YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1. Name of the Institution   GOUR MOHAN SACHIN MANDAL MAHAVIDYALAYA

- Name of the Head of the institution   DR DEBPRASAD MANDAL

- Designation   TEACHER IN-CHARGE

- Does the institution function from its own campus?   Yes

- Phone no./Alternate phone no.   07980992273

- Mobile No: 9836312745

- Registered e-mail   gmsmm1968@gmail.com

- Alternate e-mail   gmsmnaac@gmail.com

- Address   Vill & P.O Bireswarpur

- City/Town   24 Parganas (S)

- State/UT   West Bengal

- Pin Code   743336

2. Institutional status

- Affiliated / Constitution Colleges   Affiliated

- Type of Institution   Co-education

- Location   Rural

- Financial Status **Grants-in aid**

- Name of the Affiliating University **University of Calcutta**

- Name of the IQAC Coordinator **Ranjini Guha**

- Phone No. **9674339494**

- Alternate phone No. **7980992273**

- Mobile **9674339494**

- IQAC e-mail address **ranjini9@gmail.com**

- Alternate e-mail address **ranjini_hi@yahoo.com**

3.Website address (Web link of the AQAR (Previous Academic Year) https://www.gmsmmahavidyalaya.ac.in/allupload/35834_181024052503_AQAR2022-23.pdf

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

- if yes, whether it is uploaded in the Institutional website Web link: https://www.gmsmmahavidyalaya.ac.in/allupload/71813_130125022106_Academic%20Calendar%2023-24%20(AutoRecovered).pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**B++**	**2.81**	**2016**	**16/09/2016**	**15/09/2021**
Cycle 1	**B**	**Nil**	**2007**	**31/03/2007**	**30/03/2012**

6.Date of Establishment of IQAC **03/05/2007**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**0**

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

- Upload latest notification of formation of IQAC

  View File

9.No. of IQAC meetings held during the year   3

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   **Yes**

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

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

- If yes, mention the amount   **0**

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

1. Collaborative workshop on Research Methodology in Social Science. 2. 5 Add-on courses in Yoga, Music, Taxation, Herbarium Techniques and Mobile Journalism. 3. Emphasis on Mental Health of students through workshops and establishment of counselling centre 4. Organization of National and International Webinars. 5. Focus on Career Counselling and Entrepreneurship for students.

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

01-02-2025 04:47:26

Plan of Action	Achievements/Outcomes
Organization of Research Methodology Workshop in line with NEP	A Research Methodology Workshop on Social Science was organized in collaboration with Deshbandhu College for Girls.
Add-On Courses in Blended Mode	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)
Emphasis on mental health and counselling services for students	A workshop was held titled Embrace your Mind,Embrace your LIfe by noted counsellor Nilanjana C Chakraborty.. Mental Health Counselling cell titled Sahachari was made functional within the college
Organization of National and International Webinars	Several webinars were organised by Departments of Library, Bengali, Chemistry, Environment Science
Focus on Career Counselling and Enterpreneurship	Career Counselling Webinar, Career counselling workshops and Enterpreneurship Development workshop conducted
Paperless Office	Digital Display Board Installed
ISO Certification	Steps taken toward ISO Certification

13.Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	GOUR MOHAN SACHIN MANDAL MAHAVIDYALAYA
• Name of the Head of the institution	DR DEBPRASAD MANDAL
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• Registered e-mail	gmsmm1968@gmail.com
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• Address	Vill & P.O Bireswarpur
• City/Town	24 Parganas (S)
• State/UT	West Bengal
• Pin Code	743336
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• Type of Institution	Co-education
• Location	Rural
• Financial Status	Grants-in aid
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• Name of the IQAC Coordinator	Ranjini Guha

• Phone No.	**9674339494**	
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• IQAC e-mail address	**ranjini9@gmail.com**	
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8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**	
• Upload latest notification of formation of IQAC	View File	

9.No. of IQAC meetings held during the year	3	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
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10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount	0	

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

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ISO Certification	Steps taken toward ISO Certification

13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2023-24	04/04/2024

15.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 will have 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. The opportunities of doing research are enhanced and improved through such holistic and multidisciplinary approach. Higher education as envisaged by the college thus overcomes rigid boundaries across disciplines. Multidisciplinary education as designed by the college prepares students to develop deeper skills, and approach problems with broader perspectives. 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. The institution organises inter departmental seminars, webinars, internships which ensures exposure of the students to interdisciplinary research fields. The College offers several Add-On Courses to create and develop professional competence of the students. Most of the add on courses are interdisciplinary in nature. 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.

16.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 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.

17.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 Wiritng 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 Mental Health Counselling, Spoken English , 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.

18.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. 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.

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

20.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 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. Post Graduate courses are offered in the study centre. Even after physical activities resumed, the collge 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.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	53

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	3662

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	1037

File Description	Documents
Data Template	View File

2.3	637

Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**77**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**24**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**23**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**0**
4.3 Total number of computers on campus for academic purposes	**50**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college has a majority of students who are first generation learners and college goers. The institution ensures empowerment of these students and their holistic growth through effective curriculum planning, adherence to academic calendar and continuous

internal assessment. At present the college is implementing an effective curriculum delivery system based on the curriculum framed by the University of Calcutta in 17 undergraduate programmes across Arts, Commerce and Science streamsunder the Choice Based Credit System (CBCS) introduced from the academic years 2018-19 and 17undergraduate programmes across Arts, Commerce and Science streams under CCF introduced from 2023-24 .4 Honours programmes in Physics, Chemistry, Botany, Zoology were introduced in the session 2018-19. Morning shift of the college was started from the year 2018 with the introduction of CBCS curriculum and now CCF Curricullum. This ensured effective delivery of curriculum. At the beginning of the session, an orientation / induction programme is held for the freshers. After the orientation programme, academic calendar and lesson plan is given to the students, prepared by each department. The Academic Calendar of the college follows the academic calendar of the University.In every academic year, various committees are formed for effective curriculum planning and its delivery - Every teaching session commences under the aegis of the principal through a collaborative deliberation by the Academic sub committee, the Routine sub-committee and the IQAC.Departmental meetings for syllabus distribution are held on each and every academic year/semester.

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

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

The Academic Calendar is one of the most important documents published on a regular basis by the College at the beginning of each academic session in order to give students an idea of the upcoming major curricular, co-curricular and extra-curricular activities in advance. This Academic Calendar outlines the tentative dates of (a) commencement of classes, (b) dates of Tutorial submissions, (c) dates of Internal Assessments, (d) dates of University Examinations, (d) list of holidays, (e) major College events, like Annual Sports, annual Prize, Annual Fest, Intra- College Competition and other Cultural events. The College makes every effort to ensure maximum compliance to the schedule mentioned in this Academic Calendar. Besides the Tutorial and

Internal Assessments that are a part of the CBCS-based Term-End Examinations, individual teachers take revision tests, quizzes, assignments in order to evaluate the understanding of students on topics taught. CCF curricullum introduced from this year is also incorporated.Thus, every pro-active effort is made to create an ambience in which students can constantly interact with all teachers to enrich the teaching-learning process.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	https://www.gmsmmahavidyalaya.ac.in/allupload/71813_130125022106_Academic%20Calendar%2023-24%20(AutoRecovered).pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

36

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

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

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

7

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

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

174

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

134

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

1.3 - Curriculum Enrichment

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

The College lays immense emphasis upon imparting holistic education to its students. The teaching-learning process is

further enriched by laying emphasis upon incorporating discourseson Ethics, Gender sensitivity, importance of conservation of Environment and the need for Sustainability. This is effectively done in two ways: (a) Apart from Core courses related to the mentioned topics some departments have opted for Discipline Specific Electives and skill enhancement courses that have theafore-mentioned points directly as part of the CBCS curriculum and (b) departments organize seminars/webinars, lectures, that impartknowledge about the afore-mentioned values. The college has an Environment Club called Environ which ensures participative activities from the students on environmental issues. The college has a Woman's Cell which the girl studentsand teachers can directly access.The Institution is an affiliating college that through its cocurricular activities tries to inculcate values and ethics among its students. Through these programmes students imbibe universal moral and social values, sensitivity towards gender issues and environmental consciousness.

1. Gender sensitization programmes .

2. Observance of Women's Day

3. Environmental education through projects, field work, nature club activities.

4. Human values promoted through the activitiesof the NSS.

5. Community outreach .

6.Handbook of Ethics and Code of Conduct.

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

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

202

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

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

46

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://gmsmmahavidyalaya.ac.in/page.aspx?id=250

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2848

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

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

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

901

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

The prime objectives of any educational institute striving to achieve excellence is to identify respective learning level of the students. Therefore, it become necessary to identify slow learners and advance learners at the entry level. Measures are taken accordingly to address the needs of students with different level of competence.

FOR ADVANCE LEARNERS: Provided with references to Journals and advance study materials. They are encouraged to make presentation, write projects papers, and participate in seminar/ workshops at institutional levels. Toppers and University rank holders are felicitated. Toppers in Bengali 6th Semester and 4th Semester, Political science 6th Semester and 3rd Semester, Toppers in the 3rd Sem in Philosophy, Physics and English and topper in History in 4th Sem are given scholarships. FOR SLOW LEARNERS Efforts are made to identify the cause of their problems and appropriate solutions are worked out. Tests/Tutorials for improvements. University question paper solving Departmental Library. Remedial classes are incorporated in the routine for slow learners. Students identified/enlisted as slow learners after providing above facilities have successfully passed the University examination with good grades/marks Advance learners have shown better performance in university examinations and progressed to higher education. The mentor mentee system also helps in assessing the slow learners.

File Description	Documents
Link for additional Information	[Nil](#)
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
3662	**77**

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

2.3 - Teaching- Learning Process

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

Holistic development of learners has always been the key endeavour of the teaching learning objective of our college. Experiential and participative learning along with problem solving methodologies are used across departments to intensify and elevate learning as an experience. The various student centric activities adopted to facilitate enriched learning experiences are Experiential Educational Excursions, Field Trip, Online Workshops and Seminars . Participative Learning is encouraged through group discussions ,student seminars, web talks by subject experts and wall magazines .Students engaged in unique online presentations based on themes like untouchability, caste as well as celebrations of events. Entrepreneurship development programmes are done by the Commerce Department. NSS organizes several outreach programs round the year. Besides, the college provides students sports facilities as well as a gymnasium for health benefits. For students belonging to diverse learning abilities experiential and participative learning is a tool for enhancing their learning capacities.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	[Nil](Nil)

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

The college endeavours to give its students state-of-the-art infrastructure for an enhanced teaching learning experience. Use of ICT is one such earnest attempt to achieve that improved classroom transaction. In order to make the process student centric and congenial, during the pandemic and the unprecedented lockdown, the college arranged an in house workshop to update

teachers' technical know- how in handling Google classroom. The college has a computer laboratory with 22 terminals. Teachers also use LCD Overhead Projector, PowerPoint, Smart Classroom and English Language Laboratory to elevate the usual chalk and talk classroom situation The college seeks to create an eLearning environment and has two smart classrooms with well equipped smart boards, overhead projectors, audio visual facilities and other requisite ICT tools. In addition, the faculty members avail high speed Wi-Fi provided by the college. E resources in the library is available to faculty members to facilitate reference work.

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

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

2.3.3.1 - Number of mentors

76

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

2.4 - Teacher Profile and Quality

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

22

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

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

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

13

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

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

2.4.3.1 - Total experience of full-time teachers

184

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Affiliated to the University of Calcutta the college follows regulations laid out by the University regarding examination and evaluation. A fair and transparent mechanism of continuous internal assessment is in place. Academic calendar is prepared at the beginning of the academic session with all internal and final examination dates in line with the academic calendar of the affiliating university. . Internal examinations and assignments are integral parts of Continuous Internal Evaluation (CIE) of students. Assignments are given to the students by the teachers following department specific teaching plans. Internal examinations are conducted as enumerated through the academic calendar. The University introduced CBCS in the academic year of 2018-19. In this system, 35% of marks are awarded through Internal Evaluation and the rest 65% is awarded in theoretical examiners For practical based subjects, the distribution is 50% each for internal and external evaluation. Answer Scripts of the IA are shown to the students for them to understand where they stand. Students are apprised of the date and scope of such tests more than seven days before the actual test.

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

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

The college is committed to a transparent, time-bound and efficient mechanism in order to ensure that grievances related to internal examinations, if any, are handled effectively. The college adheres to the following steps: 1. Grievance Redressal Cell: The college has a grievance redressal committee consisting of faculty members and non-teaching staff to ensure proper investigation and resolution of internal examination related grievances. 2. Fair and impartial investigation: The college ensures that a fair and impartial investigation is carried out in case of any grievance. 3. Academic Sub-committee: All matters related to teaching-learning and examinations are overseen by the Academic Sub-committee of the college. This committee is constituted of a convenor and the heads of all departments. 4.Feedback mechanism: The college solicits feedback from students and faculty regarding their experience with various aspects of the college, including the grievance redressal mechanism itself. The IQAC uses this feedback mechanism to make the process more

effective and efficient. By implementing these measures, the college strives to create an efficient, time-bound system to deal with examination related grievances.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	[Nil](Nil)

2.6 - Student Performance and Learning Outcomes

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

Ensuring that both teachers and students are aware of the program and course outcomes of the college is crucial for aligning educational objectives and facilitating effective teaching and learning. The program and course outcomes of all the departments are displayed in the college website to familiarize the students and other stakeholders with the same. This ensures that the students and teachers are aware of how their coursework aligns with the broader educational objectives of the institution The college has a feedback form for the students aimed at enquiring how far the stated programme and course objectives of the courses are fulfilled by the curriculum they pursue.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://www.gmsmmahavidyalaya.ac.in/page.aspx?id=228
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

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

1. All departments of the college conduct continuous internal examination of their students in order to verify and assess the level of students' attainment of programme and course outcomes. A separate class is distinctly demarcated every week in the college class routine for this purpose. 2. Direct and indirect assessment: Direct assessment of course outcomes is ensured through weekly class tests that measure a student's performance. Indirect assessment refers to the feedback collected from students and

parents about the attainment of programme and course outcomes.

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

2.6.3 - Pass percentage of Students during the year

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

192

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

2.7 - Student Satisfaction Survey

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

https://www.gmsmmahavidyalaya.ac.in/allupload/93752_270125055544_Student%20FeedbackAnalysis%202023-24_signed.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

10

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	<u>View File</u>

3.2 - Research Publications and Awards

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

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

0

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

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

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

6

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

3.3 - Extension Activities

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

The 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. The college has two adopted village sin the vicinity- Khelarampur and Bireswarpur. 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 has given land for an extension centre of the Block Health Centre within its campus -Health and Wellness Centre. 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 .The college actively promotes public awareness on social issues like save water, environmental sustainability, Dengue Awareness, Save Drive Save Life, Vasudha Vandan campaigns, Van Mahotsav. Events such World Environment Day, International Women's Day, Swachh Bharat Abhiyan, Water Preservation Campaign, traffic awareness programme are conducted. Seminars and webinars on protection of Mangrove forests is conducted. These are important as the college is in the hinterland of Sundarbans. The college actively promotes Dengue and malaria awareness in the community. . Health check-ups including eye and blood-pressure checks, thalassemia, blood group are conducted.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

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

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

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

```
25
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File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	[View File](#)

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

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

```
813
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File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	[View File](#)

3.4 - Collaboration

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

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0
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File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	[View File](#)
Any additional information	**No File Uploaded**

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

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

10

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college built upon 13.1 acres of land has 22 class rooms, one Seminar Room, one central computing centre,8 laboratories, The college has one separate office building, a library building, two classroom buildings and an adjunct building housing health centres, DST Laboratory in Chemistry, Canteen building. With the introduction of CBCS in 2018, for utilisation of built up spaces, the college Governing Body gave permission to start the morning shift of the college where all B,A general courses would be taught. This has immensely helped in efficient usage of the available classrooms. The laboratories in the departments of Botany, Zoology, Chemistry, Environmental Science, Geography, Commerce and Computer science are equipped with all necessary equipments including Spectrophotometer and updated GIS modules in Geography laboratory. The Central Computer Centre has 20 computers, English Language Laboratory has 11 computers, Department of Geography has 4 computers, Dept. of Commerce has I and Dept of Physics has 1 computer. Library has five computers including two for the users. The college has licensed software in the Dept of Geography, Library and in the English Language Laboratory. The college has WIFI connectivity - JIO5G across the campus. The college has a 45KVA green generator for standby.

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

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

The college has adequate facilities and physical space for cultural, co curricular and sports activities. For cocurricular activities ,the college has dedicated NSS and NCC rooms in the office building, The Music Department has musical instruments like harmonium, keyboard, tabla and tanpura. The open air stage within the campus hosts cultural functions and competition. The college has a Physical Education Department with facilities for javelin, shot put, cricket, football. The college playground spans over 87120 sq. ft. Students regularly practice kho kho, football and various kinds of running, NCC training is also conducted in the ground and concrete ground. Yoga is practiced on the concrete ground and the open air stage over yoga mats. The college has a multigym with separate timings for girls and boys. For indoor games there are facilities for carrom, table tennis and chess in the boys and girls common room. There are also provisions for advanced training for students excelling in any sport or music.

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

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

17

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

17

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

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

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](#)

4.2 - Library as a Learning Resource

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

The library is fully automated using ACCLIB software. The catalogue is available online in the college website. OPAC has been installed for the benefit of the users to identify the status of book availability in the library. Photocopier and printing facilities are available at a charge for both faculty and students. Browsing terminals are also available. INFLIBNET membership and access to e journals and e books are available. Membership with British Council and American Library gives the faculty access to physical books as well their e repositories. Internet is available in the library. Departmental library books can also be accessed through OPAC. The library also has a separate collection of donated reference and fiction books.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://opac.gmsmmahavidyalaya.ac.in/Books.aspx

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0

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

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

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

105

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

4.3 - IT Infrastructure

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

The college has a very efficient WIFI connection which is upgraded every year. The bandwidth is more than 50MBPS. The college also has a JIO 5G status certified by the company itself. The office has LAN connectivity. The entire campus including the library, office has WIFI connection. The Computer Science Department recommends upgradation of IT facilities when needed.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://opac.gmsmmahavidyalaya.ac.in/Books.aspx

4.3.2 - Number of Computers

60

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

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

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

4.4 - Maintenance of Campus Infrastructure

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

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

0

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

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

LABORATORIES: Maintenance of laboratories is the responsibility of individual departments, with the non-teaching members of these departments providing necessary support in maintaining a stock register which is regularly updated, monitoring usage of equipment, and ensuring clean and hazard free environment and firefighting facilities.

LIBRARY: The college has a Central Library as well as dedicated Seminar Libraries for each department, with both lending and Reading Room facilities. The Library is maintained by its staff comprising Librarians , and support staff. There is also a Library Committee, of which the librarians are ex officio members, and which meets periodically to review activities and suggest improvements for providing better service.

SPORTS: The college has a sports committee with student representatives and is well equipped with sports equipment like cricket and football, javelin,discuss etc. The Students' Common Room is also equipped with facilities for indoor games like carrom and table tennis. The Gym is maintained by the GYM Committee.

COMPUTERS: The various academic departments are responsible for maintenance of departmental computers and peripherals, while those in use in the Office and Accounts, and IT sections are maintained by the IT section staff. For purchase of hardware and software,

requisitions are submitted by departmental heads which then arranges procurement of the same. AMCs are made for hardware maintenance. Classrooms, corridors and staircases undergo periodic inspection by the Building Committee which arranges for renovation and repair work as and when necessary, after due process of submitting report to the administration.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	[N.A](#)

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

2262

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

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

8

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

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

File Description	Documents
Link to institutional website	https://www.gmsmmahavidyalaya.ac.in/
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

532

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

532

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student	**A. All of the above**

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

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

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

5.2.2.1 - Number of outgoing student progression to higher education

0

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

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

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

0

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

5.3 - Student Participation and Activities

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

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

0

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

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

The college has a vibrant Cultural Unit that organizes events throughout the year, and in turn, enables students to be exposed to the rich and diverse cultural heritage of India, provides a platform both to the students and the staff (teaching and nonteaching) for displaying their creativity and talents. The College has two Students' Common room where students can emerge in co-curricular activities at their will. The Students' Union organizes various cultural programmes. Newspapers and magazines displayed here provide opportunities for the students to brush up their current information. College Social and Freshers' Welcome constitute a part of the cultural activities. The college follows the Calcutta University Statute to form a democratically elected Students' Union. General Secretary of the students' union. The constructive relationship between the union and the administration fosters a healthy atmosphere conducive to serious studies and the college. Critical inputs are carefully heeded by the Students' Union and it co-operates with the administrative body of the college to provide all-round development of the students. The college has a long history of social service in different forms. The following programmes are being held annually: Independence Day (15th August), Netaji's Birth Day (23rd January), Republic Day (26th January), Bhasa Dibas (21st February) Rabindra Jayanti (9th May),World Environment Day (5th June),College Foundation Day (30th August), Teachers' Day (5th September) etc.

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

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

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

13

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

5.4 - Alumni Engagement

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

The college does not have any registered alumni association. Butthe alumni is an important stakeholder. The alumni plays a very active role in 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.

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

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

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

the institution

The governance of the institution is in accordance with its vision and mission statements reflecting the goals and objectives of the institution. The institution strives to impart a holistic education that will enable the students to face the challenges of a rapidly changing society and to groom them into empowered, environmentally conscious and socially responsible members of the community. The college therefore strives to impart quality and equitable education to many at affordable costs. Serving the cause of social justice, ensuring equity and increased access to arenas of higher education in the wider global scenario are the primary endeavours of the college. The college seeks to provide holistic education to diverse strata of students cutting across boundaries of caste, creed, religion and gender. In order to achieve these objectives, some of the initiatives undertaken by the college include increased financial assistance to needy students particularly in the aftermath of the pandemic. A dedicated cell of the office assists the students to avail a wide range of financial assistance schemes. The students' credit card scheme allows deserving students to pursue further studies which they may not have been able to afford in the past. Remedial classes and mentoring are stressed upon to fill in the pedagogical gaps of a traditional classroom environment and implement a more participative learning model.

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

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

Decentralization and participative management practices are intrinsic to the administrative philosophy of the college which is reflected in the following: a) Strengthened the functioning of the sub-committees whose members are drawn from both teaching and non-teaching staff of the college. The views of the students as important stakeholders are taken into account in the decision-making process.

b) The IQAC coordinates various academic/ curricular, cocurricular, and administrative functions and activities. The committees have the autonomy to make decisions in their designated

area of work.

c) The college has also appointed Teacher in-charge for the two shifts of the college.

d) The Principal co-ordinates all academic matters through the Academic Sub Committee and the Heads of the Departments.

e) The sub-committees confer to finalise requisitions which are forwarded to the Purchase Committee. The purchase committee follows due process and acquires the same.

e) The inclusion of teachers' representatives in the Governing Body of the college also enables the faculty members to play a role in critical institutional decision-making.

In this way, all faculties of the departments get to play a role in decision-making and participative management of their respective departments. The entire process of participation and decentralization is co-ordinated by the Principal.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plan of the college is spelt out in the plan of action necessary to keep pace with changing times. Locational disadvantages are a great deterrent for the students as well as the college. Another perceived limitation is the lack of technological awareness and availability of smart phones of the students. The institutional Strategic/ perspective plan is effectively deployed to overcome this. The college has been using ICT for teaching-learning purposes. Along with extensive use of computers for classroom teaching, the college has smart board enabled classrooms, making ICT an integral part of the teaching learning process. The library, too, has upgraded itself to eLearning tools and has uploaded scanned copies of books for both students and teachers. Student Credit Card Scheme of the government was effectively implemented in the college through camps and other forms of publicity. The IQAC of the college chalks

out a plan of action in the beginning of the year and follows it up for quick implementation.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://www.gmsmmahavidyalaya.ac.in/page.aspx?id=151
Upload any additional information	No File Uploaded

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

The teaching-learning process is looked after by the Academic Committee of the college. The Academic Convenor convenes academic committee meeting involving all the Departments on a regular basis where issues related to teaching-learning are discussed and forwarded to IQAC .The recruitment of the teachers are as per the norms of the UGC, State Government and the University. A teacher when eligible for promotion as stipulated by the API of UGC norms, the College management follows the procedures for the promotion. The IQAC does the needful for the screening of the respective teacher within the constraints of abiding by the University syllabus ,the college motivates and encourages the teachers to pursue creative teaching through experiential and participative learning. There are periodic assessment of the students to point out slow learners. Since majority of the students are from poor families and backward castes special emphasis is given for disbursement of scholarships of various kinds including SC/ST, Jindal, Swami Vivekananda merit cum means, Kanyashree, Aikyasree. Various committees are constituted at the beginning of each academic year as the Admission Committee, NSS Committee, Routine Committee, SC/ST Committee, Student Welfare Committee,Purchasing Committee etc. The College has a Grievance Redressal Cell to redress the grievances of the employees and Students .

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.gmsmmahavidyalaya.ac.in/ALLUPL OAD/GMSM%20Organogram-%20Revised.pdf
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

A number of welfare measures are taken by the colllege for its teaching and non-teaching staff through the participation in various government welfare schemes and the implementations of government orders.The college has made possible for the teachers to participatein the West Bengal Health Scheme for Grant-in-College & University Teachers •Festival Bonus on the basis of Government Order for Non Teaching staff of the college,Loans from Provident Fund of Employees.

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

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

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

0

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

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

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

0

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

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

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

3

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

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

The IQAC processes the appraisal of the teachers applying for promotion as per UGC norms. The IQAC forwards the names of the eligible teachers to the Governing Body for recommending the formation of the screening committee consisting of nominees from University and DPI. The IQAC Coordinator and Principal ratifies the self appraisal form and forwards it. After the screening the President of the Governing Body gives the final approval for processing the promotion. In case of consistent non performance and non adherence to code of conduct there are several levels of appraisal. First the errant teacher is verbally asked to comply with rules. At the next stage if required it is discussed by the Teacher's Council. If unable to solve the issue the Teacher's Council recommends it to the Governing Body .The Governing Body issues show cause notice to the teaching /non teaching staff. If the reply is un-satisfactory, a strict disciplinary action is initiated. The Principal is empowered to take disciplinary action independently . Every 10 years a non teaching staff has a career advancement. casual non teaching staff good performance merits a salary hike. From 2021-22 the college introduced biannual Best Performer Certificate to acknowledge work done during covid situation.

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

6.4 - Financial Management and Resource Mobilization

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

Every year, the college conducts an external financial audit. Government-nominated audit firms conduct the audit of the college accounts. The Audit report is presented in the Governing Body meeting for its perusal. However the Government has not yet assigned an external auditor for the purpose. However the college has conducted an Internal Audit for the year 21-22 by Arabinda Ghosh& Co. The internal audit has been placed before the Governing Body.

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

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

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

0

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

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

The two major sources of resource mobilization for the college are the tuition fees collected from the students and the grant-in aid received from the West Bengal state government. The governing body monitors the financial activities of the college and ensures the optimal utilisation of resources. It does so through thePrincipal,

who is the Secretary of the Governing Body and the Drawing and Disbursement Officer (DDO), the Bursar and the GB appointed Finance Committee. The college expends on infrastructure, books, equipment and other day to day items from the college fund. The college carries out an Internal Audit and an External Audit by the auditors appointed by the state government.

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

6.5 - Internal Quality Assurance System

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

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes The IQAC plays active role in assuring quality in almost all processes and strategies of the college . The two such practices that have evolved significantly are:

1. The departments are continuously encouraged by the IQAC to organize seminars/talks by experts of various fields in respective subjects. The departments are also helped by the IQAC to select seminar topics. The IQAC has worked in different cells and committees for celebrating milestone days. The IQAC has taken initiative to publish the second volume of the college research journal Bhabachakra. Under the umbrella of IQAC, organization of seminars for benefit of both students and teachers is a regular happening in the college. In this time of pandemic, the departments have organized many webinars with guidance and assistance from the IQAC and it has managed to host recordings of all these webinars on YouTube. The college has two You Tube Channels.

2. The career advancement of teachers is a mandatory exercise. This is directly related to the betterment of the academic ambience of the college. The IQAC checks the career advancement related documents, their organization etc. to make the applications flawless. This exercise has drastically reduced the delays in career advancement of teachers of the college.

File Description	Documents
Paste link for additional information	https://www.gmsmmahavidyalaya.ac.in/page.aspx?id=208
Upload any additional information	**No File Uploaded**

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

The regular meetings of the IQAC internally as well as with the Principal and different committees are conducted to ensure stocktaking and earmarking of the scopes of improvement in all possible spheres of campus life. The major tasks set up by the IQAC in the last year was to take care of the health issues of students during the pandemic times and proper online teaching. The faculty members of each department meet at the beginning of each academic session for allocation of syllabus assignments, contents, and preparing the academic calendar of that session. Since the inception of the CBCS system introduced by CU at UG level, college follows Continuous Evaluation System through Internal Assessment, Tutorial and Project Work. The departments during the Pandemic organized online classes, seminars, and workshops in online mode. Departmental heads took care of day-to-day student support as and when needed. Technology-enabled Teaching Learning process is practised in college. LCD projectors and overhead projectors are used for teaching regularly. Almost all the Honours departments organize State/National /International Level webinars. The departments also arrange-classes for the students. PDF'S were shared in google drives. Stream yard platform was utilised for casting webinars and Google Meet was used for online teaching. Extension activities affecting the community organised by NSS was held in collaboration with IQAC.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);	**D. Any 1 of the above**

Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://www.gmsmmahavidyalaya.ac.in/allupload/50387_250125012052_Adobe%20Scan%2025%20Jan%202025.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college promotes gender equity measures for its girl students round the year. Majority of its students are girls.The college has the following -

- 1.CCTV
- 2.Girl's Common Room
- 3.Women's Cell
- 4.Kanyashree Cell for scholarship to girl students
- 5. Women's Health Check up
- 6. Gynaecological Awareness camps
- 7. Poster campaigns on trafficiking,Girl Child abuse,Domestic violence,Menustral Health awareness.
- 8.Separate merit awards for girl students.8. Active ICC Cell.
- 9. Online Grievanve redressal form.
- 10. Gender Audit is conducted.

File Description	Documents
Annual gender sensitization action plan	https://www.gmsmmahavidyalaya.ac.in/allupload/6678_171024065731_Gender%20Policy%20Document.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above

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

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

The college aims at "Clean Campus, Green Campus". The NSS unit of the college has been playing a vital role behind this motto. They are regularly organizing various awareness programs throughout the year for achieving the same. The college work for waste management. Solid waste management: Solid waste is segregated. We keep different colored bins for degradable and non degradable bins on each floor in classrooms,laboratories and toilets. Solid and liquid wastes generated in the science laboratories are collected separately and disposed off separately. Non degradable waste is collected by the local Block office disposal unit. The biodegradable waste collected is used for vermi composting in the college. Liquid Waste Management: Wastewater of toilet of the campus is disposed of through a drainage system and pipelines into the high drain. Rain water harvesting facility is used for cleaning, gardening, tree plantation etc. Water is also recycled for use in wash rooms. Liquid chemicals used in the Chemistry

department like waste solvents are purified and then drained out by the chemistry department. E-Waste Management and Waste Recycling: E-waste like Computer monitors, printers, scanners, Key boards, mouse, cables, cartridge, circuit boards, electric bulbs, battery, wires etc. are collected by the college and dumped in a safe store room. The college has a MOU with a Third Party for managing e wastes. Hazardous chemicals and radioactive waste management: Use of more hazardous solid chemicals are avoided and not used in any laboratory.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus | **A. Any 4 or all of the above**

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

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

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

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above

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

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

The college believes in inclusive education and tolerance towards diverse communities. This is very important for the college being located in an economically and socially backward area inclusion is its main agenda-inclusion within the higher education scenario, inclusion in social benefit schemes, inclusion in technological knowledge. For ensuring inclusion the college has a dedicated SC/ST Cell which looks after all concession and stipends for the students disbursed by the BCW department of the government. The SC/ST cell also organises awareness programs about welfare schemes. Swami Vivekananda merit cum means scholarships are also dibursed. For the minority students there are provisions for scholarships. Bhasa Divas is organised on 21st Feb each year to promote linguistic diversity and respect. Saraswati puja is organised by the college where students from all communities participate in a celebratory lunch. Freshers Welcome organised by the college celebrates diversity and promotes ice breaking within the newly admitted students. Unity in Diversity is a shining motto in the college, adhered within the students as well as the teaching and nonteaching community of the college.

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

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

College has a dedicated commitment to learners' families, communities and organizations. The plan supports the principles outlined in developing human values and the declaration on Rights, Values, Duties and Responsibilities. The college observes Independence Day, Republic Day, National Youth Day to ensure the continuous participation and to inculcate values with decision making processes and governance structures which ensure more responsive environment. The college inculcates ways of being, knowing and doing into course structure and co-curricular activities as reflected through participation in college magazine to various competitions and seminars. The college empowers learners and staff to achieve their full potential while participating in College Foundation Day, Rabindra Jayanti, observation of Library Day etc. The college strengthens bonds of inclusivity, creativity and community engagement through observation of Saraswati puja,cleanliness drive of locality and adjoining railway station to inculcate meaningful and responsive values for the citizens. The college has given land to the Department of Post and Telegraph to run a sub post office for the benefit of the community at large. The Department of Political Science has a Electoral Club which organizes electoral awareness seminars , poster campaigns as well as mock parliaments for the students to disseminate constitutional values.

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

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

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

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

Republic Day, Netaji's birthday, Vivekananda's Birthday and Independence are celebrated by the NCC and NSS cadets. Commemoration of International Woman's Day on 3rd March is done every year .Our college pays tribute to Kaviguru by offering dance, songs and recitals from his repertoire celebrating Rabindra Jayanti. The College celebrates its Foundation Day on 30th August. World Environment Day is observed with sapling plantation and poster competition etc. World Aids Day is dedicated in organizing various awareness programmes to fight against HIV. Library Day is celebrated in our college where the library organizes special lectures . Annual Sports for the holistic developments of the students, games and sports are organized annually. National Science Day is organised by the Science departments. World Yoga Day is celebrated by the Department of Physical Education. World Music Day is also celebrated by the Department of Music. Saraswati Puja is celebrated in the college followed by a lunch for all the students. The college also organises a cultural event at the beginning of the festive season of Durga Puja.

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

7.2 - Best Practices

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

| 1.SAHAYAM – Student Support Service SAHAYAM aims to provide holistic support for students by addressing academic, emotional, psychological, and career needs. Key objectives include promoting academic excellence, raising awareness about mental health, ensuring equitable access to resources, and empowering students through career counseling and entrepreneurship programs. Essential practices include mentoring, skill development workshops, career guidance, financial aid, and mental health initiatives like yoga and counseling. Achievements: The program facilitated career webinars, research workshops, awareness campaigns, scholarships, health check-ups, and eco-friendly campus initiatives. Students benefited from personalized support via mentoring programs, field trips, and community engagement activities. Positive outcomes included enhanced academic performance, improved well-being, and increased social responsibility. 2.SAHACHARI – Mental Health and Wellness Initiatives SAHACHARI focuses on mental health awareness, reducing stigma, and promoting overall well-being. It offers accessible counseling services, peer support programs, and stress management education while encouraging healthy lifestyles and early intervention. Initiatives: Activities included mental health workshops, a counseling cell for female students and staff, and a mentor-mentee system for academic and personal guidance. Achievements: The program led to reduced stress and anxiety, improved coping mechanisms, enhanced social connections, and a stigma-free environment. Students increasingly sought help, and faculty contributed to fostering a supportive campus culture.

Both practices significantly improved student well-being, academic performance, and campus inclusivity. |
|---|

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

| 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 the 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 all kinds of 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.

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

7.3.2 - Plan of action for the next academic year

1. To complete NAAC Assessment
2. To get ISO certification
3. To install Digital Display Board -a step towards a paperless office.
4. Renovation of Seminar Room.
5. To complete Internship MOU under CCF curricullum.