolution CCTV cameras at all strategic locations in the Old and New Buildings which are controlled by a central monitoring system located at the Principal's Chamber.
- 2 HD CCTV have been installed in 2024 for further strengthening the security surveillance facility in the campus.

Power Backup Facility:

- The college has one Green Generator and one diesel Generator.

Audio-Visual Learning Facility:

- 3 classrooms with IT facilities.

Software Upgradation:

- The college website is maintained and upgraded at frequent intervals under Annual Maintenance Contract (AMC) with the service provider.
- The college has installed the Cloud-based ERP software for management of the administrative, financial, and academic activities from the 2022-23 academic session (https://sbmahavidyalaya.in/).

Desktops and Printers:

- 24 Desktops
- 1 laptop
- 14 LaserJet Printers
- 2 Xerox machines
- 1 colour inkjet printer with Wi-Fi facility

Library Automation:

- The Central Library is automated with a Cloud-based ERP with Integrated Library Management System Software (ILMS).

File Description	Document
Upload Additional information	[View Document](#)

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 101.19

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 16

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	[View Document](#)
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 8.47

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
2.42	0.26	00	1.18	1.86

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 43.29

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
1845	443	309	124	57

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	[View Document](#)
Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).	[View Document](#)
Upload policy document of the HEI for award of scholarship and freeships.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

> 1. *Soft skills*
> 2. *Language and communication skills*
> 3. *Life skills (Yoga, physical fitness, health and hygiene)*
> 4. *ICT/computing skills*

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	View Document
Report with photographs on ICT/computing skills enhancement programs	View Document
Institutional data in the prescribed format	View Document

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 14.2

5.1.3.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
706	205	00	00	00

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	[View Document](#)
Proof related to Mechanisms for submission of online/offline students' grievances	[View Document](#)
Proof for Implementation of guidelines of statutory/regulatory bodies	[View Document](#)
Details of statutory/regulatory Committees (to be notified in institutional website also)	[View Document](#)
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 10.19

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
66	38	13	2	0

5.2.1.2 **Number of outgoing students year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
286	265	267	195	155

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	[View Document](#)
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 1.33

5.2.2.1 **Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

2022-23	2021-22	2020-21	2019-20	2018-19
12	2	0	0	0

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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 last five years

Response: 17

5.3.1.1 *Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years*

2022-23	2021-22	2020-21	2019-20	2018-19
10	00	01	02	04

File Description	Document
Upload supporting document	[View Document](#)
list and links to e-copies of award letters and certificates	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 31

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
66	21	5	34	29

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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

Response:

The ex-students of Seva Bharati Mahavidyalaya had always been an integral part of the academic community of the college. They have close association with the college and have been developing a close and healthy relationship with the current students of the college, take active initiatives for the progression of the current students to the higher education as well as the development of the college. They share the challenges and opportunities available to the next generation and advise them in these areas.

The relentlessly inspiring activities of the ex-students have found new enthusiasm after they are assembled legally under the banner of ALUMNI ASSOCIATION OF SEVA BHARATI MAHAVIDYALAYA. The Alumni Association of Seva Bharati Mahavidyalaya became a registered society as ALUMNI ASSOCIATION OF SEVA BHARATI MAHAVIDYALAYA under the Registration of Societies West Bengal Act, XXVI, 1961, with the registration number S0041779 of 2023-24. The Alumni Association of Seva Bharati Mahavidyalaya contributes significantly to the development of the institution and plays a vital role in its concern for students' future, both in their careers and in life. The college can boast of a significant number of successful former students, who do not only shine in different spheres of life– as teachers, sports officers, police personnels, civil servants, writers, politicians, social workers– but serve the purpose and stand for the cause of their Alma Mater. The alumni of the college keep contributing to the development of the college in several ways.

Some of the activities of the ALUMNI ASSOCIATION OF SEVA BHARATI MAHAVIDYALAYA during the assessment period include:

- Submission of Feedback with respect to curriculum, teaching-learning activities, and infrastructure of the college.
- Participation of Alumni in the extension activities conducted by the college.
- Recommendation for introduction of skill-oriented courses.
- Organization of the Plantation Programme in the college campus.
- Organization of COVID-19 awareness programme during the pandemic.

File Description	Document
Upload Additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

The vision of Seva Bharati Mahavidyalaya is to transform the college "into a center of excellence in the arena of higher education and contribute to the inclusive development of the country by generating quality human resources." The college aims at the holistic development of the young learners and hopes to mould them into young citizens of the nation who are dependable, honest, committed and possess a sound value system. The college works tirelessly with the mission "to provide quality education to the students who basically belong to the economically disadvantaged section of the society."

The Governing Body (GB) is the highest administrative body that functions according to the Statutes, Rules and Ordinances of UGC. The Governing Body adopts policies and programs in the academic and administrative areas for the sustained growth of the institute. It works in coordination with the Principal and IQAC for proper functioning of the college and for achieving the goals set by the college. The Governing Body is constituted according to the West Bengal Act VII of 2017, with the Principal as the Secretary, Teachers' representatives (TR), Members nominated by Government of West Bengal (Government Nominees), Members nominated by affiliating University (University Nominees), non-teaching staff representative (NTR) and students' representative. The Teachers' representatives, non-teaching staff representative and students' representative are either selected or elected in a democratic process. The Governing Body is responsible for mobilizing funds for infrastructure upgradation, along with creating a conducive academic atmosphere in the campus.

The IQAC is responsible for ensuring quality in all academic activities of the college. The IQAC designs developmental plans and works in a systematic manner for the overall improvement of the academic as well as administrative performance of the college. For proper implementation of NEP from 2023-24 academic session, IQAC organized meeting with the Heads of the Departments for orientation of faculty members. Various departments of the college, under the supervision of IQAC, conducted several Value-Added Courses/ Certificate Course for enhancing the soft skills and professional skills of the students in keeping with the multidisciplinary and interdisciplinary needs of the NEP and for developing the research interests in diverse fields among the students of younger generation.

The college promotes decentralization and participative management within its administrative and academic practices by forming various Subcommittees and Cells with the faculty members, non-teaching staff and students. The members of Subcommittees/ Cells meet on a regular basis to discuss, participate in collaborative decision-making and organize various academic, administrative, and cultural activities as per the decisions taken in the meetings of the Subcommittees/ Cells. The departmental academic activities and programmes are coordinated by the Heads of the Departments. The Principal being the Head of the Institution plays a crucial role in monitoring the administrative and academic activities of the

college and coordinating with the Convenors of different Subcommittees/ Cells.

File Description	Document
Upload Additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

Being an affiliated college, Seva Bharati Mahavidyalaya follows the rules and regulations framed by the affiliating university, Vidyasagar University. At the same time being a grant-in-aid HEI, the college follows the rules and regulations of UGC and the Higher Education Department, Government of West Bengal. The Governing Body, constituted according to the West Bengal Act VII of 2017, is comprising of the Principal as the Secretary, Teachers' representatives (TR), Members nominated by Government of West Bengal (Government Nominees), Members nominated by affiliating University (University Nominees), non-teaching staff representative (NTR) and students' representative. The Governing Body being the highest administrative body of the institution is responsible for effective management of the administration and creating a conducive atmosphere for smooth conduction of the leaching-learning activities in the campus. The Governing Body conducts regular meetings to discuss various issues regarding infrastructure development, finance mobilization, faculty recruitment, introduction of new courses and various other issues for quality improvement of the college.

The Principal being the Secretary of the Governing Body and the Head of the institution implements the policies adopted by the Governing Body with the help of the Teachers, Non-teaching Staff, and Heads of the Departments.

The IQAC plays an important role in quality improvement and sustenance by designing developmental plans and effectively implementing them in academic and administrative sectors of the college. On the basis of the feedback collected from the stakeholders, the IQAC prepares an Action Plan at the beginning of each academic session and adopts policies for successful realization of the Action Plan.

The Governing Body, with the help of the Teachers' Council, forms various Subcommittees and Cells for effective management of the academic and administrative activities of the college. Academic Council, under the guidance of IQAC, frames policies for academic excellence and monitors the curriculum delivery within the time frame of each academic session. The Admission Committee supervises the admission procedure of students as per the guidelines of the affiliating university and the State Government. The Examination Committee monitors examination-related issues and conducts Internal Examinations and End-Semester Examinations conducted by the affiliating university. The Library Committee takes initiatives for procuring new books and journals and subject-wise books as

requisitioned by the Heads of different departments. The Service Book Committee of the college takes measures for upgradation of leaves in the Service Book of the teachers. The Placement and Promotion Cell of the college monitors the promotion of the teachers under the supervision of IQAC and Governing Body. The extension activities and sports and cultural programmes of the college are monitored by the NSS and Cultural Committee of the college.

Teachers' Council, a statutory body comprising of all the substantive teachers of the college, plays a vital role in planning and executing various academic activities through regular meetings and works for the academic excellence of the college.

Being a grant-in-aid college, Seva Bharati Mahavidyalaya follows the service rules and procedures of appointment of Principal, teaching and non-teaching staff as framed by the Government of West Bengal and UGC.

File Description	Document
Institutional perspective Plan and deployment documents on the website	View Document

6.2.2

Institution implements e-governance in its operations

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	View Document

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

Seva Bharati Mahavidyalaya has performance appraisal system, effective welfare measures for teaching and non-teaching staff and support facilities for career development/ progression.

Performance Appraisal System for Faculty Members:

- The college ensures timely implementation of PBAS system for faculty members as per the regulations of UGC and the Higher Education Department, Govt. of West Bengal.
- After completion of a specific period of service, the faculty members submit the filled-in Proforma for CAS (Career Advancement Scheme) to IQAC through the Placement and Promotion Cell for approval of the Governing Body. The Principal then sends letter to the Higher Education Department and affiliated University asking for recommendation of the Government nominee and University nominee/ subject expert respectively. After Screening/ Selection, the applicant is promoted to the next stage as per the UGC pay scale.
- The college encourages the teachers to participate in Orientation Programme/ Faculty Induction Programme/ Refresher Course/ Short Term Course/ Workshop for CAS and Seminar/ Webinar/ Online Courses for professional development and enrichment of research skills.

Welfare Measures for Teaching and Non-Teaching Staff:

- Provision for "West Bengal Health Scheme for the Beneficiaries of Grant-in-aid Colleges and Universities 2017" for the teachers appointed on substantive basis.
- Provision for "West Bengal Swasthya Sathi Scheme" for non-teaching staff and State-Aided College Teachers.
- Provision for joining the Cooperative Society (Employee's Central Cooperative Society, Seva Bharati Mahavidyalaya under Vidyasagar Central Co-operative Bank) available in the college to avail financial assistance for both the teaching and non-teaching staff of the college.
- The college provides full salary/ a certain portion of the salary in advance for the newly appointed teachers until the approval of the post and regularization of the salary by the Government.
- Puja bonus/ Puja advance for the non-teaching staff and facility for repayment of the advance salary in easy EMI instalments with 0% interest.
- Loan facilities from the Government Provident Fund for the employees as per government rules.
- Facility for Casual Leave, Earned Leave, Maternity Leave, Child Care Leave, Paternity Leave as per the Statutes of the affiliating University and the regulations of the State Government.
- Compensatory Leave for teachers and non-teaching staff working on holidays and Sundays.
- Quick disbursement of GPF, Gratuity, PF, GSLI, Encashment of Earned Leave at the time of retirement.
- Duty leaves for participation in Orientation Programme/ Faculty Induction Programme/ Refresher Course/ Short Term Course/ Workshop/ Seminar/ Webinar/ Online Courses for professional development and enrichment of research skills.
- Duty leaves for non-teaching staff for performing college related works.
- Facility for Group Savings Linked Insurance Scheme (GSLI) for the teaching and non-teaching staff.

Support Facilities:

- The college has a canteen that serves fresh food.
- RO based Water Purifier for clean drinking water for teachers.
- Facility for Grahak Seva Kendra of State Bank of India in the college campus.
- Desktop with Internet connectivity for some departments for carrying out day to day academic and administrative works.

File Description	Document
Upload Additional information	View Document

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 21.72

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
43	19	06	06	07

6.3.3.2 Number of non-teaching staff year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
12	10	11	12	14

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the certificates of the program attended by teachers.	[View Document](#)
Annual reports highlighting the programmes undertaken by the teachers	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

The Governing Body of Seva Bharati Mahavidyalaya, the Principal, the Finance Committee, and the Purchase Committee work in coordination for mobilization of funds and optimal utilization of resources.

Strategies for Resource Mobilization:

- Salary grants from the Government as per norms for teaching and non-teaching employees.
- Fees collected from the students.
- Interests from savings deposits.
- Major/ Minor research grants received by the faculty from ICSSR/ UGC.

Strategies for Optimal Utilization of Resources:

The college has a well-defined mechanism for effective and optimal utilization of financial resources for the development of academic processes and infrastructure. Resources are primarily utilized for:

- Staff salary
- Development of physical infrastructure
- Repair and maintenance of academic and physical support facilities
- Organization of Seminars/ workshops by the departments
- Sports and cultural activities
- Electricity charges
- Software and Internet charges
- Development of ICT infrastructure

The accounts of the college are regularly audited through Internal Audit and External Audit.

Internal Audit:

- The regular income and expenditure of the college is supervised by the Bursar, Accountant, and administrative staff.
- The bills of expenditure are finally placed before the Principal and the Finance Committee by the Accountant for final scrutiny.
- The Bursar, Finance Committee and the Principal are responsible for conducting the internal audit. The internal audit is conducted for continuous documentation of financial transactions of day-to-day expenditure.
- The college appointed a Kolkata-based private Internal Auditor (Amiya and Associates, Chartered Accountants) for preparation of audit report for the last five fiscal years (from 2018-19 to 2022-23).

External Audit:

- For external audits, the auditor is appointed by the Department of Higher Education, Government of West Bengal. The external audit has been conducted for the year 2017-18. Though the internal audits have been conducted for the last 5 fiscal years, the external audits for these remaining years are pending as the Government is yet to recommend the name of the Statutory Auditor.
- The Government-appointed external auditor conducts external audit at the end of each fiscal year, and the audited statements of income and expenditure and balance sheets are certified after proper verification of the documents. The audit report is submitted by the college to the Department of Higher Education, Government of West Bengal.

File Description	Document
Upload Additional information	[View Document](#)

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

Internal Quality Assurance Cell (IQAC) of Seva Bharati Mahavidyalaya function in a deliberate, planned and systematic manner for achieving academic excellence of the college. It had significantly contributed to institutionalizing the quality assurance strategies and processes. As an advisory body, the IQAC monitors activities in the academic and administrative spheres along with adopting measures for quality improvement of teachers through research activities and career advancement. The following are the key contributions of IQAC in quality assurance and enhancement during the assessment period:

- Developing a feedback system from stakeholders for evaluation of teaching-learning processes and academic infrastructure of the college.
- Successful conduct of online teaching-learning during the pandemic.
- Successful organization of several national and international webinars and online lecture series by the various departments of the college.
- Empowering the faculty members through motivation to participate in faculty development programs (FDPs), OPs, RCs, etc.
- Registration of the Alumni Association of Seva Bharati Mahavidyalaya.
- Successful completion of more than 20 Value-Added Courses/ Certificate Courses for developing the soft skills and enhancing the employment opportunities of the students.
- Signing of MoUs with different governmental and non-governmental organizations/ institutes for strengthening academic collaborations and enhancing the scope for research activities by the faculty members.
- Conduct of academic, administrative, environment and gender audit.
- Encouraging faculty members to undertake Major and Minor Research Projects and also pursue PhD works. One faculty member has been awarded with the Major Research Project by the ICSSR.
- Encouraging faculty members to publish research papers in peer-reviewed journals and UGC Care-listed journals.
- Encouraging faculty members to publish Chapters in books published by the reputed publishing houses at national and international level.

The IQAC monitors and reviews the teaching-learning process regularly for assuring the quality of the institution. The IQAC makes periodical review of the teaching-learning process in the following ways:

- Students' feedback on academics, infrastructure, administration, and environment are collected and feedback report is analyzed for the improvement under the supervision of IQAC. The college introduced several Value-Added Course/ Certificate Courses on the basis of feedback collected from the students.
- Students' performance is evaluated through continuous internal assessment and remedial classes are arranged for the weak students.
- Teachers are asked to strictly follow the Lesson Plans and to finish the assignments within stipulated time.
- To review the teaching-learning process, structures and methodologies of operations and learning

outcomes at periodic intervals, the IQAC conducts Academic Audit, Administrative Audit, Green Audit, Energy Audit, Gender Audit, etc.
• The IQAC makes a review of the admission data and result-related data and places before the Principal for necessary action.

6.5.2

Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: A. Any 4 or more of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	[View Document](#)
NIRF report, AAA report and details on follow up actions	[View Document](#)
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)
Link to Minute of IQAC meetings, hosted on HEI website	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

Seva Bharati Mahavidyalaya is sincerely committed to ensure equal opportunities for all genders in terms of their activities in the college and to promote gender equity. With the obvious intention of identifying weakness regarding gender balance within the college, the IQAC, in association with Internal Complaints Committee (ICC) and Women Cell of the college, conducted the Gender Audit. The college had adopted the following policies to promote gender equity and gender empowerment:

- The college does not practice any form of discrimination on the basis of gender. The college has a well-defined gender policy that is displayed on the college website.
- The college offers equal opportunities for voicing demands on academic and non-academic issues for all stakeholders. Special attention and support are given to the first-generation girl students from rural, social and economic backwardness.
- The Women Cell of the college organizes International Women's Day to celebrate the contributions of the women to the society. One of the primary objectives is to make the students aware about the gender issues and sensitize them about the multiple forms of gender discrimination, sexual harassment and gender empowerment.
- The college has Grievance Redressal Cell and Anti-Ragging Cell the member of which are proactive to address the issues of gender disparities and gender violence.
- The college takes proper initiatives for successful implementation of "Kanyashree Prakalpa", a scholarship scheme of the Government of West Bengal for the female students. A good number of female students are awarded the Scholarship in each academic session.
- The college offers several programs in which the issue of gender has been made an integral part of the curriculum.
- The college had adopted several safety measures for ensuring a safe environment within the campus. CCTVs are installed in different parts of the institution for surveillance. Identity Cards are issued for students and teachers to restrict the entry of trespassers.
- The college has Girls' Common Room dedicated for female students which is equipped with a sanitary napkin vending machine.
- The college offers sports and gym facilities for all students irrespective of their gender.
- Participation of female students in co-curricular and extra-curricular activities is encouraged through NSS and NCC units of the college.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.1.2

The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Response: C. 2 of the above

File Description	Document
Policy document on the green campus/plastic free campus.	[View Document](#)
Geo-tagged photographs/videos of the facilities.	[View Document](#)
Circulars and report of activities for the implementation of the initiatives document	[View Document](#)
Bills for the purchase of equipment's for the facilities created under this metric	[View Document](#)

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

Response: C. Any 2 of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Policy document on environment and energy usage Certificate from the auditing agency	View Document
Green audit/environmental audit report from recognized bodies	View Document

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Seva Bharati Mahavidyalaya adopts several measures to create an inclusive environment in the campus and to enhance the understanding of cultural, religious, linguistic, communal and socioeconomic diversities with the obvious objective of making the students aware of their constitutional rights, duties and responsibilities. The college takes the following initiatives to provide an inclusive environment:

Cultural and Regional:

- Different cultural and regional festivals like Basanta Utsav, Saraswati Puja, Raksha Bandhan, etc. are celebrated in the college every year.
- The birth anniversary of Rabindranath Tagore, Pandit Ishwar Chandra Vidyasagar are also celebrated every year.
- International Women's Day is celebrated on 8th March.
- International Yoga Day is celebrated on 21st June.
- Celebration of Teachers' Day on 5th September.
- Celebration of Freshers' Welcome.

Linguistic:

- To overcome the linguistic challenges, the college has primarily been adopting the bilingual mode of teaching.
- The curriculum prescribed by the affiliating university permits the students to choose languages like Bengali, Santali, Sanskrit, Hindi, English, etc.
- The college celebrates *Santali Bhasa Vijoy Dibos* on 22nd December every year with much fervour and enthusiasm.
- International Mother Language Day is observed on 21st February to instill the importance of mother tongue among the students.
- The Department of Sanskrit offered Certificate Course on "Communication Skills in Sanskrit" to

improve the communication skills in Sanskrit among the students.

- The Department of English offered Certificate Course on "Communicative English" to help the students improve their communication skills in English.

Communal and Socio-economic:

- The college take sincere measures to create an inclusive atmosphere in the classrooms in which the students learn to appreciate the diversity and plurality, and get sensitized about communal harmony and cultural pluralism.
- The college conducts several extracurricular activities to develop students' positive attitudes for tolerance and harmony.
- The college offers programs in which the issues like human rights, peace, tolerance, harmony, promotion of social values, environmental awareness etc. are included in the curriculum.
- Several government scholarships are offered to the students belonging to the socially marginalized communities.
- The NSS Units of the college organize outreach programs in neighboring villages which instill the spirit of unity among the students and make them socially responsible.
- The Women Cell of the college conducts the Gender Audit to assess the degree of socio-economic empowerment of the students, particularly the female students.

Sensitization of Students and Employees to the Constitutional Obligations, Values, Rights, Duties and Responsibilities:

- To remember and pay tribute to the freedom fighters, the college observes the Republic Day on 26th January, Independence Day on 15th August, and Netaji Jayanti ("Parakram Dibas") on 23rd January.
- Students' election helps to promote democratic values.
- The college has a Code of Conduct that helps all the stakeholders to acquire human values.
- Participation of the students in the National Youth Parliament.
- Observance of World Environment Day, World AIDS Day, Tobacco prevention awareness programmes, etc.

File Description	Document
Upload Additional information	[View Document](#)

7.2 Best Practices

7.2.1

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

Response:

BEST PRACTICE -1

Title: USE OF ACADEMIC ERP SOFTWARE FOR MANAGEMENT OF ADMISSION AND ADMINISTRATION

Objectives of the Practice:

- To provide a simpler, effective, efficient, secured, cost-effective system of governance for the maximum benefit of all stakeholders.
- To comply with the admission guidelines of Higher Education Department, Government of West Bengal and the affiliating university, Vidyasagar University.
- To make the admission process and administrative works transparent, error-free, time-saving, and user-friendly.
- To centralize the data for effective management and utilization by the administration.
- To cope up with the changing scenario in academic processes and administrative systems in the post-COVID-19 pandemic situation.

The Context:

Seva Bharati Mahavidyalaya is a multidisciplinary college with the B.A., B.Sc., B.Com. (Hons. & General) & B.P.Ed. Courses and it offers degrees in 18 disciplines. More than 1500 students are enrolled across all the streams in each academic session. Apart from this, the college has more than 80 faculties, non-teaching staffs and casual workers. Physical maintaining of the academic, official and financial documents of this huge number of students and faculties is practically impossible. Moreover, it is not error-free. Preservation of such a huge amount of physical data is not feasible. Installation of an ERP Software can help the college to run smoothly, and can be beneficial for both the administration and for the stakeholders.

The Practice:

The college implemented the academic ERP software in admission process through the following ways:

- Conduct of online form fill-up of the applicants for admission
- Preparation of subject-wise merit list
- Online payment of admission fees
- Final admission through the online admission portal
- Generation of payment receipt of admission fees
- Preparation of Identity Card and Library Card of the admitted students
- Preparation of student data for university registration

The following administrative works were performed through ERP software:

- Management of finance and accounts
- Secured management of data regarding publication of research articles in journals and book chapters by the faculty members
- Maintenance of service documents of the teaching and non-teaching staff the college
- Management of student data related to admission, fees payment, progression, etc.
- Library automation through the Integrated Library Management System (ILMS)
- Preparation of the profile of the college staff and utilization of the information for administrative purposes

Evidence of Success:

The total admission process of a student takes 10-20 minutes for each student. Online payment of admission fees takes 5 minutes to complete. Payment related issues are also resolved in a smooth and hassle-free manner. Administration can effectively manage and utilize data for multiple academic and administrative purposes.

Problems Encountered and Resources Required:

The students coming from the rural tribal belt of the neighboring villages of the college have encountered problems in during online admission due to poor network connectivity, lack of smartphone and computer facility. To overcome the problem, the college creates a number of Helplines and opens Helpdesks for assistance during admission.

Cloud-based ERP software was the key resource required to resolve the issue.

BEST PRACTICE -2

Title: ONLINE LECTURE SERIES ON "SUSTHA DEHE SUSTHA MON/ EI NIYEI ALAPAN" (A FRIENDLY DIALOGUE ON THE TOPIC OF "A HEALTHY BODY FOR A HEALTHY MIND")

Objectives:

- To create a platform for exchange of knowledge, ideas, research findings, etc. on the subject of Physical Education and Sports.
- To make the students familiar with multiple emerging issues related to physical fitness, sports science, mental health, and various other related topics.
- To foster new links and collaborations with academic and sports institutes of national and international repute.
- To establish professional connections for the future benefits of the students.
- To make the students aware about the cultural traditions of health and physical well-being of the country.

The Context:

With the ever-evolving landscape of higher education, the Physical Education Department of the college has felt the urgency of making the students familiar with the emerging issues in the subject. The program is designed to provide a unique platform for both students and teaching faculty of the college with renowned scholars, sports persons and sports administrators from various colleges, universities, sports institutes at national and international levels. The program is also in keeping with the policy of National Education Policy (NEP2020) and the institution's vision of transforming it into an academic institute of excellence.

The Practice:

"Sustha Dehe Sustha Mon/ Ei Niyei **Alapan**" (A Friendly Dialogue on the Topic of "A Healthy Body for a Healthy Mind") is an online lecture series organized by the Physical Education Department of the college in association with Physical Education Foundation of India (PEFI), National Sports Promotion Organization, recognized by the Ministry of Youth Affairs and Sports, Govt. of India. Renowned Professors, Vice Chancellors of various universities, Sports Persons and sports administrators at national and international levels are invited to deliver a lecture on diverse issues.

Evidence of Success:

- The success of the online lecture series is evident in the increased exposure to global perspectives on the subject and culture of sports, and the positive reputation and recognition from several institutes.
- The program had facilitated the establishment of Memorandums of Understanding (MoUs) between the college and several other colleges, institutes, and sports organizations at national and international levels.
- The students of the Physical Education Department of the college had been exposed to different ideas, sports culture, methodologies, modern and emerging fields of research in their subject.
- The online lecture series had helped the rural students to use the digital devices and to access the virtual platforms with smartness and confidence.

Problems Encountered and Resources Required:

Poor network connectivity had sometimes interrupted the sessions. Recording of the lectures for the future benefit of the students had also been a major concern at the initial stages of the lecture series.

Computers with a good webcam, microphone and strong network connectivity had been used for smooth streaming of the online lectures and interactions with resource persons. A separate YouTube channel had been created to preserve the lectures for the easy access of the students for their future benefit.

File Description	Document
Best practices as hosted on the Institutional website	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

UPLIFTMENT OF THE MARGINALIZED SECTIONS OF THE SOCIETY, PARTICULARLY THE SANTAL COMMUNITY, THROUGH VARIOUS POLICIES, SCHEMES, AND PRACTICES

Seva Bharati Mahavidyalaya is located in a rural, backward, and highly drought-prone area in the newly-formed Jhargram district of West Bengal. The soil of the area is lateritic and the land undulated, and mostly barren. Situated at the close vicinity of Kalabati Jungle, the college is surrounded by the underdeveloped villages which are predominantly inhabited by the poor people belonging to the Scheduled Tribes, Scheduled Castes, and other backward communities. Since its establishment in 1964 by Professor Pabitra Kumar Sen, the avowed purpose of the college has been to cater to the need of higher education of the people of ST, SC-dominated, underdeveloped and socially underprivileged, rural area of Jhargram Sub-Division of erstwhile Midnapore district. In consonance with its vision and mission, the college had contributed to the inclusive development of the country by generating quality human resources through providing higher education to the students who basically belong to the economically disadvantaged section of the society. Over the last six decades, the college had played a significant role in changing the socioeconomic conditions of the people of adjoining area through offering higher education.

Since the college is located in a tribal belt, the focus has always been on empowering the tribal people through quality higher education and outreach programs. With an objective to work for the development of the tribal people of the surrounding area, the college introduced UG Honours and General courses in Santali language. The curriculum of the programs is designed to enrich the students with the knowledge of tribal history, culture, heritage and linguistic and literary tradition of the indigenous people.

The college organizes *Bhasa Vijoy Dibos* for generating a sense of pride and respect for the rich linguistic traditions and promoting the culture of the Santal people. The college has SC/ST Cell, OBC Cell, Minority Cell to help the students belonging to the socioeconomically backward classes of the society. The college provides Hostel facilities for both the boys and girls students. The college has a separate Hostel for SC and ST male students. Various scholarships like Swami Vivekananda Merit-cum-Means scholarship, OASIS, "Kanyashree Prakalpa" are offered for the social and economically disadvantaged students. The NSS Units of the college organize several awareness programs for the benefit of the people of the neighboring community of the college. The students of the college participate in sports and games or cultural programmes organized by the departments of the college.

In addition to conventional teaching-learning, the college adopts several initiatives for the skill development of the students. During the assessment period, the college conducted various Certificate Courses/ Value-Added Courses for enhancing the communicative skills, research skills, life skills and soft skills of the students, and to make them competent for the modern job market of the 21st century. Seva Bharati Mahavidyalaya since its establishment had been focusing on the holistic development of the students by offering not only the conventional mode of education but also developing their skills, and most importantly, imparting value education for becoming the compassionate, responsible and law-abiding citizen of the nation.

- **We are planning to establish a Tribal Museum for promotion of tribal culture and art in our college campus.**
- **Some initiatives have been adopted for digitization of Santali Books.**

File Description	Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

Additional Information:

The college has a plan to augment infrastructural facilities to address the issue of shortage of classrooms. Proposals for renovation of the old building of the college have been placed before several governmental departments for approval. Proposals for introduction of PG programmes in MSc in Geography and MA in Santali have been placed before the Higher Education Department for approval.

Concluding Remarks :

Concluding Remarks:

The college is affiliated to Vidyasagar University which had implemented NEP2020 from the 2023-24 academic session. Seva Bharati Mahavidyalaya is quite prepared to implement the true spirit of NEP2020 by offering high-quality education to the students and offering a vibrant educational system that would directly contribute to India's vision of transforming into a global knowledge superpower.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
2.4.1	**Percentage of full-time teachers against sanctioned posts during the last five years** 2.4.1.1. **Number of sanctioned posts year wise during the last five years** Answer before DVV Verification: 	2022-23	2021-22	2020-21	2019-20	2018-19
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80	80	80	80	80 | Answer After DVV Verification : | 2022-23	2021-22	2020-21	2019-20	2018-19
---	---	---	---	---
79	79	79	79	79	 Remark : As per clarification received from HEI, thus DVV input is recommended.
3.1.1	*Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)* 3.1.1.1. **Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)** Answer before DVV Verification: 	2022-23	2021-22	2020-21	2019-20	2018-19
---	---	---	---	---
10	0	0	0	0 | Answer After DVV Verification : | 2022-23	2021-22	2020-21	2019-20	2018-19
---	---	---	---	---
0	0	0	0	0	 Remark : As per clarification received from HEI, thus DVV input is recommended.
3.3.1	**Number of research papers published per teacher in the Journals notified on UGC care list during the last five years** 3.3.1.1. **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years** Answer before DVV Verification: 	2022-23	2021-22	2020-21	2019-20	2018-19
---	---	---	---	---
8	10	6	8	17	

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
03	04	02	06	11

Remark : As per clarification received from HEI, and calender year to be considered, thus DVV input is recommended.

3.3.2	**Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

3.3.2.1. **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
18	16	5	1	2

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
06	15	04	0	0

Remark : As per clarification received from HEI, and calender year to be considered, thus DVV input is recommended.

3.5.1	*Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.*

Answer before DVV Verification :
Answer After DVV Verification :26
Remark : As per clarification received from HEI, and only functional MOUs to be considered, thus DVV input is recommended.

4.1.2	*Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years*

4.1.2.1. **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
11.81165	0.60617	00	0.26932	4.17638

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
10.95	0.58	00	0.11	2.28

Remark : As per clarification received from HEI, and excluding expenditure on books and utensils.. etc. thus DVV input is recommended.

4.4.1	*Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)*

4.4.1.1. **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
2.69	3.97	2.93	15.15	5.09

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
2.42	0.26	00	1.18	1.86

Remark : As per clarification received from HEI, and excluding administrative expenses,thus DVV input is recommended.

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 last five years**

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
57	2	2	13	10

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
10	00	01	02	04

Remark : As per clarification received from HEI, and awards of the college level, participation level should not be considered, thus DVV input is recommended.

6.3.3	*Percentage of teaching and non-teaching staff participating in Faculty development Programmes*

(FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

6.3.3.1. **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
43	20	06	06	07

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
43	19	06	06	07

6.3.3.2. **Number of non-teaching staff year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
6	9	10	11	13

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
12	10	11	12	14

Remark : As per clarification received from HEI, thus DVV input is recommended.

7.1.2	**The Institution has facilities and initiatives for** 1. **Alternate sources of energy and energy conservation measures** 2. **Management of the various types of degradable and nondegradable waste** 3. **Water conservation** 4. **Green campus initiatives** 5. **Disabled-friendly, barrier free environment** Answer before DVV Verification : A. 4 or All of the above Answer After DVV Verification: C. 2 of the above Remark : As per clarification received from HEI, and according to the supporting documents provided, thus DVV input is recommended.
7.1.3	**Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following** 1. **Green audit / Environment audit** 2. **Energy audit** 3. **Clean and green campus initiatives**

4. **Beyond the campus environmental promotion activities**

Answer before DVV Verification : A. All of the above
Answer After DVV Verification: C. Any 2 of the above
Remark : As per clarification received from HEI, and Auditing from Government / Govt. recognized organizations, University departments, recognized / certified non-profit NGOs shall be considered, thus DVV input is recommended.

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of students year wise during the last five years** Answer before DVV Verification: <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>1623</td><td>1573</td><td>1030</td><td>1007</td><td>1238</td></tr></table> Answer After DVV Verification: <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>1619</td><td>1573</td><td>1013</td><td>993</td><td>1219</td></tr></table>
2.1	**Number of teaching staff / full time teachers during the last five years (Without repeat count):** Answer before DVV Verification : 72 Answer after DVV Verification : 71
2.2	**Number of teaching staff / full time teachers year wise during the last five years** Answer before DVV Verification: <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>72</td><td>72</td><td>72</td><td>57</td><td>61</td></tr></table> Answer After DVV Verification: <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>71</td><td>71</td><td>71</td><td>56</td><td>45</td></tr></table>