YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution Dum Dum Motijheel Rabindra Mahavidyalaya

- Name of the Head of the institution Prof. (Dr.) Arijit Saha

- Designation Principal & Secretary

- Does the institution function from its own campus? Yes

- Phone no./Alternate phone no. 03325609988

- Mobile No: 9433076156

- Registered e-mail ddmrm2006@rediffmail.com

- Alternate e-mail ddmrm2020@gmail.com

- Address 208/B/2 Dum Dum Road, Kolkata 700074

- City/Town Kolkata

- State/UT West Bengal

- Pin Code 700074

2.Institutional status

- Affiliated / Constitution Colleges Affiliated College

- Type of Institution Co-education

- Location Urban

- Financial Status — **Grants-in aid**

- Name of the Affiliating University — **West Bengal State University**

- Name of the IQAC Coordinator — **Smt. Kalyani Banerjee**

- Phone No.

- Alternate phone No.

- Mobile — **9874458522**

- IQAC e-mail address — **iqacddmrm2015@gmail.com**

- Alternate e-mail address — **ddmrm2006@rediffmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year) — http://www.ddmrm.org/doc/AQAR_2021_22.pdf

4.Whether Academic Calendar prepared during the year? — **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: — http://www.ddmrm.org/doc/Academic-Calendar-2022-23%20revised.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**B+**	**2.52**	**2016**	**05/11/2016**	**04/11/2021**

6.Date of Establishment of IQAC — **29/03/2006**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

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

- Upload latest notification of formation of IQAC — View File

9.No. of IQAC meetings held during the year   4

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   Yes

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   No

- If yes, mention the amount

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

1.14 MOU/Collaborations/Linkages have been signed as per recommendation of IQAC, 2. Workshops/Seminar were organized in collaboration with various departments, 3. Running of different Add-on Courses, 4. CAS of teachers, 5. Purchase of books in the library

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

Plan of Action	Achievements/Outcomes
To organise Seminars and workshops	IQAC has collaborated with various departments including Sociology and Journalism
Celebration of different national and international days to promote values among the students	Different days are being celebrated
Career Advancement of teachers	CAS of teachers has taken place
Purchase of books in the library	Books have been purchased
Career Counseling programs	Career awareness programs by Department of Commerce was held
Organisation of programs by NCC	NCC organised and participated in few programs
MOU with different colleges	10 MOUs have been signed
Academic and financial audit	Under progress
To organise different inter-college programs	It was organised

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	06/02/2024

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	Dum Dum Motijheel Rabindra Mahavidyalaya
• Name of the Head of the institution	Prof. (Dr.) Arijit Saha
• Designation	Principal & Secretary
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03325609988
• Mobile No:	9433076156
• Registered e-mail	ddmrm2006@rediffmail.com
• Alternate e-mail	ddmrm2020@gmail.com
• Address	208/B/2 Dum Dum Road, Kolkata 700074
• City/Town	Kolkata
• State/UT	West Bengal
• Pin Code	700074

2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated College
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Grants-in aid
• Name of the Affiliating University	West Bengal State University
• Name of the IQAC Coordinator	Smt. Kalyani Banerjee

• Phone No.	
• Alternate phone No.	
• Mobile	**9874458522**
• IQAC e-mail address	**iqacddmrm2015@gmail.com**
• Alternate e-mail address	**ddmrm2006@rediffmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.ddmrm.org/doc/AQAR_2021_22.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.ddmrm.org/doc/Academic-Calendar-2022-23%20revised.pdf

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Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**B+**	**2.52**	**2016**	**05/11/2016**	**04/11/2021**

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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
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• Upload latest notification of formation of IQAC	View File
9.No. of IQAC meetings held during the year	**4**
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**

• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**	
• If yes, mention the amount		

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	06/02/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	15/02/2024

15.Multidisciplinary / interdisciplinary

We offer different courses under Choice-Based Credit System (CBCS) from the session 2018-19. Students can choose subjects

from diffrent disciplines in this system.

16.Academic bank of credits (ABC):

We have not yet introduced academic bank of credit (ABC) system in our college. We will introduce as soon as we receive guidelines from the Higher Education Department and the Affiliating University.

17.Skill development:

Skill Enhancement Courses (SEC) in various subjects are offered to students of 3rd, 4th, 5th and 6th Semester classes. West Bengal State University guidelines is followed in this matter.

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

Institution offers Sanskrit, one of the ancient language in India under B.A Program. Philosophy course is also offered that covers various thoughts of Indian Philosophy. The course on History offered in the college covers Vedic Indian culture, history of Indian
language etc.

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

Course outcomes and Program outcomes of different programs are there in the college website and students are also made aware of this. Courses are delivered keeping in focus on OBE. Assessment of course outcomes and program outcomes are also done.

20.Distance education/online education:

Online classes for the students were organised during the pandemic and classes in blended mode were also taken as and when college was open physically in this session. Add-on courses are also offered in blended mode.

Extended Profile

1.Programme

1.1   13

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

File Description	Documents
Data Template	[View File]

2.Student

2.1   **891**

Number of students during the year

File Description	Documents
Data Template	View File

2.2   **631**

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

File Description	Documents
Data Template	View File

2.3   **481**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **39**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **40**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1	13
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	891
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	631
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	481
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	39
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	40

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	26
4.2 Total expenditure excluding salary during the year (INR in lakhs)	741607
4.3 Total number of computers on campus for academic purposes	34

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Institution 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 different programmes, schedule for Internal examinations, external examinations, seminars, presentations, talk, lectures etc.The syllabus given by West Bengal State University is well maintained by each department. Whenever the university initiates workshops for a syllabus change to accustom the teachers with the change,the teachers are encouraged to participate in these workshops which, in turn, enrich the students. The college encourages the teachers to participate in the Refresher Courses and Orientation Programs and various seminars and symposiums 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.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://ddmrm.org/doc/Academic-Calendar-2022-23%20revised.pdf

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

The college prepares an elaborate academic calendar published each year as per West Bengal State University guidelines. Our Institution fosters curriculum planning through Academic calendar at the beginning of each session which is updated as and when required as directed by the affiliating University. The college conducts three continous internal evaluation (CIE) every semester which is clearly mentioned in academic calendar, and notified to the students in advance. The syllabus given by West Bengal State University is followed religiously by each department.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://ddmrm.org/doc/Academic-Calendar-2022-23%20revised.pdf

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

13

File Description	Documents
Any additional information	[View File](#)
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	**No File Uploaded**

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

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

10

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	[View File](#)

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

570

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

during the year

`570`

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

The Institution follows the University Curriculum which includes Environmental Studies as a compulsory subject. The Subject is offered to the Semester 1 students of both Hons and General Courses. The students are offered classes according to the timetable and areevaluated as and when required through internal exams. The subject carries 50 marks and is compulsory for all Semester 1 students of the College. Apart from that we held different talks, seminars and presentations to raise an awareness among the girl students on several social issues like child marriage, divorce, molestation etc. The department of english has a value added course designed specifically on Gender Studies, for which thesyllabus has been designed by the departmental teachers following UGC guidelines. The Department of Philosophy has taken some initiatives to arrange a course on Ethics. They too have a proper curriculum that includes students evaluation and lectures are organised by teachers from different subjects.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	[View File](#)

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

`77`

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

71

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

1.4 - Feedback System

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

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

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://ddmrm.in/webapps/feedback.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1402

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

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

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

38

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The College systematically follows a continuous internal evaluation to assess the progress of each and every student. Continuous internal evaluation is also an integral part of the CBCS system. During the 2022-2023 session, the internal evaluation was conducted through written examinations, powerpoint presentations, and project works.The College follows a well plannedmechanism regarding continuous internal evaluation as follows:

i)The Institution informs the studentsabout the schedule of the Internal evaluation at the beginning of the academic year through theacademic calendar

ii) The prefomance of internal assessments are discussed with the students.

iii) The internal papers are evaluated within a week of the day of exam and the marks are communicated to the students in the classroom.

iv) After the results are announced student can seek a revaluation of their answer sheets if needed. For transparency and effectiveness of the continuous internal evaluation process, the college examination committee takes the responsibility and monitors the mechanism throughout the year.

Through continuous evaluation the slow and advanced learnersare identified from the performance of the students. Remedial classes are organized for the slow learners.

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

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

Number of Students	Number of Teachers
244	**39**

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

2.3 - Teaching- Learning Process

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

Field Trips & Educational Tours are conductedby different departments as part of their curriculum. The College allots projects to students in various undergraduate departments. Hands-on Experience in laboratory are also organized for geography and commerce departments. Student paper presentations, seminars, webinars, and online presentations on current issues promote participative learning.Students from different departments participated in classroom debates, group discussions, classroom quizzes and special online lecture series/webinars. Student involvement in departmental outreach programs, including volunteering in college seminars, workshops, and health camps promoted participative learning.Students participated in college exhibitions that includedposter making. Students of Education, Philosophy, Bengali, Sociology, Geographydepartments regularly prepare Departmental Wall Magazines.Students of commerce, Economics and Philosophy are taught logical and analytical problem-solving methodologies.Skill enhancement courses are part of every UG department under CBCS curriculum, aiming to enhance logical, technical, and analytical skills. Students enrolled themselves in college introduced certificate Add on Courses such as Communicative English and Bengali.

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

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

In our Institution teachers use ICT devices and e-resources, including PowerPoint presentations for effective teaching learning process. These includes computers and other system related software and hardware, smart board, UGC-NMEICT facilities, intercommunication, Xerox machines, LED television, projectors and other ICT devices. The resources available are optimally and efficiently used as per the need-based priority and budgetary provisions. The softwares like QGIS, Kinemaster, Photoshop, Pinnacle, Sound forge are also used. Film Studies documentary are optimally and efficiently used as per the need-based priority and budgetary provisions.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

39

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

11

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

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

DOC UPLOADED

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

2.5 - Evaluation Process and Reforms

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

Continuous Internal Evaluation/Assessment at its core is a multifaceted approach encompassing various elements of a student's learning journey. It assesses not only subject knowledge but also practical skills, critical thinking, communication, and teamwork. Apart from the university examinations our college conducts three continuous evaluations per semesterthrough Quizzes and Tests,Assignments, group discussions,Group Projects & Presentations,Lab Reports.Feedback collection for refining teaching approaches is done through Surveys and Questionnaires

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

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

The College has an Internal Grievance Redressal Cell. All the matters are usually handelled by that committee.All the grievances are redressed in time by the members of the committee. The Committee works in a time bound and efficient manner and the mechanism is very much transparent.

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

2.6 - Student Performance and Learning Outcomes

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

The college clearly specifies all programme and course outcomes and are conveyed to the students by the concerned faculty members.The program structure and syllabus are designed by the

affiliating West Bengal State University in its Executive Council and Departmental Board of Studies (BOS). The college adheres to the curricula and executes the program as set by the University.Departments of the institution develop programme outcomes and course outcomes in accordance with UGC rules since the University do not provide them to the college explicitly.Details of course outcomes that are expected from each course are explained in departmental orientation programmes at the onset of an academic session and at the beginning of each semester in the Choice Based Credit System (CBCS) framework.

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

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

For successful attainment of COs and POs, teachers take the following initiative in their teaching methodology with the aim of inculcating in students, a quest for knowledge and adaptability to the developments in the surroundings and their subject matter. To help them comprehend and evaluate current environmental, cultural, and societal issues, students are encouraged to ask questions, thereby instilling the habit of critical thinking in them. To effectively exchange ideas, thoughts, and information, efforts are made to improve their communication abilities. Students engage with distinguished individuals from other domains, including scientists, scholars, business executives and social workers broadening their exposure and comprehension. By encouraging group activities in a variety of departmental, cultural, and extended events, value of teamwork is instilled in students. In addition to acquiring leadership skills, students learn to appreciate and value diversity, manage conflicts, and uphold moral principles in both personal and professional lives. Guidance is provided to act responsibly towards fellow beings, society and abide by civic rules. Student awareness towards a sustained environment and preservation of natural resource is given priority.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://www.ddmrm.org/doc/DDMRM%20Course%20outcome-converted.pdf

2.6.3 - Pass percentage of Students during the year

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

208

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

2.7 - Student Satisfaction Survey

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

https://ddmrm.in/naac_sss/administrator/final_report.php?session=2022-23

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

5

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

3.2 - Research Publications and Awards

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

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

0

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

5

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

3.3 - Extension Activities

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

Over the last year, the college has executed a series of impactful extension activities, encompassing diverse domains, that have significantly contributed to the holistic development of students and the betterment of the surrounding community. Significant extension activities include:

1.Pre Republic Day- selection camp WBSU on 30/08/2022

2.Logistic support in Rally of Hon'ble Chief Minister Government of West Bengal on 01.09.2022 at Jorasanko, Kolkata

3.Felicitation of students and Teachers on 05.09.2022 at Milan

Mela Prangan, E. M. Bypass, Kolkata

4.Celebrating World Ozone Day through Tree Plantation at college campus on 16.09.2022

5.Observance of NSS Foundation Day with an invited lecture on CYBER Crime and Cyber Seminar & opening of NET/ SET free coaching centre for PG students/NSS volunteers 0n 22.09.2022

6.Invitation for the West Bengal state NSSaware programme 28.04.2023 at Ramkrishna Mission Vidyamandir

7.Vivek Sanghati Utsab 2023 at WBSU on 22.05.2023

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

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

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

NA

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

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

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

14

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

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

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

240

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

3.4 - Collaboration

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

1

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

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

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

13

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Dum Dum Motijheel Rabindra Mahavidyalaya boasts a vibrant educational environment supported by robust infrastructure and modern amenities. There are 26 classrooms for different departments both in the old and in the new building.There is a well-equiped Seminar room for seminars organised by variousdepartments throughout the year.The departments like Commerce, Education, Journalism, Geography, Economics have their departmental laboratories equipped with computers and different instruments necessary for experiments .The smart and virtual classroom caters the students for ICT enabled classes.Well-stocked libraries(central and departmental) promotea research-oriented culture.

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

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

This college has a rich tradition in cultural activities. Both

the teachers and students perform cultural programmes in the occasions like birthday celebrations of Rabindranath Tagore,Basantotsab or welcoming spring, celebrating Rakshabandhan, Agomoni or welcoming autumn etc.To facilitate these activities college provides adequate musical instruments like Harmonium,tabla etc. Not only these, the college pays equal attention to the physical development of students . So two well equipped gymnasiums are there in the ground floor of the old building one each for girls and boys. Apart from this college encourages students to participate in different indoor and outdoor games by providing table tennis board, carrom boards,cricket bat and balls,footballs .The campus features one playground encouraging sports and recreational activities, promoting holistic development.

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

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

7

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

7

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

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

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

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

4.2 - Library as a Learning Resource

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

At present this college does not have an ILMS software. It will be upgraded to ILMS software very soon. The college has SOUL software in the library.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	B. Any 3 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

Rs 101946/-

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

20

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

4.3 - IT Infrastructure

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

Committed to seamless connectivity, the college provides ample bandwidth of 400 MBPS with a scope to upgrade upto 1000 MBPS, fostering a dynamic, tech-savvy learning environment. Key facilities include45 desktop, 10 laptops, 9printers, and 4projectors. This robust setup supports various academic and administrative functions.The college features a state-of-the-art smart classroom, enhancing interactive learning experiences. Additionally, there are 7 ICT classrooms equipped with modern technology, fostering an enriched teaching environment. The campus is fully Wi-Fi enabled, ensuring seamless internet access for students and faculty. This supports online research, collaboration, and access to educational resources from any location within the campus. The institution introduced an online admission system, streamlining the admission process for prospective students.9.Administrative Software:The college utilizes various software applications for humanresources,

including HR software, HRMS other software.The Institution values feedback from all stakeholders. The institution has implemented an online feedback system to gather insights from students, faculty, and staff, facilitating continuous improvement.Tally ERP manages financial tasks, serving as the college's office software. Regular updates on the college website ensure accurate and current information for students, faculty, and the public.

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

4.3.2 - Number of Computers

45

File Description	Documents
Upload any additional information	View File
Student – computer ratio	No File Uploaded

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

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

741607

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

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

The 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,intercommunication online network facilities etc. The college follows the similar formalities regarding the petty (up to Rs.50,000/-)manufacture or repair of the furniture and facility systems like electrical and water supply networks, motors, pumps, pipelines, classrooms, officefurniture items etc. In order to ensure the maintenance, upkeep, calibration and repairs of several types of measuring equipment in our laboratories, several work arrangement have been made with the local service providers. The college has its own the 125 KVA Mahindra Generator that ensure uninterrupted supply of power in the administrative block. Moreover we have 24X7 security deployment for protection of properties. our own electrician keeps a check overall the electrical equipments.The college is under CCTV surveillance.

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

132

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

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

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

32

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

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

File Description	Documents
Link to institutional website	**Nil**
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

180

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

180

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

8

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

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

5.2.2.1 - Number of outgoing student progression to higher education

28

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

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

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

government examinations) during the year

1

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

5.3 - Student Participation and Activities

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

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

0

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

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

As per norms all sub-committes in the college have student representatives. Other than these students are enthusiastic in different co-curricular and extracurricular activities like celebration of Republic day and 15th August, organization,Celebration of Saraswati Puja, Teacher's day, Basanta Utsav, Rabindranath Tagors Birthday (Rabindra Jayanti).Students actively participate in different Indoor Sports and Annual sports of the college.

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

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

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

132

File Description	Documents
Report of the event	<u>View File</u>
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<u>View File</u>

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

No significant contribution during this year

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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. Besides, our institution strives to promote holistic learning to its studentswhich is not limited to their general curriculum of studies, butalso learning about the environment, promoting spirit of wellbeingamong the localites, keeping the surrounding clean and extendingsupport to the needy and ones requiring help.

File Description	Documents
Paste link for additional information	[nen](nen)
Upload any additional information	**No File Uploaded**

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

Departments autonomously handle various academic and administrative decisions. The Governing Body and Principal jointly shape the quality policy. Sub-committees assist in managing diverse aspects of college operations including admissions, academic coordination, examinations, research promotion, extension activities, infrastructure development, staff appointments, and maintenance of records for quick responses to academic needs and challenges. Career Counselling Cellis active for campus recruitment, job workshops etc.Womens' cell organizesgender sensitization campaigns, including International Women's Day celebrations. Cultural sub-committee and sports sub-committee nurtures holistic student development through extracurricular activities. Sub-committees actively work towards student welfare, facilities, and overall development, including anti-ragging, grievance redressal, cultural, NSS &

NCC, and placement cells. Sstudent exposure is enhanced by forming partnerships with other institutions, organizing faculty exchanges and hosting talks by experts.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Dum Dum Motijheel Rabindra Mahavidyalaya thrives for the upliftment of the students.As an effective measure towards their enrichment of knowledge, study materials and e-books had been provided to the students. To maintain the regular evaluation of the students' achievement, continuous internal evaluations are conducted.

Other than these an annexe Building has been planned out of RUSA fund to be constructed by PWD soon to make provisions for new class rooms, auditorioum, laboratories etc.

College interior decoration and seating arrangements have been improved. Surveillance systems have been renovated to ensure security inside the college premises.

In the Library, on the basis of the ever-changing requirement of all the departments, books, e-books, and e-journals are purchased at regular intervals for the benefit of students and teachers.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The organizational structure of the institute has been functioning and deploying services as per Statutes of the affiliating University, West Bengal State University (WBSU) and rules and regulations of the Department of Higher Education, Govt. of West Bengal. The Governing Body of the college, with the Principal as the secretary and representatives from Teaching & Non-Teaching staff, students, and external members, governs the management of the college in compliance with the opinion of the majority of the members. All major decisions on development, infrastructure, financial management, academic affairs, admission, governance, and administration are taken by the Governing Body. Suggestions and recommendations of IQAC and various statutory and non-statutory sub-committees and cells like Finance Sub-Committee, Purchase Sub-Committee, Academic Sub-Committee, Building sub-committee, Leave & service book sub-committee etc. are considered carefully. The Governing Body holds frequent meetings on different issues. Matters are discussed in detail and minutes are recorded with care. The sub-committees deal with curricular, co-curricular, and extracurricular activities where faculty members are encouraged to participate as members and conveners. The procedure of all appointments and service rules is maintained as per norms of the Department of Higher Education, Govt. of West Bengal.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

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

6.3 - Faculty Empowerment Strategies

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

The college champions staff well-being through diverse initiatives, financial support, loans, professional development, leave policies.

1.Financial Measures: Provident Fund (PF) for both teaching and non-teaching staff,Health scheme providing medical benefits to employees,HRMS for streamlined personnel management,Puja ex-gratia for non-teaching staff.

2. Loan Facilities: PF Loan (refundable): A Full time teaching or non-teaching staff who is not in probation period is eligible to avail a loan against his or her provident fund deposits, which should be refunded within a period of 24 months by deducting from salary, PF Loan (non-refundable): A whole time teaching or non-teaching staff who has completed twenty or more years of service is eligible to get 75% of her provident fund deposits.

3. Professional Development: Study leave for academic staff, encouraging continuous learning.

The non teaching also have group insurance facilities.Apart from this college provides insurance cover for the non teaching staff who carry cash to bank and handle cash at cash counter of college (Insurance:— Cash in transit, Cash at counter).The non teaching staff run a cooperative on their own.

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

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

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

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

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

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

2

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

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

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

4

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

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

The College employs a comprehensive approach to teachers' appraisal, incorporating the Career Advancement Scheme (CAS), 360-Degree Teachers' Performance Appraisal.

1.Teachers' appraisal through regular academic and administrative audits, ensuring accountability.

2.Implementation of a 360-degree teacher appraisal system, incorporating feedback from various stakeholders for a comprehensive evaluation.

3. Promotions follow the UGC CAS PBAS proforma (Performance Based Appraisal System), utilizing API scores. The college recognizes and assigns weightage to additional duties and responsibilities undertaken by faculty members, contributing to a holistic assessment.

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

6.4 - Financial Management and Resource Mobilization

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

To maintain transperancy and regularities in financial matter college has an internal audit machanism system where Bursar (normally a senior teacher from the department of Commerce), monitors college finance on daily basis. After college hour is over he examines the collections and expenditures from the cash counter, the cheques issued for various purposes, he also checks throughly the acquittance roll. Without his signature no bill is passed.External audit for college accounts is carried out on a regular basis by an auditor appointed by the Department of Higher Education ,Govt of West Bengal.

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

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

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

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

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

Fund mobilisation initiatives and mechanism: Construction of Building through e-tender;Purchase of electronic gadgets, furniture etc. through e-tender;Repair work through quotation.The Finance Subcommittee convenes at least four times a year, ensuring regular oversight and strategic planning. Regular financial auditsare conducted to maintain transparency and accountability. The subcommittee reviews, recommends, and presents the annual budget and revised estimates to the Governing Body for approval. Limits for both recurring and non-recurring expenditures are set based on the college's income and available resources. Government grants (RUSA)are closely monitored, ensuring compliance with guidelines. The subcommittee oversees the use of the college fund for developmental and maintenance activities. All financial documents and bills are processed by the accounts section, the Bursar and the Principal. Fees received from students are used for development of the college, and payment of salary to staff, and are properly audited.The college initiated a programme of further creation of resources. A computer learning centre has been allotted in the ground floor of college premises on monthly rent basis.

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

6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell (IQAC) plays a dominant and pioneering role in enhancing thequality of education and all other associated activities at Dum Dum Motijheel Rabindra Mahavidyalaya. Established to uphold and standardize quality assurance strategies and processes, the IQAC has been instrumental in circumscribing a culture of continuous improvement among all stakeholders. Major initiatives taken by IQAC this year are

1.Add - on Course in various departments

2. MOU with colleges and collaborative activities

3. Seminars/Workshops by different departments

4. Assistance for CAS of teachers

5. Intiated procedure for new course opening

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

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

The primary focus of the IQAC is the continual upgradation of the teaching-learning process. Through regular and systematic reviews, the IQAC assesses the effectiveness of pedagogical methods, ensuring they align with contemporary educational standards. This involves scrutinizing lesson plans, instructional materials, and faculty performance. The IQAC also facilitates workshops and training sessions to keep educators abreast of innovative teaching methodologies in a frame of dynamic academic progress.

Meticulously evaluating the organizational structures and methodologies of college operations it examines administrative processes, infrastructure, and support services to identify

areas for improvement. This comprehensive evaluation extends to governance mechanisms, ensuring transparency and accountability in decision-making. By conducting regular academic audits, the IQAC ensures the cooperation of all members in paving the way for an environment conducive to academic excellence.

An integral aspect of IQAC's mandate is the assessment of learning outcomes. The cell employs various tools, including examinations, assessments, and feedback mechanisms, to gauge the effectiveness of educational programs. Through a robust feedback loop, the IQAC locates areas where learning outcomes can be enhanced and seeks expert opinions regularly. The documentation process allows for the tracking of incremental improvements over time.

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

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

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Dum Dum Mptijheel Rabindra Mahavidyalaya prioritize gender equality and equity, and hence takes different steps in this regard.

1. Curricular Integration of Gender Issues: In the UG syllabi, the gender-based topics are emphasised as per WBSU. Cross-cutting issues pertaining to gender are already part of the curriculum. Add-on Courses specifically focused on gender studies and feminismhave been introduced. Seminars/ webinars/lectures (online/offline) by experts in gender studies, enhance awareness of contemporary gender issues among students, staff and faculty.

2.Infrastructural Facilities for Women in Campus and outside:CCTV cameras are installed at strategic points across the campus for better security. A well-furnished common room for female students with modern amenities is present.

3. Equal Opportunities and Women-Centric Programmes:A gender Audit report is drafted every year to assess the gender sensitization facilities of the institution. The college ensures equal opportunities for all students, irrespective of gender, caste and creed in admission procedures, scholarship distribution, and participation in academic and extracurricular activities. Women's Day is celebrated actively.

- Grievance Redressal Cell, Anti Ragging Committee have been created in the college for providing quick relief to the students and to ensure the maintenance of decent and moral atmosphere within the campus.
- Internal Complaint committee has been constituted to look after female faculty issues and students.
    - The College celebrates International Women's Day every year ..

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.ddmrm.org/doc/7.1.1.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	**No File Uploaded**

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

Solid Waste Management:

The college promotes effective solid waste management by encouraging students and staff to use designated green and blue dustbins for separating dry and wet waste.Solid waste is seperated into plastic waste and decomposible waste and kept seperately.Waste is collected from the college premises, classrooms and the canteen and is cleared on a daily basis. The municipal garbage truck collected the waste on a regular basis.

Papers that are written on the one side are reused for rewriting and printiing.

E-waste Management:

E-wastes like computer machines, CPU, mouse, key board, projectors, printers are all collectively stored in a seperate room in the college premise.The E- waste is collected and

segregated and sent offsite for safe disposal.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	http://www.ddmrm.org/doc/7.1.3.pdf
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**E. None of the above**

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants	**B. Any 3 of the above**

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

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above

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

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

At our college, we champion equality and celebrate diversity. To foster a welcoming and inclusive environment, we host a variety of events and festivals throughout the year. These events promote tolerance, understanding, and harmony among our students and staff from all backgrounds – cultural, regional, linguistic, religious, socioeconomic, etc.

- Our college celebrated the birthday of Swami Vivekananda and Iswar Chandra Vidyasagar.
- Cultural committee organizes various programs i.e. World Theatre Day, World Dance Day, Rabindra Jayanti with all students irrespective of caste, religion, caste, gender etc.
- Dept. of Bengali celebrated Sharod Bondona before the holiday of Durga Puja.
- International Mother Language Day was observed in the college with a special lecture.
- Studentscelebrated swarsati Puja and Basanta Utsab.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	No File Uploaded

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

Our College celebrates Republic Day and Independence Day every year through the hoisting of the national flag in the College ground. The NCC cadets' perform march past as a mark of respect to the national flag. The NCC Officer explains to the students and staff the importance of citizens' values, rights, duties, and responsibilities through various programmes and activities.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**E. None of the above**

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

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

Throughout the year, our college commemorates national and international events, festivals, and anniversaries. By celebrating these diverse occasions such as Rabindra Jayanti, Iswar Chandra Vidyasagar's birth anniversary, Swami Vivekananda's Birthday we pay respect to the birth and memorials of India's influential figures, fostering a sense of community and shared appreciation for the contributions of those who served India and its people.

Our College celebrates Republic Day and Independence Day every year through the hoisting of the national flag in the College ground.

Our college organized Saraswati Puja, Basanta Utsab, Sharod Bondona etc.

We celebrate World Heritage Day on 10th May, 2023 for fostering a deeper understanding of Indian history and culture.

Our college celebrates World Environment Day on 5th June. Many trees are planted in the college campus on this day.

Cultural committee organizes various programs i.e. World Theatre Day, World Dance Day, Rabindra Jayanti etc.

International Mother Language Day was celebrated bythe college.

These celebrations honor the remarkable individuals who shaped our nation and the ongoing spirit of service to the Indian people.

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

7.2 - Best Practices

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

Best Practice 1:

Green Campus:

The Green Campus, Clean Campus practice began with an objective of adopting eco-friendly practices and making the campus

environmentally sustainable.Our college has promoted variety of activities to help protect the environment and sustain its natural resources. Our college is smoke free and plastic free campus. Our college has partially paperless office and e-library. The e waste generated in the college is managed by an agency. The college has installed solar panels on the roof. The college has also installed LED facilities. Various types of trees (indoor and outdoor) have been planted in the college. Different types of fruit trees have been planted.

Best Practice 2:

Financial Assistance:

Student Aid Fund:

College provides financial assistance to the economically backward students at the time of admission in different semesters.During the academic year of July 2022 to June 2023, financial assistance was provided to 32 students from different departments. A total of Rs. 15,600 was sanctioned for this purpose.

Student Accident coverage scheme:

College provides accident coverage benefit to the students of different semesters. If any accident happens to any student inside the college campus then full treatment coverage is borne by the college.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

1. Student-centric methods like participative learning, problem solving methodology 2. ICT enabled classroom and other facilities 3. Counseling to the students for solving career-related as well as social and personal issues 4. Celebration of different festivals like Basanta Usav, Rabindra Jayanti, Saraswati Puja in the college campus 5. Participation of

students in various co-curricular activities like dance, drama, music, NCC and NSS programs.

File Description	Documents
Appropriate web in the Institutional website	[View File]()
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

1. To prepare for NEP system
2. To publish the Academic Journal for the year 2023-24
3. To run Add-on courses by Depts. of Bengali, Commerce, Economics, Education, English, Geography, History, Journalism & Mass Communication, Philosophy, Political Science, Sanskrit, Sociology.
4. To organize Seminars and workshops.
5. Submission of the data for All India Survey of Higher Education (AISHE) for the next academic year.
6. Submission of the data forNational Institution Ranking Framework (NIRF) for the next academic year.
7. Celebration of different national and international days to promote values among the students
8. Career Advancement of teachers
9. Purchase of books in the library
10. Career Counseling programs
11. Organization of programs by NCC& NSS
12. MoU with different colleges
13. Academic and financial audit
14. To organize different inter-college programs