Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**DUM DUM MOTIJHEEL RABINDRA MAHAVIDYALAYA**
Name of the head of the Institution	**Dr. Sandip Dasgupta**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03325609988**
Mobile no.	**9830469603**
Registered Email	**ddmrm2006@rediffmail.com**
Alternate Email	**ddmrm2020@gmail.com**
Address	**208/B/2 DumDum Road Kolkata 700074**
City/Town	**Kolkata**
State/UT	**West Bengal**
Pincode	**700074**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Semi-urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Sabitri Dutta**
Phone no/Alternate Phone no.	**03325609988**
Mobile no.	**9830569574**
Registered Email	**ddmrm2006@rediffmail.com**
Alternate Email	**ddmrm2020@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.ddmrm.org/doc/AQAR_2018_19.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.ddmrm.org/doc/Academic_Calender_2019_20.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	**B+**	**2.52**	**2016**	**05-Nov-2016**	**04-Nov-2021**

6. Date of Establishment of IQAC	**29-Mar-2006**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
One day Seminar on	**19-Sep-2019**	**60**

'Intellectual Property Right'	1	
One day Symposium	27-Feb-2020 1	83
Webinar on 'Health Insurance in Post-Covid era'	03-Jun-2020 1	65
Webinar on 'Malignancy, Symptoms and Treatment in Post COVID Era'	12-Jun-2020 1	80
Webinar on 'Climate Change and Cryospheric Biodiversity'	18-Jun-2020 1	85
Webinar on 'Libraries in the Post-Pandemic Days'	20-Jun-2020 1	92
Webinar on 'The Role of Philosophy and Philosophers in the Present Worldwide Pandemic Crisis Days'	26-Jun-2020 1	84
Webinar on 'Education in Pandemic'	30-Jun-2020 1	104
Library Orientation Program for students (with Central Library)	23-Sep-2019 1	82
Covid Awareness Poster presentation Program (with Department of Education)	24-Apr-2020 1	12
[View File](#)		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2020 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

1.Publication of Academic Journal

2.Library Orientation for students

3. Seminars, Symposium, Webinars were organised for students and staff

4. Counselling and arrangements for special classes for students

[View File](#)

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

Plan of Action	Achivements/Outcomes
To publish Academic Journal	**Academic Journal was published with contributions from staff of the college and outside**
To prepare Academic schedule for Departments	**Academic schedule was prepared**
Submission of the data of All India Survey of Higher Education(AISHE)	**Submission of the data of All India Survey of Higher Education(AISHE)**
Renovation of College Library and Seminar room using RUSA 2.0 Grant	**Renovation of College Library and Seminar room using RUSA 2.0 Grant**
To organise Seminars, Symposium and Workshops	**One Seminar, One symposium and 6 webinars were organised on different contemporary issues**
To organise Library orientation Program for the students (with Central Library)	**The program was organised**
To ensure financial assistance to the students so that they can afford the academic programs in the college	**41 students received assistance from Students Aid Fund, 44 students received SC/ST/OBC Cast scholarship and 40 students received financial assistance from Kanyashree Scheme, Govt. of WB**
To review and analyse the result of the students and arrangement of special classes	**The analysis was done and meeting with HODS were organised for review and design probable strategy for**

	improvements. Special classes were arranged
To organise cultural events for students	Different Cultural Programs by students were organiised
To encourage teachers for research	Teachers attended Conferences and presented papers. They also published papers in various journals

[View File](#)

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Governing Body	14-Jan-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**

16. Whether institutional data submitted to AISHE:	**Yes**

Year of Submission	**2020**

Date of Submission	**12-Feb-2020**

17. Does the Institution have Management Information System ?	**No**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The Institution has a well defined and organised system of curriculum planning and documentation. Our Institution fosters curriculum planning through Academic calendar at the beginning of each session .Which includes the syllabus, topics to be covered, number of classes required, examination schedule and so on. Teachers maintain Academic Diary and a Self Appraisal Diary on a regular basis. Teachers also have to fill in a Self Documented Report which is analysed by the Principal and a feedback through interaction is made available to all. Everything is properly documented especially classes taken, topics taught and student feedback in terms of attendance and class tests are provided. Departmental meeting with the Principal is held which contain a detailed evaluation and documentation of everything done by the respective departments. The college receives support from the West Bengal State University in formulation of syllabus which is well reflected in an elaborate academic calendar published each year. That calendar contains the topic wise syllabus, number of periods to be taken on each topic and a detailed time table for each

month including selection test or any other academic program. It is updated as and when required. The university initiates workshops for a syllabus change to accustom the teachers with the change. The teachers are encouraged to participate in the workshops which, in turn, enrich the students. The college provides modern infrastructural assistance to the teachers along with well furnished classrooms and laboratory. The college encourages the teachers to participate in the Refresher Courses and Orientation Programs and various seminars and symposium to update themselves in different areas of research. To improve the teaching-learning process, teachers have full autonomy to purchase books, and journals for their respective departments through central library. Also, with facilities of smart board, visualizer, computers, internet connections, printer, scanner and photo copier, the teachers are assisted with the teaching-learning aids.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Nil	Nil	Nil	0	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	Nil	Nill
View File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	Nil	Nill

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nill	Nill
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Education	25
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes

Teachers	No
Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
There is a formal feedback system on curriculum development from the students of 3rd year outgoing batch. The feedback received from the students is preserved for future reference and development of the college. Since the college is run under the set curriculum of the West Bengal State University, we have less scope to make much correction or changes according to the complains from the students, but other issues are severally discussed in respective meetings organised for the development of the learning process. The feedback form is a major document based on which the teachers are evaluated and the college performance is judged. Negative feedback is taken seriously by the institution and worked through all the year round. But we also give much stress on positive feedback, we use it to strengthen our motive and keep up the good work regularly.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	HONOURS	345	452	43
BA	BENGALI HONOURS	83	138	23
BA	EDUCATION HONOURS	55	130	21
BA	HISTORY HONOURS	27	74	25
BA	ENGLISH HONOURS	55	295	60
BA	JOURNALISM & MASS COMMUNICATION HONOURS	27	203	29
BSc	ECONOMICS HONOURS	25	8	Nill
BSc	GEOGRAPHY HONOURS	68	92	18
BCom	GENERAL	413	535	148
BA	GENERAL	284	505	306

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	674	Nill	19	Nill	19

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
40	40	70	2	1	2
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Nothing as such

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
Nill	Nill	Nill

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
17	15	2	1	7

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Nil	Nill	Nil
View File			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	HONOURS	PART III	09/10/2020	27/10/2020
BCom	HONOURS	PART III	09/10/2020	27/10/2020
BSc	HONOURS	PART III	09/10/2020	27/10/2020

BA	GENERAL	PART III	14/10/2020	27/10/2020
BCom	GENERAL	PART III	14/10/2020	27/10/2020
BSc	GENERAL	PART III	14/10/2020	27/10/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

At present Under Graduate programs are following two types of system: 111 system and CBCS system. The first is the old part system. In 111 system final examination is conducted by the end of every year. So total of three examinations (Part I, II, III) have been conducted by the university. Apart from the university examinations college conducts regular class tests, group discussions, selection tests etc. for Continuous Internal Evaluation. Moreover the students deliver short presentations also. The second one is the CBCS system. In CBCS systems there are six examinations in three years course. There are two examinations in every year. For continuous internal evaluation college conducts regular class test, group discussion, internal assessment, project work, interactive class.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The academic calendar has been prepared in accordance with hours. According to university academic calendar college prepares its academic calendar. Every department follows separate academic calendars for honors and pass courses. The teaching learning process of the college runs in accordance with the departmental academic calendar throughout the year.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.ddmrm.org/doc/DDMRM%20Course%20outcome-converted.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
SCIENCE	BSc	GEOGRAPHY HONOURS	Nill	Nill	0
ARTS	BA	JOURNALISM & MASS COMMUNICATION HONOURS	5	5	100
ARTS	BA	HISTORY HONOURS	5	5	100
ARTS	BA	EDUCATION HONOURS	11	11	100
ARTS	BA	ENGLISH HONOURS	8	6	75
ARTS	BA	BENGALI HONOURS	12	12	100
COMMERCE	BCom	GENERAL	31	31	100

COMMERCE	BCom	HONOURS	9	9	100

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

Nothing as such

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	Nil	0	0

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Intellectual Property Rights (IPR)	IQAC	19/09/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nill	Nil

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Economics	1	0

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Economics	1

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Social, Economic and Health concerns for elderly in India: evidences from NSSO data	Sabitri Dutta	International journal of Management Practice	2020	0.8	Dum Dum Motijheel Rabindra Mahavidyalaya	Nill

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nill	Nill	Nill	0

View File

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	3	1	Nill
Presented papers	4	Nill	Nill	Nill
Resource persons	Nill	Nill	1	Nill

View File

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Road safety programme (Madhyamik	NSS Unit (Boys)	1	20

Examination)			
NCC Cadets for Insurance employed in Ex-NCC Yogdaan:19 Bengal BN NCC	NCC Unit (Boys)	1	19

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	Nill

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Nil	Nil	Nil	Nill	Nill

View File

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Teachers/students exchange in Geography	12	Nil	1
Teachers/students exchange in Geography	11	Nil	1
Teachers exchange in Economics	10	Nil	1
Teachers exchange in Education	20	Nil	1
Teachers exchange in Education	23	Nil	1

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nill	Nill	NA

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nill	Nil	Nill

View File

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
10000000	2019340

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	2.0	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	18123	1000000	Nill	Nill	18123	1000000
Journals	132	14000	40	4000	172	18000

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nill

View File

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	63	0	63	0	0	11	33	250	7
Added	0	0	0	0	0	0	0	0	0
Total	63	0	63	0	0	11	33	250	7

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

250 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nill

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
365000	64664	9635000	1954676

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Primarily a group of teaching and non-teaching staff being entrusted by the Governing Body takes care of the maintenance needs of all equipment, computers, furniture and fixtures, etc. in consultation with the Principal in order to ensure the optimum utilization of the financial resources. The resources available are optimally and efficiently used as per the need-based priority and budgetary provisions. If the required amount needed exceeds the budgeted amount, requisition for additional fund is placed by the Principal before the Governing Body. However, private service providers on contract are being engaged from time to time, in order to maintain the computers and other system related software and hardware, network facilities, inter-communication online network facilities, etc. The Xerox machines, LED television, projectors, and other ICT devices are also taken care by external agency. Depending upon the amount of expenditure a requisition is to be placed under e-tender system (above Rs. 5 lacs) for which technical assistance of the South DumDum Municipality is sought as per GB resolution. In absence of expertise in civil engineering etc. the work estimates and the process of vetting are being carried out by the South DumDum Municipality as per GB resolution. For expenditure below Rs 5 lacs - Subject to the approval of the Governing Body, an

insertion in Newspaper / local advertisement/ college website is made for the appointment of a vendor needed for the regular maintenance of the civil structures as and when required. The vendor selected after necessary official formalities carries out the scheduled work. For new construction, at first a specialised person in the field of Building consultancy is appointed. Then a paper insertion is made inviting Quotations from reputed contractors. The lowest bidder is selected and then approved by the Governing Body. The contractor appointed works with his team under the supervision of the Architect/ Engineer. The college follows the similar formalities regarding the petty (up to Rs. 50,000/-) manufacture or repair of the fittings, furniture and facility systems like electrical and water supply networks, motors, pumps, pipelines, large number of class rooms, offices, furniture items, etc. In order to ensure the maintenance, upkeep, calibration and repairs of several types of measuring equipment in our laboratories, several work arrangements have been made with the local service providers. If any equipment is found to be performing poorer than it should actually perform or is found unserviceable within the guarantee period or within the warranty period, then the instrument should be returned to the suppliers for calibration service or replacement service. The college has its own 7.5 KVA 3 phase green generator of Kirloskar that ensures uninterrupted supply of power in the administrative block. One 20 KVA generator on hire for uninterrupted power supply during University Examination is available. Moreover, Inverter facilities in prime locations are available, especially in the Laboratories and Library. • 24 X 7 security deployment for protection of properties. • Our own electrician keeps a check over all the electrical equipment. • A plumber on contract looks after the entire water supply systems. • Regular maintenance of all the equipment is ensured by the college authority.

http://www.ddmrm.org/doc/Procedures%20and%20policies%20for%20maintaining%20and%20utilizing%20physical,%20academic%20and%20support%20facilities%20New-converted77.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Student Aid Fund	41	41000
Financial Support from Other Sources			
a) National	Nil	Nill	0
b)International	Nil	Nill	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Nil	Nill	Nill	Nil
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited	Number of benefited	Number of students who	Number of studentsp placed

students for competitive examination	students by career counseling activities	have passedin the comp. exam	
Nill	Nil	Nill	Nill	Nill	Nill

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	4	15

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Nil	Nill	Nill	Nil	Nill	Nill

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
Nill	Nill	Nil	Nil	Nil	Nil

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nill	Nill

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Rabindra Jayanti	College	15
Table Tennis	College	15
Carrom	College	30
Agamani Utsav	College	25
Basanta Utsav	College	20

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5.3 – Student Participation and Activities

5.3.1 – 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	Name of the	National/	Number of	Number of	Student ID	Name of the

| 2019 | Gold | National | 1 | Nill | 1704 | Suvankar Bose |

| award/medal | Internaional | awards for Sports | awards for Cultural | number | student |

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Representation of Student Council is in the following Committees: Admission Committee, RUSA Project Monitoring Unit, Governing Body, Internal Quality Assurance Cell Activity of Student Council: Celebration of Saraswati Puja, Road Safety Program, Basanta Utsav, Agamani Utsav, Celebration of Rabindranath Taggors Birthday (Rabindra Jayanti), Indoor Sports, Book Bank facility

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

937

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

In view of smooth and meticulous functioning of the academic administration, teachers are grouped into different committees which are entrusted with different administrative works related to the academic pursuits and achievement of teachers. Such groups look after examination (both external and internal), organization of seminar and symposium, publication of college journal, departmental publications, service book, student admission, college routine etc. This way most of the academic work and some administrative works are decentralized and particular committees are held answerable to the authority regarding the year-round running of the functions mentioned above.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	The admission to the college in different streams is accomplished strictly on the basis of merit and that is also executed through use of

	software in an online environment.
Human Resource Management	The departments of the college maintain a homely atmosphere where students are regularly taken care of and teachers, more or less, know the whereabouts of students in terms of their financial conditions and academic merits. Teachers often meet them informally within the department-environment and enquire about their progress of studies. Sometimes departmental seminars are organized to give them some wider horizon beyond their regular curriculum. The mutual relation between teachers and students makes the students more free towards asking and discussing their academic inquiries with the teachers.
Library, ICT and Physical Infrastructure / Instrumentation	In order to maintain the physical fitness of students the college has established two gymnasiums, one for the boys and one for the girls. Students are permitted to use these gymnasiums during their off-time. The gymnasiums mentioned above have sufficient scientific instruments taking care of individual part of a student's physic.
Examination and Evaluation	The evaluation of students' is done through several assessment examination. The university exams external and internal are the primary ones. A further internal assessment is done through holding of a mid-term examination organized by all the departments of the college. Besides, individual teachers take class tests within their class schedule for a regular progress of student.
Teaching and Learning	The improvement in the quality of teaching has been sought by the teachers improvising different models, charts, use of devices such as projector etc., along with personal care for each of the student in their classes. Moreover, the college has introduced a smart classroom, a virtual classroom and a seminar hall. Apart from central library different departments of the college have introduced seminar libraries inside their premises. Students and teachers can freely use these libraries. Besides, there is a book-bank maintained by the student's union. Students can also borrow books from this book-bank.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Administration	College has a website which regularly publishes admission notice, notice of examination, tender notice, class schedules, academic information necessary for the students and some others. Students' union makes the students aware of such publication and often asks them to follow the college website regularly. This way a transparency is maintained towards the scope of preparedness for the students.
Finance and Accounts	College accounts, salary bills for the stuff, pay bill, periodical pay packets etc. all are maintained through a computerized environment and necessary number of computers are provided with the college office. The necessary version of tally software is provided for this. purpose. This is to add further that all tender notices and payments under RUSA are also governed electronically.
Student Admission and Support	The college established an online admission system where it includes issue of admission form, choice of subjects along with rules of subject-selection, submission of forms, merit judgement of the applications, publication of admission list and list of waiting candidates, any change of admission related information, previously published, and admission related payments.
Examination	Students can submit their examination form for registering themselves in connection with a particular university examination through an online system.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	Nil	Nil	Nil	Nill

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional	Title of the administrative	From date	To Date	Number of participants	Number of participants

	development programme organised for teaching staff	training programme organised for non-teaching staff			(Teaching staff)	(non-teaching staff)
Nill	Nil	Nil	Nill	Nill	Nill	Nill
[View File](#)						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Certificate Course	1	13/06/2020	01/07/2020	19
Faculty Development Programme	1	21/05/2020	30/05/2020	10
Faculty Development Programme	2	27/05/2020	31/05/2020	5
Orientation Programme	1	10/10/2019	04/11/2019	25
Refresher Course in Library Information Science	1	11/11/2019	25/11/2019	15
Faculty Development Programme: 'MANAGING ONLINE CLASSES AND CO-CREATING MOOCS'	1	18/05/2020	03/06/2020	17
Refresher Course if Economics	1	04/09/2019	16/02/2020	166
Faculty Induction Programme	1	04/06/2019	03/07/2019	30
Five days workshop on LOCF and CBCS system of UGC	1	11/10/2019	15/10/2019	5
Advance Course	1	23/09/2019	27/09/2019	5
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching	Non-teaching

Permanent	Full Time	Permanent	Full Time
1	Nill	Nill	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Nil	Cash in transit, Cash at counter, Group Insurance	Accident benefit, Student aid fund, Kanyashri Pakalpa, Swami Vivekananda merit scholarship, SC./ST./OBC. Stipend

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The college arranges for a regular yearly audit of the finance and accounts on the basis of tally software. The concerned department of the government of West Bengal is asked for sending auditor/auditors for auditing all financial transactions of the college on regular basis every year.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil

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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	Nil
Administrative	No	Nil	No	Nil

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Nil

6.5.3 – Development programmes for support staff (at least three)

Nil

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Two Courses were introduced: Economics (Honours), Sociology (General),

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	One day Seminar on Intellectual Property Right	19/11/2019	Nill	Nill	60
2020	One day Symposium 'The Kolkata Mangrove Dialogue: In search of sustainable coping strategies for freshwater and waste plastic management in the Indian Sundarbans	27/02/2020	Nill	Nill	83
2020	Webinar on Health Insurance in Post-Covid era	03/06/2020	Nill	Nill	65
2020	Webinar on Malignancy, Symptoms and Treatment in Post COVID Era	12/06/2020	Nill	Nill	90
2020	Webinar on Climate Change and Cryospheric Biodiversity	18/06/2020	Nill	Nill	140
2020	Webinar on Libraries in the Post-Pandemic Days	20/06/2020	Nill	Nill	92
2020	Webinar on The Role of Philosophy and Philosophers in the Present Worldwide	26/06/2020	Nill	Nill	84

Year							
							Pandemic Crisis Days
2020	Webinar on Education in Pandemic	30/06/2020	Nill	Nill	78		
2019	Library Orientation Program for users (with Central Library)	09/12/2019	Nill	Nill	63		
2020	Covid Awareness Poster presentation Program (with Department of Education)	29/04/2020	Nill	Nill	15		

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Nil	Nill	Nill	Nill	Nill

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
1.Tree Plantation 2.Expansion and maintenance of the Greenery Project in the college ground and roof top 3.Smoking and pollution free campus 4.Power saving mode. 5.Plastic free campus. 6.Our college organised a seminar to initiate the environmental consciousness among the students on 27th February,2020.The title of the seminar, 'The Kolkata Mangrove Dialogue in search of sustainable coping strategies for freshwater and waste plastic management in the Indian Sunderbans'.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	5
Ramp/Rails	Yes	5
Scribes for examination	Yes	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational	Number of initiatives taken to engage with	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff

advantages and disadvantages	and contribute to local community						
2020	1	1	10/03/2020	10	Road safety week	Traffic conrol on DumDum Roaf	20

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Nil	Nill	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Nil	Nil	Nil	Nil

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Planting trees in the campus to make campus green 2. Expansion and maintenance of the greenery project in the college ground and rooftop. 3. Maintain strict vigil to make the campus smoking and pollution free 4. Effort to make our campus a plastic free zone 5.Minimum wastage of electricity by putting lights, fans and air conditioners off while not in use.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1.We try to maintain an eco-friendly and plastic free green campus. We encourage our students for the tree plantation programme. The relationship between Dum Dum Motijheel Rabindra Mahavidyalaya and nature is a long and enduring one, something that students and staff of the college are aware of. The green campus, energy and environment policies will develop exciting new co-curricular and extracurricular practices that encourage students to take the lead in creating positive change. These initiatives call for a thorough review of all infrastructural, administrative functions from the standpoints of energy efficiency, sustainability and the environment. 2. Initiatives are taken to contribute to the local community. Our students observe 'Road Safety week' every year in the month of March and April. It is a programme when our students actively participate on road to make people aware of the maintenance of safety while driving or walking along the road.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://www.ddmrm.org/doc/Best%20Practices.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Our institution plans to help to promote education among the children of economically weaker section (EWS) in the college surrounding areas. Our students generally visit slums and provide teaching aids like bag, books, pencil and stationary goods to the children residing there. However, this

academic year we could not organize any such program due to sudden onset of Corona virus pandemic from March.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

1. We have planned to publish the Academic Journal for the year 2020-21 containing research papers from different scholars. 2. We have also planned to prepare Academic schedule for Departments separately. 3. Submission of the data of All India Survey of Higher Education (AISHE) is also planned for the year 2020-21. 4. Construction of new building utilizing RUSA 2.0 grant is also a part of our future plans. 5. Introduction of e-library is another plan for future. 6. Like the previous session we plan to continue organizing Seminars, Symposium and Workshops in the upcoming session also. 7. A workshop on CBCS system is also a part of our future plan. 8. Catering to the needs of the under privileged students is our main mission and we always do our best to stick to that mission. As part of that mission, every academic year we plan to provide financial assistance to the needy and poor students so that they can afford the academic programs. This year also we have planned the same for our students. 9. We plan a review and analysis of the feedback we receive from students. This helps us locate and identify the areas where we need to improve for providing better service to the students. 10. We have planned for Faculty Exchange Program with neighborhood colleges. 11. Different cultural programs by the students are also there in our plan. 12. We have also planned a parent-teacher meet for discussing the progress of the students and making the parents aware of that. 13. In addition, we also plan to solve the issues coming to Grievance redressal cell and put our best effort for the purpose. 14. More activities by NSS and NCC unit have also been planned.