SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

GOUR MOHAN SACHIN MANDAL MAHAVIDYALAYA

VILLAGE AND P.O BIRESWARPUR, SOUTH 24 PARGANAS, WEST BENGAL -
743336
743336
www.gmsmmahavidyalaya.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

December 2024

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Gour Mohan Sachin Mandal Mahavidyalaya established in 1968 is located in the Mandirbazar, Diamond Harbour subdivision of 24 Parganas (South). It is situated in a **rural marginal area with a majority of socio economically deprived student community.** The college **perceives education and the process of educating as a total integral contextual process**. The college strives towards **offering quality and equitable education to many at minimal cost**. The college was founded by **Dr Satyendra Nath Naska**r with a mission of **spreading education to the marginal sections of society**. He found a patron in **Sachindranath Mandal**, son of Gour Mohan Mandal of the village Bireswarpur.

The college is situated on **13.1 acres of land** adjacent to Madhabpur Station, on the Sealdah-Namkhana Railway Line. The Kolkata-Kulpi Road runs past the college. The college was affiliated to the University of Calcutta on 30th August 1969 for B.A Pass Course. The college was granted affiliation in the B.Com Pass Course in 1978. A journey thus began to increase the horizons of education to students who were first generation learners limited by socio economic deprivation. The college started Honours Courses in Bengali, Pol- Science and Education from 1985.The Science stream was begun in 2000 with Physics, Chemistry and Mathematics. At present the college offers **Honours Course in 14 subjects in Arts, Science and Commerce. It offers a range of subjects (22) as optional electives including subjects like Music, Journalism, Physical Education, Food and Nutrition, Computer Science and Environmental Science.** From 2018 the college started offering Honours Courses in Physics, Chemistry, Botany and Zoology. To promote skill-based education, the college offers **Vocational Training in Garment Manufacturing** affiliated to West Bengal State Council of Vocational Education and Training. From 2018, the college started CBCS in semester pattern. In 2023, the college adopted the NEP in the form of Curriculum and Credit Framework. The college **for optimal utilisation of physical infrastructure and to accommodate the needs of the semester system started a morning shift from 2018** (7am to 11 am) where the 3-year Multi-Disciplinary courses are now taught under CCF.

Inspired by the saying of Einstein the college is constantly endeavouring towards providing **quality conditions of learning at minimal costs to promote holistic development of its students** for it believes that there are two forms of education-one which teaches us *how to make a living* and the other and the most important mantra **of** *how to live.*

Vision

To provide a **transformative educational experience for rural communities**, Gour Mohan Sachin Mandal Mahavidyalaya **envisions a future where every individual from marginalized communities has access to quality education.** We aspire to be recognized as a pioneering institution that not only imparts **quality education** but also fosters a **spirit of empowerment, capacity-building, inclusivity and innovation.**

Our vision is to see our graduates emerge as leaders, catalysts for positive change, and champions of social equity, shaping a brighter and more equitable future for themselves and their communities.

The college upholds as its **motto** the epithet of *Satyam Shivam Sundaram- Truth is Divine, Divine is*

Beautiful. In the Vedas, Upanishads and Puranas the supreme values are quoted as *Satyam, Shivam, Sundram* meaning truth, godliness and beauty. Satyam Shivam Sundram are the core values from where togetherness, love, peace, satisfaction, appreciation for beauty and aesthetics, caring, happiness etc. flow. The college teaches to cultivate one's 'inner eye' to see the *saundarya* or presence of beauty in nature around. While embracing Sivashakti, the college strives to illuminate the inner self of the students. The Sanskrit word *Satyam* means truth. But we believe it also means good virtues and values. When our students come here to seek knowledge they do so with an open mind. It is therefore our responsibility to fill this mind with virtuous, intrinsic qualities that would help them follow the righteous path in the future. *Shivam* means divine, but in this context, it also means living the truth and thereby becoming a nobler person. Therefore, when we ensure that we provide quality education to our students, we also ensure that the person they become in the future is of sound character and is pure at heart, body and soul. *Sundaram* means beauty. The mystic trinity of **Satyam, Sivam, Sundaram** encircles a lamp in the college emblem. It signifies how the values and teaching of college life, can be inculcated in the real world. In every student we see the capacity to become an illuminating light and to lead them to be one, the college choose the path of *Satyam Shivam Sundaram*.

Mission

- **Empowering marginalized classes**

Our mission is to empower students particularly girl students from marginalized backgrounds with access to high-quality education, enabling them to overcome socio-economic barriers and achieve their full potential.

- **Excellence in Education**

We are committed to delivering excellence in education through innovative teaching methods, experienced faculty and a comprehensive curriculum integrating online modes that prepares students for a competitive global landscape.

- **Inclusive Learning Environment**

Our college fosters an inclusive and diverse learning environment, where every student is valued, respected, and provided with equal opportunities for personal and academic growth.

- **Community Engagement**

We actively engage with the local community to understand their unique needs and collaborate on initiatives that promote education, skill development, and socioeconomic progress.

- **Lifelong Empowerment**

Our mission aims to empower our graduates to become responsible citizens, leaders, and change-makers in national life.

- **Promote Access to Education:**

Increase enrolment from rural areas by providing affordable and accessible education to students who may not have access to higher education otherwise.

- **Skill Development for Rural Employment:**

Offer programs and courses tailored to the needs of the local rural economy, focusing on skill development and vocational training to enhance employability and entrepreneurship among students.

- **Community Development and Engagement:**

Engage with the local community through outreach programs, extension services, and community development projects to address local challenges and contribute to sustainable development.

- **Preservation of Culture and Heritage:**

Foster an appreciation for local culture, traditions, and heritage through cultural events, workshops, and courses, thereby promoting cultural identity and preserving indigenous knowledge.

- **Enhance Quality of Life in Rural Areas:**

Collaborate with local authorities and organizations to address socio-economic issues in rural areas, such as healthcare, sanitation, and environmental conservation, through research, advocacy, and community initiatives.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Location of the college is **accessible** by both the staff and the students inspite of being nearly 70 kms away from the city.

2. The college has built a **reputation in the area for the past fifty-six years** for offering higher education to both boys and girls at a minimal cost.

3. The college runs in **two shifts – Morning and Day** to cater to diverse students with various needs.

4. **22 departments** across all three disciplines, offering an interesting mix of subjects and combinations.

5. **34 programs** are taught at present. (17 CBCS and 17 CCF)

6. Subjects like **Computer Science, Music, Food and Nutrition, Journalism and Mass Communication and Physical Education** are attractive options for students in the area.

7. The fees structure of the college is the **lowest in the entire distric**t with the aim of disseminating equitable education.

8. A **mix of young and experienced faculty members**, sanctioned posts are filled up regularly. Only 1 post remains vacant.

9. A campus of **13.1 acres** with ample greenery, water bodies and open spaces.

10. **Large playground** with facilities for football, javelin, discuss throw and running.

11. A **WIFI enabled campus** with JIO 5G connection.

12.Library with computerized database and INFLIBNET access. Institutional membership of leading libraries of Kolkata. Departmental libraries for honours courses.

13. Ample financial assistance is provided to all categories of students and particularly to girl students in the form of scholarships and stipends.

14. **Blended mode of learning** in the form of national and international webinars, online add on courses, online mentor mentee meets.

15. **Add on Courses/Value added Courses** enriching the curriculum.

16. **Online Admission** ensuring transparency.

17 **Participative learning** through several student activities like field trips, industry visits, employability skill courses in collaboration with Mahindra Pride Classroom.

18.**Online Exam** portal during the Pandemic.

19.Vibrant cultural atmosphere upholding **traditional values and art.**

20. **Feedback system** for all stakeholders both online and offline, in order to encourage accountability.

21. Emphasis on co-curricular activities with **NSS, NCC (2 Units)** , **Electoral Literacy Club ,Environ Club.**

22. **Majority of Girl students** in the college for the last 10 years.

23. Environmentally conscious policies and practices, including **organic farming, social forestry, waste management including e waste management, rain water harvesting, solar power.**

24. **Community engagement** activities like **neighborhood surveys, awareness rallies for spread of education, women's health, water conservation.** College land given for **Govt Health Centre** and **Post Office.**

25. **Completely free Vocational Unit**- Garment Manufacturing Course – 6-month Certificate Course affiliated to West Bengal State Council of Vocational Education and Training.

26. **Psychological Counselling Cell for Women** called *Sahachari.*

27. **English Language Laboratory** and **Spoken Sanskrit** Courses to enhance speaking power of the students.

28. **CSR** funds used for development.

29. **Distance Education Centre** Offering UG and PG Courses.

30. I**ndian Knowledge Centre** called *Pragyaniketam.*

31. **Linguistic and cultural diversity** among the faculty adding richness to the fabric of culture and cohesion in thr college.

Institutional Weakness

1. Economically disadvantaged and socially deprived students.

2. Students stay in remote rural areas, thus making it difficult for them to attend college, leading to dropouts.

3. Difficult social circumstances faced by the students particularly girl students.

4. Severe shortage of built up space.

5. Paucity of governments funds.

6. Lack of non-teaching staff trained in terms of modern office management, laboratories and the library.

7. No registered Alumni Association

8. Resistance to technology and adaptation of it.

Institutional Opportunity

1. To maximize the immense possibilities of the blended mode of learning in order to introduce students to a vast array of knowledge and information worldwide.

2. Ample physical space for expansion of infrastructural facilities.

3. Tremendous sports potential among students particularly girls may be nurtured for greater success.

4. To focus on the development of girl students through new schemes for their empowerment.

5. Internal resource generation through pisciculture, vermicompost and organic farming.

6. To expand the library in terms of physical space as well as infrastructural facilities

7. Expansion of the canteen.

8. Formation of a registered Alumni Association

Institutional Challenge

1. To provide suitable internship opportunities to all students under NEP.

2. To solve the problem of dropouts.

3. Long distance commute of most faculty members.

4. Limitations of e-learning for students who mostly live in areas of low internet connectivity.

5. Internal resource generation as the college fees is very low, keeping in mind the socio-economic status of the student community.

6. Infrastructural upgradation within limited means and resources.

7. Challenges of implementing the various modalities of the new CCF system.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college implements an effective curriculum delivery system as framed by the University of Calcutta in **17 programmes across Arts, Commerce and Science streams under the Choice Based Credit System (CBCS) in 2018-23 and 17 programmes under the Credit and Curriculum Framework (CCF), introduced from 2023-24**. The **Academic Calendar** is given to the freshers during their Orientation and is also displayed on the website. Regular departmental meetings are held for syllabus distribution and other academic matters. Departmental **Lesson Plans** are displayed on the website. The college has a Central Library and the Honours departments maintain a Departmental Library. INFLIBNET facility is available for teachers and students. Institutional memberships of the **American Library and the British Council** give access to e-resources and physical books. The central library has ACCLib software for greater efficiency. A **Book Fair** has been organised by the library where leading publishers participated. Well-constructed weekly timetable is provided by the college administration. Apart from chalk-and-talk method, ICT based teaching-learning methods are extensively used. **Educational Tours, Field Surveys, Add-on Courses, Value-added Courses, Students' Seminars, National and International Webinars** and special lectures/workshops by eminent experts are arranged regularly. Self-appraisals are prepared by the teachers. Students also appraise the teachers of the Honours departments. **Parent-teacher meetings** are held. **Feedback** is collected from different stakeholders including parents and alumni. Students' feedback form is filled in by the student at the end of the program. Differentiation between slow learners and advanced learners is done meticulously in Honours courses. Remedial classes are arranged for the slow-learners . **Library Internship** is a noteworthy feature. .The college emphasizes skill-development through model- based learning, seminars, and industrial visits. Continuous internal assessment is an integral part of the pedagogic process. Collaborations with other colleges through MoUs facilitate faculty exchanges, enriching the diversity of curriculum delivery. The curriculum covers important issues such as Professional Ethics, Gender, Human Values, Environment, and Sustainability, thus fostering the college's objective of shaping well-rounded individuals. The **NSS, NCC and Women's Cell** activities also contribute in nurturing students into civic-minded citizens.

Teaching-learning and Evaluation

The college adopts a **multifaceted teaching approach** to enhance student learning and engagement, utilizing a blend of traditional lecture methods, practical experiments, audio-visual techniques, and online platforms. Emphasis is placed on interactive learning, encouraging students to participate in group discussions, debates, cultural programs and greater library usage. The college organizes quizzes, seminars, and encourages participation in inter- and intra-college competitions. Access to national and international digital libraries is provided to the students. The college stringently implements the internal assessments adhering to university guidelines. The college follows a well-administered and transparent procedure from admission to examination. Student admissions are held as per the reservation policy of the government. Teachers assess the proficiency of students based on their class performance. Needs of slow learners are catered through remedial classes. Advanced learners are encouraged for research and innovative ideas. Students are also supported through a well-designed mentoring system. Students are encouraged to participate in co-curricular activities like field trips and industrial visits. **National and international webinars** are organized that provide opportunities for students' development and enthusiasm in academics. Majority of full-time sanctioned posts are filled, with teachers being appointed as per UGC guidelines. The college has developed an **online examination portal** which is used for effective assessment system, particularly during the pandemic. The University examination results are discussed in Departmental, Academic and Teachers' Council meetings. The Academic sub-committee is entrusted to ensure redressal of any internal exam related grievances. Any grievance related to university examinations, is communicated by the college to the University. Programmes and courses are designed to equip students holistically.

The average enrolment percentage for last five years of the institution stands at a healthy 76.7%

The student-full time teacher ratio for the academic year 2022-23 is 51.57 (3971 students and 77 full-time teachers).

The average percentage of seats filled against reserved category for last five years is 82.74.   .

Average percentage of full-time teachers against sanctioned posts during the last 5 years is 95.8.

Average percentage of full time teachers with Ph.D during last 5 years is 48.1.

The average pass percentage of the last 5 years is 70.86%

Research, Innovations and Extension

The college places great emphasis on research and development. The college has a **Research Committee** to encourage research among faculty members. The IQAC publishes a **multidisciplinary trilingual research compendium** with ISBN Number named-***Bhabachakra-Cycle of Ideas***.

Fourteen teachers have been awarded PhD. degrees. Seven faculty members are pursuing their PhD. degrees. One faculty has a DST-Inspire project. The college has organised 57 national and international webinars/seminars/workshops/lectures between 2018-23 and 10 in 2023-24. The college has 11 MOUs with renowned institutions to encourage collaboration.

Eight faculty members have published books. Students have presented papers in student seminars at other colleges. Ten teachers have attended Orientation, Refresher and Short-Term Programmes as per UGC norms. One teacher availed study leave for pursing her Ph. D program. The college has access to INFLIBNET and is

also an institutional member of The American Library and The British Council Library. The college has organized a **Research Methodology Workshop** and a **Research Methodology Add-on Course.** Students are taught the modalities of writing a Research Proposal in Education Honours. Four teachers have acted as Resource Persons in State, National and International seminars and webinars. Several teachers act as paper setters, reviewers and moderators of external institutions.

The college has an excellent reputation with respect to extension activities through the **NSS and NCC** units of the college. Two neighbouring villages have been adopted by the NSS Units of the College for creating health-care, hygiene, environment and education awareness. Community orientation activities are reflected through neighbourhood cleanliness projects, '*Safe Drive Save Life*' programmes, Dengue awareness, Water Body Cleaning, '*Save Water Save Life*' programs. The NSS Units also organize extension programmes like cleaning, plantation, literacy mission, community health, women and childcare, health and eye check-ups, Sadbhavana rallies, observance of National Youth Day and relief work at **Ganga Sagar Mela. Covid Vaccination Camps, Covid Quarantine Centre** was established in the college during the Pandemic. The Women's Cell has organised seminars and webinars on issues of gender rights at workplace etc. Sanitary Napkin Vending Machine and Incinerator have been installed. The **Bireswarpur Post Office** and a **Government Health Centre** functions on the college land.

Infrastructure and Learning Resources

The Institution aims to provide the best possible infrastructure to create an effective teaching-learning environment. Computer labs provide support for IT related courses in various subjects The Geography department is upgraded with **GIS Lab, SPSS package** for teaching and specialized instruments. Central Library has computers for accessing book catalogues and online learning resources as well as browsing and printing.The college has **14 ICT classrooms and 1 Smart Class Room.** A dedicated **Seminar Hall** with audio-visual facilities is in place. The college has a Meeting Room with audio visual facilities. Sufficient sports equipments are available to the students as required. The **gymnasium** has modern instruments. The Union Room is available for students' meetings. There is a dedicated space for the **Career Counselling unit.** A dedicated **sick room** with adequate facilities is also available for students and staff. **Separate Common Rooms** for boys and girls are provided with indoor games. Co-curricular activities are encouraged and performed in the hall and the open-air stage. The canteen serves fresh food from **7am to 4pm.** Lightning arrester and fire-extinguishers are installed. Security is ensured through CCTVs installed over the entire campus. The college is **Wi-fi enabled** and there are 50 desktops for students, 10 for administrative purposes. The average percentage of expenditure for infrastructure augmentation during last five years is 10.98 % of total expenditure. The library has a rich collection of approximately 14,000 books, print journals, newspapers, CDs/DVDs etc. Through INFLIBNET-NLIST we can access 6000+ e-journals and 1,99,500+ e-books. ACCLIB software with OPAC facility is used for library automation. The library has its own website https://opac.gmsmmahavidyalaya.ac.in/Books.aspx   The average annual expenditure on books, e-books, journals and e-journals during the last five years is Rs 61923.2 . The average percentage of expenditure incurred on maintenance during the last five years is 62.8 of the total expenditure_.

The college has a **large sports ground** for outdoor games, several **water bodies,** a beautiful manicured garden ,a garden of **medicinal plants**, an **organic vegetable garden.** A 4**5 KVA eco-friendly green**

generator provides 24-hour power back-up. Safe drinking water is available through water purifiers installed in the college. Cold drinking water dispenser is available. The college has a **Rain Water Harvesting** facility and **Solar Power** generating unit. The office building uses solar power thereby reducing electricity consumption.

Student Support and Progression

The college facilitates learning by implementing various scholarship programs like **Swami Vivekananda Merit-cum-Means Scholarship, Aikyashree for Minority students, Post-Matric SC Scholarship, Post-Matric ST Scholarship, Post-Matric OBC Scholarship (OASIS), Kanyashree (K1 and K2).** The college provides several **endowmwnt schholarships** to meritorious students.It encourages career counselling sessions by various reputed organisations to help students navigate their careers following their graduation. An active **Anti-Ragging Cell** maintains strict vigilance empowered by constant monitoring by the teachers and a persistent CCTV surveillance. The institution has thus kept at bay any unpleasant occurrences like ragging in the past five years. Many of the students opt for higher education and enrol in Master Degree Courses in established educational institutions like University of Calcutta, Rabindra Bharati University, Diamond Harbour Women's University, IGNOU, NSOU, etc. Students qualify in state-level competitive exams like TET as well as win accolades for presenting stellar cultural performances. Students have actively participated in the Foundation Day Celebration and Rabindra Jayanti programmes which were organized through the collaboration of the Cultural sub-committee. The Annual Social program and Freshers' Welcome programmes are organized on a grand scale. Students offer their veneration to Goddess Saraswati on Basant Panchami and participate in a community feast. Our versatile students have also participated in diverse academic and cultural activities like Youth Parliament, Poster, Singing, Debate and Dance competitions and have got recognition at the district and state levels.

Governance, Leadership and Management

The college has a transparent and multi-layered governance system. Its vision and mission guide the college's decision-making and also enshrine its values and aspirations. The Governing Body has representation of both teaching and non-teaching staff reflecting its participative nature. **E-governance** is implemented in administration, finance, accounts, admission and examination. All departments and sub-committees actively participate in taking vital decisions related to teaching-learning and administration. The Head of the institution works in tandem with and as a part of the Governing Body. The institution's **Performance Appraisal System** for teaching and non-teaching staff encourages the achievements and provides scope for individual development.

Faculty Empowerment Strategies:

- On-duty leave for attending Orientation, Refresher and Short-term courses
- Faculty development Programme for Pursuing Ph. D. (on duty leave)
- On-duty leave for presenting papers in Seminar, workshops etc.

- The number of seminars/webinars and conferences of national and international levels organized by different departments on various relevant topics is 57.
- The number of faculty members with Ph.d at present is 14
- Career Advancement Scheme (CAS) for promotion of teachers as per government rules is in place.

The IQAC appraises the teaching and non-teaching staff, and reviews teaching-learning processes, operations and learning outcomes periodically.

Medical insurance is provided to the willing employees and their family members. Internal and external Financial Audits of the college are done regularly by government appointed auditor. The **Academic and Administrative Audit** is conducted by the IQAC and external experts.

Quality assurance initiatives:

- Introduction of morning shift for optimal utilisation of physical infrastructure
- Four new honours courses were introduced in Physics, Chemistry, Botany and Zoology from 2019-20.
- All sanctioned posts have been filled.
- Introduction of ERP to ensure smooth administration and compliance with regulatory requirements.
- Add-on and Value-Added courses in blended mode. MOUs with other HEIs.
- Online Feedback mechanism from all stakeholders.
- Covid Vaccination for students.
  Waste Management and Energy Conservation.
- Mentor-Mentee system.
- Employability skill for girl students.
- Internship for students
- Student Satisfaction Survey.
- Student Credit Card Scheme
- Intra-college competitions including traditional art forms.
- Successful assimilation of blended mode of teaching
- Institutional Values and Best Practices are implemented.

Institutional Values and Best Practices

Gender Policy

The college has a gender policy that guides various gender-related activities and sensitization programs, including online feedback from female students and staff on issues like security, equal opportunities, and harassment, which is analyzed by the Women's Cell and IQAC. A **Gender Audit** is also conducted by external auditors, and the college takes actions based on their recommendations.

The college provides scholarships for female students through the **Kanyashree Cell** and has been recognized as the second-best performer in the district in 2019. Female faculty members lead various administrative and academic committees, highlighting their leadership roles – the IQAC Coordinator, the Teacher in-Charge of the Morning section and the Academic in-charge ,IQAC Coordinator,NAAC Coordinator are all female staff members.

Community Engagement and Outreach-

In its commitment to the local community, the college strives to **evolve from a one-way "outreach" approach to a two-way "engagement" model,** where it actively addresses local needs, raise awareness, and promote sustainable development.

Specific community engagement activities include:

- Establishing a post office and a government health center on campus.
- Setting up COVID quarantine and vaccination centers.
- Conducting socio-economic surveys and social forestry projects.
- Organizing cleanliness drives, environmental campaigns, and awareness rallies.
- Cleaning local water bodies and distributing educational kits in primary schools.
- Running health check-ups, dengue awareness programs, and volunteering for the Ganga Sagar Mela.

Green Campus and Conservation:

The college's Green Campus Policy focuses on instilling environmental ethics among students and staff, and fostering an eco-conscious culture. The college practises **water conservation through rain water harvesting, renewable energy, solid waste management, vermicomposting, and social forestry.** Regular e**nvironmental audits,** including green and energy audits, are conducted.

Inclusivity:

The college fosters a sense of belonging and social responsibility among students by emphasizing the importance of constitutional duties, cultural values, and community participation. It is guided by a written C**ode of Conduct** that is displayed in the website. It organizes inclusive events like Fresher's Welcome, Annual Sports, and promotes diversity through a Divyangjan-friendly campus. The college also supports students through financial aid, scholarships, and fee concessions, especially for first-generation learners.

Our best practices are:

1. *Merging the Best of Both Worlds*- Enriching Academic Excellence Through Blended Learning
2. *Educate, Empower, Encourage- Everyday* – The 4 E's of Enabling Female Students

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOUR MOHAN SACHIN MANDAL MAHAVIDYALAYA
Address	Village and P.O Bireswarpur, South 24 Parganas, West Bengal - 743336
City	KOLKATA
State	West Bengal
Pin	743336
Website	www.gmsmmahavidyalaya.ac.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal(in-charge)	Debprasad Mandal	03174-277355	9836312745	-	gmsmm1968@gmail.com
IQAC / CIQA coordinator	Ranjini Guha	033-24227933	9674339494	-	ranjini9@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

State	University name	Document
West Bengal	University of Calcutta	[View Document](#)

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	28-01-1970	[View Document](#)
12B of UGC	28-01-1970	[View Document](#)

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions

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

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Village and P.O Bireswarpur, South 24 Parganas, West Bengal - 743336	Rural	13.1	3363.09

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BA,Geography,Honours and Honours with Research	48	Higher Secondary	English + Bengali	66	20
UG	BA,History, Honours and Honours with Research	48	Higher Secondary	English + Bengali	139	24
UG	BA,Philosophy,Honours and Honours with Research	48	Higher Secondary	English + Bengali	103	19
UG	BA,Political Science,Honours and Honours with Research	48	Higher Secondary	English + Bengali	103	30
UG	BA,Sanskrit, Honours and Honours with Research	48	Higher Secondary	Sanskrit	73	10
UG	BSc,Physics, Honours and Honours with Research	48	Higher Secondary	English + Bengali	12	2
UG	BSc,Chemistry,Honours and Honours with Research	48	Higher Secondary	English + Bengali	12	4
UG	BSc,Botany, Honours and Honours with Research	48	Higher Secondary	English + Bengali	12	11
UG	BSc,Zoology	48	Higher	English +	12	12

				,Honours and Honours with Research		Secondary	Bengali		
UG	BSc,Mathematics,Honours and Honours with Research	48		Higher Secondary	English + Bengali	37	12		
UG	BCom,Commerce,Honours and Honours with Research	48		Higher Secondary	English + Bengali	37	6		
UG	BA,Bengali, Honours and Honours with Research	48		Higher Secondary	Bengali	220	53		
UG	BA,English, Honours and Honours with Research	48		Higher Secondary	English	103	70		
UG	BA,Education,Honours and Honours with Research	48		Higher Secondary	English + Bengali	103	47		
UG	BA,B A,Multidisciplinary	36		Higher Secondary	English + Bengali	1657	1456		
UG	BCom,B Com,Multidisciplinary	36		Higher Secondary	English + Bengali	37	6		
UG	BSc,B Sc,Multidisciplinary	36		Higher Secondary	English + Bengali	122	107		

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				7				16			
Recruited	0	0	0	0	3	4	0	7	8	6	0	14
Yet to Recruit	1				0				2			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				20
Recruited	17	3	0	20
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				11
Recruited	7	4	0	11
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	2	1	0	4	3	0	11
M.Phil.	0	0	0	0	2	0	3	1	0	6
PG	0	0	0	1	2	0	1	1	0	5
UG	0	0	0	0	0	0	0	0	0	0

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

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	878	0	0	0	878
	Female	1011	0	0	0	1011
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	272	256	230	249
	Female	218	230	245	233
	Others	0	0	0	0
ST	Male	6	3	11	0
	Female	0	7	9	0
	Others	0	0	0	0
OBC	Male	155	172	157	132
	Female	200	191	213	205
	Others	0	0	0	0
General	Male	438	400	340	357
	Female	540	479	465	529
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1829	1738	1670	1705

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	A multidisciplinary education, as envisaged in the NEP- 2020 aims to develop social, physical, intellectual, emotional, and moral capacities of human beings in an integrated manner. A flexible

curriculum initiated by the college in line with the principles of NEP aims at offering creative combinations of various disciplines. The three-year multidisciplinary course under CCF has combinations like Geography, Zoology and Botany. Combinations like Physical Education, Political Science, Sanskrit promotes critical thinking, physical skill and knowledge of traditional Indian Language as well in the learners. Multidisciplinary education as designed by the college prepares students to develop deeper skills, and approach problems with a broader perspective. The vision of this institution is to transform itself into a holistic multidisciplinary institution by imparting knowledge, social and technical skills in accordance with the NEP. CCF as introduced from 2023-24 has provisions for multiple entry and exit. The college is in the process of designing Summer Internships for students opting out of the course. The institution organises inter departmental seminars, webinars, internships which ensures exposure of the students to interdisciplinary research fields. The College offers several interdisciplinary add-on courses to create and develop professional competence of the students. Life skills, critical thinking, problem solving and interpersonal skills are a major part of our pedagogy delivered by employability enhancing courses for women, yoga courses, mental well-being workshops. Competitions like Nature Photography Contests, Alpana Competitions, mock parliaments, poster competitions on social issues, awareness rallies for community enrichment are a part of interdisciplinary approach for a learner. The flexibility of the institution ensured smooth transition to an innovative curriculum in credit –based courses (CBCS) introduced from 2018. To provide a conducive environment for all-round development of students National Service Scheme (NSS) and National Cadet Corps (NCC),Environ Club functions actively inculcating social responsibilities and in increasing the resilience and dynamism of the student community. Maintaining an eco-friendly campus is one of the outstanding features of this college, The development of Environment Action Plan (EAP) with clear, long-term objectives called for conducting a Green and Energy Audit. The college obtained certifications for a Green Campus. In order to promote renewable energy and sustainability, the college has projects on

	rainwater harvesting, reuse of waste water, rooftop solar panels. By ensuring segregation and disposal of wet, dry waste and E waste the college promotes waste management. To ensure that multidisciplinary education benefits employment students will be given opportunities for internship with local industry, business, crafts person etc, so that they may actively engage with the practical side of their learning and finally improve their employability. The college has a skill education course in Garment Manufacturing affiliated to West Bengal State Vocational Education and Training Council. As best practices to facilitate NEP the students are groomed for the job market by offering add on courses and workshops in Spoken English, Research Methodology, Digital Literacy and Library Internship aimed to keep the learners abreast with current knowledge skills.
2. Academic bank of credits (ABC):	The institutional preparedness in implementation of Academic Bank of Credits is dependent on the guidelines of the affiliating university (University of Calcutta) and the Higher Education Department, Govt. of West Bengal. To satisfy the purpose of this initiative, a link between centralised database and the database of the college is to be established for digitally storing the academic credits earned by the students from various courses. ABC will allow higher education institutions to maintain a digital repository of credits earned by students to enable the students to study one course in a year in one institution and switch to another one the next year. According to Academic Bank of Credit (ABC) as part of the National Education Policy, students will be given multiple entries and exit options, which will allow students enrolled in undergraduate (UG) and Post graduate (PG) programme to exit course and enter within stipulated period. This flexibility in academic programmes will enable students to seek employment after any level of award and help to upgrade qualification and also curtail a dropout rate. The college is awaiting further orders and instructions. As per the letter of the Inspector of Colleges dated 15/02/2024 declaring the introduction of ABC from the session 2024-25, the college is designing the application form with a mandatory field for inserting Academic Bank of Credit ID of individual students.
3. Skill development:	The college conducts Skill Enhancement Courses (SEC) as designed by the affiliating university from

the 3rd Semester in the CBCS curriculum. Courses like Creative Writing, Teaching Skill, Life Skill Education, Historical Tourism, Museums and Archives, Logical Reasoning and Application, Newspaper Designing, Film Appreciation, Script Writing, Anchoring, Tourism Management, IT and Application in Business are taught. Some of the skill development courses that are offered are Academic Writing and Business Communication [English department], Gymnastics and Yoga [Physical Education], Rural Development and Sustainable Development [Geography department], Communication Skill, Teaching Skills, Life Skills and POCSO [Education department], Sensitisation and Statistical Reasoning [Sociology department], Legal Literacy [Political Science department], Radio and Television Script Writing [Journalism department], Historical Tourism [History Department], Electrical Circuits [Physics department} Renewable Energy and Energy Harvesting [Physics department], Mathematical Logic {Mathematics department], Software Engineering [Computer Science department], Pharmaceutical Chemistry and Analytical Clinical Biochemistry [Chemistry department] and so on. For Skill Development of Non-Teaching staff, Department of Computer Science organised a 30-hour skill Training Course in Computer Applications in Office Management. For enhancing the skill of the teachers, a Research Methodology workshop has been organised. Several Addon courses to enhance the skill of the students has been organised. Mahindra Pride organised two 30-hour training session to increase employability skill of the girl students. Add on Courses in Vermi Composting, Mental Health Counselling, Taxation, Rabindra sangeet, Spoken English and Yoga, Value Added courses in Bratachari and Spoken Sanskrit are part of the skill training for the students. The college also encourages the soft skill development of the students through arranging lectures for improving their employability. The English Language Laboratory aids the speaking power of the students in English. The college has a six-month certificate course in Garment Manufacturing which is free and affiliated to West Bengal State Council of Vocational education and Training. As NEP emphasises skill development, our college tries its best to promote

	skill training through a combination of methods.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The college is stiving to execute the recommendation of National Education Policy (2020) which advises to promote Indian art and culture by integrating them in the main curriculum. This has been mirrored in the curricular and pedagogical approach of the college. It prioritises local knowledge rooted in Indian tradition. Mother tongue is preferred as a medium of instruction. Preferences are also given to 'Devnagari' for Sanskrit language. The Philosophy and Sanskrit departments of the college strongly inculcate Indian values by making students aware of various Indian knowledge systems. Indian Logic and Epistemology, Indian Ethics, classical Sanskrit Mahakavyas, Vedas, Puranas, Samhitas, Sanskrit Drsyakavya, Arthashastra are an intrinsic part of the curriculum. Sanskrit literature has the very first known reference to environmental ethics. Any scientific endeavour that is premised on sustainable development ethics, had originated in India. Indian knowledge systems rooted in Indian philosophy have been the breeding grounds for scientific terminologies. Indian philosophy encompasses various aspects of Indian and global epistemology, metaphysics, ethics and psychology. Department of Physical Education has courses on Yoga and Ashtanga Yoga. Indian games like Kho Kho are a part of the syllabus. The Bengali department teaches courses on the Charyapada, the Mangal Kavyas, Shri Krishna Kirtans, the Vaishnava Padavali and the science of Bengali grammar. Girl Students are champions in District Kho Kho Championship. Intra college competition in Kho Kho has been organised. Online Seminars are organised by the Sanskrit Department entitled Lanes and By lanes of Sanskrit Drama. Online Add on Courses in Spoken Sanskrit has been organised in collaboration with Sanskrit Sambhasan Shivir. Another Add on Online Course titled Tradition of Indian Knowledge System has been organised by the Department of Sanskrit. Syllabus included modules on Veda, Vyakarana, Satyakaryaveda, Gita, Epigraphic and Inscriptions. A Value-added course - Bratachari Foundation Course has been conducted by Bratachari Kendriya Nayak Mandali. International Mother Language Day is observed every year by the Bengali Department through a poignant and evocative program including

	International webinars. Various cultural programmes are held in college throughout the year to celebrate the cultural diversity and uniqueness of India including Azadi ki Amrit Mahotsav, Mahisasurmardini. Various departments of the college have wall magazines written in Bengali. Saraswati Puja is observed in the college campus by the Cultural Committee. A community feast is also organised on the occasion. Bhabachakra – the research compendium brought out by the IQAC of the college is trilingual- Bengali, Sanskrit and English. Indian medicinal plants like Arjuna, Tulsi, Ashwagandha, Neem are planted in the campus by the Botany department to strengthen the understanding of the utility of these medicinal plants and Indian Ayurveda.
5. Focus on Outcome based education (OBE):	The college believes in a student-centric teaching and learning methodology in which the course delivery, assessment are planned to achieve stated objectives and outcomes. It focuses on measuring student performance i.e. outcomes at different levels. Every department has its formulated course and programme outcomes for the students to look into and have a clear idea about at the very outset of the course. The desired course outcomes are displayed on the website. Faculty members strive to reach the desired goal at the completion of course. Students in the Honours courses fill up a questionnaire on learning outcomes at the end of the semester. Outcomes however are not only reached through the prescribed syllabus but also through co-curricular activities like field trips and/or excursions (as permitted by the curriculum). Thus, outcome-based education is adhered to in order to focus clearly and deliberately on student learning Variety of approaches in teaching Learning process include lectures seminars tutorials/workshop/practical and project- based learning field work. Each department prepares a course file consisting of a detailed teaching plan and a course outline identifying specific learning objectives and desired outcomes. Instead of only focussing on scoring good marks, this enables students and teachers to gain a greater sense of clarity and transparency of what is expected of the learners in terms of skills, knowledge and attitude. The evaluation process is divided into a three stage pattern consisting of a written internal assessment, a

	tutorial project and an end-semester examination. Science departments conduct practical examinations and concerned departments carry out field trips and excursions in order to achieve the desired learning objectives. Issues in teaching and learning are taken care of to meet specified learning outcomes, so that by the end of the educational experience, each student should achieve the goal by a department wise survey on learning outcomes at the end of the semester. The Institute has a mentor-mentee system where the role of the faculty adapts as instructor, trainer, facilitator, or mentor, based on the outcomes targeted. Activities like hybrid mode of teaching etc. engage the students with the contemporary activities in academia.
6. Distance education/online education:	During the COVID-19 pandemic, the college has successfully implemented online teaching-learning. Classes were held regularly according to the routine during lockdown period. Various virtual classrooms and chat groups were formed to facilitate the flow of information and digital study resources. Teachers and students still remain connected through these digital podiums after the resumption of physical classes. The online Education was not only confined to the teaching but also assignments and evaluations were done online as the college developed an online examination portal. All the meetings were held online. Several webinars and student activity programmes were organised (intra and inter college) through G Meet. Study materials were uploaded by the faculty members. The college has a you tube channel where all webinars, student activities like audio dramas, celebration of Rabindra Jayanti, Teachers Day are put up. The college is a study centre of Netaji Subhas Open University which provides a readily available avenue for the students to pursue and continue higher education. Even after physical activities resumed, the college continued the blended mode as enunciated by NEP. The college till date regularly organises webinars – both national and international to attract the best of academia. Several Add on Courses were held online. Mentor mentee meetings are also held online.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	YES, Electoral Literacy Club has been functional in the college since the academic session of 2023-24. It was formed on 3rd March, 2023 by the initiative of Department of Political Science. The club is an inclusive platform to engage college students through interesting hands-on experience to sensitize them on their electoral rights and familiarize them with the electoral process of registration and voting. It is composed of both faculty members and students from Science, Commerce and Humanities Streams. The current composition of the ELECTORAL LITERACY CLUB is as follows: Kazi Abu Zaved, Assistant Professor in Political Science, Nodal Officer Chiranjit Baidya, SACT, Department of Political Science, Nodal officer Dr Mohasin Mallik, Associate Professor in Commerce Dr Amit Kr Majhi, Assistant Professor in Physics Sarathi Hembram, Assistant Professor in Sanskrit Dr Arup Kumar Mondal, Assistant Professor in Sanskrit. The Nodal Officers act as mentors and promote and supervise the enrolment, election and formation of the Executive Committee of club. The Executive Committee is an elected body from amongst the club member students with elected representatives from each class. There are a total of 10 students who have been elected to form the Executive Committee for the session 2023 -2024. Rakesh Haldar, a sixth semester student and Rahul Haldar, a fourth semester student have been elected as Chairman and Vice – Chairman of the Executive Committee from amongst the elected representatives. The Executive Committee under the guidance, consultation and supervision of the Nodal Officers will be responsible for organizing the activities of the ELC. The elected body shall endeavour to generate the culture of electoral participation amongst the members.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Yes, students' coordinator and coordinating faculty members are appointed by the College and ELC is functional. Students and faculty from multiple disciplines and diverse socio-economic backgrounds are represented in ELCs to give it a representative in character.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral	Objectives Of the ELC are as follows- 1. To educate the targeted populations about voter registration, electoral processes and related matters through hands

processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.

on experience and activities. 2. To facilitate EVM and VVPAT familiarization and education about the robustness of EVM as well as the integrity of the electoral process using EVMs 3. To help the target audience understand the value if their vote and and exercise the right to franchise in a confident, comfortable and ethical manner. 4. To facilitate voter registration for its eligible members who are not yet registered. To fulfil these objectives the Electoral Club organised a Electoral Literacy Awareness Program for Students in association with the Block Development Office, Mandirbazar B.D.O office on 15.3. 2023.Government officers elaborated on the fundamentals of multiparty systems and the many aspects of our nation & parliamentary democracy. Topics like the function of political parties, role of election commission, voting procedures for Indian people, the idea of universal adult franchise, the political rights of Indian citizens, the rights enshrined in the constitution, and the democratic practices of our federal system were covered. The event aimed at strengthening democratic principles. Students very enthusiastically participate in the Youth Parliament every year organised by the Department of Parliamentary Affairs, Govt of West Bengal. The event was held on 21/9/2022 at RKM Residential College. On 21st March, 2023 a poster campaign and awareness programme were organised by the Electoral Literacy Club of the Department of Political Science with the aim of sensitising the college students on the significance of casting their vote in an informed and ethical manner. The campaign also aimed to create awareness about the electoral process and the dates of registering oneself as a new voter, both online and offline. The prime motive behind this initiative was to encourage the youth and the soon to be voters to exercise their right to franchise and become a part of the glorious electorate of our nation. Theme of the poster campaign was "Your vote matters!"

4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	The Electoral Literacy Club organises awareness drives and engages in intra college competitions to promote electoral rights. Students very enthusiastically participate in the Youth Parliament every year. This event provides a much-needed podium for holding healthy discussions on political reforms and activities as well as on policy making.

	On 21st March, 2023 a poster campaign and awareness programme were organised by the Electoral Literacy Club of the Department of Political Science with the aim of sensitising the college students on the significance of casting their vote in an informed and ethical manner. The campaign also aimed to create awareness about the electoral process and the dates of registering oneself as a new voter, both online and offline. The prime motive behind this initiative was to encourage the youth and the soon to be voters to exercise their right to franchise and become a part of the glorious electorate of our nation. Theme of the poster campaign was "Your vote matters!" Posters emphasizing on the need to vote ,participate in the democratic process as well as the importance of National Voters Day was displayed and students spoke about voting rights and responsibilities. Lectures and demonstrations given by the B.D.O office explained lucidly the voting process to first time voters.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	Most of the students from third to sixth semesters are already enrolled as voters. About half of the first and second semester students are yet to be enlisted as voters. Posters and hoardings have been placed at strategic locations within the campus to acquaint and encourage students about the registration process. These posters inform students about web addresses of National Voters' Services Portal and Systematic Voters' Education and Electoral Participation. In order to help students register as voters and exercise their voting rights in all elections, the Voters' Pledge is displayed in prominent locations in the college throughout the year.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
3970	2666	3562	3856	4130

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2 Teachers

2.1

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

Response: 83

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.2

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

2022-23	2021-22	2020-21	2019-20	2018-19
75	77	79	77	14

3 Institution

3.1

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

2022-23	2021-22	2020-21	2019-20	2018-19
82.0	17.2	15.8	49.8	67.5

File Description	Document
Upload Supporting Document	[View Document](#)

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

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

Response:

The college is implementing an effective curriculum delivery system as framed by the University of Calcutta in **34 undergraduate programmes across Arts, Commerce and Science streams:** 17 programmes under the Choice Based Credit System (CBCS) in 2018-23 and 17 programmes under the Credit and Curriculum Framework (CCF) based on the New Education Policy (NEP), 2020, introduced from the academic year 2023-24. The Academic Committee and IQAC prepares a well-planned **Academic Calendar** at the beginning of each academic session. The Academic Calendar is given to the students during their **Orientation Program** as well as displayed on the website. Regular departmental meetings are held for syllabus distribution and also to discuss the extent to which the syllabus has been completed. **Lesson Plans** are also prepared by the departments . The college has a **Central Library and 14 Honours Departmental libraries** for the purpose of easy access of books. INFLIBNET facility is available for teachers and students. **Institutional memberships of the American Library and the British Council** gives access to a host of e-resources as well as physical books. In 2016 the central library of our college installed ACCLIB software to improve the existing library services. **Book Fair** is organised by the library. Well-constructed weekly timetable is provided. Apart from chalk and talk method, **ICT based teaching-learning methods** are extensively used. Educational Tours, Field Surveys, Add-on Courses, Value-added Courses , Students' Seminars, **National and International Webinars** and special lectures/workshops by experts/resource persons are arranged regularly for the benefit of the students. **Self-appraisals** are prepared by the teachers. **Students** also **appraise** the teachers of the Honours departments. Parent-teacher meetings are held. **Feedback** is collected from **different stakeholders including parents and alumni** and its proper implementation is done with utmost effort. Students' feedback form is filled in by the student at the end of the semester sessions. Differentiation between slow learners and advanced learners is done meticulously in Honours courses. Remedial classes are arranged for the slow-learners . **Library Internship** is a noteworthy feature for the institution. **CBCS and CCF were introduced in 100% of all the existing programmes.** Faculty members employ a mix of traditional and innovative teaching methods, including the use of ICT tools,. This **blend of methodologies** is aimed at enhancing student engagement and learning outcomes. In addition to regular classroom instruction, the college emphasizes skill development through **model- based learning, seminars, and industrial visits,** which are integral to holistic education. Continuous internal evaluation plays a crucial role in this educational framework, helping to identify varying learning needs and abilities among students. **Collaborations** with other colleges through MoUs facilitate faculty exchange programs, enriching the diversity and quality of curriculum delivery. The curriculum also includes important **global and local issues** such as Professional Ethics, Gender, Human Values, Environment, and Sustainability across a wide range of disciplines, thus fostering the college's objective of shaping well-rounded individuals. The **NSS, NCC and Women's Cell** is proactive in moulding students into civic-minded citizens.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1

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

Response: 38

File Description	Document
List of students and the attendance sheet for the above mentioned programs	[View Document](#)
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Evidence of course completion, like course completion certificate etc. Apart from the above:	[View Document](#)

1.2.2

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

Response: 13.07

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

2022-23	2021-22	2020-21	2019-20	2018-19
825	465	327	375	385

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

1.3.1

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

Response:

Committed to the purpose of providing a **comprehensive learning experience** to the students, the college has tried to create an academic environment which skillfully integrates the crosscutting issues of Professional Ethics, Gender, Human Values and Environmental Sustainability .

Professional Ethics has been a part of the curriculum of Philosophy, Economics, Chemistry, Journalism, Food and Nutrition, Commerce.The college has taken special initiatives to organize seminars and lectures on **Intellectual Property Rights (IPR)**.Sociology, English, History, Bengali, Political Science and Geography has core courses which address social construction of gender with special emphasis on gender and work, gender and violence and gender and polity. Subjects like Education specifically include topics on Gender, Values and Sustainable Development. Gender issues are dealt in English literature, History and Political Science. Philosophy course has number of modules on Indian Value System. Sanskrit has courses on Indian traditional texts and values.

 Global sustainability and issues of climate change, global warming, natural hazards and disasters and renewable energy resources and biodiversity are taught through a mandatory course on Environmental Studies. **Project works** are compulsory for all the students as part of the Environmental studies so that students can relate their learning with their surroundings.

  Departments of Botany, Geography and Zoology field exposure is used as tool to deepen the understanding of cross cutting issues.

Eco Club, NSS,NCC pursue the work of spreading awareness among the students and the larger community about the threats to our environment and the need to promote sustainability of the environment.The college has taken a special initiative to undertake social forestry and organic farming to familiarize students with the importance of afforestation.Human values are fostered through the NSS and NCC involving community outreach and other social welfare programmes. Annual Social, Independence Day and Republic Day celebrations contribute to upholding the values of multiculturalism, Unity in Diversity etc.

Academic programmes including national and international webinars and add on courses, value added courses that address contemporary concerns such as **gender issues, environment sustainability** are organised.

VALUES	SUBJECT	COURSE
Environmental Sustainability	Botany	Plant geography, ecology and evolution, horticulture, ethnobotany, natural resource management
	Economics	Understanding of sustainability for renewable resources
	Environmental Studies	Ecology and ecosystems, natural resources, biodiversity conservation, pollution, environmental policies and practices
	Geography	Environmental geography, disaster management, climate change, vulnerability and adaptation
	Zoology	Ecology, population, community, ecosystem
	Physics	Renewable Energy and energy Harvesting
	Philosophy	Man and environment Business Ethics and Environmental values
	Chemistry	Green Chemistry and chemistry of natural products
Gender Sensitisation	English	Women's writing, women and empowerment
	Economics	Poverty and gender inequality, Impact on social and demographical issues
	Philosophy	Gender and social equality, Feminist Philosphy
	Political Science	Women, power, politics and feminism
	Bengali	Women movements Texts on Women issues
	Education	Democratic Citizenship Education. Gender and Society Women education
	History	Feminist Movement
	Sociology	Gender and Sexuality,Sensitization
	Journalism	Caste and Gender issues in Media Women Empowerment

Human Values	History, Philosophy	Inequality and difference
	Political science	Gender and Environment, Human rights in a comparative perspective
	Education	Philosophy for development of humanity, Religion and education, Human Rights Education
Professional Ethics	Philosophy	Indian Ethics Western Ethics
	Commerce	Entrepreneurship development and business ethics
	Food and Nutrition	Food safety and quality control
	Journalism and Mass Communication	Ethics in Journalism, Ethics of Photo journalism, Ethics of online journalism, Advertising Ethics

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.3.2

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

Response: 55.21

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

Response: 2192

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1

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

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

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

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 76.7

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

2022-23	2021-22	2020-21	2019-20	2018-19
1829	1738	1670	1705	1963

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

2022-23	2021-22	2020-21	2019-20	2018-19
2330	2330	2330	2330	2290

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list as published by the HEI and endorsed by the competent authority	[View Document](#)
Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.1.2

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

Response: 82.74

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

2022-23	2021-22	2020-21	2019-20	2018-19
851	859	865	819	883

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

2022-23	2021-22	2020-21	2019-20	2018-19
1049	1049	1049	1049	1030

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

2.2 Student Teacher Ratio

2.2.1

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

Response: 52.93

2.3 Teaching- Learning Process

2.3.1

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

Response:

Experiential Learning, participatory learning and problem solving are an integral part of student centric learning process in our college catering to the need of a diversified learner group.

Experiential and Participative Learning

The college adopts **Lecture method, Hands-On Training** on practical experiments, audio-visual methodology, field trips, excursion, debates etc. The laboratories have modern scientific equipments . Departments engage students in projects, home assignments, quiz, student seminars etc. In-house student projects are assigned as part of the CBCS curriculum. **Educational Excursions** are organised by the **Departments of Zoology, Botany, History and Geography** every year. Students are encouraged to participate in inter-college and intra college competitions, paper presentations, model representation and online add-on courses. Departments provide **remedial classes** as well as meet **students online in the mentor mentee platform. Films and documentaries** are screened by the Dept. of Journalism & Mass Communication, History and English. **Library Internship** allows students a first-hand experience of library functioning. Several faculty exchange programs have been conducted . **Industry visits** have been conducted by depatment of Chemistry. In association with **Sanskrit Bharati,** the college has conducted an **Add-on course** in **Spoken Sanskrit**. NSS and NCC Units conducts community engagement programs which included experiential learning through **awareness rallies, environmental campaigns, sensitization programs**. **Surveys on local health, socio- economic status, nutrition** are carried out by the NSS and Departments of Geography, Sociology, Economics and Political Science.

Seminars, Workshops, Capacity Building and Skill Enhancement Initiatives are held in the College regularly to provide participative learning experiences. Students participate in **Youth Parliament** competitions and Inter College Debate competitions. Days of National and International importance are commemorated in the College which enriches students regarding the history and culture of India. Seminars on **Gender issues, Ethics, Value education** are conducted. **Yoga, Karate and Taekowondo** practice enables participatory learning in group sports. **Poster Competitions** on Environmental awareness, **Photography competitions**, **Wall magazines** are published by the departments where students showcase their creative, artistic and thinking skills along with the ability to work for the College magazine *Charaibeti.*

ICT-based Teaching-Learning methods:

1.Separate Examination website for the Internal & End-Semester Examination Question Papers during the pandemic.

2. Smart Classroom.

3, Fourteen ICT classrooms.

4.The campus has high-speed Ethernet-based internet facility and is 5G WIFI enabled.

6.The college library has INFLIBNET subscription.

7.Library uses the ACCLIB Library-Management software for books' circulation management.

8.OPAC is available through a separate library website.

9.Library website provides access to reputed Online Open-source E-Learning Resources, online newspapers. Competitive examination guide books are available.

10.The college is an institutional member of American Library and British Council Library.

11. Language Laboratory is built for improving the LRSW (Listening, Reading, Speaking and Writing) skills of the students.

E-learning during the Pandemic

Online classes for students through **Google Meet** Platform were conducted. Study material was uploaded in Google drives and Google Class room. A separate online exam portal was set up by the college. State, National and International webinars were organised through the customised **Streamyard** platform and were streamed live on YouTube. Online a cultural programs were organised. Individual teachers also uploaded instructional videos.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1

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

Response: 95.83

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

2022-23	2021-22	2020-21	2019-20	2018-19
77	77	79	79	24

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.4.2

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

Response: 45.65

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

2022-23	2021-22	2020-21	2019-20	2018-19
40	36	34	25	12

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	[View Document](#)
Institution data in the prescribed format	[View Document](#)
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1

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

Response:

The college introduced the semester-wise Choice Based Credit System (CBCS) from 2018-19 for B.A./ B.Sc. and for B.Com from 2017-18. The internal and external assessments are conducted by the college

and the affiliating University respectively, as per CU guidelines. Students are informed about examination process through the induction program held at the beginning of the session. The Academic Calendar provides tentative examination dates. The **internal assessment consists of Internal Assessments, Tutorials projects and Practicals.** In order to ensure a smooth, transparent, time-bound assessment, the college notifies students through the college website, physical noticeboards and departmental WhatsApp Groups. Question papers are framed maintaining strict confidentiality. Both objective and subjective type questions are framed to test conceptual clarity. Teachers offer feedback to students after evaluation. IA marks are uploaded to the University portal within the stipulated time. **Exam-related grievances** are handled either by the departmental heads or through the **online grievance redressal form**. The college follows due process for registration, form fill-up, distribution of admit cards and marksheets and in case of any discrepancy in marks, as per university guidelines.

In the 1+1+1 system, unit tests, mid-term and Test examinations were conducted internally by the college. The students were allowed to appear for the University examination on the basis of their marks obtained in the test examination and on class attendance.

Under CBCS three-year undergraduate programmes, the marks break-up for theory papers included a 65 marks end-semester exam, a 15-marks tutorial project, a 10-mark internal assessment and 10 marks for attendance. For practical-based subjects, the break-up is 50 marks end-semester exam, 30 marks Practical, 10 marks Internal and 10 marks Attendance. The tutorial consists of assignments/projects/viva. The students have to qualify both the end semester examination (theory & tutorial/practical) and the internal assessment (internal examination & attendance) separately.

INTERNAL ASSESSMENT DURING PANDEMIC

During the pandemic, the examinations were held online through a **dedicated online portal**. The college organized o**nline workshops** to equip the students with online examination system. All question papers were uploaded in the portal. The answer scripts were uploaded by the students in the portal and were evaluated by the faculty members.

In order to maintain transparency and robustness of examination process, the Academic Committee prepares the schedule of Internal and Tutorial examination, allocates seating arrangements, prepares invigilation lists, monitors marks uploading schedules, and coordinates with the University of Calcutta.

The c**ollege website displays all relevant examination-related information** like time-tables, notification of admit card distribution, exam checklist etc.

During examinations, invigilators have to report 30 minutes before the beginning of the examination. During pandemic, special measures were taken by the college such as uploading university question paper in the college website 10 minutes before the commencement of examination. The college follows the university schedule for uploading and verification of marks.

The students have several options at their disposal for registering exam-related grievances. Students can approach their respective Departments; they may submit their grievance to the Principal's Office; they may approach the Examination Committees with their grievances. After declaration of results, students can apply online for a Review of their papers facilitated by the college office. Any student with queries related to internal examinations can approach the SPIO with an RTI Application under section 6(1) of RTI Act, 2005. Additionally, any student can lodge an online complaint through the College website.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1

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

Response:

Programme Outcomes (POs) and Course Outcomes (COs) are key components of educational programmes in an Institution. **POs define the overarching knowledge, skills and attributes that students are expected to attain by the time they complete their programme of study. COs specify the specific learning objectives for individual courses within that Programme.** The College believes that a detailed and comprehensive set of Outcomes and Objectives for broad-based Streams, Programmes and Courses have to be designed and circulated before the commencement of the Teaching-Learning process. The college affiliated to the University of Calcutta, has 36 undergraduate programs and 574 courses. The College uses a variety of methods to communicate about the institution's programmes and course outcomes. The broad-stream based Programme Outcomes (POs) for broad-based streams were designed by the IQAC.The Faculty Members brainstormed to design the PSO along with the Course Outcomes (COs).The Program Outcome, Program Specific Outcome and Course Outcome of both CBCS and CCF are displayed on the college website and students are informed about them in the classroom.

At the beginning of each semester, all departments provide an overall idea about the POs and COs through orientation programs, where information regarding curriculum, practical (if any) and project exercises of each program of each semester are provided. Besides subject specific outcomes, students are also provided information regarding applicability of courses taught during the semester. They are also sensitized about various avenues of employment that can be explored after undertaking their respective courses. Departmental meetings are consistently organized to assess the issues arising during the process of curriculum delivery to better assess progress towards program and course outcomes.

Faculties attend **syllabus revision workshops** proposed by the university as scheduled. Such workshops of Boards of Studies provide details regarding the revision of syllabi or restructuring of the whole curriculum. It helps in making the courses more contemporary and research and job oriented

The departments discuss these PSOs and COs in their planning meetings well before the commencement of each semester. The possible ease or difficulties in the attainment of these outcomes is also considered.

Course and program outcomes are an integral part of each academic curriculum. Various social awareness programmes are organised by the institution and students are encouraged to actively take part

in them for imparting the social responsibility which is inseparably linked with outcomes of all the courses.In order to ensure the positive outcome of various courses, the institution has taken the following measures-

- All the **departments maintain their own lesson plan** for theoretical and practical classes.
- The faculties stick to the schedules mentioned in the plan for completion of syllabus on time. Students are aware of these lesson plans at the beginning of each session.
- The college has an excellent work culture and it rarely faces difficulties in completing the curriculum and the internal evaluation within the planned time frame before the final examinations
- The internal evaluation test scripts are assessed within the given period and the performance is discussed with the students as a formative measure.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

The most effective way of evaluating whether students have attained the POs and COs is by conducting the University Examinations where the Internal and Tutorial/Practical components of evaluation emerge as extremely potent methods of judgement. These modes of formative assessment help the college to detect the advanced learners who are then taken to the next level of conceptual development as well as the slow learners for whom the departments arrange for repeat sessions. Indirectly also student interaction and feedback assist in judging the nature of POs and COs attainment levels. In addition, their participation in co-curricular and related extracurricular activities like Science Fair, Seminars and Workshops also help to assess the attainment levels.

Course Outcome of the students is judged by the following indicators:

- Development of analytical power of the students which will build up the capacity to analyse various situations in life.
- Logical and critical attitude development in order to increase capability of asking questions and independent decision-making.
- Evaluation of Field Study and Project work as it helps them to explore their own capacity and constructive power which will encourage them in research work in future after completing the

graduation programme.

- Continuous assessment throughout the year by taking class tests, assignments giving, making arrangements of quiz and debate ,offering the opportunity of seminar presentation, power point presentation etc.
- Performance in Internal Assessment Project writing/field study as part of the curriculum. Participation in co-curricular activities like inter and intra college events.
- Participation in extra-curricular activities like cultural events organised by cultural committee. Expression of the creativity and constructive thinking of the students by yearly publication of college magazine, Charaibeti.This is a very effective platform to express fundamental thoughts of the students.
- Performance in end-semester examination.

The student progression is analysed by the institution through following measures:

- In the induction programme at the beginning of each academic session the academic performance of the college is presented by the Principal of the college;
- Discussion of results in Academic Committee meeting with all the faculty members
- In the Parent-teacher meeting, academic progress of each student is informed to her parent.

Internal Academic Audit, conducted by the IQAC reflects the result analysis of year end/end semester examination.

Analysis of **Students' Feedback on Course and Program Outcome** is also done.**Feedback is taken from final semester students of honours courses.**

File Description	Document
Upload Additional information	[View Document](#)

2.6.3

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

Response: 70.86

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

2022-23	2021-22	2020-21	2019-20	2018-19
367	515	926	726	362

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
832	990	958	797	510

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	[View Document](#)
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.39

File Description	Document
Upload database of all students on roll as per data template	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

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

Response: 35

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	35.00	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

3.2.1

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

Response:

 Indian Knowledge System

The college champions knowledge transfer through the innovative establishment of the Indian Knowledge System (IKS) ecosystem. There is a dedicated IKS Cell named *"Pragyaniketam"*.

The History department has a display corner of artifacts and pictures from the ancient period in the classroom for studying historical, cultural and architectural heritages of India. The Department of History also has a **Skill Enhancement** courses on **Archives and Museums, and Historical Tourism.**The students of the department make field trip to the Indian Museum as well as to Alipore Jail Museum.Sanskrit department in collaboration with **Sanskrita Bharati** offered an **Add on Course** in **Spoken Sanskrit.** It has also offered an Add on Course in **Traditions of Indian Knowledge System** where topics like Inscriptions, Vedas etc were taught.

Intellectual Property Awareness:

To cultivate a culture of innovation, the College places a paramount focus on raising awareness about Intellectual Property Rights (IPR) . This strategic emphasis is foundational to the institution's commitment to fostering originality, ethical practices, and the protection of intellectual creations. **Two webinars** have been organised on IPR relevant to research and teaching.

Incubation Centres

The college has a Central Computer Laboratory with high speed internet which provides students and faculty members access to e-resources smoothly and enriches soft skills.

English Language Laboratory provides scope in English Language Training for the faculty as well as an opportunity to learn spoken English for the students.

DST Inspire Laboratory researching on **Metal Nanoparticles for Plasmonics and Sensing** is a knowledge incubation centre.

Strategic Collaborations for Knowledge Dissemination:

The college has forged collaborative agreements, including faculty exchange programs and MOUs with external institutions. These strategic partnerships are instrumental in facilitating the dissemination of knowledge and academic activities beyond the college's boundaries.

Other Activities-

- The college provides No-objection Certificate as well as leave for pursuing PhD programme by the faculty.
- The college journal *Bhabachakra- The Cycle of Ideas* with ISBN is **trilingual** where articles written in Sanskrit are also published.
- Students are encouraged to publish in wall magazines in their respective departmental wall magazines.
- Career counselling programmes and career-oriented seminars are organised by experts.
- **Distance study center** offering **Post graduate** programs through **Netaji Subhas Open University (NSOU).**
- Organic Vegetable Garden and Vermicomposting teaches **traditional farming methods** to the students.
- Yoga is part of the curriculum of the Department of Physical Education. **World Yoga Day** is celebrated by the department every year as well as NSS and NCC students. A Value-added course on **Bratachari** was organised by the college. Bratachari teaches the principles of life like **discipline, knowledge, labour, truth, unity i**n an integrated manner. The training was intended to inspire the **spirit of nationalistic zeal** among the students. Community work, attaining physical fitness in traditional forms is an avowed aim of the course.

 Technological Agility for Future-Ready Education:

The college stays ahead in technology to equip students for the evolving demands of the modern world. Seamlessly blending tradition with cutting-edge approaches, the college ensures a transformative and

future-ready learning experience. Blended mode in teaching learning is an established practice in the college. Students of the departments of Science have exposure to instruments like UV visible Spectrophotometer, Fluorescence Spectrophotometer, **Digital Potentiometer, Digital PH meter, Digital Conductivity Meter, Compound Microscope, Stage Micrometer, Binocular Microscope** etc.

File Description	Document
Upload Additional information	[View Document](#)

3.2.2

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

Response: 57

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

2022-23	2021-22	2020-21	2019-20	2018-19
32	0	20	02	03

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1

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

Response: 0.42

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

2022-23	2021-22	2020-21	2019-20	2018-19
3	13	7	5	7

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	[View Document](#)
Link to re-directing to journal source-cite website in case of digital journals	[View Document](#)
Links to the papers published in journals listed in UGC CARE list or	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.28

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
9	4	3	1	6

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

3.4 Extension Activities

3.4.1

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

Response:

Our college instils social responsibilities and ethical values in all stakeholders by engaging in extension activities within neighbouring communities. This is achieved through various academic departments, NCC, NSS and IQAC. Numerous outreach initiatives in the l**ocal community, aiming to raise social awareness and contribute to the holistic development of students** are a regular feature. The college has t**wo adopted villages in the vicinity- Khelarampur and Bireswarpur.**

Community Service and Institutional Social Responsibility:

- The college conducts community service initiatives in the area including clean-up drives in nearby railway stations and markets, book distribution in primary school, plantation drive,*Save Water Save Life* campaigns,*Safe drive Save life* rallies, health check-ups, eye check-ups, blood group checking by collaborative approaches of NSS, NCC unit and other organizations.
- The college acted as a **Covid Quarantine Centre** for the migrant labourers during the pandemic.
- The college has given l**and for an extension centre of the Block Health Centre within its campus - Health and Wellness Centre.**
- B**ireswarpur Post Office** too runs from within the college campus.
- The college has a **Social Forestry** spread over an area of 2 acres as part of Institutional Social responsibility.
- The college sends NSS volunteers to volunteer in the **Ganga Sagar Mela.**
- Local waterbodies are cleaned by NCC volunteers.
- The Science Departments of the college collectively organized **Hands-On Exposure to Laboratory Environment and Practical Demonstration Programmes for the neighbouring high school students** to expose them to various practical demonstrations under improved laboratory conditions as well as encourage them to pursue higher studies in Basic Sciences.

Campaigns to raise awareness:

The college actively promotes public awareness on social issues like **save water, environmental sustainability,Dengue Awareness, Safe Drive Save Life, Vasudha Vandan campaigns, Van Mahotsav. Events such World Environment Day, International Women's Day, Swachha Bharat Abhiyan, Water Preservation Campaign, traffic awareness programme** are conducted. Seminars on **protection of Mangrove forests** is conducted. This is important as the college is in the hinterland of Sunderbans.

Activities focused on health and well-being:

- The college actively promotes **Dengue and malaria awareness i**n the community.
- During the COVID-19 pandemic it served as a **vaccination centre** and organized vaccination

camps in collaboration with the Government Hospital.

- Health check-ups including **eye and blood-pressure checks, thalasemmia, blood group tests** are conducted.
- The college conducts female health workshops in association with **All Bengal Gynaecological and Obstetrics Society.**

Welfare Initiatives:

- **National Youth Day** is celebrated in the college, fostering community unity.
- The college donated **Rs 5 Lakh to the Chief Minister Relief fund for Covid-19.**
- The college **donated land for the construction of a government health centre.**

Cultural Activities: The college organizes diverse cultural events celebrating days of national importance and also to entertain students in the adjoining primary schools.

Outcome:

The extension activities have inculcated **a sense of social responsibility, groomed overall personality development** as well as promoted **realization on social issues for both the students and the faculty**. Active participations in various social and cultural events outside the college helped the local community to recognize the contribution of the college towards building up a better society. Letters of appreciation from them have further motivated the students and staff.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.4.2

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

Response:

The college takes an innate interest in community extension work around the college. Continuous dedication of the college towards such community welfare measures has been appreciated by government bodies. Letters of appreciation have been received from various government agencies.

1. The Sundarban Police District has appreciated the activities of the college's NSS volunteers in *Safe Drive Save Life* campaigns in the area.

2. Krishnapur Gram Panchayat in a letter of appreciation commended the activities of the college towards working for the welfare of the NSS adopted villages of Khelarampur and Bireswarpur.

3. Krishnapur Gram Panchayat in a letter of appreciation commended the activities of the college volunteers in cleaning the Madhabpur Railway Station.

4. Krishnapur Gram Panchayat in a letter of appreciation commended the college and its staff for organising a successful Covid Vaccination Camp for the area on 4/10/2021.

5. Krishnapur Gram Panchayat in a letter of appreciation commended the college for giving its premises for the Covid Quarantine Centre.

6. BMOH of Naiyarat Rural Hospital thanked the college for donating a portion of their land for the building of the ancillary health centre.

7. Head master of Purba Raghunathpur Bireswapur FP School in a letter of appreciation thanked the college NSS unit for its activities in the school including distribution of stationery, tree plantation etc.

8. The government of West Bengal (Finance Dept) in a letter appreciated the college for donation of Rs 5 lakhs for Chief Minister Relief Fund during the Pandemic.

9. Khelrampur FP School in a letter of appreciation confirmed the committment of the NSS of the college towards extension activities in the school.

File Description	Document
Upload Additional information	[View Document](#)

3.4.3

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

Response: 29

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

2022-23	2021-22	2020-21	2019-20	2018-19
8	8	3	7	3

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

3.5 Collaboration

3.5.1

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

Response: 11

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	[View Document](#)
List of year wise activities and exchange should be provided	[View Document](#)
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

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

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

Response:

The Institution has the mission to provide the best possible infrastructure to create an effective teaching learning environment through extensive use of ICT. The institution is dedicated to providing students with a comprehensive and enriching educational experience, featuring well-equipped classrooms, modern laboratories and spaces for cultural activities, fitness, and overall well-being. The infrastructure of the institution has been upgraded over the years with the necessary requirements.

The college has a campus area of **13.1 acres and built-up area of 3363.09 square meters.** The college has Arts, Science and Commerce faculties. The total number of classrooms in the college are 22. There are science laboratories in the departments of Botany, Zoology, Chemistry, Physics, Environmental Science, Computer Science with equipment for teaching, learning and research The Commerce department has a small computer laboratory. The Geography department is upgraded with GIS Lab, SPSS package for teaching and specialized instruments. The library has computers for use in searching book catalogues, viewing e-journals and online learning resources. A dedicated seminar hall with audio-visual facilities is in place for regular use. The college library is equipped with printer, learning and research facilities.

- **Classrooms with Wi-Fi** - 22
- **Central Computer Centre** - 1
- **English Language Laboratory** - 1
- **Smart classrooms** - 1
- **Seminar halls with ICT facilities** - 1
- **ICT Enabled classrooms** - 14
- **High Mast Light** - 1
- **Cultural Activities**- The College has a permanent open-air stage for cultural performances. There is a common sports ground which is used for various sporting activities including athelics, yoga, taekowondo etc. The college has a music room from where the Music department functions.
- **Gymnasium** - The college has a state-of-the-art gymnasium with modern equipments and with separate timings allocated for male and female students.

File Description	Document
Upload Additional information	[View Document](#)

4.1.2

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

Response: 8.29

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

2022-23	2021-22	2020-21	2019-20	2018-19
10.88	0.80	2.70	3.56	1.32

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

4.2 Library as a Learning Resource

4.2.1

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

Response:

The college lays great emphasis on the library as it is intrinsically connected to academic excellence, and in maintaining a vibrant culture of reading and research.

The **Library Subcommittee** with the Librarian as the Convenor plays an important role in framing library policies and facilitating library purchases.

Efficient cataloguing, circulation, and user management are ensured through the utilization of a **cloud-based licensed software ACCLIB**. With a user-friendly interface, the OPAC empowers users to digitally search and access resources, thereby facilitating efficient resource discovery.

The library has a **separate website** which has detailed information about the library rules, OPAC, e-resources and repository of syllabus and university question papers.

The **library orientation program** provides information to every student about offline and online library access systems, the central and departmental library collection, rules and regulations and other services.

Barcode Scanners ensure the efficiency of data entry and browsing. Additionally, students' library cards are embossed with barcodes, streamlining the borrowing process.

Being a member of N-LIST (INFLIBNET) provides access to a vast collection of resources, including 10,194,809 e-books and 6,658 e-journals. This significantly enriches the college's digital resource pool.

The college has institutional memberships of British Council Library and The American Library.

CCTVs are installed within the central library for security and surveillance.

Faculty members can remotely access bibliographic sources and various e-resources.

Library services also include **Braille facilities,** catering to the needs of visually impaired students and readers.

The library enjoys a steady footfall consisting of teachers, non-teaching staff, and students.

The library organises book fairs with participation from leading publishers and book sellers, providing discounted prices, to foster reading habits among the rural students.

The library has one Reading Room. Honours Students may borrow two books at a time against the library card for 15 days. Both reference books and text books are issued at the Reading Room.

Newly purchased books are displayed at the library. Books related to different competitive examinations and current affairs etc for career/service are available at the library.

Reprographic services are available at the library.

The library subscribes to NLIST-INFLIBNET service which offers access to e books and e-Journals to students and faculty. The library subscribes to Shodhganga, National Digital Library and other repositories of e-resources.

LAN-connected desktops have been installed in the library with Wi-Fi and internet facilities. These computers are used to access the various library resources to which the College has subscribed.

The website has links to daily newspapers in Bengali, English, Hindi. It also has links for employment newspapers and job-related site links. The website also displays links of several E books and Journals.

Gyandhara Scheme- The college library was awarded Rs 50000/ under the **Gyandhara Scheme by PC Chandra Group as part of its CSR.** *P.C Chandra Knowledge Centre.* Instalments of Rs 25000/ each were received in 2019 and 2020 respectively.

Library Internship Program- A 30-hour Add-on Program was organised by the library. Interns were taught hands-on about accession, bar coding etc.

Library Activities – A state level webinar was organised on E-Resource Efficacy on 8/9/2020, Digital Literacy Awareness workshop was organised on 24/2/2023 by the Librarian.

Donated Books- The library has a separate collection of donated books – Donated by Lee Calkins and Bandana Guha.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1

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

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

Response:

The institution maintains a robust and dynamic IT infrastructure that undergoes frequent updates to meet the evolving demands of technology and ensure an optimal learning environment for students and faculty. The IT facilities include high-speed Wi-Fi networks and updated computer labs.

Wi-Fi and Internet Bandwidth-
The institution provides a reliable and high-speed Wi-Fi connection across its campus, ensuring seamless access to online resources for academic, research, and administrative activities. The Wi-Fi system supports dual-band frequencies (2.4 GHz and 5 GHz) to accommodate various devices and optimize connectivity.

Internet Bandwidth
The institution provides a robust internet bandwidth allocation to support both academic and administrative functions. The total available bandwidth is currently 350 Mbps, ensuring uninterrupted access to online resources, cloud services, video conferencing platforms, and other essential web-based applications.

Computer Labs and Hardware
The institution has a central computer laboratory, one English language laboratory and departmental

computer labs of the departments of Geography, Commerce and Chemistry, each equipped with the latest desktop computers, workstations, and peripheral devices. These labs are regularly updated with the latest hardware and software.

Software and Digital Resources

A variety of licensed and open software tools are available on the institution's network, providing students and faculty access to essential programs for programming, data analysis, and research. Regular software updates ensure that the latest features and security patches are available..

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3.2

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

Response: 79.4

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

Response: 50

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	[View Document](#)
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1

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

Response: 3.72

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

2022-23	2021-22	2020-21	2019-20	2018-19
5.12	0.50	0.67	0.80	1.54

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

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

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

Response: 64.81

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

2022-23	2021-22	2020-21	2019-20	2018-19
3546	2437	1156	2378	2268

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	[View Document](#)
Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).	[View Document](#)
Upload policy document of the HEI for award of scholarship and freeships.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.1.2

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

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

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	[View Document](#)
Report with photographs on ICT/computing skills enhancement programs	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.3

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

Response: 23.14

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

2022-23	2021-22	2020-21	2019-20	2018-19
2256	0	1281	0	670

File Description	Document
Institutional data in the prescribed format	[View Document](#)

5.1.4

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

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

Response: A. All of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	[View Document](#)
Proof related to Mechanisms for submission of online/offline students' grievances	[View Document](#)
Proof for Implementation of guidelines of statutory/regulatory bodies	[View Document](#)
Details of statutory/regulatory Committees (to be notified in institutional website also)	[View Document](#)
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	[View Document](#)

5.2 Student Progression

5.2.1

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

Response: 4.21

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

2022-23	2021-22	2020-21	2019-20	2018-19
31	36	33	15	7

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

2022-23	2021-22	2020-21	2019-20	2018-19
367	515	926	726	362

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

5.2.2

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

Response: 0.22

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

2022-23	2021-22	2020-21	2019-20	2018-19
04	0	01	0	01

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.3 Student Participation and Activities

5.3.1

Number of awards/medals for outstanding performance in sports/ cultural activities at University /

state/ national / international level (award for a team event should be counted as one) during the last five years

Response: 11

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

2022-23	2021-22	2020-21	2019-20	2018-19
07	0	0	0	04

File Description	Document
Upload supporting document	[View Document](#)
list and links to e-copies of award letters and certificates	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.3.2

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

Response: 11.4

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

2022-23	2021-22	2020-21	2019-20	2018-19
28	5	4	13	7

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.4 Alumni Engagement

5.4.1

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

Response:

The college does not have any registered alumni association. But the alumni is an important stakeholder. The alumni plays a very **active role i**n various activities of the college including the IQAC. Several NCC alumni plays an important role in grooming the NCC cadets. Few distinguished alumni help in several cultural activities of the college. **Feedback forms are cirulated among the alumni** upon which recommendations are made by the IQAC. Several faculty member and members of non teaching staff are alumni of the college. There are informal alumni meetings of the departments.

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

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

Response:

GMSM Mahavidyalaya envisions a future where its students, empowered by **transformative education will contribute towards nation-building on the basis of knowledge, innovation and holistic social commitment** .Institutional practices are structured defining its vision and mission with the following objectives-

- Nurture the minds of students by offering adequate opportunities and infrastructure so that they develop into empowered individuals capable of being just, humane and visionary citizens.
- Develop competencies for new domains of knowledge, research and contemporary global issues through vibrant curricular, co-curricular and extra-curricular activities.
- Create conscientious groups of future leaders oriented towards welfare of local communities through sustained engagement in several outreach programmes.
- Foster a culturally sensitive inclusive environment by upholding core values of unity, diversity, and integrity.
- Promote studies on socio-economic, political and cultural heritage at the local and global platforms.
- Cultivating Indian Knowledge System through regular teaching-learning and add on, value added courses.

Governance of the institution is in accordance with its Vision and Mission. It is visible in the following institutional practices:

1. Administration: Initiatives and execution of the infrastructural developments including need-based software applications and e-governance.
2. Academics: Execution of well-defined academic planning and teaching learning process embracing regular class-room teachings, Language Laboratory, e-learning resources, practical demonstrations and field works,
3. Institutional Social Responsibility – Outreach programs involving the local community.

 Initiatives for NEP Implementation - From the academic session 2023-2024, the course design and durations have been formulated as per the prescribed NEP 2020 and affiliating University guidelines. Workshop and a Webinar was organized to inform its students, teaching staff and non-teaching staff regarding NEP in 2023.

Long Term Perspective Plan is in accordance with the Vision and Mission of the college. It seeks to encourage academic pursuits through optimal utilization of its existing resources. College will

provide scope for entrepreneurship generation and women empowerment. The college seeks to inculcate the Indian Knowledge System in the platform of the IKC Incubation Cell and by introducing a compulsory course in Indian Knowledge System in the 2nd Semester of CCF

 Short Term Perspective Plan is formulated in accordance with the needs and the exigencies of the situation. Apart from smooth conduct of regular classes, planning and execution of capacity building and skill enhancement programmes, industry-academic linkages, student-centric research work ,hands-on training, entrepreneurship programs and field trips, workshops.,

The Principal functions in coordination with committees, departments, administrative units, **Teachers' Council, Governing Body, students' representatives and IQAC t**o ensure coherent decision making and implementation processes. The Secretary of the Teachers' Council acts as a representative of the teaching staff. The Head Clerk assigns, distributes and coordinates the administrative duties amongst the non –teaching staff. The Governing Body serves as the major decision–making body. Online communication channels, through emails and group chats, are maintained The IQAC serves as a quality control monitory body overseeing different functions and their processes. IQAC of the college ensures participative management. The college adopts a **multi- stakeholders approach** with the participation of the Head of the Institution, Governing Body Representatives, IQAC members, Student representatives, Alumni and External expert in policy making and execution of the same. Various committees are formed for maintaining the regular activities of the college both academic and administrative. Each committee is headed by convenors who monitor the execution of the duties through the respective members.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1

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

Response:

The institutional perspective plan is conceived keeping the vision and the mission of the college in mind. The Governing Body is the apex body of governance in the college. The **Governing Body consists of the President, the Principal (ex officio Secretary and Drawing and Disbursing Officer), government nominees, university nominees, nominee from Higher Education Council, teachers' representatives, and non-teaching staff representative**. The Principal functions in consultation with the Governing Body. The Principal is assisted by Internal Quality Assurance Cell, the office staff, the

academic sub-committee, teachers' council, finance sub-committee, and various other committees with the approval of the Governing Body. The financial decision of the colleges is deliberated in the Finance Sub Committee and the resolution of the meeting is finally approved by the Governing Body. The Teachers' Council ensures smooth flow of communication between the administration and the teaching staff. The Principal acts as the Chairperson of the Teachers' Council which also selects one secretary from amongst the teachers. The Head clerk assists the Principal in assigning duties to nonteaching staffs and in monitoring their execution. Under the direction of the Principal, the academic council, Teachers' Council, extension activity cell, admission committee, and examination committee regulate the policies and operations of the College with the help of sub-committees whose work is to oversee the upkeep and day-to-day functioning of the college. The different administrative and academic arms of the college, like the committees, departments, work in tandem to achieve goals of the perspective plan and ensure a decentralized administrative process. The proposals arising from the feedback system (student, faculty, alumni, parents) and various arms like the IQAC, Teachers' Council, the committees are considered for execution in the Governing Body and the Finance Committee, where required. The IQAC prepares Action Taken Reports at the end of each session to take stock of the state of execution of the actions proposed by itself.

The appointments of the teaching staff are done following government rules and regulations. The West Bengal College Service conducts a centralized selection process for appointing teachers to government aided colleges. The body, then, sends letters of recommendation to the college against vacant posts requisitioned by the college. The Governing Body, on receiving the appointment letters, adopts a resolution to issue an appointment letter to the candidate, who is required to join within a stipulated period as set out by WBCSC. In case, the candidate declines to join the post, requisition is again sent to WBCSC for recommending a candidate according to their centralized merit panel. The appointment of the non –teaching staff, in case of vacancies, is done in accordance with the state government orders and memos, as issued from time to time. Service rules of all staff against substantive posts are in accordance with the existing government rules, regulations and in compliance with the statutes of the University of Calcutta, to which the college is affiliated.

File Description	Document
Upload Additional information	[View Document](#)
Institutional perspective Plan and deployment documents on the website	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2.2

Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

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

6.3 Faculty Empowerment Strategies

6.3.1

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

Response:

The college has implemented a h**olistic performance appraisal system** and diverse welfare measures for both teaching and non-teaching staff. P**rioritizing fair evaluations, financial stability, continuous learning** the college highlights its commitment to staff wellbeing and satisfaction. **Service Book** is maintained for all staff against substantive posts. **Performance Based Appraisal System** for teaching staff is followed as mandated by the state Directorate of Higher Education and adheres strictly to norms laid down by UGC under API scheme of promotion. Under **Career Advancement Scheme l**aid down by the UGC, self-appraisal and API score claim is verified by IQAC and forwarded to the Principal who scrutinizes them and if satisfied, places the same before GB for recommendation for being forwarded to Directorate of Higher Education. The faculties are encouraged to pursue professional developmental programmes, publications and research activities. The promotion of Non-teaching staff is carried out following existing rules and regulations. The NTS against substantive post enjoy career advancement through promotional benefit of scale enhancements at the end of ten years and twenty years of service, as per current rules and regulations. As and when vacancies arise, a Screening Committee, consisting of nominees from Calcutta University, West Bengal College Service Commission, State Government and Governing Body, proposes Head Clerk (promotional posts) from amongst Accountant and Cashier, and Accountant and Cashier (promotional posts) from amongst willing Group C employees after an interview and screening process, and the proposal is duly forwarded to Higher Education Directorate for confirmation.

Welfare Measures and Avenues for Career Development:

Enrolment of interested teachers in West Bengal Health Scheme for Grant-in-aid College and University

Teachers, 2017 is facilitated and reimbursement claims processed, according to government regulations. **Provident Fund Loan Facility** is provided to employees in substantive posts, according to Govt. regulations. **Ex gratia/Bonus** is given to casual NTS from the college fund during festive season. Teachers are given duty and study leaves for academic and faculty development purposes. Employees in substantive posts are entitled to Earned Leave with the prior permission of college authority and subject to GB approval where applicable. GB may also approve Extra-Ordinary Leave on special grounds. As per government regulations, female employees are entitled to **Maternity and Child Care** Leaves while **male employees** can also avail of Child care and **Paternity Leave,** with prior permission of college authority, subject to approval from GB. Leave encashment benefit is available for staff in substantive posts.

Teachers have **360 degree self-appraisal** which includes self-appraisal as well as appraisal by students,. The Principal and IQAC Coordinator audit these feedbacks regularly.

Non-Teaching Staff Appraisal: Non-teaching staff submit a Self-Appraisal Report annually through a structured questionnaire.

Feedback Mechanism:

Website-based forms enable student feedback, crucial for teacher appraisal. The Principal and IQAC assess and confidentially provide improvement suggestions.

Recreational facilities:

Indoor game facilities like Chess, Carrom etc are available for the staff. The staff room has a television, refrigerator and microwave oven. The college regularly organises lunch gatherings for its staff and also occasional picnics during winter.

File Description	Document
Upload Additional information	[View Document](#)

6.3.2

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

Response: 0

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

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

File Description	Document
Institutional data in the prescribed format	[View Document](#)

6.3.3

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

Response: 6.6

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

2022-23	2021-22	2020-21	2019-20	2018-19
6	6	12	6	1

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

2022-23	2021-22	2020-21	2019-20	2018-19
30	30	30	29	29

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the certificates of the program attended by teachers.	[View Document](#)
Annual reports highlighting the programmes undertaken by the teachers	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1

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

Response:

The college seeks to mobilize government and non-government grants for the improvement of college infrastructure and knowledge resources. Proposals are prepared, vetted and submitted to relevant authorities from time to time. It welcomes donations, memorial prizes and endowments from staff members for the prize and endowment funds. It utilizes the interest accrued on fixed deposits. The NSOU study centre in the college generates revenue for the college in the form of conducting examination and making arrangement for the PG admission on behalf of the Netaji Subhas Open University (NSOU).

All major proposals/schemes for which college fund is required are submitted to the **Finance Committee** and/ or Governing Body and if approved, the project is undertaken. Income of the college mainly comes from the collection of fees from the students. Utilisation is divided into two categories: recurring and nonrecurring expenditure. A major part of the income is spent for the welfare of students in providing financial support to the economically backward students, enhancement of sports facilities, seminars, cultural programmes etc. Recurring part of expenditure also involves the day-to-day expenditure, which also comprises of promotion of long-term facilities, such as, augmentation and maintenance of library and laboratory facilities, purchase of instruments, furniture, electrical items etc. Payments are made either in the form of cheque or DD. Payments of smaller amounts are made in cash. Petty Cash transaction limits are fixed by the Finance Committee, from time to time. The college conducts regular **financial audits, both internal and external,** as per the directives set down by the Finance Department and the Department of Higher Education of the Government of West Bengal. The external audits are carried out by audit firms assigned by the Department of Higher Education. The audit report then received is placed before the Governing Body for approval and for adopting any necessary action suggested by the auditor

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures &

methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

Quality education is not only just about providing basic knowledge and skills, it is also about fostering a **culture of innovation**. it is required to consistently enhance the education quality of higher educational institutions for the betterment of the individual and society as a whole. The Internal Quality Assurance Cell (IQAC) of the GMSM Mahavidyalaya plays a pivotal role in promoting and sustaining excellence, instilling a culture of quality across the college. By establishing a framework for quality assurance and enhancement, IQAC encourages a c**omprehensive evaluation of teaching, learning, research, and administrative processes.** It promotes the **adoption of best practices, benchmarking with standards, and continuous feedback mechanisms**, thus cultivating a **culture of excellence and innovation.**

QUALITY INITIATIVES 2018-23

Sl NO	INITIATIVES
1	Successful implementation of CBCS and NEP
2	Beginning of Morning shift of the college to ensure optimal utilisation of space
3	Appointment of faculty and non-teaching staff for the Morning shift
4	Introduction of Honours Course in Chemistry, Physics, Botany, Zoology
5	NEP workshops
6	Introduction of Blended mode of Teaching Learning
7	National and International webinars
8	You Tube Channel of College
9	Online teaching during Pandemic with separate routine. Customised Streamyard platform.
10	

	Online Examination portal during Pandemic
11	Introduction of ERP
12	Add On Courses
13	Value Added Courses in Traditional knowledge systems. Emphasis on Yoga and Bratachari
14	Employability Skill Enhancement Courses
15	Soft Skill Workshops
16	Memorandum of understanding with HEI's, and other institutions
17	Securing CSR funds .
18	Orientation programs for students for curriculum and library.
19	Online Feedback from students about curriculum, learning outcome, infrastructure. Analysis and action taken report
20	Online Feedback from teachers, alumni, parents. Analysis and Action taken report done.
21	Gender Feedback
22	Filling of Fulltime vacant posts
23	CAS of 7 teachers.
24	Self-Appraisal of Employees

IQAC Appraisal of employees |
| 25 | Student Appraisal of teachers |

26		Student Satisfaction Survey
27		Covid Relief measures – Quarantine Centre in College, Covid Vaccination Centre, Donation of Rs 5 lakhs to the Chief Minister Relief Fund.
28		Waiving of Admission fees, Tuition fees and Examination fees during the Pandemic
29		-Land given for construction of ancillary Health Centre of the Government and Bireswrapur Post Office.
30		Community work in Ganga Sagar Mela Ground
31		Psychological counselling workshops and Cell- *Sahachari*
32		Electoral Literacy Club
33		Digital literacy workshop
34		Library Internship for students
35		Add On Computer Training for Non-Teaching staff
36		Dedicated Students Week Celebration
37		Photography Contest
38		Film Making workshop
39		Inter College Competitions
40		Cultural competitions including promoting

		traditional arts like *alpana*
41		Organisation of Book Fair to inculcate the habit of reading
42		Student Credit Card Scheme implemented
43		Audits – Gender, Academic and Administrative, Green and energy
44		New Website launched.
45		Online Grievance Redressal portal
46		Organic Farming
47		Energy Conservation Awareness
48		Waste Disposal Awareness
49		Segregation of Waste
50		E Waste Disposal
51		Sanitary Napkin Vending Machine and Incinerator
52		Divyanjan Washroom
53		Book Donation drives for Library
54		Institution of Endowment scholarships
55		Spoken English and Spoken Sanskrit Courses

56	Aids and Thalassemia Awareness
57	Dengue Awareness Drives in Locality
58	*Save Drive Save Life* campaigns
59	Water Conservation Awareness rallies
60	Focus on Participative, experimental learning.
61	Mentor Mentee System
62	Health Check-ups including Thalassemia Screening ,Gynaecological, Blood Group and Eye Check ups

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.5.2

Quality assurance initiatives of the institution include:

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

Response: B. Any 3 of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	[View Document](#)
NIRF report, AAA report and details on follow up actions	[View Document](#)
Link to Minute of IQAC meetings, hosted on HEI website	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

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

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

Response:

The college conducts the **Gender Audit** with the various objectives.

- To map the gender balance between men and women students and faculty.
- To know the representation of women in decision-making bodies.
- To know whether the college is in general empathetic to the girl students particularly those coming from marginalized and minority sections.
- To know whether the Women's Cell is active in implementing the gender policy of the college.
- To know whether the Governing Body follows all rules regarding leaves and benefits of women staff members
- To identify shortcomings and suggest ways to overcome them.

 The College has a **written gender policy** that affirms a commitment to **gender equity** and has an **operational plan** that includes clear allocation of responsibilities and time for monitoring and evaluation.

1. To inculcate gender equity in the values, culture, processes and programmes of the college.
2. Provide an environment that enables both women and men faculty to balance work and family life.
3. Promote female representation at senior decision-making positions of the organization.
4. Arrange effective measures for the safety and security of girl students and women staff members.
5. To expedite disbursion of various scholarships for girl students so that there is no dropout of girl students.
6. To organize various gender awareness programs round the year and to motivate girl students to excel in all fields.
7. There shall not be any kind of discrimination on the basis of gender.

IMPLEMENTATION OF GENDER POLICY

The college has a Women's Cell which implements ideas and work towards a gender welfare within the campus by carrying out various gender sensitization program including debates, poster campaigns, seminars, workshops, trafficking, health awareness campaigns, health check-ups and counselling for girl students. The college has an ICC which looks into gender related issues if any and takes prompt action. Women teachers are represented in various committees and decision-making roles. Basic sanitation facility in the form of separate toilets for the students are provided in each building of the college. The

Teachers' room and college office is provided with separate washrooms for male and female faculty. The girl students have access to various extracurricular and co-curricular facilities. There is a separate women's wing in the NCC. The College has installed a sanitary napkin vending machine and incinerator in the wash room which has been instrumental in promoting menstrual hygiene and cleanliness among the girl students. The college has CCTV monitoring devices. The college has a dedicated office to disburse scholarships to girl students.

The following activities were designed for female students and staff-

- Vocational Training in Garment Manufacturing
- Gynecological Camp for Girl students
- Webinar by doyen of Women's Studies, Dr Rekha Pande.
- Seminar on Women's rights as Human Rights
- Add on Course in Bengali on Women's writing
- State Level Seminar on Women in Indian Freedom Movement.
- Sanitary Vending Machine and Incinerator.
- Yoga Camps for Women
- Women participation in District Sports
- Gym facilitiees for girl students
- Dedicated cell for Kanyashree scholarships
- Award by district authority for Kanyashree.

Gender Satisfaction Survey has been conducted among both the female students and female staff to assess the level of achievement of No Discrimination Policy. The policy of ***Empower and Educate*** is followed by the college in the right earnest.

The college has 54.3 % of female students in 2022-23.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.1.2

The Institution has facilities and initiatives for

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

Response: A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	[View Document](#)
Geo-tagged photographs/videos of the facilities.	[View Document](#)
Circulars and report of activities for the implementation of the initiatives document	[View Document](#)
Bills for the purchase of equipment's for the facilities created under this metric	[View Document](#)

7.1.3

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

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

Response: A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	[View Document](#)
Policy document on environment and energy usage Certificate from the auditing agency	[View Document](#)
Green audit/environmental audit report from recognized bodies	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Inclusive Environment:

The College tries to imbibe among the students a sense of belongingness towards the society. NSS and NCC activities imbibe in them the importance of community welfare and service. To provide emotional support to students during the pandemic, Dept of Sociology and Philosophy arranged webinars on Neo Normal Social Responsibilities and Covid Pandemic and Human Attitudes. To inculcate universal values the IQAC of the college organized a seminar on the teachings of Swami Vivekananda The Department of Sanskrit has a Indian Value System Incubation Centre called Pragyaniketam. The college symbolizes diversity as students from different socio-economic and religious background are part of the institution. The College has an active "SC, ST, OBC, Minority and Equal Opportunities Cell" which guides students for various scholarships In an attempt to sensitize students towards this diversity. The college celebrates Independence Day, Republic Day, Rabindra Jayanti, Sarodotsav through cultural programs like dance, music, and departments commemorate various days like World Environment Day, Earth Day, International Mother Language Day. The college has successfully traversed glorious fifty years journey and to commemorate the day the college organized cultural programs emphasizing on tolerance and harmony.

Constitutional Obligation:

The college celebrates the Independence Day and Republic Day with flag hoisting to enable realization of the importance of constitutional obligations. As part of the curriculum, students are made aware of their responsibilities as a researcher-academician by teaching them ethics of research & fieldwork and issues pertaining to plagiarism. Students have a compulsory course on parliamentary democracy, , rights, duties and constitutional obligations in the 1st Semester. They also participate in Youth Parliament competitions, Efforts are taken to instil in them their inherent obligation towards 'Mother Earth and understand their responsibilities towards preservation of environment through regular curriculum delivery, &preparation of models and projects .

Tolerance and harmony towards cultural and communal diversities-

On Independence and Republic Day, students celebrate national integration and harmony. National Youth Day and National Sports Day is celebrated. Celebration of different commemorative days like Rabindra Jayanti and birthday of Netaji establishes positive interaction among students of diverse cultural and communal backgrounds.The college supports an inclusive culture in campus where many regional festivals like Basanta Utsav and Sharadiya Utsav are celebrated . Community feast is arranged for all the students. Students are not discriminated against for their linguistic backgrounds. International Mother Language Day is observed to promote linguistic awareness and multilingualism.

Sensitization towards National Identities,Symbols and Values:

The College displays the Constitutional Preamble in the campus in order to make the students aware of their citizenship rights. NCC observes Kargil Diwas on 26th of July commemorating India's victory against Pakistani armed militants in the armed conflict in 1999, by paying homage to the martyrs.. The College has a Electoral Literacy Club and uses the platform to sensitize the students to their electoral rights.

 Sensitization towards Fundamental Duties and Rights of Indian Citizens-

Add on courses on Making Human Rights matter to the Marginalized" wwas conducted by the Department of Political Science.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.2 Best Practices

7.2.1

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

Response:

Best Practice -1

TITLE OF THE PRACTICE: *- Enriching Academic Excellence Through Blended Learning*

- To combine traditional and modern learning techniques to create a dynamic, flexible and interactive blend.
- Effective time management of both the learner and teacher.
- Bring world knowledge within reach of the students.

THE CONTEXT:

- Blended learning is a flexible and effective approach to education that combines online and face to face instruction that enhances student engagement, motivation and outcomes.
- Reduce costs and barriers to access.

The pandemic and the lockdown called for online learning to continue the teaching-learning process. The major challenge was to bring diverse learners of poor socio-economic background into the arena of digital pedagogy. The college adapted to the changing needs by introducing online classes and co-curricular interaction. Even after the lockdown, blended learning enabled access of world-class learning to the students in this rural marginal area.

THE PRACTICE:

- Online classes and dedicated online examination portal during the Pandemic.
- Online Admission, Student Registration, SSS
- Online Gender Feedback from female students and staff.
- More than fifty online webinars and workshops organised

- All academic seminars on college YouTube channel.
- Online Mentor-Mentee meetings.
- Online meetings of Governing Body and sub-committees.
- Online co-curricular and extra-curricular activities.
- E-resources available in the college library and website.
- Online course on IKS

EVIDENCE OF SUCCESS:

- Despite limited access to internet, students have welcomed blended mode in teaching-learning, online examinations and webinars.
- Online admission, student registration, online fees payment through payment gateways are 100% successful.
- Students responded enthusiastically to the online SSS and responded to google forms .
- Online add-on courses were successful. Students presented research papers as part of the evaluation.
- Special days like Rabindra Jayanti, Teachers' Day, World Yoga Day were observed online and uploaded in the college YouTube channel.
- Webinars on issues such as Cyber Security, IPR, Artificial Intelligence, NEP, Digital marketing were organised.
- Mentor-Mentee meetings are held online.
- Examination Portal during the pandemic functioned well.
- E-resources are provided by the library.

Online learning experiences met the requirements of different learners and gave teachers the ability to successfully integrate technology into their pedagogy thus meeting the changing needs of contemporary classrooms.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:

- Poor and unstable network connectivity.
- Financial constraints of students affecting accessibility to online learning.

RESOURCES REQUIRED

- Substantial capital expenditure to create a robust IT infrastructure including server, examination portal, admission portal and customised online platforms.

BEST PRACTICE – 2

TITLE OF THE PRACTICE- *Educate, Empower, Encourage, Everyday – The 4 E's of Enabling Female Students*

OBJECTIVES OF THE PRACTICE:

- Promote gender equity in the values, culture, programmes and organizational structure of the college.
- Promote female representation at senior decision-making positions.

- Undertake effective measures to provide equal opportunities and a safe environment for female students and staff.
- Expedite disbursal of various scholarships for girl students to counter dropouts.
- To organize regular gender awareness programs, and ensure zero tolerance for any discrimination based on gender.
- To ensure an accessible and confidential grievance redressal cell and Women's Cell in the college.
- To promote a culture of respect and equality for all genders.
- To organize different activities and skill-training workshops to sensitize women about their physical and mental health, and their creativity.
- To conduct gender audit.

THE PRACTICE

- The college has a Women's Cell,Kanyashree Club dedicated to promoting gender welfare on campus through various initiatives like gender sensitization programs, health awareness campaigns, workshops on AIDS and trafficking, and counselling services for female students.
- It also has an Internal Complaints Committee headed by a female faculty member to address gender-related grievances.
- Women faculty members hold decision-making roles, and the college prioritizes the overall development of female students, providing facilities such as separate toilets, washrooms for staff, and access to extracurricular activities.
- The college has girl cadets in the NCC, a sanitary napkin vending machine and incinerator for menstrual hygiene, and CCTV monitoring for safety.
- The college supports gender equality through scholarships for female students, has commendable statistics in disbursing Kanyashree scholarships- awarded as Best Performing College in 2019 by the state government , celebrates Women's Day and conducts gender audits to identify and address biases or inequalities.
- Women fare exceptionally well in sports including bagging the1st Runners Up position in District Level State Sports Championship 2022-23.
- Conducts women health awareness workshops as well as stress management sessions.
- The IQAC and psychological counselling service, *Sahachari*, further contribute to promoting gender inclusivity.

EVIDENCE OF SUCCESS:

- The college has a healthy gender ratio with girls accounting for 52.4% of the total students.
- Women hold major decision-making positions in the college including that of the IQAC Coordinator, the NAAC Coordinator, Academic in-charge and NSS Officer.
- The college canteen is run by a group of women from the local community, serving nutritious and hygienic food at an affordable cost.
- Female staff and students utilise the grievance redressal cell and the ICC to address any issues faced by them.
- The college has a vibrant sporting culture with active participation of girl students. Our girls have won various accolades in the Inter-college district sports championships in Kho-kho, Shot put, Discuss throw and Track-and-Field events
- The college has conducted a thorough gender audit in order to identify gender disparities and promote gender-inclusive policies and practices.

- The college has a written gender policy document, prominently displayed in the website.
- The college has a vibrant Women's Cell that actively organises co-curricular activities, awareness campaigns on gender issues and observes special days.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED

Being a rural college, girls often face restrictions in terms of freedom of movement, participation in extra-curricular activities and career choices, thereby affecting their confidence.

As most students belong to poor families, girls are expected to contribute to household income, limiting their access to education, thus affecting their ability to afford tuition fees, books, transportation, or other college-related expenses.

RESOURCES REQUIRED:

Improved infrastructure for better campus environment. This would enhance the comfort of girl students, encouraging greater attendance and participation.

Governmental and institutional policies and support systems for girls' leadership development. More focus on female-friendly facilities.

Initiatives to raise awareness among families and communities about the importance of educating girls and the benefits of women's empowerment.

More access to technology can provide girl students with exposure to global learning resources, online courses, and virtual support networks.

File Description	Document
Best practices as hosted on the Institutional website	[View Document](#)
Any other relevant information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1

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

Response:

CHANGING LIVES; ENRICHING FUTURE

Institutional distinctiveness refers to the unique characteristics and qualities that distinguish an educational institution from others in terms of its mission, vision, values and support services. We, at GMSM Mahavidyalaya consider our distinctiveness as *"DOING SAME THINGS; DIFFERENTLY"*

The Institute focuses keenly on the holistic development of students in tune with the vision and mission of the college and provides them with every opportunity and resource to facilitate their holistic development.

Our Vision

To provide a transformative educational experience for rural communities, envisions a future where every individual from marginalized communities has access to world-class education.

We aspire to be recognized as a pioneering institution that not only imparts high-quality education but also fosters a spirit of empowerment, capacity-building, inclusivity and innovation.

Our Mission

· Empowering marginalized classes- Our mission is to empower students particularly girl students from marginalized backgrounds with access to high-quality education.

· Excellence in Education =We are committed to delivering excellence in education through innovative teaching methods, experienced faculty and a comprehensive curriculum integrating online modes that prepares students for a competitive global landscape.

· Community Engagement- We actively engage with the local community to understand their unique needs and collaborate on initiatives that promote education, environmental awareness, skill development, and socioeconomic progress.

· Lifelong Empowerment -Our mission aims to empower our graduates to become responsible citizens, leaders, and change-makers in their society.

One area distinct to our vision and mission is to provide-

HOLISTIC EDUCATION AT MINIMAL COSTS

The college has designed its Fees Structure in a manner that access to higher education is never out of bounds for the students belonging to the marginal sections of the society, a majority section of our students. The **admission and tuition fees** of the college is **lowest** in the district of 24 Parganas (South). Admission fees ranges from Rs 100/- Rs 260/. Tuition Fees is also kept at a minimal ranging from Rs 75/-Rs120/. **The college waived off admission fees for two consecutive years of the Pandemic.** The college to help the economically challenged students has a separate Scholarship and Stipend Cell where students can apply for SC, ST, OBC, Minority stipends, Kanya Shree for girl students and Swami Vivekananda Merit cum Means Scholarship. A Nodal Officer guides the students for the Student Credit Card Scheme.

Empowering the rural and underprivileged student community through broad based education including knowledge empowerment, enhancing communication skill, skill development and entrepreneurial

acumen are our thrust areas. The college started a **Morning Shift** from 2018 to render teaching learning in the CBCS system in an effective manner. Taking students beyond academics, the college involves them in various interactive **skill-development strategies** to develop their self through National/International Seminars/Workshops/Conferences/Webinars,industrial visits, study tours, field visits enable students in experiential learning.Majority of the rural students are **first generation college goers,** lack of competence in communication skills in English is their major challenge. The English Department has a dedicated **English Language Laboratory** where students with software from Orell can develop skill in spoken English. Add on Course in **Spoken English** is conducted by the English department. Mahindra Pride organizes **Employability Skills Training Program** to groom final year girl students for interview and oratory skills including life skill, soft skill, functional English, presentation skill etc. The Department of Sanskrit organized an **Add on Course in Spoken Sanskrit in collaboration with Sanskrit Bharati.** The college has a **Vocational Unit** which is affiliated to **West Bengal State Council of Vocational Education and Training.** At present a **6-month free of cost Certificate course** is offered in **Garment Manufacturing**. To equip and motivate students for starting new enterprises and undertake entrepreneurship, beyond academics, seminars on **Digital marketing, Entrepreneurship and Add On course in Tax Computation and Tally** are organised. For physical well-being the college puts the practice of Yoga in its priority areas. **Yoga** classes, Regular practice of *Surya Namaskar* ensures physical amd mental agility. Workshop for staff on destressing through Yoga has been organised. The college organised **Bratachari** camp for spiritual and social improvement of the students. The concept of Bratachari was initiated by Gurusaday Dutt in 1932 -a comprehensive programme of **physical, mental, and intellectual culture,** based on folk traditions of **physical exercise, art, dance, drama, music, singing and social service.** The Music department plays a key role in fostering creativities. The **College Anthem** has been written,tuned and sung by the Faculty in the department .

Outreach Community engagement and outreach are essential components of higher education that can help institutions fulfil their civic responsibility, build stronger communities, enhance learning and research opportunities, increase institutional visibility and reputation, and encourage diversity and inclusion. By engaging with their surrounding communities, GMSM Mahavidyalaya aims to create a stronger and more sustainable future for all. To this end, the institute has implemented various extension activities that aim to inculcate **social skills in students, develop communication, teamwork, and leadership skills.** The students are exposed to the diverse social structure and their issues, in the neighboring villages through **NSS and NCC.** The students undertake activities of spreading social awareness about **female infanticide, Women's Health,** *Swaccha Bharat*, **Plantation,** *Save Drive Save Life*, **Dengue Awareness, Cleanliness drives,** *Save water, Save life* **campaigns.**

For community engagement-**Bireswrapur Post Office** is situated within the college campus. An **auxiliary unit of the Block Health Centre** has been built on the land donated by the college. The college served as a **Quarantine Centre** and **Covid Vaccination Centre** during the Pandemic. The Green Campus Policy of the college envisions a **Clean and Green Campus** where environmentally friendly practices and education combine to promote sustainable and eco-friendly practices in the campus and beyond the campus. The Institution is committed to managing its campus in accordance with its Clean and Green Campus Policy by establishing the following infrastructure and carrying out the following activities: **Rainwater Harvesting, Social Forestry, Organic Vegetable Gardening,E-waste Management.**

The dream of the college is to mould the students into **responsible Indian citizens, to inculcate in them traditional values** through **social commitment, environmental consciousness and a viable technology friendly educational program.**

Students of GMSM Mahavidyalaya dream to leave footprints of their own, wherever they go.

File Description	Document
Appropriate web in the Institutional website	[View Document](#)
Any other relevant information	[View Document](#)

5. CONCLUSION

Additional Information :

Disseminating education is a vital aspect of the mission of the college, ensuring that knowledge and learning opportunities reach a wider stratum of hitherto deprived sections of the society. Through various teaching methodologies in blended mode and community engagement, the college strives to make education accessible and impactful. By fostering a sense of ethical responsibility and social consciousness, the college aims to produce graduates who can contribute positively to society and excel in their chosen fields.

Starting its journey from a very austere and humble status with limited departments the college over the 56 years of its existence under the guidance of enthusiastic management and undaunting effort of teachers and nonteaching staff, we are striving towards ensuring enriched curriculum to students, updated teaching-learning methods, support to students in academic, financial, skill and career related matters. Envisioning empowerment of women through academic excellence for their intellectual, social and cultural enhancement varied strategies and policies are implemented. Socially committed, our institution offers need-based free-ships and scholarship programmes to students from varied socio-economic backgrounds. The institution also provides an inclusive platform that enhances the strength and capabilities of students coming from diverse backgrounds The college faces challenges in some aspects of infrastructure and access to funds. The college has faced severe cyclones like Amphan and Yash which devastated the college greenery, building and internet facilities. All the repairs had to be done over a period of time. The Principal of the college who served foe 18 years retired in December 2023 leaving the reins of the college to a Teacher – in – Charge.

With the motto of "*Let your mind be full of determination for the good of everybody"* the future plans of the college are:

- To extend the infrastructure facilities including construction of a new building.
- To increase the student computer ratio.
- To introduce more skill-based courses in accordance to the needs of the industry.
- To promote multidisciplinary academic co-ordination through engagement of faculty of a particular discipline in teaching-learning in other related discipline, research in multidisciplinary areas.
- To motivate students' research in areas relevant to local community.
- To enter into Memorandum of Understandings with industries for internship and placement.

Concluding Remarks :

Set amidst lush green foliage of trees in a serene atmosphere, GMSM Mahavidyalaya offers an ideal location for teaching -learning, extracurricular and co-curricular activities. Situated in the **immediate hinterland of Sunderbans** in a block where the majority students are from **poor Scheduled Caste community,** the college caters to a majority of girl students. The college in its effort to continuously offer quality and equitable education to many at affordable costs has upgraded facilities and activities for a more student-oriented environment friendly campus. The following features are being implemented as a step towards fulfilling Vivekananda's saying of "*We must have life building manmaking character making assimiation of ideas"-*

- ISO Certification 9001:2015
- Digital Notice Board as a step towards paperless office
- Increase in ICT Enabled classrooms
- Research Methodology Workshop with Deshbandhu Girls College
- **New Add on Courses** in Nature and Rabindranath (Music), Yoga for health Living (Yoga), Taxation and Computerised Accounting (Economics, Commerce and Computer Science), Introduction to Mobile Journalism and new Media (Journalism). Herbarium techniques and sPlant Nomenclature (Botany), A guide to vermicomposting Production Process and socio – economic aspect (Zoology)
- Establishment of Psychological Counselling Centre for Women *Sahachari*
- Workshop titled "***Embrace Your Mind, Embrace Your Life"*** on Psychological Counselling by eminent Psychologist.
- Online Workshop on **Entrepreneurship Development**
- Online webinar organised by the library to encourage reading habits of students titled ***"Read, Rejoice, Repeat"***
- Workshop for development of Soft Skills
- Establishment of IKS Centre – ***Pragyaniketam***
- ***Competition of Patriotic Songs to celebrate Independence Day***
- Webinar by Career Counselling Cell titled *After Graduation*
- Program to celebrate The Power of Goddess – ***Singhabahini*** by the Music Department.
- Organic Vegetable Garden
- Increase in canteen infrastructure
- Webinar titled ***Tigers in Peril*** to enhance consciousness about tiger conservation – to celebrate International Tiger Day by an eminent research biologist of Wildlife Institute of India, Dehradun.
- Thalassemia Detection Camp for the students
- International Webinar on International Mother Language Day
- International Webinar on alternative source of energy by Department of Chemistry titled on ***Advancements on Solar Energy Research.***
- Health Check Up of Staff
- Participation of girl students in **Entrepreneurship Development Program** in American Centre.
- Teachers of the college excelled in research activities. IQAC Coordinator presented a paper in **Royal Geographical Society, London** as well as chaired a session and in **IIT Gandhinagar**. NCC officer presented paper in an International Conference in Cambodia on Artificial Intelligence.
- Awarded **Best Institutional Award in NCC** in 2024-25.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.2.1	**Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)** Answer before DVV Verification : Answer After DVV Verification :38 Remark : As per documents provided by HEI, thus DVV inpput is recommended.
2.4.2	*Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)* 2.4.2.1. **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years** Answer before DVV Verification:

2.4.2.1 Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
43	40	33	28	11

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
40	36	34	25	12

Remark : As per revised document provided by HEI and according to the number degree certificates provided, thus DVV input is recommended.

Metric ID	
3.1.1	*Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)* 3.1.1.1. **Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)** Answer before DVV Verification:

3.1.1.1 Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
3	0	35	0	0

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	35.00	0	0

Remark : As per revised documents provided by HEI, thus DVV input is recommended.

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

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
11.5	1.6	4.2	4.5	3.7

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
10.88	0.80	2.70	3.56	1.32

Remark : As per documents provided by HEI, and excluding the expenditure on library books, electrical fillings and equipments, thus DVV input is recommended.

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

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
52	8.9	3.2	33.	49

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
5.12	0.50	0.67	0.80	1.54

Remark : As per documents provided by HEI, and excluding administrative expenditure, thus DVV input is recommended.

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of students year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
3971	2667	3563	3857	4130

Answer After DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
3970	2666	3562	3856	4130

2.1	**Number of teaching staff / full time teachers during the last five years (Without repeat count):** Answer before DVV Verification : 80 Answer after DVV Verification : 83

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
77	77	79	77	12

Answer After DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
75	77	79	77	14