



# YEARLY STATUS REPORT - 2020-2021

## Part A

### Data of the Institution

#### 1. Name of the Institution

HALDIA GOVERNMENT COLLEGE

• Name of the Head of the institution DR. PIJUSH KANTI TRIPATHI

• Designation Principal (in-charge)

• Does the institution function from its own campus? Yes

• Phone no./Alternate phone no. 03224252044

• Mobile No: 9474347710

• Registered e-mail hgchaldia@gmail.com

• Alternate e-mail tripathi\_pijush@rediffmail

• Address P.O. Debhog, Dist: Purba Medinipur, - 721657

• City/Town HALDIA

• State/UT West Bengal

• Pin Code 721657

#### 2. Institutional status

• Type of Institution Co-education

• Location Urban

• Financial Status UGC 2f and 12(B)

- Name of the Affiliating University **VIDYASAGAR UNIVERSITY**
- Name of the IQAC Coordinator **Dr. Dipankar Sadhukhan**
- Phone No. **03224252044**
- Alternate phone No.
- Mobile **8017186625**
- IQAC e-mail address **hgchaldia@gmail.com**
- Alternate e-mail address

**3. Website address (Web link of the AQAR (Previous Academic Year))**

<http://www.haldiagovtcollege.org.in/wp-content/uploads/2022/07/AQAR-HGC-19-20.pdf>

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

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<http://www.haldiagovtcollege.org.in/wp-content/uploads/2022/07/Academic-Calendar-20-21.pdf>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>71.2</b>	<b>2007</b>	<b>31/03/2007</b>	<b>30/03/2012</b>
<b>Cycle 2</b>	<b>B+</b>	<b>2.52</b>	<b>2017</b>	<b>31/10/2017</b>	<b>30/10/2022</b>

**6. Date of Establishment of IQAC**

**21/07/2013**

**7. Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Library, Chemistry, Anthropology, Physics	Books, Journal & Chemical	State Govt.	2020-2021	100000
Institutional 1	Salary	State Govt.	2020-2021	60725000
Institutional 1	West Bengal Health Scheme	State Govt.	2020-2021	14500
Institutional 1	Electricity & Telephone	State Govt.	2020-2021	1562500
Institutional 1	Contingency	State Govt.	2020-2021	332500
Institutional 1	Security	State Govt.	2020-2021	795933
Institutional 1	Wages	State Govt.	2020-2021	1456981

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

- Upload latest notification of formation of IQAC [View File](#)

**9. No. of IQAC meetings held during the year** 1

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? No

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

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

during the year?

- If yes, mention the amount

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

The IQAC of the college regards the maintenance of a consistently good academic record as its first priority. It was a challenging task to maintain the quality of teaching during the COVID-19 lock down period. But except first few months of lock down all the teachers in collaboration with IQAC worked very hard to reach the students through online mode and with the updation of the technology we have done all the classes and other academic activity very well. For achieving this end a regular monitoring of both students and teachers performance is carried out. Periodic collection of feedback is used to facilitate this.

As an advisory body the IQAC offers suggestions for the development of the institutions intellectual property, linguistic competence of students, betterment of the teaching learning process, infrastructure etc.

The IQAC ensures a regular attendance of students and teachers round the year. The IQAC inspects and tries to improve college infrastructure. The IQAC ensures that students' grasp over all areas of curriculum through periodical assessments.

The teachers are encouraged to participate in Refresher Courses, Orientation Programmes, Research, Seminars and Workshops etc (Online mode for Covid-19 situation). for the upgradation of knowledge base. The IQAC regulates the processing of career advancement scheme of the teachers. All teachers are encouraged to take part actively in research work. They are encouraged to send proposals for major and minor research projects of UGC, DIST etc.

Departments are encouraged to regularly hold Tutorial and special classes to address the specific needs of students. The IQAC regulates the arrangements for holding seminars, workshops etc. by individual departments to upgrade the knowledge base of the students.

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

Plan of Action	Achievements/Outcomes
<p>The IQAC continuously takes effort in offering and maintaining quality education with a goal of Academic excellence.</p>	<p>But due to COVID-19 lock down and Amphan cyclone initially it was very difficult to conduct internal and University Examination and to start admission procedure. But after initial delay all started from the month of September and then gradually we were able to do all the academic activity through online mode and students do very well in their University Examination at December-2020</p>
<p>All departments are encouraged to organize seminars, workshops and special lectures to improve the academic atmosphere.</p>	<p>Though the situation was not favourable for smooth academic activity, some of our teachers, students or their family members were infected one by one, still most of the departments of our college conducted National and International Webinar throughout the Session.</p>
<p>Attempts are made to provide a cleaner and more eco-friendly college campus.</p>	<p>As the college was closed for initial few months of COVID-19 so all the campus was covered by dense grass all over the place even the play ground and also due to Amphan cyclone Haldia was severely effected so most of the plants and trees of our college were uprooted. Later with the help of PWD campus cleaning was done and some uprooted trees were re-rooted with some support.</p>
<p>Renovation and extension of the existing playground along with development of surrounding drainage system using RUSA grant.</p>	<p>Work was nearly completed by PWD, but the final finishing work was delayed due to pandemic situation.</p>
<p>Planning for infrastructural</p>	<p>Though it was an ongoing</p>

development under RUSA fund.	process, but for pandemic situation the work of one stand alone academic building was delayed and the work is still pending.
As is the practice of the college, all teachers were encouraged to take part in Orientation programmes and Refresher courses.	As many as 20 teachers participated in online Refresher Courses and Orientation programmes during this new normal situation.
Planning for CAS promotion of teachers.	CAS promotion was initiated for 6 teachers and also Screening / selection committee meetings completed on January-2021.
Renovation and repairing work for the damage sheds, windows, water tanks & pipe lines etc. was urgently needed to start the class and to open the college Hostels which were severely damaged due to Amphan cyclone.	With the help of State Govt. Fund and PWD Renovation and repairing work for the damage sheds, windows, water tank & pipe lines etc. have been done in due time.

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

- Name of the statutory body

Name	Date of meeting(s)
Teachers' Council	29/06/2022

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

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	HALDIA GOVERNMENT COLLEGE
• Name of the Head of the institution	DR. PIJUSH KANTI TRIPATHI
• Designation	Principal(in-charge)
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03224252044
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• Alternate e-mail	tripathi_pijush@rediffmail
• Address	P.O. Debhog, Dist: Purba Medinipur, - 721657
• City/Town	HALDIA
• State/UT	West Bengal
• Pin Code	721657
<b>2.Institutional status</b>	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	VIDYASAGAR UNIVERSITY
• Name of the IQAC Coordinator	Dr. Dipankar Sadhukhan
• Phone No.	03224252044

• Alternate phone No.	
• Mobile	8017186625
• IQAC e-mail address	hgchaldia@gmail.com
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<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="http://www.haldiagovtcollege.org.in/wp-content/uploads/2022/07/AQAR-HGC-19-20.pdf">http://www.haldiagovtcollege.org.in/wp-content/uploads/2022/07/AQAR-HGC-19-20.pdf</a>
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://www.haldiagovtcollege.org.in/wp-content/uploads/2022/07/Academic-Calendar-20-21.pdf">http://www.haldiagovtcollege.org.in/wp-content/uploads/2022/07/Academic-Calendar-20-21.pdf</a>

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<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
<b>Name</b>	<b>Date of meeting(s)</b>
<b>Teachers' Council</b>	<b>29/06/2022</b>
<b>14. Whether institutional data submitted to AISHE</b>	
<b>Year</b>	<b>Date of Submission</b>
<b>2020-2021</b>	<b>18/02/2022</b>
<b>15. Multidisciplinary / interdisciplinary</b>	

<b>16.Academic bank of credits (ABC):</b>	
<b>17.Skill development:</b>	
<b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>	
<b>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</b>	
<b>20.Distance education/online education:</b>	
<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>16</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>1484</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>428</b>

File Description	Documents
Data Template	<a href="#">View File</a>
2.3	405
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	47
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	53
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	36
Total number of Classrooms and Seminar halls	
4.2	52.46226
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	84
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The college regards effective delivery of curriculum as the most vital curricular aspect. The college follows the curriculum prescribed by the Vidyasagar University through its Boards of Studies. Our faculty members have worked on the Board of Studies and their sub-committees, substantially contributed to the curriculum development. But for this session due to pandemic situation Theaching-learning, question preparation and internal and university examinations are completed through online mode.

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

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

Before the commencement of each semester, University notifies an academic calendar for all the programs, which contains the tentative date of commencement, last working day of the semester. With the help of the University Academic calendar, College prepare the main academic calendar, containing internal assessment's tentative date/ week, field work schedule, Seminar & Workshops tentative week.

The academic calendars help faculty members to plan their respective course delivery research work academic and co-curricular activities. Department heads closely supervise and monitor the completion of the syllabus as per the University Academic Calendar.

Internal Assessment tests (IA), assignments and seminars are part of the Continuous Internal Assessment of students. There is a well-defined process for the conduct of IA as per the calendar of events. The course instructors prepare IA question papers and approved by the department Head. The internal assessment test timetable prepared by the Academic Sub-committee. Continuous evaluation and assessments are also done for laboratory course, project work & seminars. Conduction of laboratory experiments and viva, Submission of records are the major components of laboratory course evaluation.

The Principal, through the academic committee meetings, frequently reviews the semester's progress and provides suitable suggestions. In case of revision of academic calendar by the university, institute incorporates the necessary changes accordingly.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

**Academic council/BoS of Affiliating University**

**Setting of question papers for UG/PG programs**

**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**

**Assessment /evaluation process of the affiliating University**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

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

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



File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

0

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

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

0

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

0

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

## 1.3 - Curriculum Enrichment

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

As this college follows Vidyasagar University curriculum, so we don't have such scope to integrates crosscutting issues relevant

to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.

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

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

8

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

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

Nil

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders** **D. Any 1 of the above**  
**Students**  
**Teachers** **Employers** **Alumni**

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

**1.4.2 - Feedback process of the Institution may be classified as follows** **D. Feedback collected**

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

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

983

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

**191**

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

Learning level of the students are assessed by regular class test, students seminar (some departments) and two internal assessment per semester. Then every department conduct remedial class for slow learners also for advanced learners teachers conduct special classes & suggest for other books to those students for further reading.

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

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

Number of Students	Number of Teachers
1484	47

File Description	Documents
Any additional information	No File Uploaded

## 2.3 - Teaching- Learning Process

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

To enhance student involvement as a part of participative learning and problem solving methodology. Our college conduct Team works, Debates, Seminar Quizzes and case studies Specifically Students centric Teaching Methods are reflected in project work, Field Visit & guest lectures.

Department of Chemistry, Geography, Education, Sociology, Anthropology, TTM & Statistics organised project work.

Students of Science departments participated in different inter-college Science project competitions to enhance the team work ability. Also All Departments organize students activities to promote the spirit of Team work The activities and Camp of NSS, NCC , Tree plantation . Swatchh Bharat and Health awareness camp to help the students to learn living responsibly in a team for Social and community welfare. But this year for pandemic situation we have organised this type of team work in restricted mode.

Department of TTM, Anthropology, Geography organise field visit for participative & experimental learning. Though for Pandemic situation this year we have tried those through virtual mode.

Guest lecture by eminent Professors/ experts from different field and institutions across the world are organised to supplement the teaching process and provide experiential learning through online mode.

For problem solving methodologies, Case study method is adopted in teaching learning process to make the students have logical thinking and practical knowledge to develop problem solving ability. All questions in examination are based on analysis and reasoning. Free wifi facilities in campus promotes the habit of self learning and discussion.

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

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

The teaching learning process for the whole session 2020-2021 was through online mode. All the teachers used laptop/ mobile/ tab for classese through google meet/ google classroom/ Zoom etc.

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

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

**2.3.3.1 - Number of mentors**

00

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

**2.4 - Teacher Profile and Quality**

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

47

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

28

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

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

##### 2.4.3.1 - Total experience of full-time teachers

352

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

The college has transparent and robust Internal Assessment process in terms of frequency and mode. In order to ensure transparency in internal assessment, the system and time table of internal assessment is communicated with the students well in advance. The Academic sub-committee holds meetings of the faculties and directs them to ensure effective implementation of the Internal Assessment process. Students who are admitted for the concerned course are assessed continuously through various evaluation processes at college and University level. Continuous evaluation is made through Class Tests, Internal Assessments, Assignments Submission, Field Visit / Field Work and Seminars Presentation. Class tests are conducted regularly by every individual teacher. Internal Assessments are conducted twice per Semester. The Field Visit / Field Work and Seminars Presentation are conducted as per the concerned Departmental Notification. The performance of the students is communicated to the students. Personal guidance is given to the slow learners after their assessment. Students of every semester are asked to deliver the seminars of the concerned subject in some departments. Topics are given by their teachers to the students to prepare for power point presentation.

For transparent and robust for internal assessment, the following mechanisms are conducted

- Academic Sub-Committee.
- Question Paper Setting.
- Conduct of Examination under proper invigilation.
- Interaction with students & parents regarding their internal assesement.

The method of internal assessment helps the teachers to evaluate the students more appropriately. In this way mechanism of internal assessment is transparent and robust.

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



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

Per semester two Internal Assessment is taken as per departmental and college routine. Hard copy of the answer scripts are preserved in the respective department. If any students is not satisfied to his marks, he/she can verify his/her answer script with the prior permission of the Principal.

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

## 2.6 - Student Performance and Learning Outcomes

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

All the department have clearly stated learning outcomes of the Programme . The following mechanism is followed by the departments to communicate the learning outcomes to the teachers and students.

Hard/ Soft Copy of syllabus and Learning Outcomes are available in the departments as well as in the University Website for ready referenceto the teachers and students.

The importance of the learning outcomes has been communicated to the teachers in the departmental meetings in the starting of the semesters.

The students are also made aware of the same through induction programme of the departments as every teachers individually discuss about the outcome of the course in their respective classes in first one or two classes.

Programme Outcomes:

Capable students to shape the world and recognise the role of them. Recognised and appreciate the real-world context of knowledge. Analyse, synthesize and integrate knowledge. Critically evaluate the validity of arguments and conclusions. Practice creative thinking and expression.

Demonstrate the capacity to argue in innovative directions. Apply appropriate problem solving methodologies to specific

problems. Develop intellectual independence and practice self-directed inquiry.

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

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

1. At the beginning of every semester, the departmental teachers convey Course Objectives at the introductory part of respective subjects.

2. The copies of the syllabus are kept in the department. It is distributed beginning the semester, students can also download the syllabus from the website of Vidyasagar University.

3. Further, the faculty of every subject explains the course objectives, evaluation pattern, marking process etc. to the students. It is also given in the syllabus of each subject.

4. Following are the evaluation process.

For post-graduate courses

(i) Seminar presentation

(ii) Field work

(iii) Home assignments/tutorials Extension Work

(iv) Project work if provided in syllabus in Chemistry and Geography.

For under-graduate courses

(i) Two Internal Assessments in each Semester as decided in the syllabus

(ii) Black-board presentation

(iii) Quizzes or objective questions, if needed.

(iv) Class Test

(vi) Field/Project work for environment studies, Anthropology, Geography, Sociology, Education etc.

Marks of Internal Assessments are recorded in a register. The marks of internal exams are uploaded online to the university.

4. The Institute provides opportunities to students to exhibit their understanding through the medium of expression i.e. oral or written. The outcome of the entire exercise is that the evaluation method does not become a hurdle while evaluating.

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

### 2.6.3 - Pass percentage of Students during the year

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

405

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

### 2.7 - Student Satisfaction Survey

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

[NIL](#)

**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

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

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

0

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

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

10

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

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

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

31

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

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

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

8

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

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

The college organizes a number of extension activities to promote institute-neighborhood community to sensitize the students towards community needs. The students of our college actively participate

in social service activities leading to their overall development. The college runs effectively National Service Scheme and National Cadet Corps Units. Through these units, the college undertakes various extension activities in the neighbourhood community.

NSS organizes Covid awareness camp in nearby locality and several activities were carried out by NSS volunteers addressing social issues which include campus cleanliness, tree plantation, Environmental awareness, Women empowerment, National Integrity, Aids awareness, Blood donation camp, Health check up camp.

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

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

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

1

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

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

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

13

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

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

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

1928

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

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

0

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

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

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

0

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The institution ensures adequate availability and optimal utilization of physical infrastructure as it is critically linked to the vision of the college. At the beginning of the academic year need-assessment for replacement / up-gradation / addition of the existing infrastructure is carried out based on the suggestions from Academic Sub-Committee, Purchase Committee, Heads of the departments, Hostel Committee, Office Assistant & Non Teaching Staff members after reviewing course requirements, computer-student ratio, budget constraints, working condition of the existing equipment and also students' grievances. The Academic Sub-Committee plans ahead for all requirements regarding classrooms, laboratories, furniture and other equipments.

- Optimal deployment of infrastructure is ensured through meeting with the Head of the departments & Principal on the use of new technology.
- The optimal utilization is ensured through encouraging innovative teaching - learning practices.
- The available physical infrastructure is optimally utilized beyond regular college hours, co-curricular activities/extra-curricular activities, parent teacher meetings, meetings, seminars, conferences etc.,
- It is used as an examination centre for Government examinations/University Examinations like SET, SSC etc.



- It is used as Study Centre of Netaji Subhas Open University, Vidyasagar University Distance Education etc.
- It is used as NCC, NSS Camp. Also used for accomodation of State/ Central forces during the time of General election.

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

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

Sport is an integral part of the curriculum. Various sports facility is provided to the students within the campus. The college is committed to create a balanced atmosphere of academic, cultural and sports activities for the overall personality development of its students. Various sports competitions such as inter departmental, inter collegiate, Inter University, etc help in developing team spirit in students. Sports, games and Yoga help the students to improve their interpersonal relationship in healthy manner. Talented students are honored with medals, trophies and certificates.

The department of Physical Education in the college is well equipped with various facilities in sports and games for indoor and outdoor also. The college has indoor game facilities as Chess, Carom, Table Tennis and Footballground, Volley ball court, Badmintoncourt as outdoor games. A sophisticated gymnasium is also facilitated by the college for the students to develop their physical strength and fitness. The department of Physical Education is functioning under the guidance of Dr. SushantaPal.

The college conducts every year Inter departmental Games and Sports Compitition during Winter. Though due to COVID Protocol college has not conducted any such activity as per Govt. covid norms.

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

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

3

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

3

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

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

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

52.46

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

**Library is not fully automated. There is no integrated Library Management System.**

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

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

0.059

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

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

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

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

### 4.3 - IT Infrastructure

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

There are different digital technological facilities available in the college. There are 02- smart classrooms, 02-smart lab and 01-digitally equipped conference hall and 04-digitally equipped Computer laboratories available in the college. The up gradation work of IQAC room and Teachers' room is also under construction. A well equipped central computer lab is also functioning in the college. The students of the college are access to the computer lab. The college building and the all three Hostels are facilitated with the Wi-Fi & Lan connectivity under the RUSA-2.0 scheme. There is open access of Wi-Fi connectivity to all student and the staff members of the college. All the departments of the college are provided with computer and other related accessories. All teaching staff member use the ICT in the classrooms and laboratories, whenever needed. The different educational sites are shown to the students with the help of digital device.

All the official work is being done with the help of computer through WBIFMS portal, WB Health Scheme portal etc.. The college regularly maintains the IT facilities. Following are some basic facilities for updating:

Computer is formatted in regular basis.

College itself formats the computer without no fees and by the help of computer operator.

Anti-virus is regularly installed in some computer.

Wi-Fi connectivity is available all over the campus and continuously mentained by PWD.

CCTV is installed in every corridor, in front of Boys, Girls & Teachers' Hostel Gate.

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

#### 4.3.2 - Number of Computers

104

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

#### 4.3.3 - Bandwidth of internet connection in the Institution E. < 5MBPS

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

#### 4.4 - Maintenance of Campus Infrastructure

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

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

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

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

The College has a well-defined policy and system in place for the maintenance and utilization of all its physical and academic facilities.

#### Classroom management:

Classroom being the most primary and important part, it is managed with proper systems and procedures as recommended by the respective departments. It is followed keeping in mind the modern teaching learning environment. The classrooms are well equipped with somemodern technology like LCD projector, mike systems in some large class roomand wifi/LANfor better and effective teaching.

Stock list of assets of Class room property is maintained by Departmental Srock Book, cleaning and maintenance are done on a regular basis by permanent Group-D staff.

#### Laboratory

As the College has seven Science departments with two Post Graduate Departments, the Laboratory policy forms the core in the working of the institution. While the Laboratory has several instruments and equipment, the same is maintained time to time. Some equipments are maintained by Suppliers under warranty period.General Instructions to students regarding the safe and secure usage while in thelaboratory are displayed in each lab.

#### Library

For overall smooth functioning of the library, it is divided into following five main sections and each section has its unique identity and with defined standard procedures the library works effectively and serves its patrons for information requirements. All the purchase and maintainance of Library is done under the supervision of Principal, All HOD's & Librarian. Function of Library is doneby 3 sections.

1. Acquisition/ Processing Section
2. Circulation Section
3. Reference Section

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

479

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

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

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

0

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

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

**C. 2 of the above**

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

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

**200**

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

**200**

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

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

**C. Any 2 of the above**



**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

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

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

3

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

90

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

22

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities**

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

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

0

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

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

As no student Council is constituted during the session, Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities like in sports committee, cultural committee, IQAC etc.

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

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

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

0

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

## 5.4 - Alumni Engagement

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

There is no registered Alumni Association in the College.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

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

This College is directly under Govt. of West Bengal, though there is a Governing Body (GB), but its tenure is over and new GB yet to be formed by the Government. The top management is DPI, Govt. of West Bengal. The top management, principal and faculty works in co-ordination with each other for successfully implementing its quality policy. The leadership of the institute provides the clear road-map towards achieving the vision and mission of the institute for excellence in academic and administrative processes. Teachers' Council and Officer-in-Charge conducted meeting to take any Decisions for any kind of academic and administrative issue with the help of DPI.

DPI, Govt. of West Bengal makes necessary financial provisions for the development of the institute such as infrastructural development, faculty recruitment, setting new research facilities and other academic and administrative development.

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

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

The following are the practices of decentralization The admission process for UG and PG courses for the session: 2020-2021 is organized by the Admission Committee in which faculty from the various department was engaged. Annual cultural program (online) are conducted by cultural sub-committee, in which students representative, faculty from all department actively supervised. For kanyashree prakalpa and other Scholarships are supervised by Nodal officer and different Sub-committees. For the smooth running of the students hostel there is Hostel sub-committee. The University and internal examination is conducted under the supervision of Examination Committee and Academic sub-Committee respectively. All kind the purchase supervised by purchase committee. And the ifructural work is under PWD, Govt. of West Bengal. Due to Pandemic situation in this session no new TC committee formed. Committees are same as the previous session.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Teaching and Learning, Curriculum Development, Examination and Evaluation,

Library, ICT and Physical Infrastructure / Instrumentation, Admission of Students. For details please check uploaded document.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Being a direct Government College administrative set up is purely as per Govt. policy. Appointment and Service Rule is same as Govt. of West Bengal Service rule. Beside this set up for the smooth running of the academic and administrative work there are several committees formed by Teachers' Council for different purposes.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

As the permanent teaching and non-teaching members are direct employee of Govt. of West Bengal, so they can take West Bengal Health Scheme facility for self and their dependent family members. Savings scheme of 'Sutahata-Haldia State Govt. Employees' CCCC Society Ltd.'

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

0

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

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

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

0

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

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

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

10

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

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

The teaching and non-teaching staff of the college are direct employees of Government of West Bengal. The performance of each employee is assessed annually after completion of one year of service through Annual Confidential Report as per Govt. Service



Rule of Govt. of West bengal.

Also for the promotion of teaching staff ,the performance of each faculty member is assessed according to the Annual Self-Assessment for the Performance Based Appraisal System (PBAS).Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) that is based on the API score.The faculty members are informed well in advance of their due promotion.The PBAS proforma filled by the Faculty Member is checked and verified by the Heads ofthe Departments, followed by theIQAC Co-ordinator and therecommendation for promotion is forwarded to the Higher Education department bythe screening-cum-selection committee for the final promotional Order.

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

#### 6.4 - Financial Management and Resource Mobilization

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

External financial audits are conducted periodically in consultation with the authorities (Dept. of Higher Education, Govt. of West Bengal)

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

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

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

0

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

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

Sources of funds are as follows: 1.Fees: Admission Fees, Tuition Fees, Examination Fees etc.charged as per the university and government norms from students of various granted and self financed courses.

2.Salary Grant: As our college is a Government College, the College receives salary from the Government of West Bengal directly and salary bills are prepared through IFMS portal Govt. of West Bengal. For this, we prepare and send an annual budget of the estimated salary required to the state government. This budget includes salaries of the Permanent teachers and non-teaching staff.

3.UGC Grants: Our College is under 2F and 12B as per UGC Act and Permanent Affiliation of the Vidyasagar University. So we receive grants from the UGC for the development and maintenance of Infrastructure, upgrade of the Learning Resources and Research (including grants for Minor and Major Research Projects). We have also received grants under RUSA 2.0.

4. State Govt. Grants: Our college receives several grants for infrastructural development, Book Grant, Equipment Grant, Contingency Grant, furniture grant etc. time to time from Govt. of West Bengal as per the need of the College.

Our resource mobilization policy and procedures are as follows:

1. The institution set up a UGC Committees per the directions of the UGC given in the XII Plan. 2. The UGC Committee, in close coordination with the PWD (Infrastructural development) and the IQAC, monitors the mobilization of funds and makes sure that the funds are spent for the purpose for which they have been allocated.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</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

The IQAC of the college regards the maintenance of a consistently good academic record as its first priority. For achieving this end regular monitoring of both students and teachers performance is carried out. Periodic collection of feedback is used to facilitate this. •As an advisory body the IQAC offers suggestions for the development of the institutions intellectual property, linguistic competence of students, betterment of the teaching learning process infrastructure etc. • The IQAC ensures a regular attendance of students and teachers round the year. The IQAC inspects and tries improve college infrastructure. The IQAC ensures that students' grasp over all areas of curriculum through periodical assessments. The teachers are encouraged to participate in Refresher Courses, Orientation Programmes, Research, Seminars and Workshops etc. for the upgradation of knowledge base. The IQAC regulates the process of career advancement scheme of the teachers. All teachers are encouraged to take part actively in research work. They are encouraged to send proposals for major and minor research projects of UGC, DIST etc. • Departments are encouraged to regularly hold Tutorial and special classes to address the specific needs of students. The IQAC regulates the arrangements for holding seminars workshops etc. by individual departments to upgrade the knowledge base of the students.

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

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

Due to Pandemic situation, in this session Admission, Class,

Examination are conducted through online mode. Still the IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process.

The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly followed.

Admission to various programmes, Summer, Puja and Winter vacations, tentative examination schedule and Field Work timing are notified in the Academic Calendar.

All newly admitted students have to compulsorily attend the Verification cum Orientation Programme, in which they are made aware of the philosophy, the uniqueness of the Education system, the teaching-learning process, the system of continuous evaluation & Internal Assessments process, courses details, various co-curricular activities, discipline and culture of the College.

Also all the students are informed regarding various scholarship and Govt. Prakalpa through class notice for the benefit of the students.

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

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

**D. Any 1 of the above**

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

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

1. Organized an International Webinar on "Health Issues of Underprivileged Women" Date: 18-19 Sep 2022 by ICC cell.

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

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

D. Any 1 of the above

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

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

**Solid Waste Management**-College has a place on its campus where the solid wastes materials are disposed.

**E-waste Management**- There is no e-waste management system in the college. In such case college report to PWD to dispose E-waste.

**Waste recycling system**- There is no system of Waste recycling in the college. However, there is rain water harvesting system in the college.

**The e-medical Waste Management**- There is no e-medical waste management system in the college.

**Hazardous chemicals and radioactive waste management**- There is no Hazardous chemicals and radioactive waste management system in the college.

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

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** B. Any 3 of the above

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

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

**A. Any 4 or All of the above**

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. Landscaping with trees and plants**

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

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

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

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

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-**

**C. Any 2 of the above**

**reading software, mechanized equipment**  
**5. Provision for enquiry and information :**  
**Human assistance, reader, scribe, soft copies**  
**of reading material, screen reading**

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

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

Our College has conducted several programs for providing an inclusive environment. It has taken various initiatives for promoting tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic, and other diversities, to facilitate women's education Govt. of West Bengal introduce Kanyashree Prakalpa in every Govt. Educational Institute.

The College also organizes various online cultural programs to celebrate the cultural diversity of India. Students from various regional and cultural backgrounds participate in such programs and present their regional culture.

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

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

The college encourages the students to take part in blood donation camps, study tours for them that make them understand the



importance of protecting the cultural heritage of the country.

Every year Republic day is Celebrated on 26th Jan by organizing activities highlighting the importance of Indian Constitution.. Independence day is also celebrated each year to highlight the struggle offreedom and the importance of Indian constitution.

The NSSunit have taken up many cleanliness drives both inside the campus and nearbyvillages considering it as a responsibility of every citizen. The students have also taken upPlantation drives to provide a clean and green environment for all. Swachh Bharat Abhiyanhas also been an important initiative taken up by the college where we have organized anawareness rally for the students and took a tour in entire town to create awareness amongall. But in this session due to Pandemic situation and Govt. restriction college was unable to conduct such programmms.

The college has also conducted a Voter awareness programme for all the students andwere sensitized about their constitutional powers of voting with the help of local administration (SDO/ DM).

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

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

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

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

1. Cultural programmes are organised on the occasion of Independence Day and the Republic Day. NSS and NCC also take part in this programme.
2. World Environment Day (5 June) is observed with the planting of saplings.
3. The spring festival, Basant Panchami & Saraswati Pujas celebrated in the College with fun and fervor.
4. Every year, the International Women's Day (8 March) is celebrated by organising programmes on gender equality and justice, by the ICC & Women cell.
5. Every year college celebrate Freshers' welcome ceremony with cultural programme.
6. World Yoga day is celebrated every year by Physical Education Department, NSS and NCC unit of the college.

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

## 7.2 - Best Practices

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

1. Conducting the meetings between departmental Teachers students

of the department for discussing their difficulties and solution on a regular basis. 2. Useful links of other websites and youtube videos for particular topics are provided to the students. 3. The question bank for each topic is supplied to the students during each semester. 4. After lock down due to pandemic from mid of March-2020, every department organised regular online classes and online class test through out the session.

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

### 7.3 - Institutional Distinctiveness

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

We have an attractive eco-friendly environment inside the college premises including three ponds, lush greenery which attracts different types of birds and species. College provides professional and specialization courses of Tourism and Travel Management which is emerging scope and opportunity for the new generation students. We have a significant number of faculty with the Ph.D. degree and Post-doctorate experience which help us to provide a good academic and research environment on our campus. The college has a study center of Netaji Open University and Vidyasagar University Distance Education which help to provide higher education to the local people who already engaged in a job. Well equipped gymnasium of our college provides physical and mental fitness of our students as well as the teacher.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The college regards effective delivery of curriculum as the most vital curricular aspect. The college follows the curriculum prescribed by the Vidyasagar University through its Boards of Studies. Our faculty members have worked on the Board of Studies and their sub-committees, substantially contributed to the curriculum development. But for this session due to pandemic situation Theaching-learning, question preparation and internal and university examinations are completed through online mode.

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

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

Before the commencement of each semester, University notifies an academic calendar for all the programs, which contains the tentative date of commencement, last working day of the semester. With the help of the University Academic calendar, College prepare the main academic calendar, containing internal assessment's tentative date/ week, field work schedule, Seminar & Workshops tentative week.

The academic calendars help faculty members to plan their respective course delivery research work academic and co-curricular activities. Department heads closely supervise and monitor the completion of the syllabus as per the University Academic Calendar.

Internal Assessment tests (IA), assignments and seminars are part of the Continuous Internal Assessment of students. There is a well-defined process for the conduct of IA as per the calendar of events. The course instructors prepare IA question

papers and approved by the department Head. The internal assessment test timetable prepared by the Academic Subcommittee. Continuous evaluation and assessments are also done for laboratory course, project work & seminars. Conduction of laboratory experiments and viva, Submission of records are the major components of laboratory course evaluation.

The Principal, through the academic committee meetings, frequently reviews the semester's progress and provides suitable suggestions. In case of revision of academic calendar by the university, institute incorporates the necessary changes accordingly.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

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

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded

## **1.2 - Academic Flexibility**

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

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

16

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

0

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

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

0

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

0

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

### 1.3 - Curriculum Enrichment

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

As this college follows Vidyasagar University curriculum, so we don't have such scope to integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.

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

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

8

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

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

Nil

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders  
Students Teachers Employers Alumni**

D. Any 1 of the above

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

**1.4.2 - Feedback process of the Institution may be classified as follows**

D. Feedback collected

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

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

983



File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

191

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

Learning level of the students are assessed by regular class test, students seminar (some departments) and two internal assessment per semester. Then every department conduct remedial class for slow learners also for advanced learners teachers conduct special classes & suggest for other books to those students for further reading.

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

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

Number of Students	Number of Teachers
1484	47

File Description	Documents
Any additional information	No File Uploaded

### 2.3 - Teaching- Learning Process

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

To enhance student involvement as a part of participative learning and problem solving methodology. Our college conduct Team works, Debates, Seminar Quizzes and case studies Specifically Students centric Teaching Methods are reflected in project work, Field Visit & guest lectures.

Department of Chemistry, Geography, Education, Sociology, Anthropology, TTM & Statistics organised project work.

Students of Science departments participated in different inter-college Science project competitions to enhance the team work ability. Also All Departments organize students activities to promote the spirit of Team work The activities and Camp of NSS, NCC, Tree plantation. Swatchh Bharat and Health awareness camp to help the students to learn living responsibly in a team for Social and community welfare. But this year for pandemic situation we have organised this type of team work in restricted mode.

Department of TTM, Anthropology, Geography organise field visit for participative & experimental learning. Though for Pandemic situation this year we have tried those through virtual mode.

Guest lecture by eminent Professors/ experts from different field and institutions across the world are organised to supplement the teaching process and provide experiential learning through online mode.

For problem solving methodologies, Case study method is adopted in teaching learning process to make the students have logical thinking and practical knowledge to develop problem solving ability. All questions in examination are based on analysis and reasoning. Free wifi facilities in campus promotes the habit of self learning and discussion.

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

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

The teaching learning process for the whole session 2020-2021 was through online mode. All the teachers used laptop/ mobile/ tab for classes through google meet/ google classroom/ Zoom etc.

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

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

**2.3.3.1 - Number of mentors**

00

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

**2.4 - Teacher Profile and Quality**

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

47

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

28

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

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

##### 2.4.3.1 - Total experience of full-time teachers

352

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

#### 2.5 - Evaluation Process and Reforms

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

The college has transparent and robust Internal Assessment process in terms of frequency and mode. In order to ensure transparency in internal assessment, the system and time table of internal assessment is communicated with the students well in advance. The Academic sub-committee holds meetings of the faculties and directs them to ensure effective implementation of the Internal Assessment process. Students who are admitted for the concerned course are assessed continuously through various evaluation processes at college and University level. Continuous evaluation is made through Class Tests, Internal Assessments, Assignments Submission, Field Visit / Field Work and Seminars Presentation. Class tests are conducted regularly by every individual teacher. Internal Assessments are conducted twice per Semester. The Field Visit / Field Work and Seminars Presentation are conducted as per the concerned Departmental Notification. The performance of the students is communicated to the students. Personal guidance is given to the slow learners after their assessment. Students of every semester are asked to deliver the seminars of the concerned subject in some departments. Topics are given by their teachers to the students to prepare for power point presentation.

For transparent and robust for internal assessment, the following mechanisms are conducted

- Academic Sub-Committee.
- Question Paper Setting.
- Conduct of Examination under proper invigilation.
- Interaction with students & parents regarding their internal assessment.

The method of internal assessment helps the teachers to evaluate the students more appropriately. In this way mechanism of internal assessment is transparent and robust.

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

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

Per semester two Internal Assessment is taken as per departmental and college routine. Hard copy of the answer scripts are preserved in the respective department. If any students is not satisfied to his marks, he/she can verify his/her answer script with the prior permission of the Principal.

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

## 2.6 - Student Performance and Learning Outcomes

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

All the department have clearly stated learning outcomes of the Programme . The following mechanism is followed by the departments to communicate the learning outcomes to the teachers and students.

Hard/ Soft Copy of syllabus and Learning Outcomes are available in the departments as well as in the University Website for ready referenceto the teachers and students.

The importance of the learning outcomes has been communicated to the teachers in the departmental meetings in the starting of the semesters.

The students are also made aware of the same through induction programme of the departments as every teachers individually discuss about the outcome of the course in their respective classes in first one or two classes.

Programme Outcomes:

Capable students to shape the world and recognise the role of them. Recognised and appreciate the real-world context of knowledge. Analyse, synthesize and integrate knowledge. Critically evaluate the validity of arguments and conclusions. Practice creative thinking and expression.

Demonstrate the capacity to argue in innovative directions. Apply appropriate problem solving methodologies to specific problems. Develop intellectual independence and practice self-directed inquiry.

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

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

1. At the beginning of every semester, the departmental teachers convey Course Objectives at the introductory part of respective subjects.

2. The copies of the syllabus are kept in the department. It is distributed beginning the semester, students can also download the syllabus from the website of Vidyasagar University.

3. Further, the faculty of every subject explains the course objectives, evaluation pattern, marking process etc. to the students. It is also given in the syllabus of each subject.

4. Following are the evaluation process.

For post-graduate courses

(i) Seminar presentation

(ii) Field work

(iii) Home assignments/tutorials Extension Work

(iv) Project work if provided in syllabus in Chemistry and

**Geography.****For under-graduate courses**

(i) Two Internal Assessments in each Semester as decided in the syllabus

(ii) Black-board presentation

(iii) Quizzes or objective questions, if needed.

(iv) Class Test

(vi) Field/Project work for environment studies, Anthropology, Geography, Sociology, Education etc.

Marks of Internal Assessments are recorded in a register. The marks of internal exams are uploaded online to the university.

4. The Institute provides opportunities to students to exhibit their understanding through the medium of expression i.e. oral or written. The outcome of the entire exercise is that the evaluation method does not become a hurdle while evaluating.

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

**2.6.3 - Pass percentage of Students during the year****2.6.3.1 - Total number of final year students who passed the university examination during the year**

405



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

## 2.7 - Student Satisfaction Survey

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

[NIL](#)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

10

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

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

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

31

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

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers

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

8

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

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

The college organizes a number of extension activities to promote institute-neighborhood community to sensitize the students towards community needs. The students of our college actively participate in social service activities leading to their overall development. The college runs effectively National Service Scheme and National Cadet Corps Units. Through these units, the college undertakes various extension activities in the neighbourhood community.

NSS organizes Covid awareness camp in nearby locality and several activities were carried out by NSS volunteers addressing social issues which include campus cleanliness, tree plantation, Environmental awareness, Women empowerment, National Integrity, Aids awareness, Blood donation camp, Health check up camp.

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

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

1

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

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

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

13

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

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

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

1928

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration**

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

0

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

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

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

0

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

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

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

The institution ensures adequate availability and optimal utilization of physical infrastructure as it is critically linked to the vision of the college. At the beginning of the academic year need-assessment for replacement / up-gradation / addition of the existing infrastructure is carried out based on the suggestions from Academic Sub-Committee, Purchase

Committee, Heads of the departments, Hostel Committee, Office Assistant & Non Teaching Staff members after reviewing course requirements, computer-student ratio, budget constraints, working condition of the existing equipment and also students' grievances. The Academic Sub-Committee plans ahead for all requirements regarding classrooms, laboratories, furniture and other equipments.

- Optimal deployment of infrastructure is ensured through meeting with the Head of the departments & Principal on the use of new technology.
- The optimal utilization is ensured through encouraging innovative teaching - learning practices.
- The available physical infrastructure is optimally utilized beyond regular college hours, co-curricular activities/extra - curricular activities, parent teacher meetings, meetings, seminars, conferences etc.,
- It is used as an examination centre for Government examinations/University Examinations like SET, SSC etc.
- It is used as Study Centre of Netaji Subhas Open University, Vidyasagar University Distance Education etc.
- It is used as NCC, NSS Camp. Also used for accommodation of State/ Central forces during the time of General election.

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

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

Sport is an integral part of the curriculum. Various sports facility is provided to the students within the campus. The college is committed to create a balanced atmosphere of academic, cultural and sports activities for the overall

personality development of its students. Various sports competitions such as inter departmental, inter collegiate, Inter University, etc help in developing team spirit in students. Sports, games and Yoga help the students to improve their interpersonal relationship in healthy manner. Talented students are honored with medals, trophies and certificates.

The department of Physical Education in the college is well equipped with various facilities in sports and games for indoor and outdoor also. The college has indoor game facilities as Chess, Carom, Table Tennis and Footballground, Volley ball court, Badmintoncourt as outdoor games. A sophisticated gymnasium is also facilitated by the college for the students to develop their physical strength and fitness. The department of Physical Education is functioning under the guidance of Dr. SushantaPal.

The college conducts every year Inter departmental Games and Sports Competition during Winter. Though due to COVID Protocol college has not conducted any such activity as per Govt. covid norms.

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

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

3

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

3

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

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

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

52.46

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

Library is not fully automated. There is no integrated Library Management System.

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

##### 4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-

C. Any 2 of the above



**books Databases Remote access toe-resources**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

0.059

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

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)****4.2.4.1 - Number of teachers and students using library per day over last one year**

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

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

There are different digital technological facilities available in the college. There are 02- smart classrooms, 02-smart lab

and 01-digitally equipped conference hall and 04-digitally equipped Computer laboratories available in the college. The up gradation work of IQAC room and Teachers' rooms is also under construction. A well equipped central computer lab is also functioning in the college. The students of the college are access to the computer lab. The college building and the all three Hostels are facilitated with the Wi-Fi & Lan connectivity under the RUSA-2.0 scheme. There is open access of Wi-Fi connectivity to all student and the staff members of the college. All the departments of the college are provided with computer and other related accessories. All teaching staff member use the ICT in the classrooms and laboratories, whenever needed. The different educational sites are shown to the students with the help of digital device.

All the official work is being done with the help of computer through WBIFMS portal, WB Health Scheme portal etc.. The college regularly maintains the IT facilities. Following are some basic facilities for updating:

Computer is formatted in regular basis.

College itself formats the computer without no fees and by the help of computer operator.

Anti-virus is regularly installed in some computer.

Wi-Fi connectivity is available all over the campus and continuously maintained by PWD.

CCTV is installed in every corridor, in front of Boys, Girls & Teachers' Hostel Gate.

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

#### 4.3.2 - Number of Computers

104

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

#### 4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

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

#### 4.4 - Maintenance of Campus Infrastructure

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

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

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

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

The College has a well-defined policy and system in place for the maintenance and utilization of all its physical and academic facilities.

Classroom management:

Classroom being the most primary and important part, it is managed with proper systems and procedures as recommended by the respective departments. It is followed keeping in mind the modern teaching learning environment. The classrooms are well equipped with some modern technology like LCD projector, mike systems in some large class room and wifi/LAN for better and effective teaching.

Stock list of assets of Class room property is maintained by Departmental Stock Book, cleaning and maintenance are done on a regular basis by permanent Group-D staff.

#### Laboratory

As the College has seven Science departments with two Post Graduate Departments, the Laboratory policy forms the core in the working of the institution. While the Laboratory has several instruments and equipment, the same is maintained time to time. Some equipments are maintained by Suppliers under warranty period. General Instructions to students regarding the safe and secure usage while in the laboratory are displayed in each lab.

#### Library

For overall smooth functioning of the library, it is divided into following five main sections and each section has its unique identity and with defined standard procedures the library works effectively and serves its patrons for information requirements. All the purchase and maintenance of Library is done under the supervision of Principal, All HOD's & Librarian. Function of Library is done by 3 sections.

1. Acquisition/ Processing Section
2. Circulation Section
3. Reference Section

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

479

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

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

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

0

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

<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>C. 2 of the above</b>
<b>File Description</b>	<b>Documents</b>
Link to institutional website	<b>Nil</b>
Any additional information	<b>No File Uploaded</b>
Details of capability building and skills enhancement initiatives (Data Template)	<b>No File Uploaded</b>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>200</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>200</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<b>No File Uploaded</b>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<b>No File Uploaded</b>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b>	<b>C. Any 2 of the above</b>

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

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

3

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

90

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

**government examinations) during the year**

22

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

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

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

As no student Council is constituted during the session, Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities like in sports committee, cultural committee, IQAC etc.



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

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

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

0

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

### 5.4 - Alumni Engagement

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

**There is no registered Alumni Association in the College.**

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

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

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

This College is directly under Govt. of West Bengal, though there is a Governing Body (GB), but its tenure is over and new GB yet to be formed by the Government. The top management is DPI, Govt. of West Bengal. The top management, principal and faculty works in co-ordination with each other for successfully implementing its quality policy. The leadership of the institute provides the clear road-map towards achieving the vision and mission of the institute for excellence in academic and administrative processes. Teachers' Council and Officer-in-Charge conducted meeting to take any Decisions for any kind of academic and administrative issue with the help of DPI.

DPI, Govt. of West Bengal makes necessary financial provisions for the development of the institute such as infrastructural development, faculty recruitment, setting new research facilities and other academic and administrative development.

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

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

The following are the practices of decentralization The admission process for UG and PG courses for the session: 2020-2021 is organized by the Admission Committee in which faculty from the various department was engaged. Annual cultural program (online) are conducted by cultural sub-committee, in which students representative, faculty from all department actively supervised. For kanyashree prakalpa and

other Scholarships are supervised by Nodal officer and different Sub-committees. For the smooth running of the students hostel there is Hostel sub-committee. The University and internal examination is conducted under the supervision of Examination Committee and Academic sub-Committee respectively. All kind the purchase supervised by purchase committee. And the infrastructural work is under PWD, Govt. of West Bengal. Due to Pandemic situation in this session no new TC committee formed. Committees are same as the previous session.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Teaching and Learning, Curriculum Development, Examination and Evaluation,

Library, ICT and Physical Infrastructure / Instrumentation, Admission of Students. For details please check uploaded document.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Being a direct Government College administrative set up is purely as per Govt. policy. Appointment and Service Rule is same as Govt. of West Bengal Service rule. Beside this set up for the smooth running of the academic and administrative work there are several committees formed by Teachers' Council for different purposes.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

As the permanent teaching and non-teaching members are direct employee of Govt. of West Bengal, so they can take West Bengal Health Scheme facility for self and their dependent family members. Savings scheme of 'Sutahata-Haldia State Govt. Employees' CCCC Society Ltd.'

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

0

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

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

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

0

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

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

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

<b>year</b>	
10	
File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>
<b>6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff</b>	
<p>The teaching and non-teaching staff of the college are direct employees of Government of West Bengal. The performance of each employee is assessed annually after completion of one year of service through Annual Confidential Report as per Govt. Service Rule of Govt. of West bengal.</p> <p>Also for the promotion of teaching staff ,the performance of each faculty member is assessed according to the Annual Self-Assessment for the Performance Based Appraisal System (PBAS). Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) that is based on the API score. The faculty members are informed well in advance of their due promotion. The PBAS proforma filled by the Faculty Member is checked and verified by the Heads of the Departments, followed by the IQAC Co-ordinator and therecommendation for promotion is forwarded to the Higher Education department by the screening-cum-selection committee for the final promotional Order.</p>	
File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded
<b>6.4 - Financial Management and Resource Mobilization</b>	

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

External financial audits are conducted periodically in consultation with the authorities (Dept. of Higher Education, Govt. of West Bengal)

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

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

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

0

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

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

Sources of funds are as follows: 1.Fees: Admission Fees, Tuition Fees, Examination Fees etc.charged as per the university and government norms from students of various granted and self financed courses.

2.Salary Grant: As our college is a Government College, the College receives salaryfrom the Government of West Bengal directly and salary bills are prepared throug IFMS portal Govt. of West Bengal.For this, we prepare and send an annual budget of the estimated salaryrequired to the state government. This budgetincludes salaries of thePermanent teachers and non-

teaching staff.

3.UGC Grants:Our College is under 2F and 12B as per UGC Act and Permanent Affiliation of the Vidyasagar University. So we receive grants from the UGC for the development and maintenance of Infrastructure, upgrade of the Learning Resources and Research (including grants for Minor and Major Research Projects). We have also received grants under RUSA 2.0.

4. State Govt. Grants: Our college receives several grants for infrastructural development, Book Grant, Equipment Grant, Contingency Grant, furniture grant etc. time to time from Govt. of West Bengal as per the need of the College.

Our resource mobilization policy and procedures are as follows:

1. The institution set up aUGC Committees per the directions of the UGC given in the XII Plan. 2. TheUGC Committee, in close coordination with the PWD (Infrastructural development)and the IQAC, monitors the mobilization of funds and makes sure that the funds are spent for the purpose for which they have been allocated.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</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

The IQAC of the college regards the maintenance of a consistently good academic record as its first priority. For achieving this end regular monitoring of both students and teachers performance is carried out. Periodic collection of feedback is used to facilitate this. •As an advisory body the IQAC offers suggestions for the development of the institutions intellectual property, linguistic competence of students, betterment of the teaching learning proces infrastructure etc. • The IQAC ensures a regular attendance of students and teachers round the year. The IQAC inspects and tries improve college infrastructure. The IQAC ensures that students' grasp over all areas of curriculum through periodical assessments.



The teachers are encouraged to participate in Refresher Courses, Orientation Programmes, Research, Seminars and Workshops etc. for the upgradation of knowledge base. The IQAC regulates the process of career advancement scheme of the teachers. All teachers are encouraged to take part actively in research work. They are encouraged to send proposals for major and minor research projects of UGC, DIST etc. • Departments are encouraged to regularly hold Tutorial and special classes to address the specific needs of students. The IQAC regulates the arrangements for holding seminars workshops etc. by individual departments to upgrade the knowledge base of the students.

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

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

Due to Pandemic situation, in this session Admission, Class, Examination are conducted through online mode. Still the IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process.

The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly followed.

Admission to various programmes, Summer, Puja and Wintervacations, tentative examination schedule and Field Work timing are notified in the Academic Calendar.

All newly admitted students have to compulsorily attend the Verification cum Orientation Programme, in which they are made aware of the philosophy, the uniqueness of the Education system, the teaching-learning process, the system of continuous evaluation & Internal Assessments process, courses details, various co-curricular activities, discipline and culture of the College.

Also all the students are informed regarding various scholarship and Govt. Prakalpa through class notice for the benefit of the students.

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

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

**D. Any 1 of the above**

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

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

**1. Organized an International Webinar ON "Health Issues of Underprivileged Women" Date: 18-19 Sep???? by ICC cell.**

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

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

D. Any 1 of the above

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

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

**Solid Waste Management-College has a place on its campus where the solid wastes materials are disposed.**

**E-waste Management- There is no e-waste management system in the college. In such case college report to PWD to dispose E-waste.**

**Waste recycling system- There is no system of Waste recycling in the college. However, there is rain water harvesting system in the college.**

**The e-medical Waste Management- There is no e-medical waste management system in the college.**

**Hazardous chemicals and radioactive waste management- There is no Hazardous chemicals and radioactive waste management system in the college.**

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

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**B. Any 3 of the above**

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

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

**A. Any 4 or All of the above**

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

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

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

**7.1.6.1 - The institutional environment and**

**energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

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

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

C. Any 2 of the above

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

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

Our College has conducted several programs for providing an inclusive environment. It has taken various initiatives for promoting tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic, and other diversities, to facilitate women's education Govt. of West Bengal introduce Kanyashree Prakalpa in every Govt. Educational Institute.

The College also organizes various online cultural programs to celebrate the cultural diversity of India. Students from various regional and cultural backgrounds participate in such programs and present their regional culture.

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

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

The college encourages the students to take part in blood donation camps, study tours for them that make them understand the importance of protecting the cultural heritage of the country.

Every year Republic day is Celebrated on 26th Jan by organizing activities highlighting the importance of Indian Constitution.. Independence day is also celebrated each year to highlight the struggle of freedom and the importance of Indian constitution.

The NSS unit have taken up many cleanliness drives both inside the campus and nearby villages considering it as a responsibility of every citizen. The students have also taken up plantation drives to provide a clean and green environment for all. Swachh Bharat Abhiyan has also been an important initiative taken up by the college where we have organized an awareness rally for the students and took a tour in entire town to create awareness among all. But in this session due to Pandemic situation and Govt. restriction college was unable to

conduct such programmes.

The college has also conducted a Voter awareness programme for all the students and were sensitized about their constitutional powers of voting with the help of local administration (SDO/DM).

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

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**  
**4. Annual awareness programmes on Code of Conduct are organized**

E. None of the above

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

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

1. Cultural programmes are organised on the occasion of Independence Day and the Republic Day. NSS and NCC also take part in this programme.

2. World Environment Day(5 June) is observed with the planting of saplings.
3. The spring festival, Basant Panchami & Saraswati Pujacelebrated in the College with fun and fervor.
4. Every year, the International Women's Day(8 March) is celebrated by organising programmes on gender equality and justice, by the ICC & Women cell.
5. Every year college celebrate Freshers' welcome ceremony with cultural programme.
6. World Yoga day is celebrated every year by Physical Education Department, NSS and NCC unit of the college.

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

## 7.2 - Best Practices

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

1. Conducting the meetings between departmental Teachers students of the department for discussing their difficulties and solution on a regular basis. 2. Useful links of other websites and youtube videos for particular topics are provided to the students. 3. The question bank for each topic is supplied to the students during each semester. 4. After lock down due to pandemic from mid of March-2020, every department organised regular online classes and online class test through out the session.

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

## 7.3 - Institutional Distinctiveness

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



We have an attractive eco-friendly environment inside the college premises including three ponds, lush greenery which attracts different types of birds and species. College provides professional and specialization courses of Tourism and Travel Management which is emerging scope and opportunity for the new generation students. We have a significant number of faculty with the Ph.D. degree and Post-doctorate experience which help us to provide a good academic and research environment on our campus. The college has a study center of Netaji Open University and Vidyasagar University Distance Education which help to provide higher education to the local people who already engaged in a job. Well equipped gymnasium of our college provides physical and mental fitness of our students as well as the teacher.

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

### 7.3.2 - Plan of action for the next academic year

The college plans the following for implementation in future-

1. Introduction of courses from Biological Sciences.
2. Construction of new building.
3. Enhancing academic excellence.
4. Development of skills of the students by inculcating core values among them further by imparting value-based education.
5. Enhancing social compatibility of the students by giving better opportunity of social interaction through activities of NSS, NCC and the like.
6. Adoption of a village under the Haldia Municipality for the NSS Unit of the college.
7. Enhancement of infrastructural facilities.
8. Implementation of the Learning Management System with online payment portal system.
9. Formation of a Health Club comprising of teaching, non-teaching staff and students of the college.
10. Installation of Photovoltaic and solar-thermal panels to generate pollution-free electricity.
11. Also planing to continue online teaching learning system parallel to the offline mode.
12. Installation of WIFI internet facility to the campus.