



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Gour Mohan Sachin Mandal Mahavidyalaya
• Name of the Head of the institution	Dr. Abdullah Jamader Hasan
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03174 277355
• 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	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	Grants-in aid

• Name of the Affiliating University	Calcutta University				
• Name of the IQAC Coordinator	Ranjini Guha				
• Phone No.	03324227933				
• 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.gsmmahavidyalaya.ac.in/naac/AQAR%202018-19%20REVISED.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.gsmmahavidyalaya.ac.in/naac/ACADEMIC%20CALENDAR%202020-21.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	
Nil	N.A	N.A	N.A	N.A	
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			2		

<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> 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	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<ul style="list-style-type: none"> Developed a robust online teaching-learning mechanism enhancing the use of e-resources to facilitate teaching-learning process during the pandemic. The library facilitated the usage of e-resources. Science Departments organized special classes where they shared various videos of experiment-based practicals to help the students visualize the experimental procedure. 		
<p>Filling-up of vacant full-time posts in spite of the pandemic. Three full-time teaching faculties joined the Departments of Chemistry, Bengali, and History.</p>		
<p>Development of examination portal for the conduct of online University exams</p>		
<p>Workshops for the non-teaching staff for improving skills related to online admission and examination process.</p>		
<p>Organization of state, national and international level webinars in collaboration with the Departments and cells.</p>		
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
To enhance and upgrade digital resources available in the institution	Digital resources were procured, exam software was installed for smooth online delivery process
Impart regular training to both teaching, non-teaching staff and students	Teachers and non-teaching staff were given training to operate google classrooms, google meet and other online platforms of teaching. Students were taught to access e-content, you tube learning videos and download study materials from google drive. Students also uploaded the given assignments in the google classroom.
Timely implementation of online curriculum	Teaching plans with specified objectives were planned and were shared with the students. Structured time-table as well as timeline for tutorials and projects were finalized and shared on the website.
Organization of national and international webinars to give students exposure to national and international trends	Over 15 online webinars were organized by the college. Several faculty members acted as resource persons at national webinars.

13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	08/03/2022

Extended Profile

1.Programme

1.1	30
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	3506
Number of students during the year	

File Description	Documents
Data Template	View File

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

File Description	Documents
Data Template	View File

2.3	966
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	21
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	23
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	23
Total number of Classrooms and Seminar halls	
4.2	1234500
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	50
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Institution adheres to the curriculum laid down by the affiliating University and prepares a well-planned year planner at the beginning of each academic session for all the subjects in the undergraduate courses. These planners are distributed to all the students at the beginning of each academic session. The panel consists of some senior in-house faculties along with some eminent academicians in the relevant area. Year planners are also prepared in this case after the framing of the syllabus and are distributed to all the students at the beginning of each academic session.

The Principal takes feedback from the departmental meetings about the even distribution of syllabi amongst all the faculty members and ensures timely completion of the assigned syllabus. Teachers are given the freedom to introduce innovative teaching-learning methods. They have access to an excellent library with digital resources, Wi-Fi, and a computer laboratory.

During the pandemic, the teachers adapted to online modes of teaching. The course for Semesters 2 & 4 was completed through live online classes. Study and reference material were also made available to students. Regular internal assessments were conducted. Guest lectures, student academic meets, seminars and webinars were arranged. Review were conducted through online departmental meetings which helped in effective curriculum development.

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)

As an affiliated institution of the University of Calcutta, the evaluation norms of the University are strictly followed. The current session followed a Credit based evaluation system. The College has adopted a method of assessing the academic performance of the students on a continuous basis. Continuous assessment in theory subjects as per CU norms includes 10 marks for an Internal Assessment, and 10 marks allotted to class attendance. Within this framework, the College conducts the Internal Assessment department-wise according to a proper schedule and under strict invigilation. The marks obtained by the students and the score for attendance are both uploaded in the University website at the appropriate time. In the Humanities stream, a Tutorial component is also part of the Internal Assessment conducted according to a well-defined schedule. The syllabus and timing of these assessments are communicated to the students well in advance. Besides these formal assessments, revision work, class tests, assignments and student presentations are integral to the teaching-learning process. During the pandemic sessions, a continuous system of online evaluation was put in place. Besides evaluation, the Institution strictly adheres to the semester-wise academic calendar as set by the University in curriculum.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	nil

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

30

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

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

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

0

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

The Institution is an affiliating college that through its co-curricular 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 .

7. Handbook of Ethics and Code of Conduct

The diversity, Professional ethics, Gender Ethics, Human Values, Environment inclusivity lessons are imparted to the students through various disciplinary courses under the University of Calcutta.

English (U.G.) - (CC11, GE3/CC3) - Women's Writing

Environmental Science (U.G.) - (CC1, CC 3, CC4, CC5 and others) -
Environmental Studies (U.G - Enhancement Compulsory Course-2)

History (U.G.) - DSE-A-1

Journalism and Mass Communication (U.G.)

Political Science (U.G.)- DSE 5A, CC1, C4, CC 5, CC 2, DSE 6B/ DSE
B6 2B, PLSG CC4

Philosophy (U.G.) - CC12, CC14, DSE A 1 -

Sociology (U.G.) - CC2, CC4, CC 7, SEC A2

Female students receive the "Kanyasree" scholarship given by the West Bengal Government

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

5

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

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

0

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

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

E. Feedback not collected

File Description	Documents
Upload any additional information	View File
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

2330

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

1240

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 college organizes orientation program at the commencement of session for newly admitted students. The wide range of continuous assessments (Home and Class Assignments, Class Tests) enables effective assessment of learning levels of students. Slow and

advanced learners are identified for each subject separately by respective teacher for all semesters.

Advanced Learners: Advance learners are identified based on performance in various examinations of previous semesters and internal examinations. They are guided as follows: Motivating students for better performance in higher studies. Advanced learners are encouraged to participate in state and national level conferences, competitions to showcase their talents and skills. Academic presentations are held, where the students get the opportunity to present innovative ideas.

Slow Learners: Remedial classes conducted with appropriate focus on the subject. Individual academic counselling done by concerned subject teacher. Soft skills offered to improve reading and writing skills in English. Extra reading materials and video lectures from web provided to improve basic understanding of the subject.

File Description	Documents
Link for additional Information	nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
3506	68

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

Learning is made more student-centric through a combination of old and new methods of teaching. In order to motivate the students beyond the scope of theoretical knowledge various student-centric learning methods like workshops, seminars, film shows, group discussions, field trips have been adopted. Student-centric methods are an integral part of the pedagogy adopted by the faculty for which the college provides all possible support such as: • Smart

classrooms • Interactive projectors and smart boards • Fully Wi-Fi campus • Internet room • Open access library • Facility to download e-resources Reprographic facility • Institutional membership of British Council Library and American Library • Fund allocation for institutional visits and excursions • Institutional book grant • Fund for purchase of laboratory instruments, equipments and materials Fund for organizing online workshops, seminars and conferences • Content enrichment material • Pedagogical analysis

File Description	Documents
Upload any additional information	View File
Link for additional information	nil

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

Learning is made more student-centric through a combination of old and new methods of teaching. In order to motivate the students beyond the scope of theoretical knowledge various student-centric learning methods like workshops, seminars, film shows, group discussions, field trips have been adopted. Student-centric methods are an integral part of the pedagogy adopted by the faculty for which the college provides all possible support such as: • Smart classrooms • Interactive projectors and smart boards • Fully Wi-Fi campus • Internet room • Open access library • Facility to download e-resources Reprographic facility • Institutional membership of British Council Library and American Library • Fund allocation for institutional visits and excursions • Institutional book grant • Fund for purchase of laboratory instruments, equipments and materials Fund for organizing online workshops, seminars and conferences • Content enrichment material • Pedagogical analysis

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

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

2.3.3.1 - Number of mentors

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)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

9

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

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

2.4.3.1 - Total experience of full-time teachers

204

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.

The college rigorously maintains the University of Calcutta's evaluation guidelines. All official notices about such examinations are posted on the college's official website. The college authority forms a committee to be in charge of creating a subject-wise exam timetable for the departments. The examination method involved the setting of question papers, the assessment of answer scripts within a given time frame, and the submission of results. The grades for attendance and tutorials are also uploaded by the professors. In case of any error in this process, the college authority and all the departments also ensure immediate action. The correct information is forwarded to the University within stipulated time as per University notifications. Due to the COVID - 19 pandemic in 2020-21, the full internal assessment evaluation was done online. Teachers used email or Google Classrooms to complete assessments. Apart from a tenmark internal test conducted by following the guidelines of University of Calcutta, students are regularly assessed through online projects, quiz sessions, and presentations. Remedial steps are also taken by the teachers for the weaker students.

File Description	Documents
Any additional information	View File
Link for additional information	nil

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

The college ensures that all students are treated equally impartially in all aspects, evaluation and assessment. The students

report all examination-related grievances to the Head of the concerned Department. The majority of examination related complaints are received after the University of Calcutta announces the results. Steps are promptly taken to correct errors. The respective HODs extend their sincere effort regarding submission of the correct information to the University of Calcutta. When there are concerns with erroneous award lists, the college authorities contact the affiliating university and workout a solution. Relevant documents/testimonials are provided by the students to the college authority for a faster solution. All internal examination-related issues are monitored on a regular basis and a close and continuous communication is maintained with the University of Calcutta. Furthermore, if a student raises any concerns about the conduct of an internal examination, the professors pay special attention to the student's complaints.

File Description	Documents
Any additional information	View File
Link for additional information	nil

2.6 - Student Performance and Learning Outcomes

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

Programme and course outcome for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students. Programme/course outcomes for each department/ subject forms an integral part of the vision and mission of the college. The college ensures outcome based learning intended to suit the present day interests of the students. Programme/ course outcomes can successfully guide students to choose the right path in higher studies and career path in academia or professional/ technical jobs. The programme/course outcomes are communicated to the students through principal's address to students. The details of the programme/course outcome are communicated to the students through their orientation programme so that students know the objectives of the programmes and can decide which programme suits them best. The teachers and other concerned stakeholders are also made aware of the programme/course outcomes. The programme/course outcome along with the syllabus of each department is available on the college website.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	nil
Upload COs for all courses (exemplars from Glossary)	View File

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

The college ensures successful evaluation of performance of students through various methods for measuring the attainment of each of the Program Outcomes and Course Outcomes. Each department designs their academic curriculum in accordance with the programme/course outcome. Interactive- participative learning, extra classes for slow learners are regularly organised by the departments. Development of analytical thinking, writing and oratory skills are encouraged in classes. Evaluation of these skills are done through appropriate tools like Group Discussion, Laboratory Experiments, Viva voce, Objective tests, assignments etc. Complementary learning plans are also executed through special seminars/webinars, , field work, poster designing,. The success of programme depends on student's performance in various examinations such as university examinations, internal examinations, projects, home assignments etc. Throughout the year the faculty records the performance of each student on each programme outcome. Also, remedial coaching is provided to slow learners to synchronise the learning of all students. Average attainment in Evaluation Process: Students under university examination are evaluated for 65% of total marks and institution for 35% marks as internal assessment.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	nil

2.6.3 - Pass percentage of Students during the year

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

1002

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

2.7 - Student Satisfaction Survey

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

[.....nil](#)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

6.84 lakhs

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/

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

19

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)	View File

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

12

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

The college located in a rural socially backward area forges a meaningful college-neighbourhood network that would have a positive and qualitative impact on the community. • The college has 2 units of NSS Wing with 200 volunteers . The NSS units of the college encourage students to take up their social responsibility in competent way. The NSS regularly organizes camps in neighbouring villages which has a constructive impact. • The College has a NCC unit with both male and female cadets. • The Vocational Certificate course attracts men and women of the neighbourhood. Many home makers of the neighbouring community have enrolled in the Tailoring Course as a means of self -employment and self-reliance. Any student who have completed Class-VIII and is below 40 years of age is admitted to the course.

In the year of the Pandemic the college was a Quarantine Centre for migrants returning to the villages. Amphan relief was organized. Teachers contributed towards Chief Ministers Relief Fund. Plantation around the campus was carried out. Covid Protocol was publicized in the community and campus.College and adjoining railway stations were sanitized.Poster campaigns were organized by NSS to spread Covid awareness.

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)	View File
e-copy of the award letters	No File Uploaded

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

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

6

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

200

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

1

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

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

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

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	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Since its accreditation the college has increased nearly 13100 sq.ft of built up space, built connecting corridors, seminar halls, boundary wall and an open air podium. The college has a sprawling campus of 13.1 acres. with 22 class rooms, one Seminar Hall, one central Computer Centre, 8 laboratories, a multi gym, separate common room for boys and girls, canteen, library, health centre, Career Counselling Cell. The college has two beautiful manicured gardens. The college has several water bodies within its campus. Geography has a specialized GIS Laboratory. The college campus is internet connected with WI settings. The Central Computer Laboratory (UGC Network Resource Centre) has 30 computers. The Bursar's Office, IQAC and Career Counselling Cell have individual laptops. English Language Laboratory, college office - both administration and Accounts have customized softwares. There is twenty four hour power back up in the form of a 45 KVA eco-friendly green generator. The college has ICT equipments including LCD projectors and Smart Classrooms. The college has a rain water harvesting facility. Fire safety measures are implemented. The college also has a solar power generating unit. The Central Library is well stocked, automated with ACCLIB software and a vast repository of over 20,000 books and 10 journals besides access to e journals through INFLIBNET. Departmental Libraries also are knowledge repositories

File Description	Documents
Upload any additional information	View File
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 a big Play ground. Students practise Football, Cricket, Kabaddi and Athletics and other outdoor games in the college ground. Indoor games facilities like Table tennis are provided. Annual Sports of college are organised in this ground. The college has a state of the art multi gym. The college has two common rooms. One for boys and another for girls. Both the common rooms are well equipped for indoor games- table tennis, carom and has audio visual equipment. The college has an open air stage for hosting cultural functions.

File Description	Documents
Upload any additional information	View File
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.

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

7

File Description	Documents
Upload any additional information	View File
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)

nil

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)	No File Uploaded

4.2 - Library as a Learning Resource

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

The college has a Library Committee composed of all Departmental Heads and a representative of the Governing Body, besides the Librarian. ? The Library Committee reviews the need of books and journals, allocates the UGC funds for books to the various departments based on requisition by the respective departmental heads. ? The Library Committee of the college suggested computerisation of the cataloguing and installation of OPAC as part of modernisation of the college library. ? The committee also forwarded the suggestion of internet connectivity to the library. ? Significant initiatives have been implemented by the committee to render the library user friendly. The library committee seeks to make the library into a Learning Resource Centre. ACCLIB has been installed, OPAC has been installed for the benefit of the users to identify the status of book availability in the library. There are 4 computers in the library-1 for software and the other one for issue/return of books. 2 computers with internet connection are available to students for browsing and OPAC. Photocopier and printing facilities are available for faculty and students. ? INFLIBNET membership and access to e-journals and e-books is available.

File Description	Documents
Upload any additional information	View File
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 D. Any 1 of the above

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

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

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

0

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

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**

0

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

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

The college has 10 licensed software: ACLIB software for library software, COSA software for salary disbursement, Smart College software for college management, Corel Draw for Journalism Department, Page-Maker for Journalism Dept, Adobe Photoshop for Journalism Department, Oracle for Computer science Dept, Tally for Commerce Dept, GIS software for Geography Dept, Bangla word for Bengali Dept, Quick Heal Antivirus, MICROSOFT windows8 preloaded.

Total number of Computers-60

No of Printers: ? HP Laser Jet 1020 Plus - Principal ? HP Laser Jet P1007 - Bursar ? TVS E LP45 - Accountant ? Hp Laser Jet 1020 Plus - IQAC ? HP Laser Jet P 1007 - Office (Students' Section) ? HP Laser Jet 1020 Plus -Office (Admission Section) ? Canon Print + Scan -MP258 - Geography Department ? HP Laser Jet P1007 - Office ? HP Laser Jet 1022 - Office ? HP Laser Jet P1007 - Commerce ? HP Desk

Jet 1000 - Career Counselling Cell ? All in One Print Scan Copy - Library ? HP Laser Jet 1020 Plus - Staff Room ? HP Laser Jet 1020 Plus - 2 Nos. - Computer Centre ? HP Scan Jet 4370 Scanner - Computer Centre ? TVS LP 45 Bar code printer - Library

LICENSED SOFTWARE ? Windows 8.1 Original ? Quick Heal Internet Security ? COSA - Integrated Financial Management System ? GIS - 21st Century Solutions ? ACCLIB - Library Software ? ACCSYS - Admission Software ? SMART COLLEGE - Office Management Software ? Tally ? Corell Draw ? Photoshop ? Oracle ? Bangla Word. ? Orell Language Laboratory Software 1

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

4.3.2 - Number of Computers

61

File Description	Documents
Upload any additional information	View File
Student - computer ratio	View File

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	View File

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 hazard free 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 committee with student representatives and is well equipped with sports equipment like cricket and football, javelin, discus 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	View File
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**

2009

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

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

350

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

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

E. none of the above

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	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

32

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

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

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

0

File Description	Documents
Upload supporting data for the same	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.

0

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

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

The 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

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

5.4 - Alumni Engagement

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

The college does not have any registered alumni association. 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 play an important role in grooming the NCC cadets. Few distinguished alumni help in several cultural activities of the college.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The governance of the institution is in accordance with the vision

and mission statement 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. Gour Mohan Sachin Mandal Mahavidyalaya was founded with the mission of providing higher education to the youths in the remote rural areas of the district of South 24 Parganas.

The college translates its mission into reality by practicing transparent admission policy, good governance, and providing facilities such as financial and other types of aid to deserving students. It strives to create an eco-friendly peaceful dynamic atmosphere, in which academic work may be pursued, cultural tenets fostered and social work inclinations nurtured. It conducts extension activities instilling in the students a sense of patriotism and community orientation through NSS activities. Awareness of environmental and ecological issues and understanding of the need for sustainable development is generated through a variety of measures like tree planting ceremonies, installation of solar panel and LED lights etc.

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 activities of the sub-committees whose members are drawn from both teaching and non-teaching staff of the college, and students' union.
- 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 Departments.

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	View File

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, as well as pandemic-related problems, are a great deterrent for the students as well as the college. Another perceived limitation is the lack of technological awareness and availability 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 college has been quick to adapt to online teaching during the pandemic and subsequent lockdown. Online training programs for both teachers and students were organized. This online portal has aided in the smooth running 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. The college introduced online application systems for scholarships and other exam-related activities so that students do not have to travel during the Pandemic.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

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 institution functions through a clearly defined organizational structure. At the apex is the governing body of the college. The GB consists of eleven members drawn from stakeholders of the institution including government and university nominees, local community representatives, teachers, non-teaching staff and so on. The Principal is the ex-officio secretary of the GB. As a decentralizing practice, the GB nominates the two major sub-committees of Academic and Finance. The other committees are decided by the Teachers' Council after participative deliberations.

The service rules and procedures are guided by the Calcutta University First Statutes (latest edition), the Constitution of the college and the rules of the state government as amended from time to time in this regard. The recruitment rules for the Teaching staff and Non-teaching staff are as per the G.O. No. 2010Edn (CS) along with the eligibility criteria prescribed by the UGC. The promotional policies for teachers are according to the different government orders as released by the Department of Higher Education.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	www.gmsmmahavidyalaya.ac.in
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

The institution has effective welfare measures for teaching and non-teaching staff. The College undertakes various welfare activities for both the teaching as well as non-teaching staffs. All the statutory leaves are granted to the faculty members and 'On duty leaves' are given to the teaching staffs for attending Orientation Programme and Refresher Course. The College encourages the faculty members to attend Seminars and Conferences at various levels. The college supports the endeavour of the teaching faculties for applying for Major and Minor Research Projects. Welfare measures for Teaching staff: Health Scheme by Govt. of West Bengal (West Bengal Health Scheme: WBHS) The faculty as well as the staffs of the College can get easy loans which are arranged by the College. At the time of superannuation, the financial matters of the teaching as well as non teaching staffs are settled by the College in a prompt manner. All non-teaching staffs are given with the festival bonuses annually and encouraged to pursue professional courses. The College provides financial support for this. The non teaching staffs get the benefit of Gratuity linked LIC Policy.

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

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

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

0

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

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

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

0

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

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

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

7

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

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

Performance appraisal system for the full time (substantive post) teaching staff is governed by UGC- Career Advancement Scheme (CAS) Guidelines. This is based on the Performance Based Appraisal Scheme proforma submitted by the faculty seeking promotion. The proforma considers an individual teacher's teaching-learning related contributions, research related activities, examination and evaluation related engagements, support in administrative tasks. On successful performance in each of the stipulated criterion, promotion is granted to the faculty member

Appraisal for the non -teaching staff - The non-teaching staff of the college is diverse and play a very crucial role in smooth functioning of the college. Every year, the Governing Body reviews the performance of the non-teaching staff associated with the concerned department. Thereafter the ones who do not fare well, are talked to separately, motivated and trained to perform better. The good performers are publicly acknowledged.

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

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.

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

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

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

0

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

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

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 External Audit by the auditors appointed by the state government.

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

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. 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.

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	View File

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 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 organized State/National /International Level webinars. The departments also arranged e-classes for the students. PDF'S were shared in google drives. Streamyard platform was utilised for casting webinars and Google Meet was used foronline teaching.

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

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	https://www.gmsmmahavidyalaya.ac.in/
Upload e-copies of the accreditations and certifications	View File
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 importance of gender sensitization in institutions has been recognized as an important part in all policies outlining quality education and creating a healthy workspace as well as educational space for teachers and students. Being a co-educational institution, the college has worked rigorously towards initiating measures for the promotion of gender equity. The institution supports gender diversity and seeks to create an inclusive space for third genders. Measures like the formal introduction of the third gender option in college forms and organizing of Special lectures on gender sensitization are undertaken by the college. The eminent Women's Studies resource person, Prof. Rekha Pande of the University of Hyderabad, delivered a special lecture titled Gender Equality - Why It Matters in September 2020.

The formation of the Women's Cell for the redress of grievances of girl students and to spread awareness about gender issues has served an important purpose of providing a platform for girl students to freely participate, voice their opinions and express their issues. This has actively encouraged the promotion of gender equality. To ensure safety and security, CC cameras have been installed inside the college premises. A separate Common Room facility is also set up for them. The institution provides Child Care Leave, Maternity/Paternity Leave as per Government Order.

File Description	Documents
Annual gender sensitization action plan	<p><u>ANNUAL GENDER SENSITIZATION ACTION PLAN</u> The importance of gender sensitization in institutions has been recognized as an important part in all policies outlining quality education and creating a healthy workspace as well as educational space for teachers and students. Being a co-educational institution, the college has worked rigorously towards initiating measures for promotion of gender equity. The institution supports gender diversity and seeks to create an inclusive space for third genders. Measures like formal introduction of the third gender option in college forms, organising of Special lectures on gender sensitization are undertaken by the college. The eminent Women's Studies resource person, Prof. Rekha Pande of the University of Hyderabad, delivered a special lecture titled Gender Equality - Why It Matters in September 2020. The formation of the Women's Cell for the redress of grievances of girl students and to spread awareness about gender issues has served an important purpose of providing a platform for girl students to freely participate, voice their opinions and express their issues. This has actively encouraged promotion of gender equality. To ensure safety and security, CC cameras have been installed inside the college premises. Separate Common Room facility is also setup for them. The institution provides Child Care Leave, Maternity/Paternity Leave as per Government Order.</p>
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	<p><u>a. Safety and Security - CCTV Cameras across the college premises, b. Counseling through the Women's Cell. c. Common Rooms for girls.e. Health check-up of girls conducted by NSS.</u></p>

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	View File

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

1.The canteen maintains segregation of waste into degradable and nondegradable waste. With the biodegradable waste like vegetable peels etc - a vermicompost initiative is undertaken by the Department of Botany. The compost so generated from the compost pit is used for gardening purpose in the college,

2. For Rain Water Waste management the college has a Rain Water Harvesting Plant where the rain water is collected from the terrace and is recycled for use in wash rooms and watering of plants.

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

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

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	View File

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

E. None 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	View File

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).

India is one of the most diverse countries in the world, a subcontinent that is home to over 100 languages, over 700 different tribes, every major religion in the world, and to some of the world's largest cities as well as remote rural locations. The Mahavidyalaya strives to inculcate this sense of diversity among its students. The cultural calendar of the college aims to foster a sense of inclusivity among the students. The Annual Cultural function seeks to showcase the cultural diversity of the country through a variety of dance, drama and musical programmes. The Bengali department enthusiastically celebrates Bhasha Divas on 21st February every year in order to inculcate linguistic pride among the students. The Mahavidyalaya also engages in several outreach activities through the NSS that also foster the idea of unity and inclusivity with the local community.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The College undertakes various efforts to sensitize the students and employees of the Institution of their constitutional obligation.

At the beginning of each session, the Principal of the College delivers an Orientation Lecture to the new students to make them aware of the core values and ethos of the Institution. The address highlights the need of maintaining harmony amongst all diversities, in developing scientific temper, humanism and spirit of enquiry.

The College Website displays a Handbook of Values for the students and employees to understand the importance of social responsibility, good citizenry, and empowerment. Values like empathy, compassion, respecting diversity, cooperation, coexistence are highlighted by the Institution.

Commitment to such values instills confidence, self-control, adaptability, and truthfulness in the character and personality of the students. The NSS unit of the College undertakes different kind of activities and teach the students the importance of giving back to the society by believing in the principle of equality, fraternity and societal justice.

The students of the College are also encouraged to participate in the Youth Parliament Programmes as these kinds of participation help in instilling positive qualities among the students like leadership, tolerance, problem-solving and help in developing innovative thoughts on contemporary issues.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
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

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

The college organises a number of commemorative days, events and festivals throughout the year.

Some of them are as follows.

Republic Day, Independence Day, and Netaji Jayanti are observed annually in the college campus.

The science departments celebrate National Science Day on 28th February. Under the guidance of teachers, students enthusiastically put up posters and demonstrate science projects to a packed audience consisting of all the staff and students of the college.

In the same month, the Bengali department celebrates Bhasha Divas, or International Mother Language Day with posters and talks.

The History department put up a beautiful online programme titled Pujarini to celebrate Rabindra Jayanti, the birthday of Rabindranath Tagore.

The Political Science Department takes the students of their department to Youth Parliament and Mock Parliament programmes.

On 21st June, the college observed World Yoga Day through an online programme.

The high point for all students and teachers of the college is the heartfelt celebration of Teachers' Day in September by students of all departments every year.

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

7.2 - Best Practices

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

BEST PRACTICE -1

1. Title- Effective Adaptation to the Pandemic Lockdown through the introduction and successful conduct of online mode of teaching.

2. Objectives of the Practice -

- To adapt effectively to the unpredictability of the Pandemic Lockdown.
- To make it possible to continue all types of learning experiences within the new normal.
- To respect the learner as an active participant as opposed to a passive recipient.
- To encourage cooperative learning
- To support students and staff in thinking out of the box, with innovative ideas.

4. The Practice -

- All departments went into ONLINE MODE FOR TEACHING since the lockdown. Pdfs and learning materials were circulated in google drives and online groups
- All departments used the lockdown period effectively to conduct webinars and other online programmes, using staff and student expertise. Conduct of online exams both Tutorial and internal were done in a newly developed exam portal of the

college.

BEST PRACTICE- 2

Freeship for students due to the Pandemic: The college decided that in the face of the raging pandemic which resulted in deaths, loss of jobs, reverse migration the college should help the students to continue their studies by waiving their entire fees.

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

7.3 - Institutional Distinctiveness

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

The college believes in a composite whole between the immediate society and the college. In the midst of the Covid 19 Pandemic and the reverse migration where thousands of migrant labourers came back to their villages, the college opted for being an Quarantine Centre in cooperation with the local authorities- BDO and BMOH offices. Several families put up at the centre. This helped to arrest the spread of the disease in the adjoining areas. The college was sanitized for this purpose and all amenities were provided to the families including food and health check-ups.

The Chemistry Department of the college prepared sanitizers and distributed them to the centre.

This is a unique distinction of the college which gave its premises for optimal usage during the Pandemic. A social responsibility was fulfilled. The society benefitted at large from this effort by the college.

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 Institution adheres to the curriculum laid down by the affiliating University and prepares a well-planned year planner at the beginning of each academic session for all the subjects in the undergraduate courses. These planners are distributed to all the students at the beginning of each academic session. The panel consists of some senior in-house faculties along with some eminent academicians in the relevant area. Year planners are also prepared in this case after the framing of the syllabus and are distributed to all the students at the beginning of each academic session.

The Principal takes feedback from the departmental meetings about the even distribution of syllabi amongst all the faculty members and ensures timely completion of the assigned syllabus. Teachers are given the freedom to introduce innovative teaching-learning methods. They have access to an excellent library with digital resources, Wi-Fi, and a computer laboratory.

During the pandemic, the teachers adapted to online modes of teaching. The course for Semesters 2 & 4 was completed through live online classes. Study and reference material were also made available to students. Regular internal assessments were conducted. Guest lectures, student academic meets, seminars and webinars were arranged. Review were conducted through online departmental meetings which helped in effective curriculum development.

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)

As an affiliated institution of the University of Calcutta, the evaluation norms of the University are strictly followed. The current session followed a Credit based evaluation system. The College has adopted a method of assessing the academic performance of the students on a continuous basis. Continuous assessment in theory subjects as per CU norms includes 10 marks for an Internal Assessment, and 10 marks allotted to class attendance. Within this framework, the College conducts the Internal Assessment department-wise according to a proper schedule and under strict invigilation. The marks obtained by the students and the score for attendance are both uploaded in the University website at the appropriate time. In the Humanities stream, a Tutorial component is also part of the Internal Assessment conducted according to a well-defined schedule. The syllabus and timing of these assessments are communicated to the students well in advance. Besides these formal assessments, revision work, class tests, assignments and student presentations are integral to the teaching-learning process. During the pandemic sessions, a continuous system of online evaluation was put in place. Besides evaluation, the Institution strictly adheres to the semester-wise academic calendar as set by the University in curriculum.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	nil

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

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

30

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

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

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

0

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

The Institution is an affiliating college that through its co-curricular 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 .
7. Handbook of Ethics and Code of Conduct

The diversity, Professional ethics, Gender Ethics, Human Values, Environment inclusivity lessons are imparted to the students through various disciplinary courses under the University of Calcutta.

English (U.G.) - (CC11, GE3/CC3) - Women's Writing

Environmental Science (U.G.) - (CC1, CC 3, CC4, CC5 and others) - Environmental Studies (U.G - Enhancement Compulsory Course-2)

History (U.G.) - DSE-A-1

Journalism and Mass Communication (U.G.)

Political Science (U.G.)- DSE 5A, CC1, C4, CC 5, CC 2, DSE 6B/
DSE B6 2B, PLSG CC4

Philosophy (U.G.) - CC12, CC14, DSE A 1 -

Sociology (U.G.) - CC2, CC4, CC 7, SEC A2

Female students receive the "Kanyasree" scholarship given by the West Bengal Government

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

5

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

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

0

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

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

E. Feedback not collected

File Description	Documents
Upload any additional information	View File
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

2330

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

1240

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 college organizes orientation program at the commencement of session for newly admitted students. The wide range of continuous assessments (Home and Class Assignments, Class Tests) enables effective assessment of learning levels of students. Slow and advanced learners are identified for each subject separately by respective teacher for all semesters.

Advanced Learners: Advance learners are identified based on performance in various examinations of previous semesters and internal examinations. They are guided as follows: Motivating students for better performance in higher studies. Advanced learners are encouraged to participate in state and national level conferences, competitions to showcase their talents and skills. Academic presentations are held, where the students get the opportunity to present innovative ideas.

Slow Learners: Remedial classes conducted with appropriate focus on the subject. Individual academic counselling done by concerned subject teacher. Soft skills offered to improve reading and writing skills in English. Extra reading materials and video lectures from web provided to improve basic understanding of the subject.

File Description	Documents
Link for additional Information	nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
3506	68

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

Learning is made more student-centric through a combination of old and new methods of teaching. In order to motivate the students beyond the scope of theoretical knowledge various student-centric learning methods like workshops, seminars, film shows, group discussions, field trips have been adopted. Student-centric methods are an integral part of the pedagogy adopted by the faculty for which the college provides all possible support such as:

- Smart classrooms
- Interactive projectors and smart boards
- Fully Wi-Fi campus
- Internet room
- Open access library
- Facility to download e-resources
- Reprographic facility
- Institutional membership of British Council Library and American Library
- Fund allocation for institutional visits and excursions
- Institutional book grant
- Fund for purchase of laboratory instruments, equipments and materials
- Fund for organizing online workshops, seminars and conferences
- Content enrichment material
- Pedagogical analysis

File Description	Documents
Upload any additional information	View File
Link for additional information	nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description

in maximum of 200 words

Learning is made more student-centric through a combination of old and new methods of teaching. In order to motivate the students beyond the scope of theoretical knowledge various student-centric learning methods like workshops, seminars, film shows, group discussions, field trips have been adopted. Student-centric methods are an integral part of the pedagogy adopted by the faculty for which the college provides all possible support such as:

- Smart classrooms
- Interactive projectors and smart boards
- Fully Wi-Fi campus
- Internet room
- Open access library
- Facility to download e-resources
- Reprographic facility
- Institutional membership of British Council Library and American Library
- Fund allocation for institutional visits and excursions
- Institutional book grant
- Fund for purchase of laboratory instruments, equipments and materials
- Fund for organizing online workshops, seminars and conferences
- Content enrichment material
- Pedagogical analysis

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

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

2.3.3.1 - Number of mentors

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)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

9

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

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

2.4.3.1 - Total experience of full-time teachers

204

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.

The college rigorously maintains the University of Calcutta's evaluation guidelines. All official notices about such examinations are posted on the college's official website. The college authority forms a committee to be in charge of creating a subject-wise exam timetable for the departments. The examination method involved the setting of question papers, the assessment of answer scripts within a given time frame, and the submission of results. The grades for attendance and tutorials are also uploaded by the professors. In case of any error in this process, the college authority and all the departments also ensure immediate action. The correct information is forwarded to the University within stipulated time as per University notifications. Due to the COVID - 19 pandemic in 2020-21, the full internal assessment evaluation was done online. Teachers used email or Google Classrooms to complete assessments. Apart from a tenmark internal test conducted by following the guidelines of University of Calcutta, students are regularly assessed through online projects, quiz sessions, and presentations. Remedial steps are also taken by the teachers for the weaker students.

File Description	Documents
Any additional information	View File
Link for additional information	nil

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

The college ensures that all students are treated equally impartially in all aspects, evaluation and assessment. The students report all examination-related grievances to the Head of the concerned Department. The majority of examination related complaints are received after the University of Calcutta announces the results. Steps are promptly taken to correct errors. The respective HODs extend their sincere effort regarding submission of the correct information to the University of Calcutta. When there are concerns with erroneous award lists, the college authorities contact the affiliating university and workout a solution. Relevant documents/testimonials are provided by the students to the college authority for a faster solution. All internal examination-related issues are monitored on a regular basis and a close and continuous communication is

maintained with the University of Calcutta. Furthermore, if a student raises any concerns about the conduct of an internal examination, the professors pay special attention to the student's complaints.

File Description	Documents
Any additional information	View File
Link for additional information	nil

2.6 - Student Performance and Learning Outcomes

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

Programme and course outcome for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students. Programme/course outcomes for each department/ subject forms an integral part of the vision and mission of the college. The college ensures outcome based learning intended to suit the present day interests of the students. Programme/ course outcomes can successfully guide students to choose the right path in higher studies and career path in academia or professional/ technical jobs. The programme/course outcomes are communicated to the students through principal's address to students. The details of the programme/course outcome are communicated to the students through their orientation programme so that students know the objectives of the programmes and can decide which programme suits them best. The teachers and other concerned stakeholders are also made aware of the programme/course outcomes. The programme/course outcome along with the syllabus of each department is available on the college website.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	nil
Upload COs for all courses (exemplars from Glossary)	View File

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

The college ensures successful evaluation of performance of students through various methods for measuring the attainment of each of the Program Outcomes and Course Outcomes. Each department designs their academic curriculum in accordance with the programme/course outcome. Interactive- participative learning, extra classes for slow learners are regularly organised by the departments. Development of analytical thinking, writing and oratory skills are encouraged in classes. Evaluation of these skills are done through appropriate tools like Group Discussion, Laboratory Experiments, Viva voce, Objective tests, assignments etc. Complementary learning plans are also executed through special seminars/webinars, , field work, poster designing,. The success of programme depends on student's performance in various examinations such as university examinations, internal examinations, projects, home assignments etc. Throughout the year the faculty records the performance of each student on each programme outcome. Also, remedial coaching is provided to slow learners to synchronise the learning of all students. Average attainment in Evaluation Process: Students under university examination are evaluated for 65% of total marks and institution for 35% marks as internal assessment.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	nil

2.6.3 - Pass percentage of Students during the year

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

1002

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

2.7 - Student Satisfaction Survey	
2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)	
.....nil	
RESEARCH, INNOVATIONS AND EXTENSION	
3.1 - Resource Mobilization for Research	
3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
6.84 lakhs	
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/
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

19

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)	View File

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**

12

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

The college located in a rural socially backward area forges a meaningful college-neighbourhood network that would have a positive and qualitative impact on the community. • The college has 2 units of NSS Wing with 200 volunteers . The NSS units of the college encourage students to take up their social responsibility in competent way. The NSS regularly organizes camps in neighbouring villages which has a constructive impact. • The College has a NCC unit with both male and female cadets. • The Vocational Certificate course attracts men and women of the neighbourhood. Many home makers of the neighbouring community have enrolled in the Tailoring Course as a means of self-employment and self-reliance. Any student who have completed Class-VIII and is below 40 years of age is admitted to the course.

In the year of the Pandemic the college was a Quarantine Centre for migrants returning to the villages. Amphan relief was organized. Teachers contributed towards Chief Ministers Relief Fund. Plantation around the campus was carried out. Covid Protocol was publicized in the community and campus.College and adjoining railway stations were sanitized.Poster campaigns were organized by NSS to spread Covid awareness.

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)	View File
e-copy of the award letters	No File Uploaded

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

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

6

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

200

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

1

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

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

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

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	No File Uploaded

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

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

Since its accreditation the college has increased nearly 13100 sq.ft of built up space, built connecting corridors, seminar halls, boundary wall and an open air podium. The college has a sprawling campus of 13.1 acres with 22 class rooms, one Seminar Hall, one central Computer Centre, 8 laboratories, a multi gym, separate common room for boys and girls, canteen, library, health

centre, Career Counselling Cell. The college has two beautiful manicured garden The college has several water bodies within its campus.. Geography has a specialized GIS Laboratory. The college campus is internet connected with WI settings. . The Central Computer Laboratory (UGC Network Resource Centre) has 30 computers. The Bursar's Office, IQAC and Career Counselling Cell have individual laptops. English Language Laboratory, college office - both administration and Accounts have customized softwares. There is twenty four hour power back up in the form of a 45 KVA eco-friendly green generator. The college has ICT equipments including an LCD projectors and Smart Classrooms. The college has a rain water harvesting facility. Fire safety measures are implemented. The college also has a solar power generating unit. The Central Library is well stocked, automated with ACCLIB software and a vast repository of over 20,000 books and 10 journals besides access to e journals through INFLIBNET. Departmental Libraries also are knowledge repositories

File Description	Documents
Upload any additional information	View File
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 a big Play ground. Students practise Football, Cricket, Kabaddi and Athletics and other outdoor games in the college ground. Indoor games facilities like Table tennis are provided. Annual Sports of college are organised in this ground. The college has a state of the art multi gym. The college has two common rooms. One for boys and another for girls. Both the common rooms are well equipped for indoor games- table tennis, carom and has audio visual equipment. The college has an open air stage for hosting cultural functions.

File Description	Documents
Upload any additional information	View File
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.

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

7

File Description	Documents
Upload any additional information	View File
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)

nil

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)	No File Uploaded

4.2 - Library as a Learning Resource

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

The college has a Library Committee composed of all Departmental Heads and a representative of the Governing Body, besides the Librarian. ? The Library Committee reviews the need of books and journals, allocates the UGC funds for books to the various departments based on requisition by the respective departmental heads. ? The Library Committee of the college suggested computerisation of the cataloguing and installation of OPAC as

part of modernisation of the college library. ? The committee also forwarded the suggestion of internet connectivity to the library. ? Significant initiatives have been implemented by the committee to render the library user friendly. The library committee seeks to make the library into a Learning Resource Centre. ACCLIB has been installed, OPAC has been installed for the benefit of the users to identify the status of book availability in the library. There are 4 computers in the library-1 for software and the other one for issue/return of books. 2 computers with internet connection are available to students for browsing and OPAC. Photocopier and printing facilities are available for faculty and students. ? INFLIBNET membership and access to e-journals and e-books is available.

File Description	Documents
Upload any additional information	View File
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

D. Any 1 of the above

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

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

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

0

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

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

0

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

4.3 - IT Infrastructure

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

The college has 10 licensed software: ACLIB software for library software, COSA software for salary disbursement, Smart College software for college management, Corel Draw for Journalism Departmentt, Page-Maker for Journalism Dept, Adobe Photoshopper for Journalism Departmentt, Oracle for Computer science Dept, Tally for Commerce Dept, GIS software for Geography Dept, Bangla word for Bengali Dept, Quick Heal Antivirus, MICROSOFT windows8 preloaded.

Total number of Computers-60

No of Printers: ? HP Laser Jet 1020 Plus - Principal ? HP Laser Jet P1007 - Bursar ? TVS E LP45 - Accountant ? Hp Laser Jet 1020 Plus - IQAC ? HP Laser Jet P 1007 - Office (Students' Section) ? HP Laser Jet 1020 Plus -Office (Admission Section) ? Canon Print + Scan -MP258 - Geography Department ? HP Laser Jet P1007 - Office ? HP Laser Jet 1022 - Office ? HP Laser Jet P1007 - Commerce ? HP Desk Jet 1000 - Career Counselling Cell ? All in One Print Scan Copy - Library ? HP Laser Jet 1020 Plus - Staff Room ? HP Laser Jet 1020 Plus - 2 Nos. - Computer Centre ? HP Scan Jet 4370 Scanner - Computer Centre ? TVS LP 45 Bar code

printer - Library

LICENSED SOFTWARE ? Windows 8.1 Original ? Quick Heal Internet Security ? COSA - Integrated Financial Management System ? GIS - 21st Century Solutions ? ACCLIB - Library Software ? ACCSYS - Admission Software ? SMART COLLEGE - Office Management Software ? Tally ? Corell Draw ? Photoshop ? Oracle ? Bangla Word. ? Orell Language Laboratory Software 1

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

4.3.2 - Number of Computers

61

File Description	Documents
Upload any additional information	View File
Student - computer ratio	View File

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	View File

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

COMPUTERS The various academic departments are responsible for maintenance of departmental computers and peripherals, while those in use in the Office and Accounts, and IT sections are maintained by the IT section staff. For purchase of hardware and software, requisitions are submitted by departmental heads which then arranges procurement of the same. AMCs are made for hardware maintenance.

CLASSROOMS: 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	View File
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**

2009

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

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

350

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	E. none of the above
File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
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	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	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

32

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

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

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

0

File Description	Documents
Upload supporting data for the same	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.

0

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

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

The 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)	View File

5.4 - Alumni Engagement

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

The college does not have any registered alumni association. 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 play an important role in grooming the NCC cadets. Few distinguished alumni help in several cultural activities of the college.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The governance of the institution is in accordance with the

vision and mission statement 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. Gour Mohan Sachin Mandal Mahavidyalaya was founded with the mission of providing higher education to the youths in the remote rural areas of the district of South 24 Parganas.

The college translates its mission into reality by practicing transparent admission policy, good governance, and providing facilities such as financial and other types of aid to deserving students. It strives to create an eco-friendly peaceful dynamic atmosphere, in which academic work may be pursued, cultural tenets fostered and social work inclinations nurtured. It conducts extension activities instilling in the students a sense of patriotism and community orientation through NSS activities. Awareness of environmental and ecological issues and understanding of the need for sustainable development is generated through a variety of measures like tree planting ceremonies, installation of solar panel and LED lights etc.

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 activities of the sub-committees whose members are drawn from both teaching and non-teaching staff of the college, and students' union.

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 Departments.

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	View File

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, as well as pandemic-related problems, are a great deterrent for the students as well as the college. Another perceived limitation is the lack of technological awareness and availability 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 college has been quick to adapt to online teaching during the pandemic and subsequent lockdown. Online training programs for both teachers and students were organized. This online portal has aided in the smooth running 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. The college introduced online application systems for scholarships and other exam-related activities so that students

do not have to travel during the Pandemic.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

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 institution functions through a clearly defined organizational structure. At the apex is the governing body of the college. The GB consists of eleven members drawn from stakeholders of the institution including government and university nominees, local community representatives, teachers, non-teaching staff and so on. The Principal is the ex-officio secretary of the GB. As a decentralizing practice, the GB nominates the two major sub-committees of Academic and Finance. The other committees are decided by the Teachers' Council after participative deliberations.

The service rules and procedures are guided by the Calcutta University First Statutes (latest edition), the Constitution of the college and the rules of the state government as amended from time to time in this regard. The recruitment rules for the Teaching staff and Non-teaching staff are as per the G.O. No. 2010Edn (CS) along with the eligibility criteria prescribed by the UGC. The promotional policies for teachers are according to the different government orders as released by the Department of Higher Education.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	www.gmsmmahavidyalaya.ac.in
Upload any additional information	View File

6.2.3 - Implementation of e-governance in

A. All of the above

**areas of operation Administration Finance
and Accounts Student Admission and
Support Examination**

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

The institution has effective welfare measures for teaching and non- teaching staff The College undertakes various welfare activities for both the teaching as well as non-teaching staffs. All the statutory leaves are granted to the faculty members and 'On duty leaves' are given to the teaching staffs for attending Orientation Programme and Refresher Course. The College encourages the faculty members to attend Seminars and Conferences at various levels. The college supports the endeavour of the teaching faculties for applying for Major and Minor Research Projects. Welfare measures for Teaching staff: Health Scheme by Govt. of West Bengal (West Bengal Health Scheme: WBHS) The faculty as well as the staffs of the College can get easy loans which are arranged by the College. At the time of superannuation, the financial matters of the teaching as well as non teaching staffs are settled by the College in a prompt manner. All non-teaching staffs are given with the festival bonuses annually and encouraged to pursue professional courses. The College provides financial support for this. The non teaching staffs get the benefit of Gratuity linked LIC Policy.

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

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

0

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

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

0

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

7

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

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

Performance appraisal system for the full time (substantive post) teaching staff is governed by UGC- Career Advancement Scheme (CAS) Guidelines. This is based on the Performance Based Appraisal Scheme proforma submitted by the faculty seeking promotion. The proforma considers an individual teacher's teaching-learning related contributions, research related activities, examination and evaluation related engagements, support in administrative tasks. On successful performance in each of the stipulated criterion, promotion is granted to the faculty member

Appraisal for the non -teaching staff - The non-teaching staff of the college is diverse and play a very crucial role in smooth functioning of the college. Every year, the Governing Body reviews the performance of the non-teaching staff associated with the concerned department. Thereafter the ones who do not fare well, are talked to separately, motivated and trained to perform better. The good performers are publicly acknowledged.

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

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.

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

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

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

0

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

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

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 External Audit by the auditors appointed by the state government.

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

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. 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.

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	View File

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 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 organized State/National /International Level webinars. The departments also arranged e-classes for the students. PDF'S were shared in google drives. Streamyard platform was utilised for casting webinars and Google Meet was used foronline teaching.

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

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	https://www.gmsmmahavidyalaya.ac.in/
Upload e-copies of the accreditations and certifications	View File
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 importance of gender sensitization in institutions has been recognized as an important part in all policies outlining quality education and creating a healthy workspace as well as educational space for teachers and students. Being a co-educational institution, the college has worked rigorously towards initiating measures for the promotion of gender equity. The institution supports gender diversity and seeks to create an inclusive space for third genders. Measures like the formal introduction of the third gender option in college forms and organizing of Special lectures on gender sensitization are undertaken by the college. The eminent Women's Studies resource person, Prof. Rekha Pande of the University of Hyderabad, delivered a special lecture titled Gender Equality - Why It Matters in September 2020.

The formation of the Women's Cell for the redress of grievances of girl students and to spread awareness about gender issues has served an important purpose of providing a platform for girl students to freely participate, voice their opinions and express their issues. This has actively encouraged the promotion of gender equality. To ensure safety and security, CC cameras have been installed inside the college premises. A separate Common Room facility is also set up for them. The institution provides Child Care Leave, Maternity/Paternity Leave as per Government Order.

File Description	Documents
Annual gender sensitization	

action plan	<p><u>ANNUAL GENDER SENSITIZATION ACTION PLAN</u></p> <p><u>The importance of gender sensitization in institutions has been recognized as an important part in all policies outlining quality education and creating a healthy workspace as well as educational space for teachers and students. Being a co-educational institution, the college has worked rigorously towards initiating measures for promotion of gender equity. The institution supports gender diversity and seeks to create an inclusive space for third genders. Measures like formal introduction of the third gender option in college forms, organising of Special lectures on gender sensitization are undertaken by the college. The eminent Women's Studies resource person, Prof. Rekha Pande of the University of Hyderabad, delivered a special lecture titled Gender Equality - Why It Matters in September 2020. The formation of the Women's Cell for the redress of grievances of girl students and to spread awareness about gender issues has served an important purpose of providing a platform for girl students to freely participate, voice their opinions and express their issues. This has actively encouraged promotion of gender equality. To ensure safety and security, CC cameras have been installed inside the college premises. Separate Common Room facility is also setup for them. The institution provides Child Care Leave, Maternity/Paternity Leave as per Government Order.</u></p>
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	<p><u>a. Safety and Security - CCTV Cameras across the college premises, b. Counseling through the Women's Cell. c. Common Rooms for girls.e. Health check-up of girls conducted by NSS.</u></p>
7.1.2 - The Institution has facilities for alternate sources of energy and energy	C. Any 2 of the above

conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	
File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	View File
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	
<p>1.The canteen maintains segregation of waste into degradable and nondegradable waste. With the biodegradable waste like vegetable peels etc - a vermicompost initiative is undertaken by the Department of Botany. The compost so generated from the compost pit is used for gardening purpose in the college,</p> <p>2. For Rain Water Waste management the college has a Rain Water Harvesting Plant where the rain water is collected from the terrace and is recycled for use in wash rooms and watering of plants.</p>	
File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Attached below
Any other relevant information	View File
7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

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

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

E. None 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	View File

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).

India is one of the most diverse countries in the world, a subcontinent that is home to over 100 languages, over 700 different tribes, every major religion in the world, and to some of the world's largest cities as well as remote rural locations. The Mahavidyalaya strives to inculcate this sense of diversity among its students. The cultural calendar of the college aims to foster a sense of inclusivity among the students. The Annual Cultural function seeks to showcase the cultural diversity of the country through a variety of dance, drama and musical programmes. The Bengali department enthusiastically celebrates Bhasha Divas on 21st February every year in order to inculcate linguistic pride among the students. The Mahavidyalaya also engages in several outreach activities through the NSS that also foster the idea of unity and inclusivity with the local community.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The College undertakes various efforts to sensitize the students and employees of the Institution of their constitutional obligation.

At the beginning of each session, the Principal of the College delivers an Orientation Lecture to the new students to make them aware of the core values and ethos of the Institution. The address highlights the need of maintaining harmony amongst all diversities, in developing scientific temper, humanism and spirit of enquiry.

The College Website displays a Handbook of Values for the students and employees to understand the importance of social responsibility, good citizenry, and empowerment. Values like empathy, compassion, respecting diversity, cooperation, coexistence are highlighted by the Institution.

Commitment to such values instills confidence, self-control, adaptability, and truthfulness in the character and personality of the students. The NSS unit of the College undertakes different kind of activities and teach the students the importance of giving back to the society by believing in the principle of equality, fraternity and societal justice.

The students of the College are also encouraged to participate in the Youth Parliament Programmes as these kinds of participation help in instilling positive qualities among the students like leadership, tolerance, problem-solving and help in developing innovative thoughts on contemporary issues.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
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

The college organises a number of commemorative days, events and festivals throughout the year.

Some of them are as follows.

Republic Day, Independence Day, and Netaji Jayanti are observed annually in the college campus.

The science departments celebrate National Science Day on 28th February. Under the guidance of teachers, students

enthusiastically put up posters and demonstrate science projects to a packed audience consisting of all the staff and students of the college.

In the same month, the Bengali department celebrates Bhasha Divas, or International Mother Language Day with posters and talks.

The History department put up a beautiful online programme titled Pujarini to celebrate Rabindra Jayanti, the birthday of Rabindranath Tagore.

The Political Science Department takes the students of their department to Youth Parliament and Mock Parliament programmes.

On 21st June, the college observed World Yoga Day through an online programme.

The high point for all students and teachers of the college is the heartfelt celebration of Teachers' Day in September by students of all departments every year.

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

7.2 - Best Practices

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

BEST PRACTICE -1

1. Title- Effective Adaptation to the Pandemic Lockdown through the introduction and successful conduct of online mode of teaching.

2. Objectives of the Practice -

- To adapt effectively to the unpredictability of the Pandemic

Lockdown. • To make it possible to continue all types of learning experiences within the new normal. • To respect the learner as an active participant as opposed to a passive recipient. • To encourage cooperative learning• To support students and staff in thinking out of the box, with innovative ideas.

4. The Practice -

• All departments went into ONLINE MODE FOR TEACHING since the lockdown. Pdfs and learning materials were circulated in google drives and online groups• All departments used the lockdown period effectively to conduct webinars and other online programmes, using staff and student expertise. Conduct of online exams both Tutorial and internal were done in a newly developed exam portal of the college.

BEST PRACTICE- 2

Freeship for students due to the Pandemic: The college decided that in the face of the raging pandemic which resulted in deaths, loss of jobs, reverse migration the college should help the students to continue their studies by waiving their entire fees.

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

7.3 - Institutional Distinctiveness

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

The college believes in a composite whole between the immediate society and the college. In the midst of the Covid 19 Pandemic and the reverse migration where thousands of migrant labourers came back to their villages, the college opted for being an Quarantine Centre in cooperation with the local authorities- BDO and BMOH offices. Several families put up at the centre. This helped to arrest the spread of the disease in the adjoining areas. The college was sanitized for this purpose and all amenities were provided to the families including food and health check-ups.

The Chemistry Department of the college prepared sanitizers and distributed them to the centre.

This is a unique distinction of the college which gave its premises for optimal usage during the Pandemic. A social responsibility was fulfilled. The society benefitted at large from this effort by the college.

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

7.3.2 - Plan of action for the next academic year

1. To undertake repairs of the college as it suffered tremendous damages due to the super cyclone Amphan and the extended closure due to the pandemic.
2. To take steps to sanitize the premises of the college and have a clearly defined Covid protocol as per norms for all students and staff.
3. To organise a vaccination camp for all the students and staff of the college.
4. To take steps to prepare for the third cycle of NAAC reaccreditation.