# YEARLY STATUS REPORT - 2020-2021

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1.Name of the Institution** | DumDum Motijheel Rabindra Mahavidyala |
| • Name of the Head of the institution | Dr. Sandip Dasgupta |
| • Designation | Principal |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | +91-33-25609988 |
| • Mobile No: | 9830469603 |
| • Registered e-mail | ddmrm2006@rediffmail.com |
| • Alternate e-mail | iqacddmrm2015@gmail.com |
| • Address | 208/B/2 DumDum Road |
| • City/Town | Kolkata |
| • State/UT | West Bengal |
| • Pin Code | 700074 |
| **2.Institutional status** | |
| • Affiliated / Constitution Colleges | |
| • 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 | **Sabitri Dutta** |
| • Phone No. | **9830569574** |
| • Alternate phone No. | **9830569574** |
| • Mobile | **9830569574** |
| • IQAC e-mail address | **iqacddmrm2015@gmail.com** |
| • Alternate e-mail address | **iqacddmrm2015@gmail.com** |
| **3.Website address (Web link of the AQAR (Previous Academic Year)** | [http://www.ddmrm.org/doc/AQAR_2019_2020_28_03_2022.pdf](http://www.ddmrm.org/doc/AQAR_2019_2020_28_03_2022.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_Calendar28_03_2022.pdf](http://www.ddmrm.org/doc/Academic_Calendar28_03_2022.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 |
|---|---|---|---|---|
| **NA** | **NA** | **NA** | **0** | **0** |

| | |
|---|---|
| **8.Whether composition of IQAC as per latest NAAC guidelines** | **Yes** |
| • Upload latest notification of formation of IQAC | [View File]() |

| 9.No. of IQAC meetings held during the year | 3 | |
|---|---|---|
| • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | No | |
| • 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)**

• IQAC organized 12 webinars on different topics of Philosophy, English, Journalism, History, Bengali, etc. in collaboration with respective departments • IQAC organized 1 webinar on Intellectual Property Right in collaboration with Department of Commerce • IQAC organized 1 workshop on Choice Based Credit System for teachers, 1 workshop for students on the topic "Topographical Maps: Numbering, Symbology and Nuances" (in collaboration with Department of Geography), 1 workshop for students, teachers and researchers on "Critical Thinking" (in collaboration with Department of Philosophy) • IQAC organized one webinar on the occasion of International Women's Day (in collaboration with Department of Philosophy) • IQAC provided assistance to the conduct of examination in online mode (both internal and external)

**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 |
|---|---|
| Organisation of webinars in collaboration with different departments | IQAC organized 12 webinars on different topics of Philosophy, English, Journalism, History, Bengali, etc. in collaboration with respective departments |
| Organisation of webinar on Intellectual Property Right | IQAC organized 1 webinar on Intellectual Property Right in collaboration with Department of Commerce |
| Organization of workshop on Choice Based Credit System for teachers | IQAC organized 1 workshop on Choice Based Credit System for teachers |
| Organisation of webinars in collaboration with different departments for students | IQAC organized 1 workshop for students on the topic "Topographical Maps: Numbering, Symbology and Nuances" (in collaboration with Department of Geography), 1 workshop for students, teachers and researchers on "Critical Thinking" (in collaboration with Department of Philosophy) |
| Observance of International Women's Day | IQAC organized one webinar on the occasion of International Women's Day (in collaboration with Department of Philosophy) |

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

- Name of the statutory body

| Name | Date of meeting(s) |
|---|---|
| Governing Body | 18/01/2022 |

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

| Year | Date of Submission |
|---|---|
| 2019-20 | 23/04/2022 |

**15.Multidisciplinary / interdisciplinary**

| |
|---|
| |

**16.Academic bank of credits (ABC):**

| |
|---|
| |

**17.Skill development:**

| |
|---|
| |

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

| |
|---|
| |

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

| |
|---|
| |

**20.Distance education/online education:**

| |
|---|
| |

# Extended Profile

**1.Programme**

| 1.1<br><br>Number of courses offered by the institution across all programs during the year | 11 |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | [View File]() |

**2.Student**

| 2.1<br><br>Number of students during the year | 1011 |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | No File Uploaded |

| 2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | **549** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

| 2.3 Number of outgoing/ final year students during the year | **194** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

## 3.Academic

| 3.1 Number of full time teachers during the year | **39** |
|---|---|

| 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 | **24** |
|---|---|

| 4.2 Total expenditure excluding salary during the year (INR in lakhs) | **2592214** |
|---|---|

| 4.3 Total number of computers on campus for academic purposes | **52** |
|---|---|

# 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 the syllabus, topics to be covered, number of classes required, examination schedule and so on. The syllabus given by West Bengal State Universityis 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 eachmonth including selection test or any other academic program.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 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.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | **No File Uploaded** |
| Link for Additional information | Nil |

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

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.

| File Description | Documents |
|---|---|
| Upload relevant supporting documents | View File |
| Link for Additional information | Nil |

**1.1.3 - Teachers of the Institution participate in** C. Any 2 of the above
**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**

| 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

0

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

0

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Brochure or any other document relating to Add on /Certificate programs | No File Uploaded |
| List of Add on /Certificate programs (Data Template ) | No File Uploaded |

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

0

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

0

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

## 1.3 - Curriculum Enrichment

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

**Not applicable**

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

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

0

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

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

66

| 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**

E. None of the above

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | **No File Uploaded** |
| 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** **D. Feedback collected**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| URL for feedback report | <u>Nil</u> |

**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 | <u>View File</u> |

**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**

**66**

| 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

**Nothing as such.**

| 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 |
|---|---|
| **1011** | **38** |

| 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

**Our college organizes various student centric activities for enhancement of learning experiences. Some department organizes student seminar, peer tutoring etc.**

| 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

ICT helps teachers to interact with students. ICT is an effective for acquiring and disseminating information to help students to enhance their knowledge. Use of ICT enabled tools helps to develop digital literacy and it encourages high quality thinking ability among students. Teachers use laptops and LCD projectors in classroom to make it easier for students to understand a subject from different perspectives. We have smart classroom with projectors, smart board, smart phone, computers etc. In pandemic era, teachers are taking online classes on platforms like Google Meet, Zoom, Google Classroom etc. Student use computerat IT lab, Computer lab, Geography lab, Journalism and Mass Communication lab.

| 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**

0

| 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**

38

| 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

**09**

| 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

**0**

| 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.

**At present under graduate programmes are following CBCS system. In CBCS system there are six final 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 etc.**

| 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 students who had grievances related to internal examination were asked to meet their concerned Head of the Department. In most of the cases, grievaances were resolved.**

| 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.

**Programme outcome and course outcomes for all programmes and subjects are displayed in college website.**

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

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

**Nothing as such**

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

## 2.6.3 - Pass percentage of Students during the year

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

**194**

| 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)

Nil

## 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**

25

| 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

1

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of research papers by title, author, department, name and year of publication (Data Template) | [View File](#) |

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

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

3

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List books and chapters edited volumes/ books published (Data Template) | [View File](#) |

## 3.3 - Extension Activities

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

**1.POSTER MAKING ON DRUG ABUSE AND ILLUCIT TRAFFIC.**

**2.UPLOADING YOGA ACTIVITIES ON MYGOV.IN**

**3. UPLOADING FIT INDIA MOVEMENT ON MYGOV.IN.**

**8. DRUGS AWARENESS.**

**9. NCC CLASS AND ADMISSION PROCESS (2020 - 2021)**

**10.Social awareness programme DDMRM NCC cadets**

**11.Drug abuse day celebration**

| 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**

0

| 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**

11

| 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**

60

| 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) | No File Uploaded |

## 3.4 - Collaboration

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

0

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

1

| File Description | Documents |
|---|---|
| e-Copies of the MoUs with institution./ industry/corporate houses | View File |
| 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.

**There is shortage of classrooms in the campus. However, as we have conducted online classes during this academic year due to ongoing, the shortage was not felt. We have a plan for construction of new classrooms using RUSA 2.0 fund. We have laboratories for the subjects Commerce, Education, Journalism, Geography etc. We have smart and virtual classroom.**

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

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

**The Institution has an open ground, indoor games like table tennis, carrom and gymnasium in its campus.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| 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.

**6**

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

**5**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | Nil |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | 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)**

**2227500**

| 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) | View File |

**4.2 - Library as a Learning Resource**

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

**Yes, the ILMS software used in the library is SOUL, version 2.0. The library is partially automated.**

| 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**     **E. None 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) | **No File Uploaded** |

**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)**

**0**

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

**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**

**0**

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

**The Institution uses wi-fi with band width 250 MBPS/GBPS**

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

## 4.3.2 - Number of Computers

**73**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| 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)

**2531014**

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

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 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 50000) manufacture or repair of the feting , furniture and facility systems like electrical and water supply networks, motors, pumps, pipelines, large number of classrooms, 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 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.

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

**STUDENT SUPPORT AND PROGRESSION**

**5.1 - Student Support**

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

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

63

| 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) | [View File](#) |

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

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

**104**

| 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) | [View File](#) |

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

**E. none of the above**

| File Description | Documents |
|---|---|
| Link to institutional website | [Nil](#) |
| Any additional information | **No File Uploaded** |
| Details of capability building and skills enhancement initiatives (Data Template) | **No File Uploaded** |

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

0

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

0

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

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

B. Any 3 of the above

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | 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**

0

| File Description | Documents |
|---|---|
| Self-attested list of students placed | **No File Uploaded** |
| 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**

2

| 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**

0

| File Description | Documents |
|---|---|
| Upload supporting data for the same | **No File Uploaded** |
| Any additional information | **No File Uploaded** |

**5.3 - Student Participation and Activities**

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

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

0

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

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

**Nothing as such for this academic year because of ongoing pandemic.**

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

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

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

0

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

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

**No.**

| 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. However, thisacademic year we could not organize any such program due to sudden onset of Corona virus pandemic from March.**

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| 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.

**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 committeesare held answerable to the authority regarding the year-round running of the functions mentioned above.

| 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

During the active pandemic period as college was closed, the college authority seriously thought about the problem of education. In order to maintain the progress in learning level of students, online classes had been arranged on a regular basis with a new class-schedule. During this period students could not follow their library work and book were not available to them. As an effective measure towards their enrichment of knowledge, study materials and e-books had been provided to them. To maintain the regular evaluation of the students' achievement, online examinations were conducted.

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | View File |
| 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.

As during pandemic period everything come to a halt, the college authority initiated the process of forming a committee to look after the situation and to find out the means to solve the problem of college education. The committee arranged for regular classes

shifting from offline to online mode maintaining the duty of
teachers according to their service rule. This helped to continue
with classes uninterruptedly. To extend and expand the knowledge
level of the students webinars and workshops were arranged following
CBCS curricula.

| 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**

B. Any 3 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) | No File Uploaded |

## 6.3 - Faculty Empowerment Strategies

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

Teaching: No

Non-teaching: Insurance:— Cash in transit, Cash at counter, Group
Insurance

| 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

NA

| 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

NA

| 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**

**2**

| 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

**NA**

| 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 regularities in financial matter of the college an internal audit is carried out by the college appointed auditor and later an external audit is carried out on a regular basis by an auditor from the Department of Higher Education.**

| File Description | Documents |
|---|---|
| Paste link for additional information | <u>Nil</u> |
| Upload any additional information | **No File Uploaded** |

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

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

**0**

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

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

**The college initiated a programme of resource mobilization and further creation of resources. A computer learning centre has been allottedin the ground floor of college premises on monthly rent basis.**

| File Description | Documents |
|---|---|
| Paste link for additional information | <u>Nil</u> |
| 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

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

- **IQAC organized 12 webinars on different topics of Philosophy, English, Journalism, History, Bengali, etc. in collaboration with respective departments**
- **IQAC organized 1 webinar on Intellectual Property Right in collaboration with Department of Commerce**
- **IQAC organized 1 workshop on Choice Based Credit System for teachers, 1 workshop for students on the topic "Topographical Maps: Numbering, Symbology and Nuances" (in collaboration with Department of Geography), 1 workshop for students, teachers and researchers on "Critical Thinking" (in collaboration with Department of Philosophy)**
- **IQAC organized one webinar on the occasion of International Women's Day (in collaboration with Department of Philosophy)**
- **IQAC provided assistance to the conduct of examination in online mode (both internal and external)**

| 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

**IQAC organised a two-day workshop on Choice Based Credit System (CBCS) for upgrading the skills of teachers to facilitate teaching-learning process. This workshop was later was found to be of great help in instructing the students about the entire course.**

**IQAC has provided assistance to the procedure of conducting online examination, both Internal andUniversity examination.**

**IQAC, in collaboration with department of Commerce, organised a webinar on Intellectual Property Right for knowledge updation.**

| 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)**

**D. Any 1 of the above**

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | <u>Nil</u> |
| 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) | <u>View File</u> |

## 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

**The IQAC in collaboration with Department of Philosophy, DumDum Motijheel Rabindra Mahavidyalayahas organised a webinar on "Re-reading: Women Empowerment" on 8th March 2021. Dr. Tripti Dhar, Associate Professor of Philosophy, RaiganjUniversity spoke on the topic of women empowerment on the special occassion of Women's Day. Dr. Tripti Dhar enlightened us on the aspect of women's education, freedom and domestic violence. Education will certainly empower women. Women must be given equal opportunities in every field, irrespective of gender. Women must be educated enough to make them aware of abusive relationship. Women's education should be made compulsory. Indian parents should also be made aware of all this aspects of empowering women. Mary Wollstonecraft was one of the most eminent feminist writer who highlighted the importance of education in women's life in her famous book "A Vindication of the Rights of Women". The webinar ended on a positive note highlighting the true need to empower women.**

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | <u>Nil</u> |
| 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 | <u>Nil</u> |

**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**

**E. None of the above**

| File Description | Documents |
|---|---|
| Geo tagged Photographs | **No File Uploaded** |
| 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

**We have dusbins at each floor of the college building. Solid wastes are collected there and disposed off in the Municipalityvehicle in regular interval.**

| File Description | Documents |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | **No File Uploaded** |
| Geo tagged photographs of the facilities | <u>Nil</u> |
| 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**

**E. None of the above**

**of water bodies and distribution system in the campus**

| 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:**          D. Any 1 of the above

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**

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | No File Uploaded |
| 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**          E. None 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 Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen          reading**

**C. Any 2 of the above**

**5.**

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | <u>View File</u> |
| 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).

**NA**

| File Description | Documents |
|---|---|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

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

**On the occassion of Republic Day The NCC Officer as well as the Departmental Head of the Political Science describes to the students,teaching and non-teaching staff of the college the features of the Constitution of India like the duties of the citizen and**

**fundamental rights .**

| 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

**Our College celebrates 26th January and 15th August every year through the hoisting of the national flag in the College ground.The NCC cadets performmarchpast as a mark ofrespect tothe national flag.The NCC Officer as well as the Departmental Head of the Political Science describes to the students,teaching and non-teaching staff of the college the features of the Constitution of India like the duties of the citizen and fundamental rights .**

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

## 7.2 - Best Practices

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

**1. We tried to include every students in the online mode of education, both for classes and study materials. We also made every effort to make the able to appear in the online examination successfully.**

**2. We organised webinars on intellecrtual property rights, cancer awareness, gender sensitivity (women's day program) library usre etc. We also organised a workshop on CBCS system for the teachers .**

| 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

**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, 2020.**

# 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 the syllabus, topics to be covered, number of classes required, examination schedule and so on. The syllabus given by West Bengal State Universityis 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 eachmonth including selection test or any other academic program.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 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.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | No File Uploaded |
| Link for Additional information | Nil |

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

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.**

| File Description | Documents |
|---|---|
| Upload relevant supporting documents | [View File] |
| Link for Additional information | [Nil] |

| **1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University  Setting of question papers for UG/PG programs  Design and Development of Curriculum for Add on/ certificate/ Diploma Courses  Assessment /evaluation process of the affiliating University** | **C. Any 2 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

**0**

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

0

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Brochure or any other document relating to Add on /Certificate programs | No File Uploaded |
| List of Add on /Certificate programs (Data Template ) | No File Uploaded |

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

0

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

0

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

**1.3 - Curriculum Enrichment**

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

**Not applicable**

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

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

0

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

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

66

| 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 | E. None of the above |
|---|---|

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | **No File Uploaded** |
| 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** | **D. Feedback collected** |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| URL for feedback report | Nil |

## 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

**66**

| 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

**Nothing as such.**

| 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 |
|---|---|
| **1011** | **38** |

| 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

**Our college organizes various student centric activities for enhancement of learning experiences. Some department organizes student seminar, peer tutoring etc.**

| 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

ICT helps teachers to interact with students. ICT is an effective for acquiring and disseminating information to help students to enhance their knowledge. Use of ICT enabled tools helps to develop digital literacy and it encourages high quality thinking ability among students. Teachers use laptops and LCD projectors in classroom to make it easier for students to understand a subject from different perspectives. We have smart classroom with projectors, smart board, smart phone, computers etc. In pandemic era, teachers are taking online classes on platforms like Google Meet, Zoom, Google Classroom etc. Student use computerat IT lab, Computer lab, Geography lab, Journalism and Mass Communication lab.

| 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](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

0

| 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

38

| 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**

**09**

| 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**

**0**

| 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.

**At present under graduate programmes are following CBCS system. In CBCS system there are six final 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 etc.**

| 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 students who had grievances related to internal examination were asked to meet their concerned Head of the Department. In most of the cases, grievaances were resolved.**

| 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.

**Programme outcome and course outcomes for all programmes and subjects are displayed in college website.**

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

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

**Nothing as such**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for Additional information | <u>Nil</u> |

**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**

**194**

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

**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)**

<u>Nil</u>

**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](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**

**25**

| 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](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**

1

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

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

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

3

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| List books and chapters edited volumes/ books published (Data Template) | View File |

**3.3 - Extension Activities**

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

1.POSTER MAKING ON DRUG ABUSE AND ILLUCIT TRAFFIC.

2.UPLOADING YOGA ACTIVITIES ON MYGOV.IN

3. UPLOADING FIT INDIA MOVEMENT ON MYGOV.IN.

8. DRUGS AWARENESS.

9. NCC CLASS AND ADMISSION PROCESS (2020 - 2021)

10.Social awareness programme DDMRM NCC cadets

## 11. Drug abuse day celebration

| 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**

0

| 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**

11

| 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**

`60`

| 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) | **No File Uploaded** |

**3.4 - Collaboration**

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

`0`

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

`1`

| File Description | Documents |
|---|---|
| e-Copies of the MoUs with institution./ industry/corporate houses | [View File](#) |
| 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.

**There is shortage of classrooms in the campus. However, as we have conducted online classes during this academic year due to ongoing, the shortage was not felt. We have a plan for construction of new classrooms using RUSA 2.0 fund. We have laboratories for the subjects Commerce, Education, Journalism, Geography etc. We have smart and virtual classroom.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | [Nil](#) |

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

**The Institution has an open ground, indoor games like table tennis, carrom and gymnasium in its campus.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| 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.**

**6**

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

**5**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | Nil |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | 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)

**2227500**

| 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) | View File |

## 4.2 - Library as a Learning Resource

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

**Yes, the ILMS software used in the library is SOUL, version 2.0. The library is partially automated.**

| 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 | E. None 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) | No File Uploaded |

**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)**

0

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

**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**

0

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| 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

**The Institution uses wi-fi with band width 250 MBPS/GBPS**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | <u>Nil</u> |

## 4.3.2 - Number of Computers

**73**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| 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)**

**2531014**

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

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 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 50000) manufacture or repair of the feting , furniture and facility systems like electrical and water supply networks, motors, pumps, pipelines, large number of classrooms, 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 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.**

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

**63**

| 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) | View File |

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

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

**104**

| 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) | View File |

| | |
|---|---|
| **5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills** | **E. none of the above** |

| File Description | Documents |
|---|---|
| Link to institutional website | Nil |
| Any additional information | No File Uploaded |
| Details of capability building and skills enhancement initiatives (Data Template) | No File Uploaded |

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

0

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

0

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

| | |
|---|---|
| **5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees** | B. Any 3 of the above |

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | 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

0

| File Description | Documents |
|---|---|
| Self-attested list of students placed | No File Uploaded |
| 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

2

| 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**

0

| File Description | Documents |
|---|---|
| Upload supporting data for the same | **No File Uploaded** |
| Any additional information | **No File Uploaded** |

**5.3 - Student Participation and Activities**

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

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

0

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

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

**Nothing as such for this academic year because of ongoing pandemic.**

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

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

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

**0**

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

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

**No.**

| File Description | Documents |
|---|---|
| Paste link for additional information | <u>Nil</u> |
| 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. However, thisacademic year we could not organize any such program due to sudden onset of Corona virus pandemic from March.**

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| 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.

**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 committeesare held answerable to the authority regarding the year-round running of the functions mentioned above.**

| 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

**During the active pandemic period as college was closed, the college authority seriously thought about the problem of education. In order to maintain the progress in learning level of students, online classes had been arranged on a regular basis with a new class-schedule. During this period students could not follow their library work and book were not available to them. As**

an effective measure towards their enrichment of knowledge, study materials and e-books had been provided to them. To maintain the regular evaluation of the students' achievement, online examinations were conducted.

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | View File |
| 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.

As during pandemic period everything come to a halt, the college authority initiated the process of forming a committee to look after the situation and to find out the means to solve the problem of college education. The committee arranged for regular classes shifting from offline to online mode maintaining the duty of teachers according to their service rule. This helped to continue with classes uninterruptedly. To extend and expand the knowledge level of the students webinars and workshops were arranged following CBCS curricula.

| 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 | B. Any 3 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) | **No File Uploaded** |

## 6.3 - Faculty Empowerment Strategies

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

**Teaching: No**

**Non-teaching: Insurance:— Cash in transit, Cash at counter, Group Insurance**

| 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**

**NA**

| 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**

NA

| 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**

2

| 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

**NA**

| 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 regularities in financial matter of the college an internal audit is carried out by the college appointed auditor and later an external audit is carried out on a regular basis by an auditor from the Department of Higher Education.**

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

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

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

**0**

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

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

**The college initiated a programme of resource mobilization and 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

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

- **IQAC organized 12 webinars on different topics of Philosophy, English, Journalism, History, Bengali, etc. in collaboration with respective departments**
- **IQAC organized 1 webinar on Intellectual Property Right in collaboration with Department of Commerce**
- **IQAC organized 1 workshop on Choice Based Credit System for teachers, 1 workshop for students on the topic "Topographical Maps: Numbering, Symbology and Nuances" (in collaboration with Department of Geography), 1 workshop for students, teachers and researchers on "Critical Thinking" (in collaboration with Department of Philosophy)**
- **IQAC organized one webinar on the occasion of International Women's Day (in collaboration with Department of Philosophy)**
- **IQAC provided assistance to the conduct of examination in online mode (both internal and external)**

| 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

IQAC organised a two-day workshop on Choice Based Credit System (CBCS) for upgrading the skills of teachers to facilitate teaching-learning process. This workshop was later was found to be of great help in instructing the students about the entire course.

IQAC has provided assistance to the procedure of conducting online examination, both Internal andUniversity examination.

IQAC, in collaboration with department of Commerce, organised a webinar on Intellectual Property Right for knowledge updation.

| 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) | D. Any 1 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

The IQAC in collaboration with Department of Philosophy, DumDum Motijheel Rabindra Mahavidyalayahas organised a webinar on "Re-reading: Women Empowerment" on 8th March 2021. Dr. Tripti Dhar, Associate Professor of Philosophy, RaiganjUniversity spoke on the topic of women empowerment on the special occassion of Women's Day. Dr. Tripti Dhar enlightened us on the aspect of women's education, freedom and domestic violence. Education will certainly empower women. Women must be given equal opportunities in every field, irrespective of gender. Women must be educated enough to make them aware of abusive relationship. Women's education should be made compulsory. Indian parents should also be made aware of all this aspects of empowering women. Mary Wollstonecraft was one of the most eminent feminist writer who highlighted the importance of education in women's life in her famous book "A Vindication of the Rights of Women". The webinar ended on a positive note highlighting the true need to empower women.

| File Description | Documents |
| --- | --- |
| Annual gender sensitization action plan | Nil |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | Nil |

| 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 | E. None of the above |
| --- | --- |

| File Description | Documents |
| --- | --- |
| Geo tagged Photographs | No File Uploaded |
| 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

**We have dusbins at each floor of the college building. Solid wastes are collected there and disposed off in the Municipalityvehicle in regular interval.**

| File Description | Documents |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | **No File Uploaded** |
| Geo tagged photographs of the facilities | Nil |
| 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**

**D. Any 1 of the above**

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | **No File Uploaded** |
| 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** | **E. None 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** | **C. Any 2 of the above** |
|---|---|

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

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

**NA**

| File Description | Documents |
|---|---|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

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

**On the occassion of Republic Day The NCC Officer as well as the Departmental Head of the Political Science describes to the students,teaching and non-teaching staff of the college the features of the Constitution of India like the duties of the citizen and fundamental rights .**

| 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,** | **E. None of the above** |
|---|---|

**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**

| 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

**Our College celebrates 26th January and 15th August every year through the hoisting of the national flag in the College ground.The NCC cadets performmarchpast as a mark ofrespect tothe national flag.The NCC Officer as well as the Departmental Head of the Political Science describes to the students,teaching and non-teaching staff of the college the features of the Constitution of India like the duties of the citizen and fundamental rights .**

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

**7.2 - Best Practices**

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

**1. We tried to include every students in the online mode of education, both for classes and study materials. We also made every effort to make the able to appear in the online examination successfully.**

**2. We organised webinars on intellecrtual property rights, cancer awareness, gender sensitivity (women's day program) library usre etc. We also organised a workshop on CBCS system for the teachers .**

| 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

**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, 2020.**

| File Description | Documents |
| --- | --- |
| Appropriate web in the Institutional website | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

7.3.2 - Plan of action for the next academic year

**1. To publish the Academic Journal for the year 2021-22**

**2. To prepare Academic schedule for Departments separately.**

**3.Submission of the data of All India Survey of Higher Education (AISHE) for the next academic year.**

4.Construction of new building utilizing RUSA 2.0 grant

5. Introduction of e-library

6. Like the previous session we plan to continue organizing Seminars, Symposium and Workshops in the upcoming session also.

7.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.

8. Review and analysis of the feedback we will receive from students.

9. We have planned for Faculty Exchange Program with neighborhood colleges. 11. Different cultural programs by the students are also there in our plan.

10. We have also planned a parent-teacher meet for discussing the progress of the students and making the parents aware of that.

11. In addition, we also plan to solve the issues coming to Grievance redressal cell and put our best effort for the purpose.

12. More activities by NSS and NCC unit have also been planned.