



# **SELF STUDY REPORT**

**FOR**

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

**DUM DUM MOTIJHEEL RABINDRA MAHAVIDYALAYA**

DUM DUM MOTIJHEEL RABINDRA MAHAVIDYALAYA, 208/B/2, DUM DUM  
ROAD  
700074

[www.ddmrm.org](http://www.ddmrm.org)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**August 2024**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

### Introduction

Dum Dum Motijheel Rabindra Mahavidyalaya, a Degree College was established on 5th August, 1968 under the name of Dum Dum Motijheel Evening College of Commerce with affiliation from the Calcutta University.

This institution saw its dawn through the untiring efforts of such respected educationists as Dr. B. B. Dutta, Sri B. K. Sen, Sri Sukumar Bhattacharya, Sri Santi Dasgupta and Sri Kumares Basu, the founder Principal.

To start with, it was founded with the modest aim of providing facilities for studying Commerce Degree Course, General and Honours under Calcutta University and to cater to the needs of the working students through evening classes. Subsequently, under local demand and pressure, a full-fledged day Commerce College came into being, and the evening shift was done away with. Thus the College was converted into a Day College in 1974 and accordingly it came to be known as Dum Dum Motijheel College of Commerce.

Further, to face the challenges of globalisation in the field of higher education and to suit the emerging need of the society at local, regional and national level, the Governing Body of the College resolved to convert the present College of Commerce into a multi-faculty Degree College. The College accordingly was re-christened Dum Dum Motijheel Rabindra Mahavidyalaya in 2004 and the necessary approval from the University of Calcutta for introduction of Arts and Science streams was received. B.A./B.Sc. courses were introduced w.e.f. 2006-07. Now the college is affiliated to the West Bengal State University, Barasat, North 24 Parganas. At present we offer B.Com (Hons) in Marketing in commerce stream. In the B Sc. Category we offer Geography (Hons) and also Journalism (Hons) to B.A. students.

### Vision

### Vision

The Institution aims at instilling self-respect and a sense of good life among our students besides guiding them in their pursuit for academic brilliance and to lead them to such development of their mind and thought. As goes the words of Rabindranath Tagore:

" Where the mind is without fear and

the head is held high;

Where knowledge is free;

Where the world has not been broken up

into fragmens by narrow domestic walls."

The College will never halt to impart such education to its students.

## Mission

### Mission:

- To spread quality and value added education to the students.
- To impart and upgrade education to make the students more committed to the society.
- To train the students to adapt to new and challenging global changes.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

#### Strength

#### Faculty and Staff

- **Experienced and dedicated staff:** A strong foundation for quality education.
- **Continuous evaluation practices:** Demonstrates a commitment to improvement and quality assurance.
- **Proactive Governing Body:** Indicates effective leadership and strategic planning.
- **Positive reputation among faculties:** Suggests a supportive and collaborative environment.

#### Infrastructure and Resources

- **Well-equipped laboratory facilities:** Supports practical learning and research.
- **Well-stocked library facilities:** Provides adequate resources for academic pursuits.
- **Computerized library facilities:** Facilitates efficient information access and management.
- **Sprawling green space:** Enhances the campus environment and student well-being.
- **Solid and liquid waste management:** Demonstrates environmental responsibility.
- **E-waste management:** Shows commitment to sustainable practices.

#### Academic Environment

- **Implementation of continuous evaluation practices:** Fosters student learning and development.
- **Chance to listen to eminent personalities:** Enriches the academic experience.
- **Student seminars:** Promotes critical thinking and communication skills.
- **Remedial coaching and entry-into-service training:** Supports students from disadvantaged

backgrounds.

- **Extensive use of ICT:** Integrates technology for enhanced learning.
- **Availability of web-based resources:** Provides access to advanced learning materials.
- **Partially automated central library:** Facilitates efficient library services.
- **UGC inflibnet facilities:** Supports faculty development and research.
- **Action-oriented:** At this college, student empowerment and enlightenment are central.
- The college integrates community and social work into the curriculum, fostering social responsibility and civic engagement in students.

## Student Support and Development

- **College location:** Offers convenient access for students.
- **NSS and NCC units:** Promotes civic engagement and discipline.
- **Rich cultural background:** Enriches the overall learning experience.
- **Airy and well-lit classrooms:** Creates a conducive learning environment.
- Dum Dum Motijheel Rabindra Mahavidyalaya prioritizes sustainability initiatives with tree plantation, gardening, rainwater storage and waste management in collaboration with Hulladek.
- Financial accessibility is promoted through liberal fee concessions, scholarships, freeships, and other support mechanisms, enabling individuals from diverse backgrounds to pursue their education.

## Overall

The college have a strong foundation in terms of faculty, infrastructure, and academic resources. Its commitment to student support, technology integration, and environmental responsibility are also commendable. Dum Dum Motijheel Rabindra Mahavidyalaya's commitment to environmental responsibility is commendable. Initiatives such as tree plantation, gardening, rainwater storage, and waste management, likely contribute to a sustainable learning environment.

## Institutional Weakness

### Weakness

### Infrastructure and Resource Constraints

- **Inadequate number of classrooms:** This directly impacts the student-teacher ratio, potentially leading to overcrowded classrooms and suboptimal learning conditions.
- **Inadequate Development funds:** Limited financial resources hinder the college's ability to address infrastructure gaps, recruit qualified faculty, and implement necessary improvements.
- **Limited space for departmental libraries:** Insufficient library space restricts students' access to essential learning resources and hampers academic growth.

## Enrollment and Student-Related Issues

- **Low student enrolment:** Competition from nearby colleges and potential factors like the college's reputation or offerings might contribute to this.
- **Inadequate substantive teaching posts:** A shortage of faculty members in specific subjects can limit course offerings, impacting student choices and overall academic quality.

- **Weak economic status of students:** Financial difficulties among students can lead to high dropout rates, affecting the college's retention and overall performance.

### Potential Interconnections

- **Inadequate classrooms and low student enrolment** could be related. Overcrowded classrooms might deter potential students.
- **Inadequate development funds** can exacerbate all other problems. Financial constraints limit the college's capacity to address infrastructure, staffing, and student support needs.
- **Weak economic status of students** might also contribute to **low student enrolment** as students from disadvantaged backgrounds might prioritize immediate financial needs over education.

### Addressing the Challenges

- **Financial planning and fundraising:** To secure additional funds for infrastructure development, faculty recruitment, and student support programs.
- **Strategic enrollment management:** Implementing targeted recruitment and retention strategies to attract and retain students.
- **Infrastructure development:** Prioritizing classroom construction and expansion, as well as library space augmentation.
- **Faculty development:** Investing in faculty recruitment, training, and development to enhance teaching quality and student support.
- **Student support services:** Providing financial aid, academic counseling, and mentorship programs to assist students from disadvantaged backgrounds.

### Institutional Opportunity

#### Opportunities

#### Enhancing Pedagogical Practices

- **Peer teaching initiatives:** This can be expanded to include mentorship programs and peer tutoring for struggling students.
- **Field tours and audio-visual classes:** Integration of more such experiential learning opportunities across different subjects.
- **Extra classes:** A structured system for identifying student needs and providing targeted support.
- **Collaborative learning:** Fostering group projects and collaborative assignments.

#### Expanding Resources and Infrastructure

- **Book donations:** Establishing a regular book drive or partnership with local organizations to increase library resources.
- **New course introductions:** Regularly assessing market demands and introducing relevant skill-based courses.
- **Partnerships:** Building stronger collaborations for student and faculty exchange programs, as well as joint research initiatives.

## Student Support and Career Development

- **Career counseling:** Expanding career guidance services to include industry exposure, internship placements, and alumni networking.
- The college prioritizes a robust student support system with mentors who guide students towards holistic development and well-being.

## Areas for Further Exploration

- **Assessment of the impact of these initiatives:** Collecting data on the effectiveness of peer teaching, field tours, and other implemented strategies.
- **Faculty development:** Providing training for faculty on incorporating these new teaching methods and technologies.
- **Student feedback:** Regularly gathering student input on the effectiveness of these initiatives and areas for improvement.

## Potential Challenges and Considerations:

- **Resource allocation:** Determining the necessary budget and staffing for expanded programs.
- **Faculty workload:** Ensuring that faculty have adequate time and support for implementing new teaching methods.
- **Student engagement:** Motivating students to participate in peer teaching, field tours, and other extracurricular activities.
- **Infrastructure:** Ensuring that the campus has the necessary facilities and technology to support new initiatives.

By addressing these areas, the college can further enhance its academic offerings, improve student outcomes, and strengthen its position in the community.

## Institutional Challenge

### Challenges:

- **Competition:** Numerous colleges nearby with a location advantage.
- **Funding:** Declining public funding, grants, and aids.
- **NEP 2020 and CBCS:** Need for more faculty and resources to implement the multi-disciplinary and multi-lingual curriculum.
- **Student Enrollment:** Needs to be increased.
- **Research Culture:** Needs to be strengthened with more faculty publications.

### Possible Solutions:

- **Stand Out From The Crowd:**

- Highlight unique programs or specializations the college offers.
- Focus on faculty expertise and research areas.
- Develop a strong brand identity that emphasizes the college's strengths.
- **Alternative Funding Sources:**
  - Explore partnerships with industries for sponsored research or internships.
  - Offer continuing education programs or professional development courses for a fee.
  - Seek alumni donations and grants from private foundations.
- **NEP 2020 and CBCS Implementation:**
  - Advocate for increased government funding for faculty positions.
  - Explore faculty development programs to equip them with the skills to handle the new curriculum.
  - Look for collaboration opportunities with other colleges to share resources.
- **Increase Student Enrollment:**
  - Offer scholarships and financial aid packages.
  - Streamline the admission process.
  - Leverage technology for online courses or outreach programs.
  - Organize career fairs and workshops to showcase the college's value proposition.
- **Strengthen Research Culture:**
  - Provide seed funding for faculty research projects.
  - Offer workshops on research methodology and publication.
  - Incentivize faculty publications through recognition and rewards.
  - Build partnerships with research institutions for collaboration.

By addressing these challenges and implementing these solutions, the college can improve its competitive edge, attract more students, enhance its research profile, and achieve its educational goals.

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

#### Curriculum Delivery

Every department has a fairly implemented curriculum plan that is successfully taught to the students in accordance with the college's created academic schedule. Tutorial classes in the ratio of 5:1 in a credit-based system of 6 are included in the Bachelor of Arts program's Honours and General courses in English, Philosophy, Sociology, Sanskrit, Economics, and Political Science. A few undergraduate courses in mathematics and geography also incorporate tutorial sessions in their curriculum delivery strategy, with a 5:1 ratio. A few departments plan project work, excursion activities, and educational visits in order to effectively teach the curriculum.

#### Continuous Internal Evaluation

Continuous Internal Evaluation is conducted by the departments to ensure that students understand their lessons. The college also arranges co-curricular activities and mentoring sessions for the benefit and improvement of students.

#### Add-on Courses

Dum Dum Motijheel Rabindra Mahavidyalaya in the academic year 2018 to 2023 has provided 29 certificate programmes and Value-Added Courses with well-crafted curricula that go beyond the scope of West Bengal State University's current syllabus, these add-on courses, which aim to acquire some employable skills, have drawn a sizable student body.

### **Crosscutting Issues**

To assist students in overcoming the obstacles of contemporary life, the institution deftly incorporates concerns of gender, environmental sustainability, human values, and professional ethics. The current curriculum is well-integrated, assimilated, and reflects the cross-cutting issues of professional ethics, gender, human values, environment, and sustainability with the goal of enriching it.

### **Feedback**

Through standard questionnaires, the College has gathered and analysed feedback on a range of topics related to the delivery of the curriculum, institutional infrastructure, laboratories, library facilities, ICT facilities, office facilities, and other support services from a variety of stakeholders, including students, teachers, alumni, and employers.

### **Teaching-learning and Evaluation**

Dum Dum Motijheel Rabindra Mahavidyalaya has exhibited a robust commitment to enhance the Teaching-Learning and Evaluation Processes within its academic framework.

### **Admission (Enrollment)**

The College follows a free, fair, transparent online Admission process as per the Admission circulars and Reservation policies of the State Government and West Bengal State University.

### **Experiential and Participative Learning:**

- **Field Trips and Study Tours:** Departments organize regular trips and visits relevant to the curriculum or as add-on courses.
- **Skill Development Courses:** The college offers certificate courses beyond the curriculum in areas like digital photography, IT, and heritage tourism.
- **Workshops, Seminars, and Trainings:** These are conducted as part of (MoUs) signed by the college, exposing students to industry practices and real-world issues.
- **Spoken English Classes:** These classes enhance communication skills.
- **Co-curricular Activities:** Students' seminars, debates, quizzes, NSS activities, drawing contests, and wall magazine creation promote active learning and collaboration.

**Problem-Solving Methodologies:** Problem-Solving Methodologies includes Practical Classes, Remedial Classes, Project and Dissertation Courses and Assignments.

**ICT Integration:** ICT Integration includes

- **Learning Management System (LMS)**



- **Smart Classrooms: Campus Wi-Fi**
- **Departmental Computers and Printers**
- **Library Management Software**
- **Online Resources**
- **College Web Portal**
- **Shodhganga Promotion**
- **Faculty Profile and Strength**

The College has a vast human-resource pool of Faculty members representing both youth and experience. 90% of Full-time sanctioned posts of Faculty members are filled as per UGC guidelines. 82% of Full-time Faculty members are qualified with NET/SLET/Ph.D. degrees.

### **Grievance Redressal:**

DDMRC offers various avenues for students to address concerns about internal assessments and external examinations:

- **Principal's Office:** Students can submit grievances to the office for resolution and inclusion in annual reports.
- **Examination Committee:** Students can bring internal exam issues like rescheduling requests to this committee.

### **Pos and COs enlistment, circulation and evaluation of their Attainment**

Dum Dum Motijheel Rabindra Mahavidyalaya's (DDMRM) approach to establishing and evaluating Programme Outcomes (POs) and Course Outcomes (COs) for their educational programs.

### **Research, Innovations and Extension**

#### **Welfare Activities:**

- **National Holidays:** Commemoration of Independence Day, Republic Day, and Women's Day fostered a sense of patriotism, social justice, and national pride.
- **Vivek Sanghati Utsav:** Promotes the teachings of Swami Vivekananda.

#### **Social Awareness Activities:**

- **Punit Sagar Abhiyan:** This initiative focused on cleaning local areas and raising awareness against plastic use.
- **World Environment Day Activities:** Bicycle Day and tree plantation drives highlighted the importance of sustainable transportation and environmental conservation.
- **Tributes and Awareness Campaigns:** NCC organized condolence meetings and awareness campaigns to address social issues like drug abuse and cybersecurity.
- **Peace Running:** This marathon aimed to promote fitness and a peaceful society.
- **Agniveer Air Force Program:** Informed students about career opportunities in the Indian Air Force.

### Health and Awareness Activities:

- **Yoga Camps and Fit India Movement:** Promoted healthy lifestyles and physical fitness among students.
- **Drug Awareness Programs:** Educated students and the public about the dangers of drug use and addiction.
- **Covid-19 Relief Camp:** Provided free vaccinations for students during the pandemic, demonstrating the college's commitment to public health.

### Educational Awareness Activities:

- **NET/SET Free Coaching:** Provided free coaching for postgraduate students and NSS volunteers.
- **Cyber security Awareness Initiative:** Empowered the community with knowledge about cyber security threats and internet safety.

### Research and Development Cell:

- This cell serves as an innovation engine, which coordinates and supports research throughout the institution. It offers a structure platform for faculty to engage in innovative research, ensuring a spirit of enquiry across all academic discipline.

**Intellectual Property Rights (IPR) awareness Programmes:** The IQAC has hosted a number of seminars focused on Intellectual Property Rights to enhance awareness of IPR among students and faculties.

### Incubation Centre:

- **Faculty Research:** UGC-NRC provides advanced research facilities for faculty members.
- **E-Resources Access:** High-speed internet in departmental labs allows easy access to e-resources for both faculty and students.
- **Hands-on Geography Learning:** Students receive practical training with advanced equipment (altimeter, barometer, GPS, etc.) in the well-equipped geography lab.

### Indian Knowledge System (IKS):

Lectures on Indian knowledge is frequently organized by departments in humanities and social sciences, including history and philosophy.

### Infrastructure and Learning Resources

The college has two buildings (old and new) with **modern classrooms, labs, a library, cultural spaces, a gym, and yoga facilities.** There are separate **common rooms** for boys and girls, a **student union room**, a **canteen**, a **book bank**, and a **cheap bookstore.** The new building also has a **seminar hall**, an **exhibition room**, **departmental libraries**, a **career counseling center**, and **smart classrooms.**

The college promotes research with a well-stocked library and hands-on learning with well-equipped labs. They prioritize student well-being with a dedicated **girls' common room**, a **gym** with modern equipment, a **yoga center**, and a **counseling center**.

For extracurricular activities, there's an open-air space for sports and cultural events, a seminar hall, and an indoor games facility. The campus is accessible with **ramps** and **elevators** and has sustainable practices like **solar panels**. Other amenities include a **canteen**, **water purifiers**, a public address system, parking, and **fire safety equipment**.

The First Floor of the college has cells dedicated for the administrative and academic works of the college. The different cells are well equipped with different accessories and have new ac machines installed. The different cells are allotted to **IQAC**, **AISHE**, **RUSA** and **Incubation Centre**.

### **Student Support and Progression**

### **Student Support and Progression**

Dum Dum Motijheel Rabindra Mahavidyalaya actively supports students financially.

- They inform students about scholarships and freeships offered by various government and non-government organizations.
- The college helps students with the application process for these scholarships and freeships.
- In the past five years, 20% of students received financial aid through scholarships and freeships.
- During the COVID-19 pandemic, all students enrolled for university exams received a 50% discount on their exam fees.

**Capacity Building and Skill Enhancement Programmes:** Dum Dum Motijheel Rabindra Mahavidyalaya focuses on preparing students for their careers:

- They offer Capacity Building and Skill Enhancement Programmes to help students develop their abilities for competitive exams.
- Over the past five years, they've organized more than 60 events to enhance student skills.
- The college partners with academic institutions, institutes, and industries to provide better career opportunities for students.
- Faculties actively guide students towards academic and professional success.

**Students Progression and Placement:** Results of our students are quite impressive. An appreciable number of our students regularly got admission for Higher Education and qualified different competitive Examinations like NET, SET, GATE, JAM, etc. In last five years these numbers are 94 and 02 respectively. Our pass-out students have achieved placements in different Government and non-Government organizations. In last five years more than 28 students got placement.

**Awards and achievements:** College motivates active participation of students in different co-curricular and extra-curricular activities by providing supporting aids.

**Organized Grievance Redressal Mechanism:** College has functional, well-organized regulatory committees

for awareness, prevention and addressing of grievances related to ragging, sexual harassment of students.

**Alumni:** College has a registered functional Alumni Association which actively participates in different academic and infrastructural development of the institution.

## **Governance, Leadership and Management**

### **Upgradation of Infrastructure:**

- **Laboratories:** Improved facilities in Journalism & Mass Communication, Education, Commerce, and Economics departments.
- **Workspaces:** Enhanced working conditions for various cells (Career & Counselling, RUSA, IQAC, etc.) with ACs, furniture, and storage.
- **Common Areas:** Upgraded lighting, fans, flooring (Central Library, Meeting Room, Staff & Student Common Rooms)
- **Amenities:** Improved facilities in staff and student toilets, including those for differently-abled individuals.
- **Corridors:** Upgraded aesthetics with glazed wall tiles.

### **Installations for Improved Learning Environment:**

- **125 KVA Diesel Generator:** Ensures uninterrupted power supply.
- **20 KW Rooftop Solar Panel:** Promotes green energy usage.
- **Water Purifiers:** Provides clean drinking water for students and staff.
- **28 CCTV Cameras:** Enhances campus security and safety.
- **High-Speed Internet (4 Connections):** Improves connectivity in college offices, classrooms, and labs.
- **Split ACs (14):** Provides temperature control in key areas.
- **Fire Extinguishers (30):** Ensures fire safety preparedness.
- **Seminar Room Equipment:** Over Head Projector, speakers, for improved presentations.
- **High-Speed Photocopiers (2):** Enhances efficiency in office work.

### **Initiatives for Quality Enhancement:**

- **ISO Certification Efforts**
- **Audits and MOUs**
- **Website Improvement: Capacity Building and Skill Development**
- **Departmental Activities**
- **Learning Management System (LMS) Implementation**
- **Library Management Software**
- **PO/CO Software Acquisition**
- **Faculty and Staff Development**
- **Curriculum Alignment**
- **Library Resources**
- **Feedback Mechanism**
- **Enriching Student Learning**
- **Soft Skill Development**

### **Institutionalizing Quality Assurance:**

- The IQAC establishes strategic plans aligned with the college's vision, encompassing curriculum development, faculty training, research, and infrastructure.
- This robust framework ensures all aspects of the institution function with quality enhancement as a primary objective.

**Enhancing Teaching-Learning Processes:** Regular feedback analysis from students, faculty, and stakeholders identifies strengths and improvement areas in teaching methods.

**Optimizing Operational Structures and Methodologies:** The IQAC periodically evaluates administrative processes, governance practices, and management systems.

**Monitoring Learning Outcomes:** Data-driven analysis of assessment results informs curriculum development and teaching strategies, ensuring learning outcomes align with academic standards.

### **Documenting Progress:**

- The IQAC maintains detailed records of initiatives, their outcomes, and subsequent actions.
- This comprehensive database tracks the institution's progress over time, enabling data-driven decisions for continuous improvement.
- Documentation serves as a valuable resource for internal and external audits, showcasing the college's commitment to quality assurance.

## **Institutional Values and Best Practices**

### **Gender Audit and Sensitization:**

- Regular gender audits assess gender balance in academics and administration.
- Programs, seminars, and workshops raise awareness about gender issues.
- Balanced male-female student and faculty ratios reflect a commitment to equality.

### **Gender in the Curriculum:**

- Courses in various departments (English, Bengali, Political Science, etc.) explore feminist thought, women's rights, and related topics.
- Add-on courses like "Feminist Philosophy" and "Legal Rights of Women" provide in-depth knowledge.
- Webinars address contemporary gender issues like COVID-19's impact on women.

### **Facilities for Women:**

- Dedicated common room for discussions, rehearsals, and indoor activities.
- Well-equipped women's gymnasium for exercise and physical training.
- Informative posters promoting gender awareness and women's health.
- College actively facilitates the Kanyashree Scholarship for female students.

- CCTV surveillance ensures safety for all female students and staff.

### **Women Empowerment in Administration:**

- Committees like Women's Cell and Anti-Ragging Committee focus on female student safety.
- Women faculty members chair various committees (IQAC, Library, etc.)
- Maternity leave and childcare leave support female faculty members.

### **Cultural and Awareness Programs:**

- Participation in NCC and NSS programs promotes inclusivity in community service and environmental initiatives.
- College celebrations (Basanta Utsav, Raksha Bandhan) emphasize gender equality and cultural values.
- Annual sports events encourage female participation with dedicated games and training opportunities.
- Cultural programs showcase active participation of female students.
- College observes important days like Women's Day to highlight gender equity.
- **Nature Club:** Leads tree plantation drives, promotes eco-friendly habits, and maintains a rooftop greenhouse.
- **Green Audit:** Regularly conducted to assess and improve environmental practices.
- **Waste Management:** Kitchen waste is composted for use as fertilizer.
- **Green Spaces:** The college has a variety of gardens containing medicinal plants, flowerbeds, and fruit trees.
- **Smoke-Free and Tobacco-Free Campus:** Promotes a healthy environment for all.
- **Paper Reduction:** Partially paperless office with an e-library to minimize paper usage.

### **Plant Diversity:**

The report also provides a detailed list of 40 different plant species found on campus, including medicinal plants, fruit trees, and oxygen-producing plants placed in classrooms.

**Tree Plantation on World Environment Day:** Highlighting their commitment to environmental awareness.

Best Practice 1

### **360 Degree Appraisal of Teachers**

Best Practice 2

**Title of the Practice: Student Profile Mapping**



## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	DUM DUM MOTIJHEEL RABINDRA MAHAVIDYALAYA
Address	Dum Dum Motijheel Rabindra Mahavidyalaya, 208/B/2, Dum Dum Road
City	Kolkata
State	West Bengal
Pin	700074
Website	<a href="http://www.ddmrm.org">www.ddmrm.org</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Arijit Saha	091-8100278442	9433076156	-	ddmrm2006@rediffmail.com
IQAC / CIQA coordinator	Sabitri Dutta	091-9007766810	9830569574	-	iqacddmrm2015@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	



State	University name	Document
West Bengal	West Bengal State University	<a href="#">View Document</a>

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	02-01-1982	<a href="#">View Document</a>
12B of UGC	02-01-1982	<a href="#">View Document</a>

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Dum Dum Motijheel Rabindra Mahavidyalaya, 208/B/2, Dum Dum Road	Urban	0.531002	2908.5

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/ Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,Bengali, Honours	48	XII pass	Bengali	101	1
UG	BA,English, Honours	48	XII pass	English	68	12
UG	BA,History, Honours	48	XII pass	English,Bengali	31	1
UG	BSc,Economics,Honours	48	XII pass	English,Bengali	29	0
UG	BA,Education,Honours	48	XII pass	English,Bengali	68	4
UG	BA,Journalism And Mass Communication,Honours	48	XII pass	English,Bengali	31	8
UG	BSc,Geography,Honours	48	XII pass	English,Bengali	82	1
UG	BCom,Accounting And Finance,Honours	48	XII pass	English,Bengali	419	29
UG	BA,Ba,General	36	XII pass	English,Bengali	377	105
UG	BSc,Bsc,Honours	36	XII pass	English,Bengali	12	0
UG	BCom,Bcom,General	36	XII pass	English,Bengali	503	53

**Position Details of Faculty & Staff in the College**

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				7				31			
Recruited	1	0	0	1	5	2	0	7	14	16	0	30
Yet to Recruit	0				0				1			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	9	13	0	22
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>						
	<b>Male</b>		<b>Female</b>		<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government						14
Recruited	7		3		0	10
Yet to Recruit						4
Sanctioned by the Management/Society or Other Authorized Bodies						12
Recruited	12		0		0	12
Yet to Recruit						0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				1
Recruited	0	0	0	0
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	2	0	0	2
Yet to Recruit				0

### Qualification Details of the Teaching Staff

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	3	1	0	4	5	0	14
M.Phil.	0	0	0	2	1	0	2	4	0	9
PG	0	0	0	0	0	0	8	7	0	15
UG	0	0	0	0	0	0	0	0	0	0

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

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	306	0	0	0	306
	Female	284	0	0	0	284
	Others	0	0	0	0	0
Certificate / Awareness	Male	253	0	0	0	253
	Female	187	0	0	0	187
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	49	37	28	11
	Female	38	24	13	16
	Others	0	0	0	0
ST	Male	2	1	0	2
	Female	2	1	2	1
	Others	0	0	0	0
OBC	Male	22	15	3	6
	Female	4	3	5	3
	Others	0	0	0	0
General	Male	328	233	205	107
	Female	225	166	145	98
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		670	480	401	244

**Institutional preparedness for NEP**

1. Multidisciplinary/interdisciplinary:	Dum Dum Motijheel Rabindra Mahavidyalaya is a constituent college of West Bengal State University and follows its guidelines and norms in offering multidisciplinary education. The University, at present, does not offer a flexible curriculum, enabling multiple entry and exits during undergraduate education. However, the College is always keen on integrating multiple knowledge domains. For example, the College offers 'Economics, Geography, Political Science' or 'Economics, Geography, Mathematics' for B.Sc. General-course students. Besides, students are inspired to take up projects in the multidisciplinary/ interdisciplinary mode by formulating teams from different courses. In order to give students a wider exposure, college-level invited lectures and conferences, special talks are organised by departments to give students an in depth understanding of other disciplines. Environmental Studies, a compulsory paper for all the departments of the undergraduate course (under CBCS) irrespective of any stream, also offers multidisciplinary education.
2. Academic bank of credits (ABC):	As Dum Dum Motijheel Rabindra Mahavidyalaya is an affiliated institution under West Bengal State University, the implementation of Academic Bank of Credits has to be decided by the affiliating university.
3. Skill development:	The College has Communicative English course. Furthermore, students' skills are augmented by frequent interactions with alumni and industry experts. The College is also providing value-based education through various social outreach programmes, different students' activities, inter departmental and intra-departmental workshops, seminars.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The College has two language departments in Sanskrit, Bengali, English at undergraduate level. The College celebrates Bhasha Diwas on 21 February, every year, Rabindra Jayanti and other cultural programmes are held every year to promote mother language of West Bengal as well as uphold the culture and heritage of our state .
5. Focus on Outcome based education (OBE):	The Learning Outcome of the syllabus prescribed by the West Bengal State University has been formulated with the final outcome expected of students of a particular course at the end of the

	programme. We have well defined Program Outcomes (PO), Program Educational outcomes (PEO) and Course Outcomes (CO). The outcomes are delineated clearly, and the teaching plans are outlined accordingly.
6. Distance education/online education:	The College has successfully imparted all its course content in online mode, using social media to communicate with the students, online classes using Google meet, LMS, e-library, etc. during the Pandemic (COVID-19) and also conducted online examinations successfully. Many webinars, online lecture series and online presentations had been successfully arranged by the college. The Blended mode of academics is still in vogue.

### Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes, an Electoral Literacy Club has been set up in the college on, 21st February, 2023
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	The ELC coordinators and members are selected by the Principal from various stakeholders of the college. The ELC is functional with the following office bearers: 1. Nodal Officer-I Dr. Shyamal Dalapati Faculty member, Dept. of Mathematics 2. Nodal Officer-II Sri. Ashis Mandal Faculty member, Dept. of Political Science 3. Convener Sri. Shaswata Chakraborty Student, Sem VI, Dept. of Commerce 4. Member Sri. Sumit Bose Student, Sem VI, Dept. of Commerce 5. Member Sri. Ratul Banerjee Student, Sem VI, BA Gen 6. Member Sri. Krishna Chakraborty Student, Sem VI, BA Gen 7. Member Smt. Priyanka Bhaduri Student, Sem I, BA Gen.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under The ELC of the college has been constituted since one month. So the Club is yet to arrange any formal camp or initiative under its purview. But the college generally organizes the following activities related to 'Electoral Processes



	<p>and General Election’ under the personal initiative of the Principal: a) The college organized a camp for updating Voter List in collaboration with the Barasat Block Self Study Report of Dum Dum Motijheel Rabindra Mahavidyalaya privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc. Office as per direction of the Election Commission. The students’ body of the college helps enlist new voters. b) The teachers, in general, campaigns in the college to encourage the new students to enter their names in the voter list. c) The college along with representatives from BDO, Barasat Block 2 arranged mock voting session in college campus to familiarise with the functioning of EVM and VVPAT machines. All teaching and nonteaching employees along with students participated with great enthusiasm in that camp. d) The college conducts periodic campaigns among students to make them aware of their democratic rights and importance of casting vote under the slogan “My vote, my right”. e) The nonteaching staffs of the college act as BLO (Booth Level Officer) under Election Commissioners’ Office to scrutinize documents during voter list correction &amp; rectification camp. f) Many teaching and nonteaching staffs of the college acts as Presiding Officer under the Office of Election Commissioner during Loksabha, Bidhansabha and local body election.</p>
<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>The college organized a camp for updating Voter List in collaboration with the Barasat Block of Dum Dum Motijheel Rabindra Mahavidyalaya for the students of the college in the college premise.</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>Students above 18 years who have still not registered their names in the voter list are encouraged by the teachers to do so.</p>

## Extended Profile

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### 1 Students

#### 1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1126	1552	1773	1770	1410

File Description	Document
Upload Supporting Document	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 2 Teachers

#### 2.1

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

Response: 41

File Description	Document
Upload Supporting Document	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.2

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

2022-23	2021-22	2020-21	2019-20	2018-19
39	38	40	15	14

### 3 Institution

#### 3.1

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

2022-23	2021-22	2020-21	2019-20	2018-19
46.90543	26.00230	100.1273	53.30364	48.40177

File Description	Document
Upload Supporting Document	<a href="#">View Document</a>

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1

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

##### **Response:**

As an affiliated institution, Dum Dum Motijheel Rabindra Mahavidyalaya follows the curriculum prescribed by West Bengal State University (WBSU). It offers 12 undergraduate courses including including B. A, B.Sc. & B. Com Programmes in Honours and General. It follows the **Choice Based Credit System (CBCS)** designed by the **West Bengal State University** since 2018.

All departments in this college has a well-designed, robust and extensive curriculum plans and they are fairly implemented following the Academic Calendar prepared by the IQAC and the institutional authority. The institutional Academic Calendar abides by the Academic Calendar provided by the West Bengal State University.

#### **MECHANISM FOR CURRICULUM DELIVERY**

##### **Central as well as Departmental Routine:**

The College prepares a master routine centrally and that is shared with the departments. The departments make required changes prioritising the needs of the students and the syllabus provided by the University. In the beginning of each semester a teaching plan is shared with the students mentioning parts of the syllabus covered by the respective teachers.

##### **Induction/Orientation Program for the first semester students:**

The college organises an Induction/Orientation Program for the first semester students. They are made aware of the CBCS structure and details of credits they can earn from various courses. Since last academic session NEP has been introduced and accordingly students of the last academic year have been explained the structure of the NEP system.

##### **Project work, excursions and field surveys:**

These are organized by some of the departments for comprehensive delivery of the curriculum.

##### **ICT based teaching learning methods:**

The college uses ICT based methods that help students to have a better understanding of the subject matter of the courses.

**Well-stocked Library:**

The central Library of the college is a repository of a number of books and journals including E-books. The KOHA software in the library enables students to access the catalogues. Students can also read and borrow books from respective departmental libraries.

**Wall Magazines:**

Students of different departments publish wall magazine reflecting their awareness about the contemporary issues.

**Invited lecture/Seminar/Webinar**

Various departments of the college organise seminars, webinars, and special lectures on different interdisciplinary topics to make the students aware of the contemporary developmental issues all over the globe.

**Remedial classes for weak students:**

The college identifies the slow learners and arranges remedial classes for them.

**Continuous Internal Evaluation:**

Continuous Internal Evaluation is conducted by the departments to ensure that students understand their lessons. The internal evaluation is taken mainly in the form of presentation, group discussion, and tests.

**Departmental meetings and Parent Teacher Meeting (PTM)**

These meetings are conducted periodically. Guardians become aware of the progress of their wards.

**MOU/Collaborations with other colleges:**

The college arranges various collaborative activities, specially faculty exchange programs. It helps students to gain knowledge from the experts in the field.

**Learning Management System:**

The college has LMS and all curriculum related materials including question banks and study materials are available in that portal.

In a nutshell, the institute provides a holistic learning environment for all-round development of the learners.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1

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

**Response:** 18

File Description	Document
List of students and the attendance sheet for the above mentioned programs	<a href="#">View Document</a>
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Evidence of course completion, like course completion certificate etc. Apart from the above:	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### Other Upload Files

1

[View Document](#)

### 1.2.2

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

**Response:** 30.76

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

2022-23	2021-22	2020-21	2019-20	2018-19
570	780	180	817	00

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 1.3 Curriculum Enrichment

#### 1.3.1

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

**Response:**

#### 1.3 Curriculum Enrichment

#### 1.3.1

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

Response:

a) Professional Ethics Regarding Commerce and Management: Topics like insurance, fundamentals of entrepreneurship, accountancy, auditing, mercantile law, business ethics and corporate governance, business environment, business communications etc. are taught in B.Com. (H), B.Com. (G), Economics (H) and Economics (G) courses. “Western Ethics” and “Ethical and Social Philosophy of India” are compulsory papers for students of B.A. Philosophy (General) course in Semester-III and Semester-V respectively. In these papers, students are taught about ethics, various aspects of morality, Karma, Dharma etc.

b) Gender Issues: “Women’s Writing” and “Gender and Human Rights” are two compulsory papers in the Semester-V and Semester-VI respectively of B.A. English (Honours) course. Students of B.A. History (Honours) course learn about women’s movements in USA and women’s rights in Semester-V. “Some Perspectives of Women’s Rights in India” is a compulsory paper in B.A. History (General) course in Semester-VI. “Women Education” is a Discipline Specific Elective paper in the Semester-V of B.A. Education (Honours) course. “Gender and Sexuality” is a Discipline Specific Elective paper in the Semester-V of B.A. Sociology (General) course. “Gender Sensitization” is a Skill Enhancement Paper in the Semester-VI of B.A. Sociology (General) course.

“Women, Power and Politics” is a Discipline Specific Elective paper in the Semester-V of B.A. Political

Science (General) course. c) Human values: The crosscutting issues relevant to human values are covered in curriculum of Political Science (General), History (Honours), Sanskrit (Gen), English (Honours), Education (Honours).

“Value Education” is a Discipline Specific Elective paper in the Semester-VI of B.A. Education (Honours) course. d) Environment and Sustainability: “Environmental Studies” is a compulsory paper in Semester-I for all undergraduate students irrespective of their courses.

“Environmental Geography” is a compulsory paper in the Semester-IV of Geography (Honours) course. In this paper the, the students learn about the use of various local plants for many aspects of life, such as medicines, foods, shelters, intoxicants, beverages and clothing, management and conservation of plant resources, biodiversity and its threats and conservation strategies, sustainable development etc. “Environmental Education” is a Discipline Specific Elective paper in Semester-VI of B.A Education (Honours) course. Environmental Education and Sustainability is also a part of Sem V English Hons course as the students are given a background to Romantic Period and are taught about the romantic poets and their poems which deal with Nature and relationship of Man and Nature as the primary subject.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 1.3.2

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

**Response:** 62.17

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

**Response:** 700

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

### 1.4.1

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



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

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

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1

##### Enrolment percentage

**Response:** 34.62

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

2022-23	2021-22	2020-21	2019-20	2018-19
244	401	481	670	622

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

2022-23	2021-22	2020-21	2019-20	2018-19
1402	1402	1402	1402	1377

#### File Description

#### Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

#### 2.1.2

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

**Response:** 13.41

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

2022-23	2021-22	2020-21	2019-20	2018-19
39	51	81	117	133

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

2022-23	2021-22	2020-21	2019-20	2018-19
630	630	630	630	620

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

## 2.2 Student Teacher Ratio

### 2.2.1

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

**Response:** 28.87

## 2.3 Teaching- Learning Process

### 2.3.1

**Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process**

**Response:**

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response: Dum Dum Motijheel Rabindra Mahavidyalaya has tried to robustly, comprehensively promote experiential learning, participative learning and problem solving methodologies amongst students in the following manner

**Experiential and Participative Learning:**

1. Several Departments conduct regular Study tours, Field visits as a part of their Curriculum or Add-on courses.
2. The College provides Certificates Courses on Digital Photography, Information Technology and Heritage Tourism apart from the all Add-On Courses.
3. Several workshops, trainings, seminars have been conducted as part of the MoUs signed by the College. Industry visits, Waste Management programmes and a plethora of activities have been performed as part of it.
4. Students' seminars, Debate competition, Quiz contests and other co-curricular activities are organized.
5. NSS Unit of the College conducts regular events.
6. Competition like Drawing contests are organized.
7. Seminars, Workshops, Capacity Building and Skill Enhancement Initiatives are held in the College regularly to provide participative learning experiences.
8. Wall Magazines are maintained by the students of many Departments.
9. Days of National and International importance are commemorated in the College which enriches students regarding the History and Culture of India.
11. Seminars on Gender issues, Ethics, Value education are conducted.
12. Awareness programmes on Blood Donation, Tally, Taxation are notable amongst a long list of activities conducted.
13. Yoga, gym sessions are held.

**Problem Solving Methodologies:**

1. Several Departments conduct regular Practical classes & also remedial classes for slow learners.

2. Several Departments provide Project/Dissertation Courses to their honours and general students.
3. Faculty members provide Assignments to the students and evaluate them.

**The following ICT-based Teaching-Learning methods are employed at the college**

1. LMS Software is used to upload the Internal & End-Semester Examination Question Papers, Learning Resources and Curriculum plans for the academic benefit of the students.
2. Some classrooms along with the smart class room are ICT-enabled with LCD projectors and screens.
3. The campus has high-speed Ethernet-based internet facility and is WIFI enabled.
4. Departments are equipped with Desktops and Printers.
5. Library uses the Library-Management software for books' circulation management.
6. College website provides access to reputed Online Open-source E-Learning Resources like National Digital Library and others.
7. Students are encouraged to use Shodhganga.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1

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

**Response:** 94.19

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

2022-23	2021-22	2020-21	2019-20	2018-19
40	40	41	17	17

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**2.4.2**

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

**Response:** 74.66

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

2022-23	2021-22	2020-21	2019-20	2018-19
29	28	25	14	13

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

## 2.5 Evaluation Process and Reforms

**2.5.1**

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

**Response:**

## 2.5 Evaluation Process and Reforms

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

Dum Dum Motijheel Rabindra Mahavidyalaya College has designed its Internal Assessment (IA) evaluation process in accordance with University circulars. End-semester (External) Examinations related modalities, schedules, notifications, centre allocation documents are primarily published by the University, which are circulated and implemented by the College. Total Marks for IA is 20 for the Core Courses (CC), Generic Electives (GE) and Discipline Specific Electives (DSE) and 20 for the Skill Enhancement Courses (SEC). According to University Regulations, IA can be in the form of Written Examination with attendance 5 Marks. Internal Examinations' related notifications are circulated by the Examination Committees and they conduct the General Internal Assessments in a centralized way, whereas the Honours Internal Assessments are conducted by the Departments. End-semester (External) Examinations related Enrollment Notifications, Admit Cards, Schedules, Centre allocation lists are published by the University which in turn are circulated through College Notices (in the website). Detailed Notifications, Room plans and posters for End-semester Examinations are published by the College. Practical Examinations are held by the Departments themselves. The Internal, Practical Marks is preserved by the Departments and uploaded in the University portal. Flowchart and Detailed Summary (Marks Distribution, Frequency, Modalities, Conducting Methodology, Marks preservation, Notifications circulation) for Internal and External Examinations is given in the Report attached. The students have several options at their disposal for registering grievances related to Internal Assessments and End-Semester Examinations. They are:

1. **Departments and Faculties:** Aggrieved students can approach their respective Departments and Faculty members with their Grievances and complaints which are solved in turn by the Departments through deliberation in Departmental meetings.
2. **Principal's Office:** Students can submit Examination related Grievance applications to the Office. They are solved by the Office staff and Annual reports are also prepared.
3. **Examination Committee:** The students can approach the Examination Committees with their grievances related to Internal examinations like rescheduling requests, Course combination correction etc.
4. **Post Results publication Review system:** The students can apply for Review of their Results. As and when the University publishes review Notifications, the College circulates the Notices online. The Review Submission is done through online mode in the University portal.
5. **State Public information Officer:** Thus any student with queries related to internal examinations can approach the SPIO with an RTI Application under section 6(1) of RTI Act, 2005.
6. **Grievance Redressal Committee (GRC):** Any student can lodge a Complaint through Email in a specified format given in the College website. The GRC convenes meetings based on it, involving the student(s) along with the connected parties to immediately solve it. The Departments submit Annual Grievances Reports to the GRC. On the basis of these along with its own activities, the GRC compiles an

Annual report.

**7. Mentoring Program:** Mentoring sessions are conducted for the students where they can express their grievances.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

### 2.6.1

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

#### **Response:**

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

Response: Programme Outcomes (POs) and Course Outcomes (COs) are key components of educational programmes in an Institution. POs define the overarching knowledge, skills and attributes that students are expected to attain by the time they complete their programme of study. COs specify the specific learning objectives for individual courses within that Programme. Dum Dum Motijheel Rabindra Mahavidyalaya believes that a detailed and comprehensive set of Outcomes and Objectives for broad-based Streams, Programmes and Courses have to be designed and circulated before the commencement of the Teaching-Learning process. Thus, a comprehensive set of objectives, outcomes and goals had to be set forth for the students for them to have a clear and vivid understanding of the scope, syllabus, depth and breadth of the Programmes to be pursued by them. The following steps were executed to design the Objectives and Outcomes and ensure their widespread circulation.

First, the concept of Learning Outcomes (LOs) in accordance with Bloom's Taxonomy had to be understood. After that, Dum Dum Motijheel Rabindra Mahavidyalaya initiated the task of designing the broad stream based Programme Outcomes (POs). After enlisting these broad-streams based Programme Outcomes (POs), the designing phase of the Programme Specific Outcomes (PSOs) for the Honours programmes got initiated. The Faculty Members of all Departments brainstormed to design the PSOs for each of the all Undergraduate Honours Programmes along with the Course Outcomes (COs) for each of Courses enlisted in the curriculum of the respective Programmes. The College ensured widespread circulation of the POs, PSOs, COs amongst stakeholders (students and educators) for proper clarity and transparency regarding the objectivity of the entire Teaching-Learning process. Widespread circulation of the designed POs, PSOs, COs are ensured in the following ways –



1. The centralized PSOs and departmental POs and COs are uploaded in a dedicated web-page in the College website.
2. The College published Notifications (containing the Web-links) for widespread circulation of the PSOs, POs, COs. The students and their parents can readily access them and gain clarity regarding the objectivity and outcomes of the Programmes.
3. Faculty members have shared these set-forth Objectives and Outcomes with the students and discussed these in great detail with them during classroom teaching. The students have always been encouraged to properly understand these objectives and have a clear and vivid understanding.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 2.6.2

*Attainment of POs and COs are evaluated.*

**Explain with evidence in a maximum of 500 words**

**Response:**

The Attainment of POs and COs is typically evaluated to assess the effectiveness of a Program or Course in achieving its intended learning objectives. This evaluation is of paramount importance for continuous improvement and improvisation. Just as the designing of the Program and Course Objectives was the point of commencement of the entire Teaching-Learning process, the evaluation of their attainment has to be the culmination point. The Attainment levels of the designed Outcomes have to be evaluated in a robust, scientific and comprehensive manner. The Outcomes are the set of Objectives that a student should be attaining or acquiring when successfully qualifying the Final Semester (that is UG Semester-VI) Examination. The various methods employed for evaluation of Attainment of these POs, PSOs, COs can be classified into 2 broad categories

1. Direct Attainment Evaluation Strategies
2. Indirect Attainment Evaluation Strategies.

The methods employed for evaluation of Attainment are as follows:

1. End-Semester Examination results: Detailed Analysis of End-Semester Examination results provide a vivid picture regarding the attainment of the laid down POs, PSOs, COs. Detailed analysis of the results are attached.

2. Internal Examination results: Analysis of the Internal Examination results provides a basis for

evaluation of attainment and planning for the future remaining span of the Semester.

3. Academic Progression related Departmental Faculty Members' Meetings: The Faculty Members convene Departmental meetings to evaluate Academic Progression of the students. These meetings are generally held after the Internal Examinations in each Semester. Thus there are 02 such Departmental Academic Progression related Faculties' Meetings in a Academic Year (that is one for the Odd Semesters and one for the Even Semesters). The Resolutions of these meetings are enclosed.

4. Students Performance and Attainment Mapping Software Portal: The College uses a Web-portal for mapping the Courses to PSOs and for grading all the Final semester students in accordance with the laid down PSOs. The portal uses a well-defined Algorithm for computing the Attainment Score of each Student of the college based on both CGPA and the Faculty members' Grades. This score gives a robust idea regarding the Attainment levels and it is evaluated for each and every student passing out of the College.

5. Progression to Higher education: Students' progression to Higher Education serves as an important metric for attainment evaluation. Progression to Higher Education acts as a marker for evaluating successful attainment of the laid down Programme and Course Objectives and Outcomes.

6. Placements achieved by the students: Placements achieved by students also serve as an important metric for Attainment evaluation. The list of students successfully placed is attached.

7. Students' Feedback Reports: The Students' Feedback Reports for the last 5 completed academic years are a basis for self-evaluation of Objectives and Outcomes enlisted earlier.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 2.6.3

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

**Response:** 80.16

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

2022-23	2021-22	2020-21	2019-20	2018-19
136	269	194	171	42

#### 2.6.3.2 Number of final year students who appeared for the university examination year-wise

**during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
263	274	195	183	98

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

**2.7 Student Satisfaction Survey**

<b>2.7.1</b>	
<b>Online student satisfaction survey regarding teaching learning process</b>	
<b>Response: 3.99</b>	
<b>File Description</b>	<b>Document</b>
Upload database of all students on roll as per data template	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

#### 3.1.1

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

**Response:** 0.68

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0.683	0

#### File Description

#### Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

### 3.2 Innovation Ecosystem

#### 3.2.1

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

**Response:**

#### 3.2 Innovation Ecosystem

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

**Response:**

Through the implementation of various policies and initiatives, Dum Dum Motijheel Rabindra Mahavidyalaya has built an exceptional innovation ecosystem, with active involvement from academic departments, IQAC, and sub-committees.

### Research and Development Cell:

- This cell serves as an innovation engine, which coordinates and supports research throughout the institution. It offers a platform for faculty to engage in innovative research, ensuring a spirit of enquiry across all academic discipline.

### Intellectual Property Rights (IPR):

- **Intellectual Property Rights (IPR) awareness Programmes:** The IQAC has hosted a number of seminars focused on Intellectual Property Rights to enhance awareness of IPR among students and faculties.

### Incubation Centre:

- **UGC NETWORK RESOURCE CENTRES (UGC-NRC):** Faculty members can access advanced research facilities at this institute through UGC-NRC.
- **Departmental Laboratories:** With the presence of high-speed internet, students and faculty members can smoothly access e-resources.
- **Laboratory instruments:** Students of department of geography receive high-quality hands-on training in this laboratory, using advanced equipment such as Altimeter, barometer, clinometer, dumpy, GPS, Mirror Stereoscope, and more, under the guidance of expert faculty members.
- **Smart Classroom:** Through different approaches and a supportive atmosphere, this digital classroom sparks students' interest in the learning process.

### Indian Knowledge System (IKS):

- **Lectures / seminars on Indian knowledge:** Lectures on Indian knowledge is frequently organized by departments in Humanities and Social Sciences, including History and Philosophy.
- **Add-on/ Certificate/ Value-added courses:** Recognizing the shifting demands of the professional world, various courses have been developed outside of the standard curriculum to equip students with extra skills and knowledge, enabling them to excel in their careers and embrace a mindset of ongoing education.
- **Central Library Facility:** With over eighteen thousand books and journals, the central library is a vast repository. The academic community greatly benefitted from the ample resources provided by INFLIBNET.

### Other Activities:

- **No objection for pursuing M.Phil./ Ph.D. degree or Research Projects:** There is unanimous agreement to pursue an M.Phil./Ph.D. degree or research projects.
- **Faculty participation in various academic programmes:** By serving as resource persons in external academic programs, faculty members from the institute strengthen its reputation as a center of knowledge and expertise.
- **Publication convenience:** Faculty members from this college and other colleges can publish their research papers in the annual academic journal with ISSN (ISSN: 2331-315X) that is regularly published by this college. Students are encouraged to submit their work to the **wall magazines** of

their respective departments.

- **Workshop and seminars for students & faculties:** Several workshops and seminars are organized by the IQAC in conjunction with various departments from this college and others.
- **Library Orientation Programme:** The Central library takes annual initiatives to organize library orientation tours/programs, aimed at enhancing students' familiarity with library resources and how to utilize them.
- **Co-curricular Activities for students:** Initiatives for organizing co-curricular activities such as student seminars and competitive events, mentoring were conducted by IQAC.
- **Collaborative Agreements:** Knowledge transfer among faculty members and students can be enhanced by collaborating and signing MoUs with other academic institutions.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 3.2.2

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

**Response:** 42

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

2022-23	2021-22	2020-21	2019-20	2018-19
11	6	16	8	1

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 3.3 Research Publications and Awards

### 3.3.1

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

**Response: 0.32****3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
2	5	2	4	0

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	<a href="#">View Document</a>
Link to re-directing to journal source-cite website in case of digital journals	<a href="#">View Document</a>
Links to the papers published in journals listed in UGC CARE list or	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**3.3.2****Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****Response: 0.51****3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
8	6	5	1	1

File Description	Document
List of chapter/book along with the links redirecting to the source website	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 3.4 Extension Activities

#### 3.4.1

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

**Response:**

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

**Response:**

Over the last five years, the NCC and NSS units has executed a series of impactful activities, encompassing diverse domains, that have significantly contributed to the holistic development of students and the betterment of the surrounding community. Significant extension activities spearheaded by the NCC and NSS include:

#### **Welfare activities**

- **Commemoration of Independence Day:** This day honors the sacrifices made by our warriors to advance the liberation movement and secure our independence from British domination.
- **Commemoration of Republic Day:** Observing this day is important to commemorate the adoption of the Indian Constitution and the country's shift to a republic.



- **Vivek Sanghati Utsab:** On 22.05.2023, the NSS unit of this college joins the auspicious occasion organized by West Bengal State University to motivate young students with novel speeches by Swami Vivekananda and the release of books on Swami Vivekananda.
- **Women's Day tribute:** NCC commemorated International Women's Day as a tribute to all women in our society.

### Social Awareness activities

- **Punit Sagar Abhijan:** Through this innovative project, the NCC unit undertook cleaning activities in the college's neighboring areas and ran campaigns against plastic usage.
- **Awareness about environmentally-friendly transportation:** World Bicycle Day has raised awareness about accessible and eco-friendly transportation.
- **Condolence of Bipin Rawat:** General Bipin Rawat was an Indian military officer died through helicopter crash in December 2021. In this regard, the NCC unit arranged a condolence meeting.
- **Peace Running:** NCC cadets took an initiative to meet with Honorable Governor by marathon race. This activity aims to encourage society to maintain fitness.
- **Agniveer Air Force program:** This activity specifically targeted the young generation and college students, aiming to motivate them to join the air force.

### Health and Awareness activities

- **Yoga Camp:** Active promotion of holistic well-being led the NCC unit to encourage a healthy lifestyle among students and the community.
- **Fit India movement:** Aims to motivate students and the community to prioritize fitness,

especially during the lockdown with strict adherence to social distancing.

- **Drug Awareness:** The main goal of this event was to inform and sensitize students and society about the negative impacts of drug use, as well as the risks associated with drug abuse.
- **Covid-19 relief camp:** Free vaccinations for students have been organized by the college authority during the Covid-19 pandemic.

#### **Educational Awareness activities**

- **NET/ SET free coaching centre:** NSS extended free coaching for NET/SET exams to both post-graduate students and NSS volunteers.
- **Cyber security awareness initiative:** Ensuring digital safety by targeting neighboring communities and increasing awareness about cybercrime and internet addiction.

#### **Environmental Awareness activities**

- **Global warming awareness:** To observe World Ozone Day, the NSS arranged a tree plantation activity at the college campus. Students will acquire a more comprehensive grasp of global warming and its adverse effects as a result of this event.

#### **Outcomes of the extension activities:**

Through extension activities, individuals develop a sense of social responsibility, improve their overall personality, and become aware of social issues. Active engagement in social and cultural events beyond college helps acknowledge their role in shaping a better society.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 3.4.2

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

##### **Response:**

The extension initiatives of Dum Dum Motijheel Rabindra Mahavidyalaya have been recognized and commended by government authorities and various reputable entities. By honoring the institution's exceptional contributions to community service and outreach, these awards emphasize its commitment to enhancing society.

- The NCC and NSS unit at Dum Dum Motijheel Rabindra Mahavidyalaya has been praised and recognized for their diligent efforts in community engagement and social outreach.
- Our college students went above and beyond in their academic achievements and also actively participated in extension programs, earning several awards for their outstanding performances in extracurricular activities.
  
- The faculty members of our college have received appreciations and recognitions for delivering presentations in seminars and conferences, and for actively participating in extension activities. The following evidences are mentioned below.
  
- Dr. Sabitri Dutta, an associate professor from the Department of Economics, fulfilled multiple roles such as resource person, invited speaker, panelist, evaluator, and paper setter in colleges across West Bengal.
  
- West Bengal State University has appointed Dr. Sabitri Dutta, an associate professor from the Department of Economics, as a guest lecturer. Additionally, she was invited as a visiting faculty from Presidency University.
  
- Under the Ministry of MSME's ESDP scheme, Dr. Diptendu Simlai, an associate professor from the Department of Commerce, was invited by the Entrepreneurship Development Institute of India to deliver a lecture. of India.

- Dr. Diptendu Simlai, an associate professor from the Department of Commerce, has been appointed to the board of studies for the course “BBA-Accountancy, Taxation & Auditing” at Maulana Abul Kalam Azad University of Technology, West Bengal. Additionally, he received a nomination as a board member for the Management & Marketing course at West Bengal State University.
- Several faculty members will serve as PhD supervisors for different universities.
- Lt. Ashis Mandal, Assistant professor of Department of Political Science, received recognition from NCC Group Headquarters for his active involvement in multiple activities of the “**EK BHARAT SHRESHTH BHARAT**” special National Integration Camp in Srinagar in June 2023.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 3.4.3

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

**Response:** 44

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

2022-23	2021-22	2020-21	2019-20	2018-19
18	15	0	4	7

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 3.5 Collaboration

#### 3.5.1

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

**Response:** 18

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	<a href="#">View Document</a>
List of year wise activities and exchange should be provided	<a href="#">View Document</a>
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

#### 4.1.1

The Institution has adequate infrastructure and other facilities for,

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

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

#### Response:

Dum Dum Motijheel Rabindra Mahavidyalaya boasts a vibrant educational environment supported by robust infrastructure and modern amenities. With well-equipped classrooms, ICT facilities, spaces for cultural activities, fitness.

The main infrastructural facilities include:

#### A. Classrooms, Library and

##### Old Building:

1. **Ground floor:** Ground floor comprises of •Boys' Common room, • Boys' Gymnasium, • Girls' Common room, • Girls' Gymnasium, • Students' Union Room, • Care taker residence
2. **First floor:** The first floor includes: • The Office of the Principal, • Teachers' Room, • Central library and Library Reading Room for students and Teachers with computer facility and • College Office.
3. **Second Floor:** The second floor has: • Geography Lab, • NSS Room • Three class rooms. At the roof -NCC Room.

##### New building:

1. **Ground floor:** • Seminar hall, •Laboratories for department of education, Economics, Journalism and Mass Communication and Commerce • Government of West Bengal Youth Computer Training Centre.
2. **First floor:** • Departmental Libraries, • Career and Counselling Cell, • UGC-NRC and • IQAC Room, •RUSA •Smart Class room • Server room, • Extended College office (with Head Clerk/ Office co-ordinator, cash enclosure, Accounts & Bursar )
3. **Second Floor:** • GIS Laboratory, • Five class rooms.
4. **Third Floor:** This floor houses six class rooms.
5. **Fourth Floor:** • Six class rooms allotted for different departments.

**Well-stocked library:** The Institution has well stock library to promote a research-oriented culture. The college upgraded its library management using cloud-based KOHA software, enhancing accessibility, scalability, and overall efficiency in library operations.

**Laboratories:** Well-equipped laboratories for Geography, Education, Economics, Journalism and Mass Communication and Commerce, promoting hands-on learning and research.

**Common Room:** The college prioritizes gender-specific spaces with the provision of a dedicated Girls' Common Room.

## **B. Facilities for Cultural and Sports**

- The institution boasts a dedicated open air space for sports cultural activities.
- One Seminar Halls serve as an additional space for cultural activities, offering a platform for interactive sessions, seminars and workshops.

## **C. Gymnasium**

The gymnasium has state-of-the art equipments, prioritize physical and mental well-being.

A dedicated counselling center supports students' mental health needs, providing guidance and support.

## **D. Games (Indoor and Outdoor):**

- Indoor games facility includes spaces for chess, carrom and other board games, providing students with opportunities for leisure and competitive sports.
- The campus features one playground encouraging sports and recreational activities, promoting holistic development.

## **E. Other Facilities:**

- Ramp for Disabled Person, and Elevator ensures accessibility for individuals with disabilities, promoting inclusivity.
- Solar panels demonstrate a commitment to sustainable practices and energy efficiency.
- One canteen provides a space for students and faculty to socialize and refuel during breaks.
- Two water purifiers ensure access to clean and safe drinking water throughout the campus.
- Public Address System facilitates effective communication during events and emergencies.

- An extensive garage space provides parking facilities for staff and students.
- More than ten Fire extinguishers, stringent safety protocols and equipment ensure a secure environment within the campus.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

#### 4.1.2

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

**Response:** 37.25

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

2022-23	2021-22	2020-21	2019-20	2018-19
0.35	1.09	79.80	17.11	4

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

#### 4.2.1

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



**Response:**

Dum Dum Motijheel Rabindra Mahavidyalaya has meticulously woven a tapestry of initiatives and resources within its library, anchoring its commitment to academic excellence, technological advancement, and a thriving culture of research and reading. Main among the library resources:

**1. Library Software and Devices:**

**1. E-resources Membership in N-LIST (Inflibnet):** Membership in this platform grants access to a vast array of e-books and e-journals, contributing significantly to the college's digital resource pool.

**1. Remote Access to E-Resources:** Providing remote access to e-resources aligns with modern learning needs, promoting flexibility and convenience for students and faculty.

**1. Subscription to Journals and E-Journals:** Diverse subscriptions to academic journals and e-journals enrich the research capabilities of the college community, showcasing a dedication to comprehensive academic resources.

**1. Cultural and Academic Events:** Periodic book exhibitions and fairs foster a vibrant intellectual environment on campus, promoting reading habits and showcasing diverse collections. Library orientation programs ensure that students and faculty are acquainted with available resources and adept in utilizing library technology efficiently.

**1. Library Subcommittee as Advisory Body:** The Library Subcommittee, comprising faculty, librarians, and student representatives, plays a pivotal role in shaping library policies and strategies.

**1. Library Footfall (2018-2023):** The consistent footfall of teachers, non-teaching staff, and students illustrates the library's pivotal role in supporting academic and research activities within the college community, as evidenced by detailed usage statistics.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 4.3 IT Infrastructure

### 4.3.1

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

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

**Response:**

Dum Dum Motijheel Rabindra Mahavidyalaya leads in technological innovation, consistently updating IT facilities for cutting-edge resources. Committed to seamless connectivity, it provides ample bandwidth, fostering a dynamic, tech-savvy learning environment. Key facilities include:

**1.Computer, Laptop and projectors:** The institution boasts a comprehensive IT infrastructure, comprising 60 desktop, 10 laptops, 4 printers, 2 Xerox Machine and 3 projectors. This robust setup supports various academic and administrative functions.

**2.Optical Fiber Network:** The Institution has 6 Wifi Network with 1000Mbps speed and 2 Wifi Network with 100 Mbps speed.

**3.Virtual Smart Classroom and ICT Classrooms:** The college features a state-of-the-art virtual smart classroom, enhancing interactive learning experiences.

**4.Wi-Fi Facility:** The campus is fully Wi-Fi enabled, ensuring seamless internet access for students and faculty. This supports online research, collaboration, and access to educational resources from any location within the campus.

**5.Annual Maintenance Contracts (AMC) and Upgradation:** The institution prioritizes the maintenance and upgradation of IT facilities through Annual Maintenance Contracts. This proactive approach ensures the longevity and efficiency of the equipment.

**6.Cloud-Based Library Management System:** The college upgraded its library management using cloud-based KOHA software, enhancing accessibility, scalability, and overall efficiency in library operations.

**7.Learning Management System (LMS):** Since 2018, Dum Dum Motijheel Rabindra Mahavidyalaya

implemented a Learning Management System, offering a centralized platform for online resources, assignments, and communication between students and faculty.

**8. Online Admission System:** The institution introduced an online admission system in 2015, streamlining the admission process for prospective students.

**9. Administrative Software:** The college utilizes various software applications for human resources, including HR software, HRMS other software.

**10. Subject-Specific Software in Departments:** The Geography department uses the 21st Century GIS Professional 2012 for advanced geographical information systems

**11. Online Feedback System:** The Institution values feedback from all stakeholders. The institution has implemented an online feedback system to gather insights from students, faculty, and staff, facilitating continuous improvement.

**12. Communication Tools:** The college efficiently circulates notices via WhatsApp groups. The employment of advanced college automation and digital display software enhances administrative efficiency and communication channels, creating a tech-savvy learning and working environment for the college community.

**13. Office Software and Website Maintenance:** Tally ERP manages financial tasks, serving as the college's office software. Regular updates on the college website ensure accurate and current information for students, faculty, and the public.

**14. Online Examination System:** From 2020, the institution has implemented an online examination system through LMS & G-Suit platform.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

#### 4.3.2

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

**Response:** 16.09

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

**Response:** 70

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	<a href="#">View Document</a>
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

#### 4.4 Maintenance of Campus Infrastructure

##### 4.4.1

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

**Response:** 30.39

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

2022-23	2021-22	2020-21	2019-20	2018-19
19.71	17.51	7.96	13.448	24.86

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1

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

**Response:** 67.88

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

2022-23	2021-22	2020-21	2019-20	2018-19
825	503	2051	938	863

#### File Description

#### Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).

[View Document](#)

Upload policy document of the HEI for award of scholarship and freeships.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

#### 5.1.2

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

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

**Response:** A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	<a href="#">View Document</a>
Report with photographs on ICT/computing skills enhancement programs	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 5.1.3

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

**Response:** 49.15

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

2022-23	2021-22	2020-21	2019-20	2018-19
1535	1505	491	150	70

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 5.1.4

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

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

**Response:** A. All of the above

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

## 5.2 Student Progression

### 5.2.1

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

**Response:** 15.02

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

2022-23	2021-22	2020-21	2019-20	2018-19
71	22	9	4	16

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

2022-23	2021-22	2020-21	2019-20	2018-19
136	269	194	171	42

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	<a href="#">View Document</a>
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 5.2.2

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

**Response:** 0.22

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

2022-23	2021-22	2020-21	2019-20	2018-19
1	1	0	0	0

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 5.3 Student Participation and Activities



**5.3.1**

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

**Response:** 11

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

2022-23	2021-22	2020-21	2019-20	2018-19
5	0	0	0	6

**File Description****Document**

Upload supporting document

[View Document](#)

list and links to e-copies of award letters and certificates

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

**5.3.2**

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

**Response:** 33.8

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

2022-23	2021-22	2020-21	2019-20	2018-19
49	39	10	34	37

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 5.4 Alumni Engagement

### 5.4.1

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

#### **Response:**

An alumni association is an association of graduates or, more broadly, of former students (alumni).

These associations often organize social events, publish newsletters or magazines, and raise funds for the organization. Many provide a variety of benefits and services that help alumni maintain connections to their educational institution and fellow graduates. Most associations do not require its members to be an alumnus of a university to enjoy membership and privileges.

Additionally, such groups often support new alumni, and provide a forum to form new friendships and business relationships with people of similar background.

#### **Vision of Alumni:**

To engage the students in extracurricular activities to support and advance the college's excellence.

#### **Mission of Alumni:**

The Alumni Association advocates for the college and its alumni with a credible, independent and collaborative voice.

#### **Aims and Objectives:**

To promote and foster mutually beneficial interaction between the Alumni and the present students of the Dum Dum Motijheel Rabindra Mahavidyalaya of Education and between the Alumni themselves.

To encourage the formation of Chapters as a means to increase participation of Alumni.

To enable the alumni to participate in activities that would contribute to the general development of the college.

To arrange and collect funds for the development of the college.

To encourage the Alumni to take an active and abiding interest in the work and progress of the Institute so as to contribute towards enhancement of the social utility of their Alma Mater.

To organize and establish scholarship funds to help the needy and deserving students.

To Institute prizes and awards for outstanding project work, research papers or other professional activity by the students of the Institute; also to suitably recognize outstanding social and community service by the Alumni and the students.

To undertake to organize activities of a civic or charitable nature as also to increase public awareness of the role of technology in value addition in the economic and social development of the nation.

To invest and deal with the funds and moneys of the Association.

To take advantage of developing technologies like the internet in achieving the aims and objects of the Association.

arrange get together of the alumni and social/cultural functions of the alumni;

raise various endowment funds and award stipends out of it to the deserving students on need-cum-merit basis.

### **Core Values:**

Alumni Association is committed to excellence in all its activities and is dedicated to the following core values:

\* Loyalty – Pride in and commitment to the future that we are creating together as a college and an alumni community, while honoring our history, traditions and achievements.

\* Integrity – Transparency and ethical behavior in all of our interactions.

\* Diversity – Recognizing and valuing differences and seeking alternative perspectives and inclusiveness in all that we do.

\* Innovation – \* Striving to be an industry leader in alumni relations through a creative and transformational business model.

\* Continuous Improvement – Pursuit of excellence through agility and responsiveness to stakeholders

and the environment.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1

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

#### **Response:**

The governance and leadership of DumDum Motijheel Rabindra Mahavidyalaya are meticulously aligned with the vision and mission, which is evident across various institutional practices.

#### **1. NEP Implementation:**

DumDum Motijheel Rabindra Mahavidyalaya embraced the mandates of the National Education Policy (NEP), integrating its principles into curriculum design, teaching methodologies, and institutional policies under the guidance of the affiliating University. The curriculum reforms emphasize holistic education, skill development, and interdisciplinary learning, aligning with NEP's vision to transform the educational landscape.

#### **2.Sustained Institutional Growth:**

The College has continuously expanded and diversified academic programmes to cater to the evolving needs of students like introduction of new courses like honours in Economic,Sociology as a minor subject; updated curriculum and incorporation of interdisciplinary studies in skill enhancement courses.The faculty members are committed in delivering high-quality education through innovative teaching methods, research-driven insights.Continuous professional development programmes for faculty ensure they stay updated with the latest trends and pedagogical advancements.Significant investments have been made in upgrading infrastructure which is evident in smart classrooms, digital class rooms,laboratories and libraries for effective teaching, research, utilising RUSA fund and a number of memorandum of understanding(MOU) with different institutions for research through collaborations, and partnerships .

#### **3. Decentralization Efforts:**

Decentralization in the administration of DumDum Motijheel Rabindra Mahavidyalaya plays a pivotal role in enhancing efficiency, promoting transparency, and fostering inclusive decision-making processes.Efforts are there for empowering stakeholders at various levels of the institution like encouraging active participation of faculty and staff in decision-making processes through departmental meetings, committees, and forums.Faculty members have the freedom to propose and implement innovative teaching methods, and student support initiatives tailored to their departmental needs.College facilitates student involvement in administrative processes through student councils, representation in

academic committees, and feedback mechanisms.

#### 4. Participation in Institutional Governance:

The institution's governing body comprises of representatives from academia, administration, government, and community stakeholders. Committees, such as academic councils, finance committees, and disciplinary committees, involve faculty, administrative staff, and sometimes students in decision-making processes. Faculty members actively participate in academic governance through their involvement in curriculum development, assessment policies, and academic reviews. Staff members contribute to administrative governance by providing expertise in areas such as finance, human resources, facilities management, and student services. Students are represented in various bodies, including student councils and committees dedicated to addressing student concerns and enhancing the student experience.

#### 5. Participation in short and long-term perspective Plan:

At Dumdum Motijheel Rabindra Mahavidyalaya, active participation in short-term and long-term perspective plans are essential for charting strategic direction, achieving institutional goals, and ensuring sustained growth and development. Short-term perspective plans focus on immediate priorities, challenges, and opportunities. Stakeholders, including faculty, staff, administrators, and student representatives, actively participate in the formulation and refinement of these plans through consultations and feedback mechanisms. Strategic priorities, such as infrastructure development, academic expansion, research enhancement, and community engagement, are identified and prioritized in long-term plans.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1

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

#### Response:

DumDum Motijheel Rabindra Mahavidyalay being an affiliated College to the West Bengal State

University is guided by the Statutes of the affiliating University and also by the rules and regulations of the UGC,MHRD and the Department of Higher Education of the Government of West Bengal.

DumDum Motijheel Randra Mahavidyalaya is governed by the Governing Body(GB) having eleven members ( internal and external),Principal acts as Secretary.External Members comprises of the three Government Nominees, one representative from the State Higher Education Council and two from the Department of Higher Education.The internal Members are three Teachers Representatives and one Non Teaching Representative of the college. All the major decisions regarding academic, financial and administrative are taken by the Governing Body with regular inputs from IQAC,Teachers' Council,Finance Committee,Purchase Committee,Academic Sub-Committee Admission Committee ,students council etc.

As directed by the Statute of the West Bengal State University Principal has to convene at least four meetings of the Governing Body in a year. Without any discussions and passed by the majority Members of the GB no major decisions could be taken.Any matter relating to finance is usually referred to the Finance Committee for opinion only after getting green signal from the Finance Committee appointment or hike in the salary in the Management sponsored posts could be implemented,similarly any purchase or procurement could be made.For transparency in purchase Tender Committee calls e-tender in the Government portal and response from less than three to a tender call by the vendors is not accepted.Following this procedure the purchase out of the RUSA fund was made.

So far as new appointment is concerned the College guided by the rules of the UGC,West Bengal College Service Commission Act,West Bengal College Service Security Act,West Bengal University Act of 2017 etc.Whenever a vacancy occurs the requisition send to the College Service Commission duly authenticated the vacancy by the BackClassWelfare Department then the College Service Commission refers a name to the college and college duly appoint him/her with the sanction of the Governing Body.All service related issues are generally look after by different committees like PF Committee,Leave Committee,Service Book Committee and IQAC (for CAS purposes).

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Institutional perspective Plan and deployment documents on the website	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 6.2.2

### *Institution implements e-governance in its operations*

#### **1.Administration**

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

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Screen shots of user interfaces of each module reflecting the name of the HEI	<a href="#">View Document</a>
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	<a href="#">View Document</a>
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

#### 6.3.1

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

**Response:**

**Performance appraisal system:**

- Teachers :

DumDum Motijheel Rabindra Mahavidyalaya has a 'Three way Teachers' appraisal system'-

1. Career Advancement Scheme (CAS)
2. 360-Degree Teachers' Performance Appraisal
3. Teachers' self appraisal diary

- Non-Teaching Staff:



The performance of the Non-Teaching Staff is done by Principal and Head Clerk

Laboratory assistant is assessed by the respective Departmental Head ,

The library staff are evaluated by the Librarian.

**Welfare Measures for the staff:**

Financial:

Service Book Committee prepares service book for teaching and non teaching staff for after retirement benefits like pension,leave encashment and gratuity

Provident Fund Committee calculates contribution of an employee to provident fund for entire service period which he/she gets on the day of retirement,

Loan facilities also provided to teaching and non-teaching staff from Provident Fund

Provision for financial incentives like puja advance and ex-gratia to non-teaching permanent and casual staff before Durga Puja festival.

**Other support system:**

Health Scheme facilities of WB Government for Teachers on permanent post

Swastha Sathi scheme for non teaching staff

Medical leave for all

Maternity leave and Child Care Leave for lady staff

**Professional Development:**

Study Leave for teaching staff for finishing PhD work

Permission to attend Refresher Courses/ Orientation Programmes/ Short Term Courses to the teaching staff

Extra Preparatory Day granted to SACT Teachers for finishing PhD level research work

Financial assistance to teaching staff for attending conferences,seminars, workshops.

Skill development programmes organized by the college sometimes in collaboration with other institutions for skill up-gradation for teaching and non-teaching staff.

**Infrastructural facilities for research and publication:**

Wi-Fi enabled college campus for internet facilities.

Desktop and laptop are provided to the faculty for their use.

Laptops and projectors for ICT enabled smart classrooms and seminar halls.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 6.3.2

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

**Response:** 0

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

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

File Description	Document
Policy document on providing financial support to teachers	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 6.3.3

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

**Response:** 57.01

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

2022-23	2021-22	2020-21	2019-20	2018-19
47	7	31	18	19

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

2022-23	2021-22	2020-21	2019-20	2018-19
12	13	14	14	15

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of the certificates of the program attended by teachers.	<a href="#">View Document</a>
Annual reports highlighting the programmes undertaken by the teachers	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1

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

**Response:**

### 6.4 Financial Management and Resource Mobilization

### 6.4.1

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

**regularly (internal and external)**

**Response:**

The strategy of Dum Dum Motijheel RabindraMahavidyalaya to mobilize and optimal utilization of funds from various sources are following:

**1.Sources for funds:**

The institution has the following sources of funding:

UGC

RUSA

Room rent collected from West Bengal Youth Computer Centre

Centre fees for holding different competitive examinations.

Centre fees for holding University examinations of WBSU.

**2. Mechanism of fund utilisation:**

The funds received from the above mentioned sources are utilized in the following manner:

**a.The role of Governing Body:**

The Governing Body scrutinizes the demands such as applications for hike in casual non teaching staff's salary,application for departmental upgradation,necessary infrastructural expenses ,books purchase for library etc then these application are sent to the Finance Committee for opinion whether there is enough funds to meet the expenses.

**b.The Finance Committee:**

The Finance Committee discusses the proposals from the GB and considering the fund position of the college send the opinion to the GB.If the response is positive from the Finance Committee the GB advances further and asks the Tender Committee to sit for floating a Tender and after a successful tender process the Purchase Committee is asked to start the necessary process for purchase.

**3.Audits:**

DumDum Motijheel Rabindra Mahavidyalaya has a system to examine all expenditures internally by Bursar everyday.He carefully cross checks the cash book,bills and vouchers,verifies all cheques prepared by the Accounts section.He also verifies the Acquittance Registrar and prepares the annual budget.The external Auditor sent by the Department of Higher Education audits the college finance on yearly basis.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**6.5 Internal Quality Assurance System****6.5.1**

**Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities**

**Response:**

The Internal Quality Assurance Cell (IQAC) of DumDum Motijheel Rabindra Mahavidyalaya plays a crucial role in ensuring and enhancing the quality of education and overall institutional performance in the following ways during the last five years-:

**1.Up gradation:**

**Laboratories** Journalism and Mass Communication, Education, Commerce, Economics

- Career and Counselling Cell, RUSA, IQAC, Incubation Centre

**Halls & Rooms** .Central Library,Meeting Room,Seminar Room,Teachers'Room, Smart Class Room,

Principals' Room, Boys' Common Room, Girls' Common Room, Students' Union Room.

**Wash Rooms and Toilets** Staff toilets, Students' toilets, and Toilets for the Divyagyans,

College corridors has also been taken up.

### **1. Installations:**

Diesel Generator Set of 125 KVA (1),

Solar panel with the capacity of 20 KW

Water Purifiers (2) with cooler for students and Teaching and Non Teaching Staff

CC Cameras (28) installed in different parts of the college

High Speed internet connections (4)

Split AC of 2 ton each (14)

Fire Extinguishers (30) installed in different parts of college campus

Over Head LCD projector (1) for seminar room

Speakers (2) in the seminar room

High speed photo copier (2) for office and Principal's room

10. Desktops (10) for laboratories

### **1. Initiatives:**

For ISO 9001:2015, ISO 14001:2015 and ISO 50001:2018 Certification

For Academic/Administrative/Green Audits

For MOU for e-waste disposal

For an upgraded college website

For MOU with different Higher Educational Institutional Institutions for faculty exchange, seminars, workshops, resource sharing,

For MoUs with different organizations /institutions/agencies for capacity building and skill enhancement

of the students

To organise seminars,special lectures,work shops by the departments

To organise collaborative programmes on Career Counselling,

To Purchase of Learning Management System Software (LMS)

To purchase KOHAsoftware for Library Management and to take

To purchase Programme Outcome and Course Outcome software for student support

To organise seminars on Intellectual Property Rights, and Entrepreneurship Development

To organize Professional development and administrative training programme for Teaching and Non-Teaching Staff

Initiatives for adequate classes as per CBCS and NEP 2020 in college routine incorporating SEC,MIL,MDC

To purchase books and journals in Library to meet the demands of the students for CBCS and NEP 2020

For take subscription of INFLIBNET and N-List for e- resources in college library,

To collect and analyse feedback from the students, teachers, non-teaching staff, alumni and employers to make future plans to improve the quality of the institution.

To introduce Add-on Courses and Certificate Courses in different departments

To organise class tests in the fourth week of each month to assess the progress of the students

To encourage the departments to organise quiz contest, students'seminar, add on and value added courses for all round development of the students

Take an effort to introduce soft skill development courses like language and communication skills, computer skills etc. for the students

To collect and analyse feedback from the students to improve Teaching Learning process

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 6.5.2

**Quality assurance initiatives of the institution include:**

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

**Response:** A. Any 4 or more of the above

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



## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1

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

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

#### **Response:**

#### **Gender Audit:**

Dum Dum Motijheel Rabindra Mahavidyalaya conducts a Gender Audit involving students, teaching staff, and non-teaching staff to ensure gender equity in academic and administrative areas. The college hosts seminars, workshops, and programs to enhance gender sensitivity among students. Results from the Gender Audit indicate a balanced gender ratio among students and faculty, emphasizing equality in decision-making roles. The college actively supports a Girl's NCC Unit and encourages female participation in cultural programs, sports, and other activities to bridge gender gaps. These initiatives aim to create a nurturing environment where all students can thrive physically, mentally, intellectually, and emotionally, while promoting ethical values.

#### **Gender Issues integrated in the Curriculum:**

Dum Dum Motijheel Rabindra Mahavidyalaya's curriculum is dedicated to integrating gender-related themes across various disciplines such as English, Bengali, Political Science, Education, Sociology, History and Philosophy. The college emphasizes diverse authorship, feminist perspectives, and explores topics ranging from educational policies to legal frameworks affecting women. Specialized Add-On Courses like "Feminist Philosophy" and "Legal Status and Legal Rights of Women in India through the ages" further enrich students' understanding of gender equity and societal norms. These efforts collectively empower students to engage thoughtfully and inclusively with gender issues in today's society.

#### **Facilities for female students:**

The college offers extensive support and empowerment initiatives for its female students. A well-equipped Common Room provides space for rehearsals, discussions, and indoor activities. There is also a fully equipped gymnasium for girls to participate in strength training, cardio exercises, and free hand exercises. Promoting gender sensitivity, the college displays posters on Gender Awareness, Equity, Women's Health, Eve-teasing prevention, and Save The Girl Child in the Girl's Common Room. The institution actively facilitates the Kanyashree Scholarship exclusively for female students. Additionally,

CCTV surveillance ensures the safety of female students and female faculty, both teaching and non-teaching. These efforts create a secure and nurturing environment aimed at the overall development of female students.

### **Women Empowerment in College Administration:**

The college emphasizes women's safety through dedicated committees like the Women's Cell, Anti-Ragging Committee, and Internal Complaints Committee, ensuring a secure campus environment. Women faculty members are actively engaged in various committees such as IQAC, Health Scheme, Seminar and Publication, Examination, Library, Nature Club, and Certificate Course, showcasing their significant roles in academic and administrative decisions. Additionally, the college supports female teachers with benefits like Maternity Leave and Child Care Leave and maternity leave for non-teaching employees, demonstrating its commitment to gender equality and providing a supportive atmosphere for women.

### **Cultural and Awareness Programmes:**

Our college fosters a gender-inclusive environment through initiatives like NCC and NSS programs, emphasizing activities such as tree plantation and community service. Cultural celebrations like Basanta Utsav and Rabindra Jayanti promote gender sensitization and cultural values. Annual sports events cater specifically to female students, encouraging physical fitness and skill development. Additionally, the college organizes various cultural programs where female students actively participate and promotes gender equity through celebrations of important days like Women's Day and Independence Day.

<b>File Description</b>	<b>Document</b>
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### **7.1.2**

#### **The Institution has facilities and initiatives for**

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

**Response:** A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	<a href="#">View Document</a>
Geo-tagged photographs/videos of the facilities.	<a href="#">View Document</a>
Circulars and report of activities for the implementation of the initiatives document	<a href="#">View Document</a>
Bills for the purchase of equipment's for the facilities created under this metric	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 7.1.3

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

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

**Response:** A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	<a href="#">View Document</a>
Policy document on environment and energy usage Certificate from the auditing agency	<a href="#">View Document</a>
Green audit/environmental audit report from recognized bodies	<a href="#">View Document</a>
Certificates of the awards received from recognized agency (if any).	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 7.1.4

**Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of**

**students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)**

**Response:**

**Inclusive Environment Policy:**

Our College has established an Inclusive Environment Policy which serves as a pioneering document which highlights our Institution's dedication towards maintaining an environment of harmony, unity and support. The policy prioritizes a sense of acceptance and facilitates to organize various programs which foster brotherhood and camaraderie among the students.

**Celebration of Birth Anniversaries and International Mother Language Day:**

Our college celebrates the birth anniversary of various intellectuals. Among them, the birthday of Rabindranath Tagore, birthday of Ishwar Chandra Vidyasagar, birthday of Netaji Subhas Chandra Bose, and Swami Vivekananda are celebrated. Our college observes International Mother Language Day every year as a tribute to language Martyrs. The celebrations honor individuals who shaped our nation and thus the ongoing spirit of service to the Indian people is celebrated.

**Observance of National Days and NCC Activities:**

Our college annually celebrates Independence Day and Republic Day by hoisting the national flag, instilling deep respect among students. The symbolism of the flag's colors inspires learning and patriotism. NCC cadets participate in a march past to honor the flag, while our NCC officer educates students and staff on civic duties, rights, and responsibilities through diverse programs and activities.

**Environmental Days Celebrations:**

To make students and staffs aware about the Environment, the Nature Club of our college celebrated World Environment Day on 5th June by planting trees. Additionally, they also celebrated World Earth Day, World Water Day. The Department of Geography of our college celebrated World Ozone Day.

**Cultural Programs:**

Along with various awareness programmes our college organizes various religious and cultural programs like Saraswati Puja, Sharad Vandana, Basanta Utsav, World Dance Day, Theatre Workshop, Drawing competition etc. These programmes are mainly conducted by students. Students make these events

beautiful with their various cultural talents like dance, songs, recitation, drama etc. As all the students irrespective of their caste and religion, participates in such events, it creates a sense of brotherhood among the students.

#### **SC/ST/OBC, Minority Cell:**

Our college has established three cells SC/ST Cell, OBC cell and Minority Cell, to facilitate financial support to students from these communities, through various Government scholarships and agencies. Our college creates an all-inclusive environment for students from various communities.

#### **Internal Complaints Cell:**

Our college has an Internal Complaints Cell, which ensures a safe and protective environment for the faculty members and the students. Any kind of sexual harassment, cases of discrimination, and other issues are addressed with diligence and tenderness, maintaining the privacy of the matter and the individual.

#### **Code of conduct:**

Our college has established a Code of Conduct to maintain an egalitarian atmosphere for the teaching, non-teaching members and the students. The code of conduct upholds professional ethics, service and an outlook of development. It serves as a rule book to maintain the vision and mission of our college, and inculcates a sense of responsibility and belonging in the students towards the institution.

<b>File Description</b>	<b>Document</b>
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## **7.2 Best Practices**

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

Best Practice 1

**360 Degree Appraisal of Teachers****Objectives of the Practice:**

A 360-degree feedback, also known as multi-rater feedback, involves evaluating an employee's performance from diverse sources:

- Feedback is gathered from supervisors, peers, subordinates, and sometimes clients or customers.
- This comprehensive approach provides a holistic view of the employee's strengths, weaknesses, and areas for improvement.
- The system aims to monitor and assess the scope of teachers' abilities and effectiveness.
- It identifies strengths that can be leveraged and weaknesses that need development.
- The goal is to foster qualitative development by providing targeted feedback and support.
- Enhancing self-awareness among teachers regarding their performance.
- Facilitating constructive dialogue and goal-setting for professional growth.
- Promoting a culture of continuous improvement and excellence in teaching practices.

**The Context –**

The process of completing 360-degree feedback provides raters with greater insight and understanding into employee performance across various dimensions. By gathering feedback from multiple sources such as peers, supervisors, and subordinates, raters gain a comprehensive view of strengths and areas for improvement. This multi-perspective approach not only helps in formulating more informed expectations but also fosters a collaborative environment aimed at achieving ultimate success. It encourages constructive dialogue, enhances self-awareness among employees, and promotes a culture of continuous improvement. By leveraging this feedback effectively, organizations can optimize performance management strategies and support individual and organizational growth.

**The Practice –**

360-degree appraisal has four integral components

- Self-appraisal
- Principal's appraisal
- Students' appraisal on teachers
- Peer appraisal

**1. Self-appraisal:** Educators reflect on their teaching practices, strengths, weaknesses, and areas for improvement, fostering self-awareness and accountability in professional development.

**2. Principal's appraisal:** The principal assesses the teacher's performance based on observations, interactions, and fulfilment of professional responsibilities, offering an authoritative perspective within the institution's academic and administrative framework.

**3. Students' appraisal on teachers:** Students provide feedback on teaching methods, classroom engagement, clarity of instruction, and overall effectiveness, offering valuable insights into the impact of teaching practices on learning experiences.

**4. Peer appraisal:** Colleagues evaluate teaching methodologies, collaboration, curriculum contributions, and professional conduct, promoting a collaborative environment for growth and sharing of best practices.

This holistic feedback loop supports continuous professional growth, enhances teaching effectiveness, and fosters a culture of academic excellence and student success within the institution.

Best Practice 2

### **Title of the Practice: Student Profile Mapping**

#### **Objectives:**

- Identify academic strengths and weaknesses of students.
- Customize learning experiences to cater to individual needs and learning styles.
- Early identification of students who may need additional support.
- Implement differentiated instruction effectively.
- Monitor academic progress and growth over time.
- Facilitate communication between educators and parents regarding student performance.
- Promote equity and inclusion by addressing diverse learning needs.
- Inform decision-making for curriculum planning and resource allocation.
- Support college and career readiness by identifying interests and talents.
- Enhance overall school effectiveness in fostering academic achievement and personal growth.

#### **The Context:**

Students often face diverse challenges with respect to their skill attributes: while some may belong to economically backward families and have access to limited resources, others may be intellectually gifted or may progress at a slower pace, regardless of their economic status. Additionally, students exhibit varying skills, emotional states, and behavioural patterns, all of which contribute to their unique educational needs.

A systematic assessment of these attributes plays a crucial role in providing insights into each student's strengths and weaknesses. By conducting profile mapping exercises, institutions can effectively identify and understand the specific areas where students excel and areas where they may require additional support. This personalized approach enables educators to tailor their teaching strategies and interventions to cater to individual learning styles and needs.

Furthermore, profile mapping helps in fostering a supportive learning environment where students feel understood and valued. It enables institutions to implement targeted interventions that aim to enhance students' strengths and mitigate their weaknesses. Ultimately, through continuous assessment and refinement of student profiles, institutions can contribute significantly to the overall academic and personal development of their students, ensuring that each student receives the necessary support to achieve their full potential.

**The Practice:**

Students participate in an organized assessment using an online platform where they log in with unique credentials to complete a detailed questionnaire. This questionnaire aims to gather comprehensive information about their academic performance, intelligence, knowledge, and various other abilities.

After completing the questionnaire, scores are calculated based on two main metrics: the General Quotient (GQ) and the Empowerment Quotient (EQ). The GQ assesses foundational academic abilities and cognitive skills derived from academic performance, intelligence, and knowledge scores. Meanwhile, the EQ evaluates broader abilities such as emotional intelligence, social skills, creativity, leadership potential, and personal attributes, offering a holistic view of the student's empowerment in non-academic domains.

Furthermore, the assessment compares each student's performance with peers, providing insights into relative strengths and areas for improvement within their peer group.

To create a comprehensive evaluation, a weighted average of the GQ and EQ scores is computed. This final score represents the overall capability and potential of the student across both academic and non-academic dimensions. This structured assessment process supports the nurturing of talents and effective educational strategies, ensuring a holistic approach to student development and growth.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Best practices as hosted on the Institutional website	<a href="#">View Document</a>

**7.3 Institutional Distinctiveness**

**7.3.1**

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

**Response:**

**Institutional Distinctiveness**



### **Support to the Act of National Importance:**

#### **a. Going to provide financial assistance to the families of Jawans killed in Pulwama Attack:**

Our college takes immense pride in its commitment to causes of national importance. This commitment translates into action, as evidenced by our recent support for the families of the soldiers who bravely sacrificed their lives in the Pulwama attack. Following the college's policy of aiding national causes, financial assistance was provided to the families of these fallen heroes. This act serves not only as a token of respect for their immense sacrifice but also as a gesture of solidarity with the nation during this time of grief.

Through such initiatives, the college fosters a strong sense of national unity within its student body and faculty. It demonstrates the importance of supporting those who defend our nation and the value of collective action in the face of adversity. This financial assistance, while a small gesture in the grand scheme, carries a powerful message. Our college stands united with the families of these martyrs and with our nation during this difficult time.

#### **b. Community Outreach Initiative during COVID-19:**

During the challenging times brought about by the COVID-19 pandemic, Dum Dum Motijheel Rabindra Mahavidyalaya has taken proactive steps to support the surrounding community. Our college's Student Council has undertaken a compassionate initiative to provide essential grocery items and food supplies to families within our local communities. Understanding the economic hardships faced by many local families, the college has initiated a commendable effort to provide essential food supplies. This humanitarian gesture not only addresses immediate needs but also underscores the college's commitment to social responsibility and community welfare. The primary objective of our initiative was to support families facing economic hardships exacerbated by the pandemic. By providing groceries and food items, we aimed to ensure food security and alleviate financial burdens during these challenging times. Additionally, our goal was to foster a sense of community solidarity and support among our college students, faculty, staff, and local residents. By extending a helping hand during these uncertain times, Dum Dum Motijheel Rabindra Mahavidyalaya exemplifies the spirit of solidarity and compassion, fostering stronger bonds within the local community. Such initiatives serve as a beacon of hope and support, showcasing the pivotal role educational institutions can play in times of crisis.

### **Self-Appraisal Diary for Teachers:**

At our college, we maintain a meticulous self-appraisal diary for our faculty members, providing a comprehensive record of their daily activities and contributions. This diary meticulously tracks various aspects of a teacher's responsibilities, including the number of classes conducted each day, the assigned class schedule, reasons for any class cancellations, and details of additional tasks undertaken.

Each entry in the self-appraisal diary offers a transparent overview of the teacher's workload and productivity, allowing for a thorough assessment of their performance and dedication to their role. This documentation not only helps in tracking the fulfillment of teaching responsibilities but also highlights the teacher's initiative and engagement in various academic and administrative tasks beyond the classroom. Moreover, the self-appraisal diary extends beyond the realm of daily teaching activities to encompass other pertinent aspects of a teacher's professional life. For instance, it includes details related to holidays, ensuring that all leave and vacation days are accounted for accurately. This comprehensive

approach ensures that the diary serves as a holistic reflection of the teacher's activities throughout the academic year.

The self-appraisal diary not only aids in performance evaluation but also provides valuable opportunities for self-reflection and professional development. Ultimately, it plays a vital role in promoting excellence in teaching and enhancing the overall quality of education provided by our institution.

### **Commitment to society through adoption of a primary school**

Dum Dum Motijheel Rabindra Mahavidyalaya stands out for its distinctive commitment to societal development through its adoption of Wheel Primary School, situated in Ward No. 27 of South Dum Dum Municipality, as part of its social outreach program. This partnership underscores the institution's dedication to improving the school's academic performance and overall growth while fostering a strong connection between the school and the local community. The collaboration aims to elevate educational quality and create diverse opportunities for students, including extracurricular activities, sports, and cultural events. Demonstrating this commitment, the college's teachers and non-teaching staff have actively engaged with the school by distributing fans in April 2022 to combat summer heat and saplings in August 2022 for the school's courtyard. Moreover, in August 2023, the college hosted a cognitive development workshop, enthusiastically attended by over 20 Wheel Primary School students. This consistent support highlights Dum Dum Motijheel Rabindra Mahavidyalaya's distinctive role in fostering educational and community advancement.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Appropriate web in the Institutional website	<a href="#">View Document</a>

## 5. CONCLUSION

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### Additional Information :

The college's initiatives demonstrate a proactive approach to creating a greener and healthier campus. By:

- **Promoting eco-friendly practices:** Activities like tree plantation, waste management, and paper reduction contribute to a sustainable environment.
- **Fostering environmental awareness:** The Nature Club and green audits play a crucial role in educating the campus community about environmental issues.
- **Creating a conducive learning environment:** Smoke-free and tobacco-free policies ensure a healthy campus for students and staff.
- **Utilizing resources efficiently:** The rooftop greenhouse and compost initiative demonstrate effective resource management.

These efforts not only benefit the college community but also contribute to a larger ecological balance.

### Concluding Remarks :

#### Summary of Plans

The college has outlined a comprehensive vision for future development, encompassing academic expansion, curriculum modernization, research promotion, community engagement, and sustainable practices. Key areas of focus include:

- **Academic Growth:** Introduction of postgraduate programs, undergraduate courses in emerging fields, and multidisciplinary subjects.
- **Skill Development:** Emphasis on add-on programs, skill-oriented certificate courses, and capacity building initiatives.
- **Research and Innovation:** Promotion of research and academic activities, encouraging faculty involvement in research projects and publications.
- **Social Responsibility:** Implementation of extension and social outreach programs, environmental awareness initiatives, and community engagement.
- **Infrastructure and Sustainability:** Maintenance and upgrade of facilities, exploration of renewable energy options.

#### Potential Impact and Challenges

These plans have the potential to significantly enhance the college's reputation, student employability, and overall impact on the community. However, successful implementation will require careful planning, resource allocation, and faculty development.

#### Potential challenges include:

- **Faculty Recruitment and Development:** Acquiring qualified faculty for new programs, especially in emerging fields like AI and computer science.

- **Infrastructure and Resources:** Ensuring adequate laboratory facilities, equipment, and library resources for new courses and research activities.
- **Curriculum Development:** Designing effective multidisciplinary curricula that align with NEP-2020 guidelines and industry demands.
- **Financial Sustainability:** Securing funding for new programs, research initiatives, and infrastructure development.
- **Student Preparedness:** Preparing students for interdisciplinary learning and research-oriented environments.

## Recommendations

To maximize the impact of these plans, the college should consider the following:

- **Needs Assessment:** Conduct a thorough analysis of student and industry needs to inform program development.
- **Collaboration:** Partner with industry, research institutions, and other colleges to share resources and expertise.
- **Faculty Development:** Provide ongoing professional development opportunities for faculty to enhance their teaching and research capabilities.
- **Student Support:** Offer academic and career counseling to help students navigate new programs and opportunities.
- **Monitoring and Evaluation:** Implement a robust system for tracking progress, measuring outcomes, and making necessary adjustments.

By addressing these challenges and implementing effective strategies, the college can successfully achieve its goals and become a leader in higher education.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.1	<p><b>Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)</b></p> <p>Answer before DVV Verification : Answer After DVV Verification :18 Remark : DVV has made the changes as per shared clarification.</p>																				
1.2.2	<p><b>Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years</b></p> <p>1.2.2.1. Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>570</td> <td>780</td> <td>891</td> <td>977</td> <td>725</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>570</td> <td>780</td> <td>180</td> <td>817</td> <td>00</td> </tr> </tbody> </table> <p>Remark : DVV has made changes as per the data shared by the HEI and the value is downgraded. DVV has removed the duplicate courses and considered as per 1.2.1</p>	2022-23	2021-22	2020-21	2019-20	2018-19	570	780	891	977	725	2022-23	2021-22	2020-21	2019-20	2018-19	570	780	180	817	00
2022-23	2021-22	2020-21	2019-20	2018-19																	
570	780	891	977	725																	
2022-23	2021-22	2020-21	2019-20	2018-19																	
570	780	180	817	00																	
1.3.2	<p><b>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</b></p> <p>1.3.2.1. <b>Number of students undertaking project work/field work / internships</b> Answer before DVV Verification : 824 Answer after DVV Verification: 700</p> <p>Remark : DVV has made changes as per the data shared by the HEI and the value is downgraded. DVV has removed the duplicate names.</p>																				
3.2.2	<p><b>Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years</b></p> <p>3.2.2.1. <b>Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise</b></p>																				

**during last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
13	4	16	8	1

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
11	6	16	8	1

Remark : DVV has made changes as per the data shared by the HEI and the value is downgraded/upgraded.

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

Answer before DVV Verification :

Answer After DVV Verification :18

Remark : DVV has rechecked and made necessary changes.

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

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
71	22	9	4	16

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
71	22	9	4	16

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
263	274	195	183	98

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
136	269	194	171	42

Remark : DVV has rechecked and made necessary changes . In 5.2.1.2 considered as per 2.6.3.1 as per SOP.

## 2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p><b>Expenditure excluding salary component year wise during the last five years (INR in lakhs)</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>62.001920</td> <td>42.450380</td> <td>122.020990</td> <td>66.281600</td> <td>61.785740</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>46.90543</td> <td>26.00230</td> <td>100.1273</td> <td>53.30364</td> <td>48.40177</td> </tr> </tbody> </table>	2022-23	2021-22	2020-21	2019-20	2018-19	62.001920	42.450380	122.020990	66.281600	61.785740	2022-23	2021-22	2020-21	2019-20	2018-19	46.90543	26.00230	100.1273	53.30364	48.40177
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46.90543	26.00230	100.1273	53.30364	48.40177																	