YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	Gour Mohan Sachin Mandal Mahavidyalaya
• Name of the Head of the institution	Dr. A.J.Hasan
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03174277355
• Mobile No:	9733624547
• Registered e-mail	ajhasanp@gmail.com
• Alternate e-mail	gmsmnaac@gmail.com
• Address	Village & P.O. Bireswarpur
• City/Town	South 24 Parganas
• 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.	**7980992273**
• Alternate phone No.	**9674339494**
• Mobile	**9674339494**
• IQAC e-mail address	**ranjini_hi@yahoo.com**
• Alternate e-mail address	**ranjini9@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.gmsmmahavidyalaya.ac.in/naac/AQAR%202020-21.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://gmsmmahavidyalaya.ac.in/naac/ACADEMIC%20CALENDAR%202021-22.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**

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
Dr. Debrina Jana	**INSPIRE**	**DST**	**2016-22**	**3500000**

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		

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

Vaccination drive for students and staff
Campus sanitization and repair work in the aftermath of the Covid pandemic and the Amphan super cyclone
Induction of State Aided College Teachers (SACT) in several sub-committees and cells
Purchase of scientific instruments for the upgradation of the science laboratories
Timely execution of all student welfare schemes in order to retain learners from even the most disadvantaged sections of society. Bringing the students back to in-campus teaching-learning practices.

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

Plan of Action	Achievements/Outcomes
Vaccination of staff and students	Successful execution of Vaccination camp conducted by the college where over 500 students got vaccinated against Covid-19. Held on 4th October 2021.
Sanitisation of campus in view of the fact that it was used as	The campus was extensively and intensively sanitised in

a Covid Quarantine Centre	collaboration with the block administration in November 2021 on the eve of the reopening of the campus
The college campus was devastated by two powerful super cyclones, Amphan and Yaas, during the time that it was closed due to the pandemic. Electrical and internet infrastructure was severely affected, the solar panels were blown away, the roofs were severely damaged, a large number of trees were uprooted and there were several damages caused to the civil construction of the college buildings, especially damages to the canteen building. Extensive repair work to be carried out.	Extensive repairs were undertaken for the maintenance of the campus. The internet connectivity was re-installed, electrical lines were repaired, civil construction was carried out, the college pond was cleaned, repairs to the canteen and the leakages in the terrace were carried out.
The infrastructure of the science laboratories needs to be upgraded particularly in the newly opened Honours departments.	Equipments were purchased for the upgradation of the laboratories of the departments of Physics, Chemistry and Geography
The college should strive for more avenues of in-house resource mobilisation and utilisation.	Various efforts were successfully undertaken in order to utilise in-house resources. Students of the skill-based vocational department of Tailoring stitched the covers for all the computers of the college. Teachers and students of the Chemistry department prepared large volumes of sanitisers that were used to effectively sanitise the college premises.

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

- Name of the statutory body

Name	Date of meeting(s)
The governing body of the college	02/08/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	27/12/2022

15.Multidisciplinary / interdisciplinary

The college is a multidisciplinary institution that offers twenty two subjects across the three disciplines of Science, Arts and Commerce. Students can opt to study either Honours or General courses. The subjects offered include an exciting mix of traditional as well as modern skill-based ones. There is a great degree of academic flexibility as the courses offered are interdisciplinary in nature. For instance, students with Honours in Science subjects can opt for General courses in subjects from the Arts stream.

16.Academic bank of credits (ABC):

The college is an undergraduate college affiliated to the University of Calcutta. It follows the Choice Based Credit System [CBCS] pattern. Students earn credits for the courses that they study after appearing for end-semester examinations conducted centrally by the university . However, as an affiliated institution, the college does not have the authority to initiate any policy of credit transfer unless it is mandated by the university. At the moment, such a policy is not in place, but the college is prepared and willing to implement the same as and when it comes into effect.

17.Skill development:

The college offers a skill-based vocational course in Garment Manufacturing in collaboration with the West Bengal State Council of Vocational Education and Training. The course is offered free of cost and is highly popular among students. Apart from this, skill development is intrinsically woven into the structure of the CBCS courses as each subject offers skill enhancement courses. 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], Gender

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.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Located in a rural area, the college employs a bilingual teaching learning method. With the exception of the English department where classes are conducted in English, all other subjects are either taught bilingually or exclusively in Bengali. Traditional Indian language and culture are incorporated especially in the Sanskrit syllabus which teaches Vedic literature, Vy?kara?a, Dar?ana, S?hitya-??stra, the Indian epics - Ramayana and Mahabharata, the Bhagawad Gita, social instituitions and Dharmashastra, Indian polity and the structure of Indian Society and Values of Life. The Bengali department teaches courses on the Charyapada, the Mangal Kavyas, Shri Krishna Kirtans, the Vaishnava Padavali and the science of Bengali grammar.

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. 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.

20.Distance education/online education:

The college offers distance education opportunities to students

through the study centre of Netaji Subhas Open University. Undergraduate and postgraduate courses are offered in English, Bengali, History, Education, Political Science, Commerce, Mathematics, Social Work and Library Science.

Online education became a part and parcel of the teaching-learning process during the post pandemic period. Even after reopning of physical campuses, webinars are conducted by departments in order to supplement the physical classes.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	574

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	3417

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 Number of outgoing/ final year students during the year	1171

File Description	Documents
Data Template	[View File](#)

3.Academic		
3.1 Number of full time teachers during the year		**78**

File Description	Documents
Data Template	No File Uploaded

3.2 Number of Sanctioned posts during the year		**23**

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)		**44.13**
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 makes very sincere efforts to ensure that the curriculum of each and every course is effectively and timely delivered. At the outset, a routine is shared with every department mentioning the exact time and venue of classes. Classes are allotted keeping in mind the credit requirements of Choice Based Credit System. Next, every department also shares a Teaching Plan with students which mention the topics to be taught by different teachers and the approximate number of classes that are allotted for completion of each topic. This helps students to understand in advance how the

teaching learning process for each paper will progress during the course of the semester. Regular assignments, tutorials, tests help in the process of deeper understanding of topics taught and in clarification of doubts. Seminars and Invited lectures related to topics mentioned in the curriculum are also organized by the Departments from time to time to ensure exhaustive discussions on new or relatively difficult topics in the syllabus. Tutorial classes are earmarked in the routine.Two classes in a month are alloted for co curricular activities. The Principal and the Academic Convenor reviewthe progress of the syllabus at periodic meetings. The morning shift of the college caters to the general course students and ensures effective curriculum delivery to the large number of students.

File Description	Documents
Upload relevant supporting document	[View File](#)
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. 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	View File
Link for Additional information	N.A

1.1.3 - Teachers of the Institution participate in `C. Any 2 of the above` **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**

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	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

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)

1

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

40

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

0

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

he College lays immense emphasis upon imparting holistic education to its students. The teaching-learning process is further enriched by laying emphasis upon incorporating discourses on 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 the afore-mentioned points directly as part of the CBCS curriculum and (b) departments organize seminars/webinars, lectures, that impart knowledge 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 activities of 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

203

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

3414

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

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

B. Any 3 of the above

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

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	<u>Nil</u>

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

2270

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

1150

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 participatein seminar/ workshops at institutional levels.Toppers and University rank holders are felicitated.Toppers in Bengali 6th Semester and 4th Semester,Political science6th 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/marksAdvance learners have shown better performance in university examinations and progressed to higher education.

File Description	Documents
Link for additional Information	[N.A](#)
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
3417	**22**

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 .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 Commerece Department.NSS organizes several outreach programs round the year.Besides, the college provides students sports facilties as well as agymnasium for health benefits.Forstudents belonging to diverse learning abilitiesexperiential and participative learning is a tool for enhancing their learning capacitires.

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

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 inhouseworkshop to update teachers'technical know- how in handling Google classroom. The college has a computer laaboratory with 22 terminals.

Teachers also use LCD Overhead Projector,Power Point, Smart Classroom and English Language Labratoryto elevate the usual chalk and talk classroom situation The college seeks to create an e-learning environment and has two smartclassrooms 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 library is also 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	[N.A.](#)

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

0

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

2.4 - Teacher Profile and Quality

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

23

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<u>View File</u>
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

10

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)	<u>View File</u>

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

231

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 theUniversity regarding examination and evaluation. A fair and transparntmechanism 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 withthe 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	[N.A](#)

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 examinaitons 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	NA

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 is designing a feedback form for the students aimed at enquiring how ar 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	NA
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	NA

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

512

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	N.A

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/StudentSatisfactionSurveyandAnalysis2021-22.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)

1

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)	View File

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

1

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	https://online-inspire.gov.in/Account/INSPIREProgramme

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

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

0

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

3.2 - Research Publications and Awards

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

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

2

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

5

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

Extension activities in the neighborhood community can significantly contribute to students' holistic development by sensitizing them to social issues and their impacts.They not only contribute to students' academic growth but also nurture their social and emotional development by fostering a sense of belonging, empathy, and responsibility towards their neighborhood and society as a whole.

The college is committed to its role as an important stakeholder in the community life of the neighbourhood. The college has conducted several outreach programmes, mainly focussing upon the critical areas of hygiene, cleanliness and plantation. The students of the college participated with great enthusiasm and dedication, and gained adeeper insightinto social issues involved.

Community Clean-up Campaigns: The college has organised clean-up drives within the neighborhood. Thisnot only fosters a sense of responsibility towards the environment but also instills values of cleanliness and civic duty in students. It helps them understand the importance of maintaining a clean and healthy environment for themselves and others.

Educational Support Initiatives: The college students, through the NSS wing, providedpens, pencils and notebooks for underprivileged children in the neighborhood. This can help bridge educational gaps and promote academic success. This fosters empathy, understanding, and a sense of social responsibility among students.

Plantation drive: The college has organised a plantation drive in the neighbouring village of Khelarampur. This activity not only

fostered an awareness about healthy ecological practices but also contributed to the sustainability of the neighbourhood. .

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

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

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

0

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

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

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

5

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

94

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

0

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

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

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

1

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 cental computing centre,8 laboratories, The collge 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 startthe morning shift of the collge where all B,A general courses would be taught.This has immensely helped in efficient usage of the available classrooms. The laboratoriesin the departments of Botany,Zoology,Chemistry,Environment Science,Geography ,Commerece 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 computes,Department of Geography has 4 computers,Dept of Commerce has I and Dept of Physics has 1 computer.Library has fivecomputers including two for the users. The college has licensed softwares in the Dept of Geography.Library and in theEnglish 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	Nil

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 playgroud spans over 87120 sqft . 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 andchess 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	Nil

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

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

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

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 avialble at a charge for both faculty and students.Browing terminals are aslo available.INFLIBNET membership and access to e journals and e books are availble.Membership with British Council and American Library gives the faculty access to physical books as well their e repositories. Internet is availble 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	Nil

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

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

74

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

4.3 - IT Infrastructure

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

The colllege has a very efficient WIFI connection which is upgraded every year,The bnadwith is more than 50MBPS.The college also has a JIO 5G staus certified by the company itself. The office has LAN connectivity. The entire campus including the library,office hasWIFI 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	Nil

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)

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 hazardfree environment and fire-fighting 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 commiittee with student representativesand 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: 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	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

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

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

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)	<u>View File</u>

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

B. 3 of the above

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

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

0

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

0

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

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

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	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

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

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

5.2.2.1 - Number of outgoing student progression to higher education

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	**No File Uploaded**

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	**No File Uploaded**
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.

03

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

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

The 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 research. The Students' Union functions to ensure discipline in 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 (30 th 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

3

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

5.4 - Alumni Engagement

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

The college does not have any registered alumni association. But the 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	View File

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 functioningof 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, co-curricular, 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 on 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 e-learning tools and has uploaded scanned e-

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	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The teaching-learning process is looked after by the Academic Committee of the college. The Academic Convenorconvenes 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 teacherwhen eligible for promotion as stipulated by the API of UGC norms, the College management follows the procedures for thepromotion. The IQAC does the needful for the screening of the respective teacherWithin 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 areconstituted 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/ALLUPLOAD/GMSM%20Organogram-%20Revised.pdf
Upload any additional information	View File

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

Numbers 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)	**No File Uploaded**

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

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

0

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

7

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	[View File](#)
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 IQACforwards 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 theerrant 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 intitiated.

The Principal is empowered to take disciplinary action independently .

Every 10 years a non teaching staff has a career advancement. For

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 Audir 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)

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

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

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 the Principal, 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 anExternal 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 diffrent cells and committes for celebrating milestone days.The IQAC has taken inititiative to publish the secondvolume 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 collge 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	Nil
Upload any additional information	No File Uploaded

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

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 headstook 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 organizeState/National /International Level webinars. The

departments also arrangee-classes for the students. PDF'S were shared in google drives. Streamyard 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); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	**No File Uploaded**

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.

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

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	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 programsthroughout 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 facilitiy 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,mousse, cables, cartridge, circuit boards, electric bulbs,battery ,wires etc. are collected by thecollege and dumped in a safe store room. The college is planning to sign a MOU with a Third Party for selling these e wastes.

Hazardous chemicals and radioactive waste management: Use of more hazardous solid chemicals are preferably 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	No File Uploaded

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

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

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

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

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

A. Any 4 or all 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

D. Any 1 of the above

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

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 eductaionscenario,inclusion in social benefit schemes,inclusion in technologocal 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 awreness programs about welfare schemes. Swami Vivekananda merit cum means scholarships are also dibursed.For theminority students there are provisions for scholarships. Bhasa Divas is organised onm 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 outlinedin developing human values and the declaration on Rights, Values, Duties and Responsibilities. The college observs Independence Day, Republic Day, National Youth Day to ensure the continuous participationand to inculcate values with decision making processes and governance structures which ensure more responsive environment. The college inculcatesways 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,cleanlinessdrive of lacality and adjoining railway stationto 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 orgnaises electotal awareness seminars as well as mock parliaments for thestudents 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   **C. Any 2 of the above**

**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**

File Description	Documents
Code of ethics policy document	[View File](#)
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 Birthdayand
Independence are celebrated by the NCC and NSS cadets.Commemoration
of International Woman's Day on 3rd March is doneevery 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 Dayis observedwith sapling plantationandposter
competition etc. World Aids Day is dedicated in organizing various
awareness programmes to fight against HIV. Library Day is celebrated
in our college where thelibrary 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.**

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.

The college for the year 2021-22 in view of the ongoing pandemic and the closure of college practiced the following two best practices-

1.Covid Vaccination Camp - A covid vaccination camp was organised for the students of the college in collaboration with the the Block Development Office and the Block Health Department of the Government. The camp was organised on 4/10/2021.610 students were vaccinated.Teachers and non teaching staff organised the entire camp with the help of ASHA workers.This benefitted the students immensely as many students who had turned 18 took the first dose of vaccination.

2. Online Admission, Class,Eventsand Online Examination- The college in order to continue class during the pandemic organised online classses in Google Meet platform.Separate routine for online classes were circulated.Since the affiliating university decided to hold examinations in the online mode,the college started an examination portal where students could access question papers on the scheduled date as well as upload their answer sheets. The tutorial and internal exams were also conducted in the online mode,For students staying in very remote area ,with no internet access students were allowed to come to college to upload their answer scripts using teh college wifi.

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

7.3 - Institutional Distinctiveness

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

The college, located in a rural area with a large number of poor students dependent on concessions and stipends, was empathetic to the need of the students during the Covid period. Most of the families of the students were without any form of employment during this period.To help the students to continue with their curriculum and course of study the college waived admission and tution fees of the students in all semesters. The college waived off all examination fees as well. The college office was kept open inspite of the pandemic to process the stipends and scholarships of the students. This policy during the pandemic was in line with ithe vision and mission of the college to serve economically and socially backward students of the area.

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 makes very sincere efforts to ensure that the curriculum of each and every course is effectively and timely delivered. At the outset, a routine is shared with every department mentioning the exact time and venue of classes. Classes are allotted keeping in mind the credit requirements of Choice Based Credit System. Next, every department also shares a Teaching Plan with students which mention the topics to be taught by different teachers and the approximate number of classes that are allotted for completion of each topic. This helps students to understand in advance how the teaching learning process for each paper will progress during the course of the semester. Regular assignments, tutorials, tests help in the process of deeper understanding of topics taught and in clarification of doubts. Seminars and Invited lectures related to topics mentioned in the curriculum are also organized by the Departments from time to time to ensure exhaustive discussions on new or relatively difficult topics in the syllabus. Tutorial classes are earmarked in the routine.Two classes in a month are alloted for co curricular activities. The Principal and the Academic Convenor reviewthe progress of the syllabus at periodic meetings. The morning shift of the college caters to the general course students and ensures effective curriculum delivery to the large number of students.

File Description	Documents
Upload relevant supporting document	[View File]()
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. 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	View File
Link for Additional information	N.A

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

C. Any 2 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	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

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)

1

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

40

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

0

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

he College lays immense emphasis upon imparting holistic education to its students. The teaching-learning process is further enriched by laying emphasis upon incorporating discourses on 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 the afore-mentioned points directly as part of the CBCS curriculum and (b) departments organize seminars/webinars, lectures, that impart knowledge 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 activities of 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

203

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

3414

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	**B. Any 3 of the above**

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

1.4.2 - Feedback process of the Institution may be classified as follows	**B. Feedback collected, analyzed and action has been taken**

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

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2270

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

1150

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 participatein seminar/ workshops at institutional levels.Toppers and University rank holders are felicitated.Toppers in Bengali 6th Semester and 4th Semester,Political science6th 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/marksAdvance learners have shown better performance in university examinations and progressed to higher education.

File Description	Documents
Link for additional Information	_N.A_
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
3417	**22**

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 .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 Commerece Department.NSS organizes several outreach programs round the year.Besides, the college provides students sports facilties as well as agymnasium for health benefits.Forstudents belonging to diverse learning abilitiesexperiential and participative learning is a tool for enhancing their learning capacitires.

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

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 inhouseworkshop to update teachers'technical know- how in handling Google classroom. The college has a computer laaboratory with 22 terminals.

Teachers also use LCD Overhead Projector,Power Point, Smart Classroom and English Language Labratoryto elevate the usual chalk and talk classroom situation The college seeks to create an e-learning environment and has two smartclassrooms 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 library is also 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	[N.A.](#)

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

0

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

2.4 - Teacher Profile and Quality

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

23

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<u>View File</u>
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

10

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)	<u>View File</u>

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

231

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 theUniversity regarding examination and evaluation. A fair and transparntmechanism 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 withthe 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	[N.A](#)

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 staffto 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 examinaitons 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	NA

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 is designing a feedback form for the students aimed at enquiring how ar 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	NA
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	NA

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

512

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

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)

<u>https://www.gmsmmahavidyalaya.ac.in/ALLUPLOAD/StudentSatisfactionSurveyandAnalysis2021-22.pdf</u>

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)

1

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

1

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	https://online-inspire.gov.in/Account/INSPIREProgramme

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

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

0

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

3.2 - Research Publications and Awards

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

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

2

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

5

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

Extension activities in the neighborhood community can significantly contribute to students' holistic development by sensitizing them to social issues and their impacts.They not only contribute to students' academic growth but also nurture their social and emotional development by fostering a sense of belonging, empathy, and responsibility towards their neighborhood and society as a whole.

The college is committed to its role as an important stakeholder in the community life of the neighbourhood. The college has conducted several outreach programmes, mainly focussing upon the critical areas of hygiene, cleanliness and plantation. The students of the college participated with great enthusiasm and dedication, and gained adeeper insightinto social issues involved.

Community Clean-up Campaigns: The college has organised clean-up drives within the neighborhood. Thisnot only fosters a sense of responsibility towards the environment but also instills values

of cleanliness and civic duty in students. It helps them understand the importance of maintaining a clean and healthy environment for themselves and others.

Educational Support Initiatives: The college students, through the NSS wing, providedpens, pencils and notebooks for underprivileged children in the neighborhood. This can help bridge educational gaps and promote academic success. This fosters empathy, understanding, and a sense of social responsibility among students.

Plantation drive: The college has organised a plantation drive in the neighbouring village of Khelarampur. This activity not only fostered an awareness about healthy ecological practices but also contributed to the sustainability of the neighbourhood. .

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

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

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

0

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

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

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

5

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

94

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

0

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

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

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

1

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 cental computing centre,8 laboratories, The collge 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 startthe morning shift of the collge where all B,A general courses would be taught.This has immensely helped in efficient usage of the available classrooms. The laboratoriesin the departments of Botany,Zoology,Chemistry,Environment Science,Geography ,Commerece 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 computes,Department of Geography has 4 computers,Dept of Commerce has I and Dept of Physics has 1 computer.Library has fivecomputers including two for the users. The college has licensed softwares in the Dept of Geography.Library and in theEnglish 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 playgroud spans over 87120 sqft . 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 andchess 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.

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

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

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 avialble at a charge for both faculty and students.Browing terminals are aslo available.INFLIBNET membership and access to e journals and e books are availble.Membership with British Council and American Library gives the faculty access to physical books as well their e repositories. Internet is availble 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	<u>Nil</u>

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)	<u>View File</u>

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)

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)	<u>View File</u>

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

74

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

4.3 - IT Infrastructure

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

The colllege has a very efficient WIFI connection which is upgraded every year,The bnadwith is more than 50MBPS.The college also has a JIO 5G staus certified by the company itself. The office has LAN connectivity. The entire campus including the library,office hasWIFI 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	Nil

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)

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 hazardfree environment and fire-fighting 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 commiittee with student representativesand 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: 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	<u>Nil</u>

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

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

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

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)	<u>View File</u>

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**B. 3 of the above**

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

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

0

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

0

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student	**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	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

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

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

5.2.2.1 - Number of outgoing student progression to higher education

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	**No File Uploaded**

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	**No File Uploaded**
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.

03

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

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

The 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 research. The Students' Union functions to ensure discipline in 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 (30 th August), Teachers' Day (5th September) etc.

File Description	Documents
Paste link for additional information	[Nil](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

3

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

5.4 - Alumni Engagement

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

The college does not have any registered alumni association. But the 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	<u>Nil</u>
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	View File

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 functioningof 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, co-curricular, 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 on 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 e-learning tools and has uploaded scanned e-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	[View File]()
Paste link for additional information	[Nil]()
Upload any additional information	No File Uploaded

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

The teaching-learning process is looked after by the Academic Committee of the college. The Academic Convenorconvenes 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 teacherwhen eligible for promotion as stipulated by the API of UGC norms, the College management follows the procedures for thepromotion. The IQAC does the needful for the screening of the respective teacherWithin 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 areconstituted 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	<u>Nil</u>
Link to Organogram of the Institution webpage	<u>https://www.gmsmmahavidyalaya.ac.in/ALLUPLOAD/GMSM%20Organogram-%20Revised.pdf</u>
Upload any additional information	<u>View File</u>

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)	<u>View File</u>

6.3 - Faculty Empowerment Strategies

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

Numbers 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	<u>Nil</u>
Upload any additional information	**No File Uploaded**

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

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

0

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

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

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

0

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

7

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	[View File](#)
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 IQACforwards 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 theerrant
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 intitiated.

The Principal is empowered to take disciplinary action
independently .

Every 10 years a non teaching staff has a career advancement. For
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 Audir 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)

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

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

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 the Principal, 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 anExternal 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 diffrent cells and committes for celebrating milestone days.The IQAC has taken inititiative to publish the secondvolume 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 collge 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	Nil
Upload any additional information	No File Uploaded

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

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 headstook 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 organizeState/National /International Level webinars. The departments also arrangee-classes for the students. PDF'S were shared in google drives. Streamyard 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](Nil)
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	<u>Nil</u>
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)	**No File Uploaded**

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.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	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 programsthroughout 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 facilitiy 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,mousse, cables, cartridge, circuit boards, electric bulbs,battery ,wires etc. are collected by thecollege and dumped in a safe store room. The college is planning to sign a MOU with a Third Party for selling these e wastes.

Hazardous chemicals and radioactive waste management: Use of more hazardous solid chemicals are preferably 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	**No File Uploaded**

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

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: — A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered

    vehicles
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**A. Any 4 or all 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	**D. Any 1 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 eductaionscenario,inclusion in social benefit schemes,inclusion in technologocal 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 awreness programs about welfare schemes. Swami Vivekananda merit cum means scholarships are also dibursed.For theminority students there are provisions for scholarships. Bhasa Divas is organised onm 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 outlinedin developing human values and the declaration on Rights, Values, Duties and Responsibilities. The college observs Independence Day, Republic Day, National Youth Day to ensure the continuous participationand to inculcate values with decision making processes and governance structures which ensure more responsive environment. The college inculcatesways 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,cleanlinessdrive of lacality and adjoining railway stationto 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 orgnaises electotal awareness seminars as well as mock parliaments for thestudents 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	C. Any 2 of the above

File Description	Documents
Code of ethics policy document	[View File](#)
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 Birthdayand Independence are celebrated by the NCC and NSS cadets.Commemoration of International Woman's Day on 3rd March is doneevery 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 Dayis observedwith sapling plantationandposter competition etc. World Aids Day is dedicated in organizing various awareness programmes to fight against HIV. Library Day is celebrated in our college where thelibrary 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.

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.

The college for the year 2021-22 in view of the ongoing pandemic and the closure of college practiced the following two best practices-

1.Covid Vaccination Camp - A covid vaccination camp was organised for the students of the college in collaboration with the the Block Development Office and the Block Health Department of the Government. The camp was organised on 4/10/2021.610 students were vaccinated.Teachers and non teaching staff organised the entire camp with the help of ASHA workers.This benefitted the students immensely as many students who had turned 18 took the first dose of vaccination.

2. Online Admission, Class,Eventsand Online Examination- The college in order to continue class during the pandemic organised online classses in Google Meet platform.Separate routine for online classes were circulated.Since the affiliating university decided to hold examinations in the online mode,the college started an examination portal where students could access question papers on the scheduled date as well as upload their answer sheets. The tutorial and internal exams were also conducted in the online mode,For students staying in very remote area ,with no internet access students were allowed to come to college to upload their answer scripts using teh college wifi.

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

7.3 - Institutional Distinctiveness

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

The college, located in a rural area with a large number of poor students dependent on concessions and stipends, was empathetic to the need of the students during the Covid period. Most of the families of the students were without any form of employment during this period.To help the students to continue with their curriculum and course of study the college waived admission and tution fees of the students in all semesters. The college waived off all examination fees as well. The college office was kept open inspite of the pandemic to process the stipends and scholarships of the students. This policy during the pandemic was

in line with ithe vision and mission of the college to serve economically and socially backward students of the area.

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 prepare for 3rd cycle of NAAC accreditation.

2. To organise add-on courses for enhancement of learning.

3. To prepare for introduction of NEP through workshops for faculty.

4. To augment the number of library books .

5. To organise workshops and seminars for students to encourage participative learning .

6. To introduce blended mode in the curriculum keeping with the demands of NEP.

7. To introduce community outreach programs for environment sustainibility,hygeine and sanitation.

8. To organize surveys in neighbouring villages to prepare reports on women's health and nutrition.

9. To organize career counselling workshops for students who missed out on regular classes during the pandemic.

10. To sign memorandum of collaboration with other colleges and institutes for enhancement of learning