



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>KHANDRA COLLEGE</b>
• Name of the Head of the institution	<b>Prof. Sanjib Kr. Hazra</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>03412665245</b>
• Mobile No:	<b>9002864500</b>
• Registered e-mail	<b>khandracollege1981@gmail.com</b>
• Alternate e-mail	<b>mesanjib58@gmail.com</b>
• Address	<b>P.O- Khandra DIST.- Paschim Bardhaman</b>
• City/Town	<b>Durgapur</b>
• State/UT	<b>West Bengal</b>
• Pin Code	<b>713363</b>
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	<b>Affiliated</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Rural</b>

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	KAZI NAZRUL UNIVERSITY				
• Name of the IQAC Coordinator	DR. ASHISH KUMAR CHAKRABORTY				
• Phone No.	03412665245				
• Alternate phone No.	9002864500				
• Mobile	9647561928				
• IQAC e-mail address	khandracollege1981@gmail.com				
• Alternate e-mail address	achakra61@gmail.com				
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://khandracollege.ac.in/uploads/AQAR%202019-20.pdf">https://khandracollege.ac.in/uploads/AQAR%202019-20.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="https://khandracollege.ac.in/">https://khandracollege.ac.in/</a>				
<b>5. Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	C	1.65	2018	02/11/2018	01/11/2023
<b>6. Date of Establishment of IQAC</b>			02/04/2014		
<b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
na	na	na	na	na	
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>03</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
1. Arrangement of Online classes during pandemic		
2. Successful conduct of Online examination		
3. Organising Cultural Programmes on the virtual platform in collaboration with Cultural committee		
4. Encouraging the faculty to participate in Online Training and Research Programmes		
5. Making online study materials available to the Students through the Faculty		
<b>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</b>		
Plan of Action	Achievements/Outcomes	
Arrangement of Online classes during pandemic	Percentage of attendance increased	
Successful conduct of Online examination	Participation of students and pass percentage increased	
Organising Cultural Programmes on the virtual platform in collaboration with Cultural committee	A grater interest generated and confidence boosted up among the faculty and students in the pandemic scenario.	
<b>13.Whether the AQAR was placed before</b>	<b>Yes</b>	

<b>statutory body?</b>	
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Governing Body	12/06/2021
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2021	11/02/2021
<b>15. Multidisciplinary / interdisciplinary</b>	
<p>We run Interdisciplinary courses in Generic Elective, AECC (Compulsory English) and Modern Indian Languages ( MIL) across the disciplines as per the curriculum of the affiliating University.</p>	
<b>16. Academic bank of credits (ABC):</b>	
N.A	
<b>17. Skill development:</b>	
<p>We run Skill development courses ( SEC) across the disciplines as per the curriculum of the affiliating University. The College also encourages students to participate in Collaborative courses. field studies, educational excursions etc so that their skills may be developed in the associated fields.</p>	
<b>18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>	
<p>We are committed to the integration of Indian Knowledge system in the Curriculum. The courses offered in MIL bare substantial evidence of such effort. The value of the Indian Knowledge system is also upheld before the students through a series of lectures delivered on different occasions. The Teachers constantly encourage the students to access online study materials so that they may be made aware of the timeless heritage of their country.</p>	
<b>19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):</b>	
<p>We are always focussed on Outcome based education, where employability of a student is the minimum criterion. The course outcomes are well defined as they are served to the Institute by the</p>	

affiliating University along with the syllabus. The College also takes care so that the Course and Program Outcomes can be communicated to different stakeholders. The POs and THE COs are mentioned in detail in the Institutional website <https://khandracollege.ac.in/>

## 20.Distance education/online education:

As per resolution of the IQAC, the College makes use of the Online mode of Teaching, Learning and Evaluation in the pandemic scenario. It is a happy fact that with the implementation of the Online mode of teaching, the percentage of attendance has increased, and this has generated a greater spirit among the faculty and the students in matters related to the delivery and reception of Learning materials.

### Extended Profile

#### 1.Programme

1.1	31
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

#### 2.Student

2.1	1733
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	841
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	525
-----	-----

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		<b>62</b>
Number of full time teachers during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2		<b>21</b>
Number of Sanctioned posts during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>4.Institution</b>		
4.1		<b>28</b>
Total number of Classrooms and Seminar halls		
4.2		<b>29.26</b>
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		<b>32</b>
Total number of computers on campus for academic purposes		
<b>Part B</b>		
<b>CURRICULAR ASPECTS</b>		
<b>1.1 - Curricular Planning and Implementation</b>		
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process		
<p>The Institution has a well-defined system of curriculum delivery which consists in active participation of some of our teachers in the University Board of Studies in framing the syllabus. Besides, the academic departments take adequate care to break the syllabus</p>		

into modules for an effective curriculum delivery. Five teachers of different Departments have participated in various bodies of the Universities, and other institutions. The faculties of Geography and Environment Studies undertake field projects on a regular basis regular feedback from students and teachers on semester-wise design and review of syllabus. The Institution also encourages academic tours of places of historical interests. Above all, installation of Smart Class room has made the teaching-learning process more attractive, and complaint with the modern modes of curriculum delivery.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

Yes, the Institution adheres to the academic calendar of the affiliating University for conduct of Examination and other related matters.

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**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
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

31

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

The Institution has strong belief in Professional Ethics, Gender, Human Values, Environment and Sustainability. Self appraisal system for both Teaching and Non- Teaching Staff is maintained by the IQAC. Commitment to Professional Ethics is reflected when the esteemed faculty successfully undergo screening for promotion/ career advancement. Besides, the service rules as laid down by the Govt. of West Bengal, have been made available in the Institutional website for general viewing. We strongly believe in cultivating universal humanism and social responsibility among our students. Every year ideas regarding Gender sensitisation are disseminated among the students through a series of lectures delivered by the Faculty and Honourable delegates from reputed societies during different cultural programmes and particularly during the NSS Special Camps. Our moto is holisitc growth and inclusive education.

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

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

0

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

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

05

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	<a href="#">View File</a>
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

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>D. Feedback collected</b>
File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
URL for feedback report	<a href="https://docs.google.com/spreadsheets/d/1v-UkqYzRc4RABMmlzq5VEFKLex1BfaLyWvnfYc4gorA/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1v-UkqYzRc4RABMmlzq5VEFKLex1BfaLyWvnfYc4gorA/edit?usp=sharing</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of sanctioned seats during the year</b>	
<b>1750</b>	
File Description	Documents
Any additional information	<b>No File Uploaded</b>
Institutional data in prescribed format	<a href="#">View File</a>
<b>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)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
<b>825</b>	
File Description	Documents
Any additional information	<b>No File Uploaded</b>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>
<b>2.2 - Catering to Student Diversity</b>	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
<b>The Institution assesses learning levels of the students by conducting class tests and surprise tests . While the advanced</b>	

learners are encouraged to participate in seminar talks and presentations , the slow learners are provided with study materials, extra classes beyond the college hours and tutorial classes by the side of the regular class routine.

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
1733	62

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

We use the following students- centric methods:

1. Breaking the University syllabi into modules for an effective curriculum delivery. 2) Encouraging students to take part in group-discussion and to present seminar talk on chosen topics to expand the scope of participative learning. 3) Arranging inter-departmental seminars 4)Arranging practical classes and field trips to encourage experiential learning. 5) Arranging Class/ tests at regular intervals to identify and resolve the problems faced by the students. 6) Arranging extra/ tutorial classes to mitigate the difficulties of slow learners. 7) Encouraging students to participate in different academic as well as cultural programs,quiz, debate inside and outside the Institution.

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

Almost all the teachers of the College are well equipped with knowledge in ICT, and they extensively use ICT enabled tools to make learning more useful and attractive to the students. We have a smart classroom in the College with smart board, LCD projector, HDMI and sound system. Particularly during the COVID-19 pandemic scenario, the application of ICT has increased in direct teaching.

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**

62

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	<a href="#">View File</a>

**2.4 - Teacher Profile and Quality**

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

21

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

08

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

131

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.

Our mechanism of taking internal assessments is robust in the sense that all the academic departments comply with the uniform decision

of the Management in this regard, and that the college authority has ensured compulsory attendance of the students of all the concerned disciplines on the days of the assessment. Our mechanism is completely free from biasness and we preserve documentation of evaluation process as far as practicable. Further, the marks obtained by the students are forwarded to the University in strict confidence.

We have deployed the viva- voice mode, MCQ test and seminar presentation as mode of evaluation.

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

a) As for the Unit / Class tests, the teachers demonstrate sincerity in quality evaluation within a stipulated time. The answer scripts are preserved by the Departments till a certain time so that they could be produced on demand.

b) The answer scripts of MCQ test are preserved by the concerned academic departments.

c) We have provision to accept exam-related grievances in the prescribed format of the University. The Principal duly forwards the appeals for re-examination to the controller of Examinations of the affiliating University

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.

June 2015 onwards new affiliation was accorded to the college by the KNU, and from the next academic session, i.e 2016-2017, CBCS semester system was started as per the University guidelines.

However, we tried to understand our goals, the rationale and the outcomes of CBCS. We were also guided by the recommendations made by the UGC in this respect, and uploaded on the institutional website a few important definitions regarding CBCS. These can be viewed on <https://khandracollege.ac.in/cbcs.php>.

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.

The Programme outcomes and course outcomes are well defined in the syllabus of the affiliating University, which was brought into effect from the Academic session 2018-19. The Teachers are aware of such stipulated outcomes and take care so that curriculum delivery becomes target oriented. Our mechanism of Internal/ Continuous assessment is well in tune with the meditated POs and COs.

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

497



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)**

<https://docs.google.com/spreadsheets/d/1v-UkqYzRc4RABMmlzq5VEFKLex1BfaLyWvnfYc4qorA/edit?usp=sharing>

## 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)**

**N.A**

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

0

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)	No File Uploaded

### 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

3

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**

2

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

Because of the COVID pandemic, we could not conduct extension activities physically in and around the neighboring areas during this Academic session. However, as the Institution is focused on gender sensitisation and work ethics, students were continuously made aware of such issues by the Teachers as they conducted classes online. We also organised cultural programmes on the virtual platform where from those issues were addressed to the students.

File Description	Documents
Paste link for additional information	<a href="https://www.youtube.com/watch?v=6WDx9qemGFc&amp;pp=ygUkYWJoaXNlayBiaGF0dGFjaGFyeWEga2hhbmRyYSBjb2xsZWdl">https://www.youtube.com/watch?v=6WDx9qemGFc&amp;pp=ygUkYWJoaXNlayBiaGF0dGFjaGFyeWEga2hhbmRyYSBjb2xsZWdl</a>
Upload any additional information	No File Uploaded

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

0

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

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

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

0

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)	No File Uploaded

**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**

0

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

**3.4 - Collaboration**

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

0

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

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

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

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 College inspite of being situated in a rural area, has established over the years a sizeable infrastructure for a successful continuation of the teaching- learning process. We have adequate number of classrooms and almost wholly computerised management. Our Geography and Commerce departments have fully computerised laboratories. We have a separate science block along with laboratories. We have a smart room in our College. Almost all the departments of the College use this room to provide ICT enabled teaching to the students.

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

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

The College has adequate provision for sports and games, both outdoor and indoor. There is a playground adjacent to the main building of the college for outdoor games. The College provides equipment for indoor games like carom and table tennis in the Common rooms. The College has its own gymnasium to enable the students to take regular physical exercise and yoga. We have a badminton court built up by Andal Panchayat Samity adjacent to the main entrance of the Institution. We have also set up an open dais named the ' Rabindra- Nazrul Mancha' inside the campus to hold cultural programmes. The college holds annual sports every year, and has provision for awarding students with certificate and medals for both academic proficiency and excellence in sports and games.

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.**

01

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

02

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)	<a href="#">View File</a>

#### 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)

.14

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)

Our central library is partially automated. We are looking forward to installing fully automated library service in near future. Our efforts suffered a sudden halt owing to the COVID 19 pandemic situation.

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-

D. Any 1 of the above

### 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)

2830

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

443

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

### 4.3 - IT Infrastructure

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

The Institution has at present a total of thirty six computers, one Smart Class room and high speed WIFIconnection in both the academic



and administrative blocks. So it needs to update its IT facilities frequently. Besides we use licensed software which needs to update regularly

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

#### 4.3.2 - Number of Computers

36

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

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

B. 30 - 50MBPS

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

#### 4.4 - Maintenance of Campus Infrastructure

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

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

29.12

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)	<a href="#">View File</a>

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.

We have 1) Library committee, 2) Sports committee and 3) Teachers' council to look after 1) the library, 2) the sports arena, 3) laboratory and computers, and 4) classrooms. The committees meet as and when necessary and convey their recommendations to the college authority through the Coordinator and Chairman of IQAC. Further, be it mentioned that our academic and apparatus and support facilities are adequately insured against probable occurrences of damage. The Institution also ensures regular upgradation and maintenance of the support facilities by deploying the means as follows:

1) Property insurance with National Insurance Company Ltd. against possibilities of a) theft and burglary and b) spread of fire and consequent damages of institutional property.

2) AMC with ' Microsys', Durgapur for maintenance of all the computers of the College.

3) Annual maintenance and upgradation of the College website by " Best Solutions' Durgapur

4) Correspondence with New Fire Control, Burdwan for annual maintenance of the fire extinguisher units.

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

## STUDENT SUPPORT AND PROGRESSION

<b>5.1 - Student Support</b>	
<b>5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
<b>5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
314	
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>
<b>5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year</b>	
<b>5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year</b>	
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>E. none of the above</b>

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

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

0

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

0

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

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

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

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

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

0

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

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

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

67

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**

02

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 )

The Institute strongly believes in decentralization and it allows the participation of students in several statutory and non-statutory committees, For example, the General secretary of an elected students' union becomes a member of the Governing Body. Besides there are the grievance redressal cell, the cultural committee and the common room committees in which participation of the students is allowed.

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

### 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

The Institution has an Alumni Association whose members are well placed in life and they regularly contribute for the well being of the Institution. Besides, they actively participate in several cultural programmes of the College. However because of the prevailing pandemic situation we could not process to get the association registered. We have plans to register the Alumni Association in near future.

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

<b>5.4.2 - Alumni contribution during the year (INR in Lakhs)</b>	<b>E. &lt;1Lakhs</b>
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File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

**Our Vision-** We aim at empowering students from all sections of the society through holistic education centered on academics.

**Our Mission-** We strive to impart quality education to students from backward classes and first-generation learners, thereby encouraging inclusive growth. We encourage innovative thinking and creativity, and inculcate research skills in our students. The College administration functions through several statutory and non-statutory committees. The teachers and staff members participate in framing and implementing the policies of the College through regular meetings.

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 Institution practises decentralization and participative management. The following is a case study of decentralisation and participative management regarding the recruitment of Non-Teaching Staff. The Governing Body enjoys the ultimate power on the selection of the non-teaching staff. The Governing Body forms a Standing Committee consisting of the President of the Governing Body as Chairman, one government nominee, one University nominee exclusively appointed for the purpose, one teacher representative nominated by the Teachers Council and the Principal as the Convener of the



Standing Committee. The Standing Committee takes decisions regarding publication of vacancy position in two leading newspapers as also gives requisition to the District Employment Exchange Office. The standing Committee recommends the panel of successful candidates to the Governing body. On the basis of the recommendation of the Standing Committee, the Governing Body appoints the topscoring candidate and gives direction to the Principal- who is the ex-officio Secretary of the Governing Body, to issue Appointment Letter. After issuing Appointment Letter, the Principal submits all necessary papers to the Director of Public Instruction (DPI), Govt of West Bengal for approval. Unless and until DPI approves the appointment, pay and allowances in favour of the incumbent will not be released from Government Treasury.

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

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution strongly believes in the practice of decentralisation in academic and administrative affairs, and it forms its strategic plans accordingly. We have a number of statutory committees like the IQAC, the Finance sub- committee, the Teachers' Council, Development committee whose members look after the regular and careful discharge of academic, administrative and financial duties. These committees hold regular meetings and forward their recommendations to the Governing Body through the Principal. The Governing Body analyses the reports and assesses the recommendations and subsequently resolutions are adopted in so far as the formation of policies is concerned. In this way the institution takes care so that its strategic plans are effectively deployed.

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.

The College is focussed on transparency in academic and administrative affairs, and as such it always encourages the practice of decentralisation. We have got 5 statutory committees and 16 non- statutory committees, which regularly meet and forward recommendations to the Governing Body through the Principal. Those recommendations are actively assessed in the Governing Body and resolutions are adopted as regards policy formation. Besides, we have well defined mechanisms for effective curriculum delivery and the maintenance of academic and support facilities.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1Ffc8bTJ90BsOwjdzcwVdo2-fH_TUbfpe/view?usp=drive_link">https://drive.google.com/file/d/1Ffc8bTJ90BsOwjdzcwVdo2-fH_TUbfpe/view?usp=drive_link</a>
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

B. Any 3 of the above

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

The Institution has effective welfare measures for teaching and non-teaching staff. The institution grants leave to full time teachers

who have registered for Ph.D., encourages the Teaching Staff to become members of GSLI and also provides them computer with Internet facilities. For Non-teaching staff the Institution arranges for festival advance, encourages the staff to become members of GSLI and also provides them with Gymanisum facilities for overall wellness.

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

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

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

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

6

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 IQAC maintains Appraisal system of Teaching and Non- Teaching staff, and this is particularly reflected in the preparation of files for promotion under existing Government schemes. We also look forward to installing ERP and LMS in the forthcoming years to strengthen the appraisal system for employees,

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

Internal audit is done every year under the supervision of the Accounts clerks, the Bursar and the Principal to maintain the transparency of the College accounts. We undergo Govt. audit as and when empanelled auditor is sent for the purpose by the Govt. of West Bengal. We have submitted Statements of Audit to the govt. of West Bengal till the financial year 2020-21.

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

Since ours is a govt.aided Institution, we have to depend on Govt. funds for the augmentation and maintenance of our infrastructure. For this, we have a Dvelopment Committee, which forwaqrds recommendations for civil and other works to the Principal. These reccomendations if endorsed by the Finance sub-committee, are forwarded to the Governing Body for consideration. In accordance with the resolutions adopted in the Governing body, the Principal applies to the competent authority for funds. On receipt of the funds, these are properly utilised and Utilisation Certificate is submitted to the competent authority

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

## 6.5 - Internal Quality Assurance System

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

Following are the contributions of IQAC :

- a) Arrangement of Online classes during pandemic
- b) Successful conduct of online examination
- c) Organising Cultural programmes on the virtual platform in collaboration with Cultural Committee
- d) Encouraging the faculty to participate in online training and research programmes
- e) Making online study materials available to the students through the faculty

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

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

Formerly, it was the practice of the Teachers' Council to review the teaching-learning process at periodic intervals, but following the establishment of IQAC in April 2014, the IQAC itself became accountable for such reviews as per norms. However, the IQAC has ever maintained close connection with the Teachers' Council in reviewing the teaching-learning process and decentralization has been practiced in the sense that the Annual Feedbacks of the Teachers' Council regarding teaching methodologies and learning outcomes has been duly forwarded to the Principal by the co-ordinator if the IQAC in a timely manner. Mentioned below are a few examples of institutional reviews and implementation of teaching-learning reforms facilitated by the IQAC in accordance with the feedback of the Teachers' Council: In conformity with the Feedback of the Teachers' Council, the IQAC urged the college authority to render library services fully automated with the availability of e-resources. Accordingly, automation work is in progress. In compliance with the recommendation of the Teachers' Council, the IQAC also urged the college authority for the establishment of Departmental libraries. At present, most of the Academic Departments are having departmental libraries of their own as a result of such initiative.

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

The institution strongly believes in gender equity and organizes several lectures/ Programmes regarding gender sensitisation throughout the academic session. However, in the present academic session, no such programme could be organized owing to the prevailing pandemic scenario.

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**

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	<a href="#">View File</a>



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

The College takes care of waste management so that the campus remains free of waste and plastic goods.

As for solid waste-management, we have created a waste zone at the back of the College where solid waste is dumped for a timely removal by the waste collection mechanism of the local Panchayat. We have a separate section for the disposal of plastic materials.

For e- waste management, the Institution deploys "exchange policy", whereby old electronic items are given to the seller to obtain discount in the price of the new item proposed to be bought.

As for rain- water discharge, we deposit the entire amount of rain-water from roof top into our own pond.

The major amount of liquid water is drained out of the campus by sewers. We have also soak-pits inside the campus for the management of liquid waste.

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	<a href="#">View File</a>

**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**

A. Any 4 or all of the above

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

<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>  <b>1.Restricted entry of automobiles</b> <b>2.Use of Bicycles/ Battery powered vehicles</b> <b>3.Pedestrian Friendly pathways</b> <b>4.Ban on use of Plastic</b> <b>5.landscaping with trees and plants</b>	<b>A. Any 4 or All of the above</b>
<b>File Description</b>	<b>Documents</b>
Geo tagged photos / videos of the facilities	<b>No File Uploaded</b>
Any other relevant documents	<b>No File Uploaded</b>
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>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</b>	<b>D. Any 1 of the above</b>
<b>File Description</b>	<b>Documents</b>
Reports on environment and energy audits submitted by the auditing agency	<b>No File Uploaded</b>
Certification by the auditing agency	<b>No File Uploaded</b>
Certificates of the awards received	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>
<b>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-</b>	<b>C. Any 2 of the above</b>

**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	<a href="#">View File</a>

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).

The Institute strongly believes in gender and economic equity. It never tolerates any misconduct based on provincialism, race, gender and language based disparities. It is a co-educational Institute, and so it always endeavors to inculcate among its students notions of mutual respect and honour. Our moto is to make responsible citizens, and we believe in inclusive education. Committees like Grievance Redressal Cell. Teachers' council and IQAC are always careful so that no incident ever occurs that can impair the ambiance of harmony and inclusiveness within the campus

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	<a href="#">View File</a>

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

The Institution believes in sensitizing its students and staff regarding constitutional obligations and the responsibility of citizens. The Preamble to the Constitution is made available for view in different corners of the Institution including the

Principal's chamber and the IQAC. Besides, the teachers uphold these issues during several lectures addressed to the students throughout an academic year. The Department of Political Science plays a pivotal role in this respect.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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**

B. Any 3 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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The College takes care to organize National festivals and to observe birth/ death anniversaries of the great Indian personalities. The days that are celebrated are the following a) Independence Day b) Death and birth anniversary of the great poet Rabindranath Tagore c) birth anniversary of the cyclonic Monk Swami Vivekananda, birth day of Dr. Radhakrishnan, Subhas Chandra Bose.

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.

Two best practices may be described as follows

1. Rain water harvesting: We have got the roof of our Ladies hostel building painted so that we can collect rain water and channelize it through rain water pipes into the pond owned by the College itself. This enables us to secure a steady source of water during the dry seasons, which is chiefly used for gardening and pisciculture.

2 Solar power plant- We have installed solar power plant in the Institution which serves as an alternative source of energy and also helps in reducing the amount payable for direct electricity consumption.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	<a href="#">View File</a>

## 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

The Institution aims at creating responsible citizens who would imbibe strength from the notions of holistic growth and inclusive education. Therefore the College encourages the conduct of collaborative courses with local industry and other educational organizations, We have long and fruitful association with NIIT, Georga Telegraph and such other training institutes of repute. However, our efforts in this direction suffered a setback during the present Academic Session owing to the prevailing pandemic situation. We hope that we shall soon be back in tune and shall be able to

carry on with our collaborative programmes in the usual rhythm.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

1. Conducting collaborative courses
2. Conducting Career oriented courses
3. Conducting Students' seminars in greater number
4. Plan of installing ERP including LMS