YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution　　　　　　　**RAGHUNATHPUR COLLEGE**

- Name of the Head of the institution　　**DR.PHALGUNI MUKHOPADHYAY**

- Designation　　　　　　　　　　　　　**PRINCIPAL**

- Does the institution function from its own campus?　　**Yes**

- Phone no./Alternate phone no.　　　　**09434120433**

- Mobile No:　　　　　　　　　　　　　**9083274523**

- Registered e-mail　　　　　　　　　　**rnpur_coll@rediffmail.com**

- Alternate e-mail　　　　　　　　　　**phalguni_m@yahoo.com**

- Address　　　　　　　　　　　　　　**RAGHUNATHPUR COLLEGE, PURULIA**

- City/Town　　　　　　　　　　　　　**RAGHUNATHPUR**

- State/UT　　　　　　　　　　　　　　**WEST BENGAL**

- Pin Code　　　　　　　　　　　　　　**723133**

2.Institutional status

- Affiliated / Constitution Colleges

- Type of Institution　　　　　　　　　**Co-education**

- Location　　　　　　　　　　　　　　**Semi-Urban**

- Financial Status　　　　　　　　　　**Grants-in aid**

- Name of the Affiliating University — **SIDHO KANHO BIRSHA UNIVERSITY**
- Name of the IQAC Coordinator — **Dr. Jyoti Prakash Mandal**
- Phone No. — **9531644055**
- Alternate phone No. — **9800850110**
- Mobile — **9531644055**
- IQAC e-mail address — **iqac.rnpc@raghunathpurcollege.ac.in**
- Alternate e-mail address — **rnpur_coll@rediffmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)

https://raghunathpurcollege.ac.in/images/pagepdf/1651313426490AQAR%202020-21.pdf

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

- if yes, whether it is uploaded in the Institutional website Web link:

https://raghunathpurcollege.ac.in/images/pagepdf/1647253754593ACADEMIC%20CALENDAR%20FOR%20THE%20SESSION%202021-22-converted.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**70.50**	**2006**	**02/02/2006**	**02/02/2011**
Cycle 2	**B**	**2.05**	**2015**	**03/03/2015**	**03/03/2020**

6.Date of Establishment of IQAC   **25/03/2008**

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
Dept of Physics / Dr Moumita Patra	**Collaborative Research Scheme(CRS) Project of UGC-DAE**	**UGC-DAE CSR**	**2022 for 1 year**	**45000**

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

- Upload latest notification of formation of IQAC

9.No. of IQAC meetings held during the year   `4`

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   `No`

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

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

- If yes, mention the amount

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

`IQAC made all out efforts & initiatives for contributes the following fields: 1. As per the direction of the State govt.'s COVID 19 protocol, arrangement were made for offline classes w.e.f November 2021 partly and 1st week of February fully`

`2. IQAC provided required supervision for infrastructure development like construction of 2nd floor on the New building& gents' toilet in the same building.`

`3. IQAC sensitized the students in offline classes to follow strictly the COVID protocols.`

`4. IQAC monitored CAS for promotion of 7 teachers`

`5. IQAC conducted meetings at regular intervals with teaching and non - teaching staff so as to run the college smoothly. Side by side encourage TC to organize cultural programme across the year for restoration of environment of the college as pre-COVID era.`

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
Plan of action for 2021 - 22 1. Installation of rain water harvesting .	in process
2. Installation of solar energy plants.	in process
3. Renovation of staff room.	in process
4. Completion and furnishing of 2nd floor of the new building (adjacent to Library) to provide adequate number of class rooms for students.	40 percent of work done
5. Construction of toilets for boys in the new building.	finished
6. Holding of more webinars by different departments for the benefit of both students & Teachers in the Institution.	World Environment Day observed on 5 June by Department of Botany. Cultural competition organized for students in June.
7. Installation of sanitary napkin vending machine.	already installed.

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

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
1.Name of the Institution	RAGHUNATHPUR COLLEGE
• Name of the Head of the institution	DR.PHALGUNI MUKHOPADHYAY
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• Upload latest notification of formation of	[View File]

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- 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	24/03/2022

15.Multidisciplinary / interdisciplinary

As the affiliating University, i.e., Sidho Kanho, Birsha University has introduced CBCS system in the yeaur 2017 so there here is a huge scope of implimentation of Multidisciplinary /

interdisciplinary education system. Students of science can take Arts subjects and vise versa.

16.Academic bank of credits (ABC):

There is no provision for academic bank of credits under current university regulations. We are, however, eager to implement it as soon as it is initiated by the affiliating university.

17.Skill development:

The college regularly hosts sports and cultural events which help students to develop atheletic skills and nurture creativity. Students of various departments regularly publishes wall magazines under the supervision of their teachers. The college also publishes an annual magzine, although it has not been published in the last few years due to the pandemic. The Career Counselling cell of the college advises students to take appropriate skill-development courses according to their specific career needs.

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

There is ample scope within the current syllabi to integrate indian knowledge systems within the courses of study pursued by students. The Departments of Bengali and Sanskrit not only teach students the rich literature produced in those languages but imbues them in the culture and traditions which are associated with thyem. The Department of Philosophy teaches Indian philosophy as part of the curriculum. All other departments try to make students aware of the contributions made by Indian thinkers across the ages to the common inheritance of human kind's knowledge.

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

While introducing students to their courses of study we clearly state the outcomes that they are expected to achieve at the end of the courses. The various departments of the college and career counselling cell always keep students aware of the myriad possibilities to which their chosen course of study might lead them. Teachers make every effort to make employability and practical applicaion of theoretical knowledge part of the outcomes students strive toward. We take particular care to recognize the unique potential of each individual student and to help her/ him achieve the appropriate learning outcome. Workshops and seminars are organized with a view to familiarizing students with the professional or academic requirements of the careers

they desire to pursue in future and how their current education may equip them for such careers.

20.Distance education/online education:

The college being the center of Netaji Subhas Open University offers Distance education/online education to those candidates who are unable to avail the formal education whatever the reasons behind.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	33

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	4628

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	3523

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	1110

File Description	Documents
Data Template	View File

3.Academic

3.1	**40**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**43**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	**30**
Total number of Classrooms and Seminar halls	
4.2	**3072970**
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	**76**
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

Before beginning of classes in each semester, the routine committee draws up a master routine in accordance with which departmental routines are prepared. Teaching assignments are decided upon at departmental meetings. Students are notified of the commencement of class and are also provided with other

necessary information regarding the conduct of the courses, e. g. course structure, course outcome, mode of instruction, etc. Classroom teaching is complemented by a host of pedagogic measures like seminars/ webinars, guest lectures, workshops, excursions, field-work, etc. The library is continually replenished with new books and journals to meet the requirement of all students. Active mentoring is carried out throughout the session to cater to the needs of both advanced and slow learners. Students are evaluated by means of class tests, presentations, and projects.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.raghunathpurcollege.ac.in/en?id=1643&linktitle=General%20Notice

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

The academic calendar is prepared at the beginning of the session, taking into consideration the university academic schedule as well as the list of national and state holidays. It stipulates the number of teaching days and proposes tentative dates of examinations, admission, registration, etc. Departments determine the dates of internal evaluation in accordance with the academic calendar and keep record of students' performance. The college adheres to the academic calendar in all its academic affairs unless directed otherwise by the university.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://raghunathpurcollege.ac.in/images/pagepdf/1647253754593ACADEMIC%20CALENDAR%20FOR%20THE%20SESSION%202021-22-converted.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.   A. All of the above

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	View File

1.2 - Academic Flexibility

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

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

31

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

2

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

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

48

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

48

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

1.3 - Curriculum Enrichment

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

Courses offered by the college incorporate issues relating to gender, environment and sustainability, human values and professional ethics. Issues related toenvironment and sustainability are integrated into the courses of Environmental studies, Zoology, Botany and Geography . Courses that teach human values in its curricula are Political Science, Commerce, English, Education. Professional ethics are imparted in the courses of English, Commerce and Education. Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the cocurricular and extracurricular activities also. Pol Sc department observed International Women's Day to make gender sensitive in terms ofgender equality.N.S.S. promotes environmental protection through tree plantation and other sustainable development programmes. Every year N.S.S. units undertake a host of activities in the vicinity of the college and in the adopted villages. N.S.S. organizes various environment-related programs including tree plantation, village cleanliness, plastic free drive, etc.The college makes efforts to disseminate ethical and human values throughextra-curricular activities also. Programmes conducted by N. S. S. and Political Science Department help to inculcate human values in students. Occasions such as Independence Day and Republic Day are celebratedto rousepatriotism in the youthsand instill moral values. Different social activities like Voter's Awareness Programme, Road Safety Campaign, Blood Donation camps, etc are organized from time to time by the college. Major gender

issues are addressed through different activities in the College.This year, however, some of the programmes could not be organised because of the COVID-19 pandemic .

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

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

2

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

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

57

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

E. None 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)	View File

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://raghunathpurcollege.ac.in/images/pagepdf/1670407235500Student%20Satisfaction%20Survey%20(Session_2021-22).pdf

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

7828

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

2083

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 various departments of the college regualrly conduct class tests and other evaluative processes in order to identify slow learners and advanced learners. We conduct tutorials and remedial classes to cater to the specific requirements of such students. Advanced students are encouraged to engage with intellectually stimulating problems and think on their own rather than concentrating solely on scoring well in exams. Furthermore, we try not to segragate students on the basis of their academic score but recognize the unique potential of each student and encourage apparently slow-lerners to explore and develop special faculties which they might possess.

File Description	Documents
Link for additional Information	nil
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
4628	40

File Description	Documents
Any additional information	View File

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

Raghunathpur College has a long tradition to use student-centric methods to ameliorate Teaching-Learning Process. As a strategy of experiential learning, Laboratory work, field work, project work are conducted in various departments as a part of course curriculum. Participative Learning is practiced through various activities such as group discussion, seminars, webinars, debates, quiz competition etc. organized by departments and college authority centrally as well. Students also participate in seminars, webinars, workshops and training programme organized by other organizations. Class tests are taken regularly, assignments are given to encourage self-study and independent learning of the students. ICT based classrooms, well-equipped library with separate reading room for teachers and students, huge computer Lab with internet facility facilitate teaching learning process. Aiming at all-round development of the students, they are entrusted with organizing various departmental activities (both academic and non-academic) that develop leadership quality and team spirit. This methodology, a combination of experiential learning and participative learning and learning by (out of syllabus) problem solving, in a broader sense prepares the students to cope up with real-life situations.

File Description	Documents
Upload any additional information	View File
Link for additional information	[nil](nil)

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

The college has three smart class rooms which all departments use according to their needs. Teachers use projectors and laptop

computers in classroom to enliven their lectures with audio-visual aids. Teachers and students use various online platforms like Google Meet, Zoom, Whatsapp etc. to communicate among themselves and share necessary information and study material. Teachers upload study materials and lectures in the college website. Webinars and guest lectures are regularly organized.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://raghunathpurcollege.ac.in/images/pagepdf/1640333402794RoomwithICT.pdf

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

75

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

2.4 - Teacher Profile and Quality

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

40

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

23

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

340

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 institution strictly follows the guidelines set by the university regarding internal assessments. Generally, internal assessments are conducted through written exams, lab practical, Assignment work, Seminar presentation, Viva, Field study, excursion report submission etc. Departments are at liberty to choose the mode of assessment most suitable to them. Moreover, the percentage of attendance in class is also taken into consideration at the time of internal assessment. Besides, Honours students are in continuous observation of the departmental faculties as well as other faculties of the college.

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

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

There is a complete and transparent mechanism followed by the college (regarding internal assessment). The mechanism followed by the college includes the following:-

- **Internal assessment is conducted as per the directives issued by S.K.B. University.**
- **The greater part of the syllabusis covered before the commencement of internal assessment.**
- **Students are informed of the tentative time of internal assessment during the pandemic through on-line modes.**
- **Mode of internal assessment is intimated to the students well ahead of time.**
- **Modalities of internal assessment include written examination and presentation wherever possible.**
- **During the pandemic,questions have been uploaded online. Students have been askedto submit their answers online within the stipulated time for evaluation by respective teachers.**
- **The university sets up atime frame within which such assessment is to be completed and the college complies with such schedules.**
- **After evaluation, marks of internal assessment are uploaded on the University Web Portal periodically within the time frame set by the University.**
- **Any query from the students regarding the questions set or topic of deliberation ispromptly answered to clear up any doubt or confusion.**

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the

Programmes offered by the institution.

The Institution follows a well-defined system of learning outcomes. The vision and mission of the institution are focused on imparting textual knowledge as well as value education through trained faculties to prepare the students for negotiating the challenges of contemporary era especially after globalization. The College has a mechanism in place to communicate learning outcomes of the Programs and Courses, which include the following: Hard copies of syllabi and course/program outcomes are available in the respective departments for ready reference of the teachers and students. Copy of curriculum is also uploaded on the college website. There is a segment in college website which contains e-resources provided by the faculties of the institution. College in collaboration with library has opened a career counseling cell, an additional attraction for the students who are interested in competitive exams. College library is also providing the access to various e-journals and e-contents including required study materials for competitive exams. Both students and faculties are beneficiaries of this facility.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	[NIL](NIL)
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

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

- **The achievement of learning outcome is measured through Internal Assessment and Remedial Classes**
- **Student Mentoring by the faculty members**
- **Day to day interaction with the students End Semester examination**
- **The individual departments ensure that quality contact hours outside the class are offered by individual professors in meeting students to clarify their academic queries and other matters.**
- **The Programme outcomes and course outcomes are evaluated by the faculties of the respective departments at the end of each semester after the publication of results. These results are then discussed and assessed at the meeting of the Teachers' council later on. Suggestions for improvement**

- are given to the students. The departments monitor their progress and attend to the specific needs of individual students.
- The various departments of the College also conduct class tests for students. The students are monitored so that the learning outcomes of the College is achieved.
- The achievement of learning outcome is ensuring through regular meetings of the students and when necessary the parents.

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

2.6.3 - Pass percentage of Students during the year

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

1052

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

2.7 - Student Satisfaction Survey

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

https://raghunathpurcollege.ac.in/images/pagepdf/1670407235500Student%20Satisfaction%20Survey%20(Session_2021-22).pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research

projects / endowments in the institution during the year (INR in Lakhs)

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

`0.45`

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	View File
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	View File
Paste link to funding agency website	https://www.csr.res.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

`00`

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

3.2 - Research Publications and Awards

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

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

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

03

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 normal classes resumed from the 1st week of February, 2022 with high precautionary mrasutres against COVID 19 pandemic both in the teachers and students in the institution. Butextension

activities in the localityby the students required their physical presence which was not permitted by the situation that time. However, students were sensitized to different social issues particularly against the advent of COVID 19 through class room lectures and in informal wasy on different occasion. At the same time the plan was framed to organize outreach programmes later onfor the holistic development of students.

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

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

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

0

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

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

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

7

File Description	Documents
Reports of the event organized	[View File](#)
Any additional information	[View File](#)
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

220

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

7

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has adequate infrastructure and physical facilities for teaching-learning: classrooms, laboratories, campus, equipments etc. The college encompasses a very large area spread over 27 acres of land. The College campus comprises of a main building with two annexed super-structures. All threebuildings provide adequate facility for optimal utilization of physical infrastructure for teaching learning activities.

Classrooms:- The college has 30 classrooms which can accommodate five thousand students (approx) attending different courses. The classrooms are adequately furnished, spacious, and full of natural air and light. Two large classrooms are equipped with smart boards. Many departments use projectors for presentation. But there is urgent need to increase class room to meet the damand of local students.

Seminar Hall:- The college has one seminar hall and two gallery rooms, one equipped with smart board. These halls are used frequently for conducting National/ International/ Sate level seminars. Students are trained for making presentations.

Tutorial rooms:- No separate classrooms are dedicated for tutorial/remedial classes, but the departments arrange oftheir own inititiatives for the same according to necessity.

Laboratories:- Several laboratories are there for different departments having practical classes in their syllabus. These

laboratories are adequately furnished and well-equipped as per requirement of curriculum.

Cultural Hall:- The college has a large cultural hall with 800 seating capacity. Cultural programmes are organized on different occasions.

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

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

The institution encourages sports and extracurricular activities to ensure a holistic development and all-roundp ersonality development of students. The college provides Physical Education as an elective subject to the students. They are trained in sports under the guidance of a qualified and specialized Physical Educational instructor. They are trained and encouraged to participate in various competitions including intra-college events, interuniversity events. Intra-college events are also organized by the college to encourage students to participate in sports. Track suits and all sporting gear are provided to the students. Cultural activities: The college has a Music Department and also provides Music as an elective subject in Programme courses.The college constantly encourages students to take part in extracurricular activities to cultivate leadership qualities and develop team spirit among them. Usually every year the college conducts cultural programmes.

Auditorium with a seating capacity of eight hundred is used for conducting different types of cultural programmes.

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

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

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	[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)

846472

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

4.2 - Library as a Learning Resource

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

Library Automation Process is going on with Koha Software. The database build-up process has started. The details of the software are listed below-

Software Name - Koha

Version - 19.05

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

4.2.2 - The institution has subscription for the `C. Any 2 of the above` **following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

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

`0.9444`

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

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

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

`29`

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

4.3 - IT Infrastructure

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

The institution has broadband connection running at the Office of the Principal, Library and IQAC Room at a speed above 50 MBPS data. There is no provision of wi-fi at our college at present. There is a computer laboratories, and all the departments are equipped with computer andprinter without any internet connection. LCD projectorfacilities are installed in 3 rooms. The regular maintenance and upgradation of computers and related accessories is done by the local vendor as and when required. The college website is regularly updated to provide online access to notices, events, feedback collection, online learning facilities for the students and all stakeholders.

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

4.3.2 - Number of Computers

58

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

846472

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.

Building Infrastructure: A constant effort is made to provide safe and secure space for equipmentand tools.Construction, repair and maintenance of the main building and physical infrastructure like water facility, power supply and maintenance of campus are supervised by the Head of the institution.

Laboratory Equipmentand machines: Every department maintains stock registers for keeping the list of chemicals, glassware, equipmentand other instruments used in the laboratory. They also maintain consumption register regularly to keep account of the usedmaterial and non-functional glassware, miscellaneous items etc.

Computer and IT infrastructure: We maintain stock register and deadstock register regularly to keep record of the functional and nonfunctional items. Maintenance and upgradingis looked after at

departmental level (BCA) and concerned technicians and service providersare hired whenever necessary.

Furniture related items: The Head of the Institution looks after the maintenance and minor repair work of the furniture and fixtures and other physical infrastructure.

Maintenance of Library/ Library Materials: Accession and deadstock registers are regularly maintained to keep the record of updated and dead stock accessions. The sports department regularly maintains the stock register for the equipmentand materials related to the sports. The deadstock register is also maintained to keep record of functionaland non-functional items.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

4430

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

109

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	[View File](#)
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	View File
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 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

B. Any 3 of the above

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

16

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

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

5.2.2.1 - Number of outgoing student progression to higher education

180

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	<u>View File</u>

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

40

File Description	Documents
Upload supporting data for the same	<u>View File</u>
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.

1

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 unive rsity/state/national/international level (During the year) (Data Template)	[View File](#)

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

In general, the Students Council is comprised of the elected members from among the students through the process of election. Butthe students' election process has been suspended by the Higher Education Department, Government of West Bengal since 2018.

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

4

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

There is an Alumni Association of the college that contributes to the development of the institution through their supportive services. It is not yet registered. The Department of Chemistry has a very effective Alumni Association which financially helps the needy students for their higher education. In addition, they donate books to the departmental library. They also help financially to conduct national seminar in the department of chemistry. Apart from these, they also provide valuable information regarding the scope of various job positions including PHD and Postdoctoral scope. Dept. of English also have a separate Departmental Alumi Association.

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

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

File Description	Documents
Upload any additional information	View File

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

Imparting holistic and quality education to students coming from all strata of society and helping them understand and realize their full potential is the mission of the college. We are also committed to making education a means of empowerment for underprivileged students. We envision education as a liberating force which is enshrined in our motto: 'sa vidya ya vimuktaye'.

The governance of the college is aimed at providing the best possible education to students of this economically backward region despite the inadequacy of infrastructure and funding. Participation of all stakeholders is solicited for the running of the institution. At the beginning of the session, Teachers' Council nominates the members of various committees entrusted with the conduct of specific activities. Teachers' representatives in the Governing Body and the IQAC ensure that the policies adopted serve the interests of students in the best possible way. Mentoring is done continuously to meet the academic and emotional needs of students. Feedback is regularly collected from all stakeholders including students and their suggestions are acted upon after careful consideration.

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

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

At the outset of the academic year, the composition of the sub-committees entrusted with specific tasks pertaining to the management of the institution is determined at a meeting of the teachers' council. The members of the sub-committees are nominated by the members of the teachers' council after extensive discussions and the composition of these bodies are regularly reshuffled to ensure uniform distribution of responsibilities among teachers with a view to ensuring efficient management of the institution and professional growth of its faculty. The Governing Body, IQAC and all sub-committees are constituted by teacher's representatives while administrative committees include non-

teaching staff representatives. Decisions regarding policy, admission, examination, discipline, grievance and other important aspects of the governance of the institution are collectively taken by the Principal, Governing Body, Teachers' Council and the IQAC. The departments exercise considerable autonomy in making decisions regarding the mode of teaching and evaluation as well as organization of seminars and lectures. The college encourages a spirit of collaboration among the departments in order to pursue academic excellence and administrative efficiency.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution strives to put its strategic/ perspective plan to practice by closely monitoring the progress and outcome of its various projects. The sub-committees furnish reports from time to time documenting the progress of various projects they are entrusted with and the difficulties they encounter. These reports are properly evaluated and necessary measures are taken to expedite the work.

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

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

As a government-aided college, this institution is fully governed in matters of administrative setup, appointment and service rules, procedures by the rules and regulations of the Higher Education Department of West Bengal Government. Curriculum and the modalities of examination are determined by Sidho-Kanho-Birsha University to which the college is affiliated. The Governing Body,

the Principal, the heads of the departments and the various academic and administrative sub-committees of the college all work in unison to effectively realize the policies and conform to the rules drawn up by the government and the affiliating university.

File Description	Documents
Paste link for additional information	NIL
Link to Organogram of the Institution webpage	NIL
Upload any additional information	No File Uploaded

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

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

Being aGovt. sponsored college, the Govt. of West Bengal offers the following welfare schemes for all its employees.

1) General Provident fund for the employees of the college.

2) Retirement benefits like Pension including Family pension and gratuity

3) 15 days casual leave, 30 days earned leave in a year.

4)Maternity (180 days- maximum) and paternity (15 days) leave and

720 days child care leave for women employes - maximum for two children

5) Maximum 300 days leave encashment benefits to its employees.

6) Dress allowance isprovided to the non-teaching staff once in a year.

7) Interest-free Duga Puja Advances are provided to the employees.

8) There is aregistered ECCS in the college which provides emergeny loans and other loans to the staff.

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

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

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

0

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

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

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

0

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

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

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

13

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

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

The Performance Appraisal System for teaching and non-teaching staff is followed as per the Government Guidelines.The Internal Quality Assurance Cell (IQAC) of the institution invites applications from the faculty members in the prescribed proforma

during their promotion, which are verified and checked by the IQAC and the Head of the Institution and then forwarded to the Screening/Selection Committee comprising of the Government Nominee and the Subject Experts from the affiliating University. The verified files are then subsequently sent to the Department of Higher Education, Government of West Bengal for necessary action.

For non-teaching staff there is no such provisionof Performance Apprisal System as per govt norms.

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

6.4 - Financial Management and Resource Mobilization

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

Financial audit of the accounts is an important process and is strictly conducted by the rules of the government of West Bengal for the sponsered colleges of West Bengal. The college undergoes an external audit conducted as per guidelines of the higher education department , Govt. of West Bengal. External audit firm verify and confirm all finance related documents. Report of audit issubmitted to the Higher Education Department and Directorate of Public Instruction, Govt. of West Bengal .All the financial process in the college is strictly monitored by the Principal of the College. The copies of the audit are also preserved in the college for record.

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

1) All financial policies are framedby the Governing Body.

2) Depending on the availability of funds, Governing Body allocate it on priority basis under different heads like infrastructure development, ICTfacilities, purchase of library books etc.

3) After meetingthe necessary expenditures, the surplus amount is deposited in bank as fixed deposit according to the decision in the Governing Body to earn some additional income as interest.

4)Computer Lab and other smart class rooms are used duringthe college hours as and when necessary by the departments according to the master routine.

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

6.5 - Internal Quality Assurance System

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

IQAC largely contributes to the implementation of strategic plans in different fields

1) Extending coopertion and all helps to the authorities for online admission of new students

2) Human resource mangement, properholding of classes,CAS of the

teachers, etc.

3) Dealing with students' affairs like monitoring Grievance Cell, gender issues, antisextual harrassment cell, etc

4) Recomendation for updating library facilities

5) Encouragingteachers to undertake more research activities.

6) Tree plantation by every newteacher to increase environmental awareness among the faculty and students .

7) Encouragingteachers for holding remedial classes for academically weak students.

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

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

IQAC largely contributes to the implementation ofstrategic plans in different fields 1) Extending coopertion for online admission. 2) Human resource mangement including holding classes,CAS of the teachers etc. 3) Dealing with students' affairs 4) Recomendation for updatinglibrary facilities 5) Encourages teachers to undertake research activities. 6) Tree plantation by teachers. 7) To encourage teachers for holding remedial classes for academically weak students.

Some of the activites of IQAC in this regard are:1. Academic monitoring: The academic monitoring committee supervises the regularity and quality of classes taken. 2.Personal care for exceptional and backward students : The teachers conduct specialc lasses and interactive sessions for the students wherever needed. 3.Syllabus Monitoring: The Principal and theIQAC Coordinator are to ensurethat the prescribed syllabus is completed within stipulated time.4. Result review: Regular analysis of the result for each department and suggesting some measures for improvement if necessary.

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

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
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

Institution shows gender sensitivity in its functionings. The awareness of gender equity is fostered through various activities.

a).Safety and security : Women development cell isled by a senior female teaching member. It is a good and healthy sign of academic work place that no pronounced complaint has been lodged by any girl student.

b) Counselling: The female faculty members in particular are advised to counsel girl students in class, parks, library, common room (wherever it suits them)to create awareness about sexual

harassment either collectively or individually, as the situation demands. The male students are also sensitised regarding gender equity from time to time in classes and various other college programmes

c) Dedicated Common room for girl studentswith attached toilets are avilable in the college.

d) Sanitary napkin vending machine already installed in the Girls Common rooom.

e) College celebrate International Womens Day to in crease the awarness of gender euality.

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

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

D. Any 1 of the above

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

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

There is no set up or provision for waste management in the college campus - liquid, biomedical, e waste or hazardous chemical and radioactive waste management. Waste recycling is also not practised.However, as a part of solid waste management,On-campus

solid waste generated from various potential sources such as academic buildings, cafeteria, garden, etc. are disposed of by cleaning staff deployed at various locations on campus. Garbage cans with dry and wet waste markings are located at various locations on campus. Some rubbish bins will be placed in the classrooms and laboratories. Rubbish bins are also placed in front of the canteen and in the corridors. Invalid Student Answer Sheets will be shipped to the local retailer where they will be destroyed under supervision.Degradable waste such as plant leaves and garden material are dumped into a pit that can be reused as fertilizer for the garden itself. For disposal of the solid waste generated in the institute such as mixed paper, mixed plastic, cardboard, plastic bottles, canteen plastic, metal, etc. Biodegradable waste such as garden waste and tree leaves are also disposed of on campus.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus   E. None of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: B. Any 3 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	<u>View File</u>

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

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

D. Any 1 of the above

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

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

D. Any 1 of the above

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

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

The Institution is sincere in providing an inclusive environment inculcating the values of tolerance and harmony towards cultural, regional, linguistic, communal, socio economic and other diversities. During Admission process, seats are reserved for SC, ST, OBC-A, OBC-B, physically challenged category according to Government admission policy maintaining diversity in the student profile. College offers reasonable Fee structure to provide education to all. Students belonging to economically challenged sections can apply to the Principal for Half free ship or full free ship . Teachers' Council also has a provision for providing economic assistance to needy students. Departmental teachers provide financial assistance at their level to the needy students. Excursions, Picnics, Sports and cultural programmes etc. promote mutual harmony and happiness. Celebration of International Mother Language Day (21.02.2022) inspired to love one's own mother language and to respect others' too. A friendly Football match among teachers and non-teaching staffs was held (25.02.2022) to strengthen the bonding between them. By celebrating International Women's Day (08.03.2022), an effort towards establishing gender equality was made. All Departments work sincerely to cater to the needs of the first generation learners from socially challenged background as well as of all students irrespective of religion, caste, creed and gender.

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

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

The Institution takes utmost effort for sensitization of the students and the employees towards the values, duties, rights and responsibilities of the citizens. Like every year, the institution celebrated Independence Day and Republic Day. Department of Political Science organized a programme on Constitution Day (26.11.2021) to highlight the importance of constitution in a democratic republic and to make aware of the rights, duties and responsibilities of citizens. Fit India Freedom Run 2.0 was organized in college playground on 24.09.2021. Students and employees of the Institution were encouraged to take Data Privacy Pledge as a responsible citizen to protect data loss and data theft on the occasion of Data Privacy Day (28.01.2022).To make students aware of Human Rights, Department of Political Science organized an event to celebrate 'Women's Day' On 08.03.2022.

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   **C. Any 2 of the above**
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	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Every year, the institution celebrates/organizes national and international commemorative days, events and festivals in the college campus. Owing to the COVID-19 pandemic situation, some events were organized virtually during the 1st half of the academic session 2021-22 and some in the college premises with active participation of students, faculty members and non-teaching staff. Different departments, committees and NSS units of the institution organised different events. The events included Celebration of 75th Independence Day (15-08-2021), Teachers' Day Celebration (05-09-2021), Seminar organized by Department of Political Science to celebrate Constitutuion Day(26.11.2021), Republic Day Celebration (26-01-2022), Celebration of International Mother language Day (21-02-2022), National Science Day (28.02.2022) by Department of Physics, Celebration of International Women's Day (08-03-2021)by Political Science Department to create awareness on human rights, Celebration of World Environment Day (05-06-2021), International Yoga Day(21.06.2021).

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	**No File Uploaded**

7.2 - Best Practices

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

1. As best practice TC felicitates students who score highest marks in university exams and reigister highest attendence in classes. These measures are intended to encourage students to study harder and participate in classroom activities.

2. To fight the ill effects of deforestation and environmental pollution, the college takes several initiative to plant trees and keep the college campus and its vicinity pollution free. The college has a long tradition of welcomingevery new teacher by assigning him the task of planting a sapling. This effort may seem little but the gesture goes a long way in creating an atmosphere of concern for protecting environment.

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

Inclusive education without compromising quality is one of the domains of our institutional distinctiveness. Best quality teaching to all sections of the society irrespective of religion, caste, creed, gender and economic situation is our priority area. Full free-ship and half free-ship are allowed tostudents who are from socially/economically challenged backgrounds to get education in our college. Government policy regarding reservation ofseats for SC, ST, OBC-A (Muslim) and OBC-B students is followed. Students of several departments secure top positions in the university exams adding to the glory of the institute.

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

Before beginning of classes in each semester, the routine committee draws up a master routine in accordance with which departmental routines are prepared. Teaching assignments are decided upon at departmental meetings. Students are notified of the commencement of class and are also provided with other necessary information regarding the conduct of the courses, e. g. course structure, course outcome, mode of instruction, etc. Classroom teaching is complemented by a host of pedagogic measures like seminars/ webinars, guest lectures, workshops, excursions, field-work, etc. The library is continually replenished with new books and journals to meet the requirement of all students. Active mentoring is carried out throughout the session to cater to the needs of both advanced and slow learners. Students are evaluated by means of class tests, presentations, and projects.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.raghunathpurcollege.ac.in/en?id=1643&linktitle=General%20Notice

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

The academic calendar is prepared at the beginning of the session, taking into consideration the university academic schedule as well as the list of national and state holidays. It stipulates the number of teaching days and proposes tentative dates of examinations, admission, registration, etc. Departments determine the dates of internal evaluation in accordance with the academic calendar and keep record of students' performance. The college adheres to the academic calendar in all its academic affairs unless directed otherwise by the university.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://raghunathpurcollege.ac.in/images/pagepdf/1647253754593ACADEMIC%20CALENDAR%20FOR%20THE%20SESSION%202021-22-converted.pdf

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

1.2 - Academic Flexibility

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

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

31

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

2

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

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

48

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

48

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

1.3 - Curriculum Enrichment

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

Courses offered by the college incorporate issues relating to gender, environment and sustainability, human values and

professional ethics. Issues related toenvironment and sustainability are integrated into the courses of Environmental studies, Zoology, Botany and Geography . Courses that teach human values in its curricula are Political Science, Commerce, English, Education. Professional ethics are imparted in the courses of English, Commerce and Education. Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the cocurricular and extracurricular activities also. Pol Sc department observed International Women's Day to make gender sensitive in terms ofgender equality.N.S.S. promotes environmental protection through tree plantation and other sustainable development programmes. Every year N.S.S. units undertake a host of activities in the vicinity of the college and in the adopted villages. N.S.S. organizes various environment-related programs including tree plantation, village cleanliness, plastic free drive, etc.The college makes efforts to disseminate ethical and human values throughextra-curricular activities also. Programmes conducted by N. S. S. and Political Science Department help to inculcate human values in students. Occasions such as Independence Day and Republic Day are celebratedto rousepatriotism in the youthsand instill moral values. Different social activities like Voter's Awareness Programme, Road Safety Campaign, Blood Donation camps, etc are organized from time to time by the college. Major gender issues are addressed through different activities in the College.This year, however, some of the programmes could not be organised because of the COVID-19 pandemic .

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

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

2

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

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

57

File Description	Documents
Any additional information	[View File](#)
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**E. None 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)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://raghunathpurcollege.ac.in/images/pagepdf/1670407235500Student%20Satisfaction%20Survey%20(Session_2021-22).pdf

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

7828

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

2083

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 various departments of the college regualrly conduct class tests and other evaluative processes in order to identify slow learners and advanced learners. We conduct tutorials and remedial classes to cater to the specific requirements of such students. Advanced students are encouraged to engage with intellectually stimulating problems and think on their own rather than concentrating solely on scoring well in exams. Furthermore, we try not to segragate students on the basis of their academic score but recognize the unique potential of each student and encourage apparently slow-lerners to explore and develop special faculties which they might possess.

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

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

Number of Students	Number of Teachers
4628	**40**

File Description	Documents
Any additional information	[View File](#)

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

Raghunathpur College has a long tradition to use student-centric methods to ameliorate Teaching-Learning Process. As a strategy of experiential learning, Laboratory work, field work,

project work are conducted in various departments as a part of course curriculum. Participative Learning is practiced through various activities such as group discussion, seminars, webinars, debates, quiz competition etc. organized by departments and college authority centrally as well. Students also participate in seminars, webinars, workshops and training programme organized by other organizations. Class tests are taken regularly, assignments are given to encourage self-study and independent learning of the students. ICT based classrooms, well-equipped library with separate reading room for teachers and students, huge computer Lab with internet facility facilitate teaching learning process. Aiming at all-round development of the students, they are entrusted with organizing various departmental activities (both academic and non-academic) that develop leadership quality and team spirit. This methodology, a combination of experiential learning and participative learning and learning by (out of syllabus) problem solving, in a broader sense prepares the students to cope up with real-life situations.

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

The college has three smart class rooms which all departments use according to their needs. Teachers use projectors and laptop computers in classroom to enliven their lectures with audio-visual aids. Teachers and students use various online platforms like Google Meet, Zoom, Whatsapp etc. to communicate among themselves and share necessary information and study material. Teachers upload study materials and lectures in the college website. Webinars and guest lectures are regularly organized.

File Description	Documents
Upload any additional information	<u>View File</u>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<u>https://raghunathpurcollege.ac.in/images/pagepdf/1640333402794RoomwithICT.pdf</u>

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

75

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

2.4 - Teacher Profile and Quality

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

40

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

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

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

23

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

340

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 institution strictly follows the guidelines set by the university regarding internal assessments. Generally, internal assessments are conducted through written exams, lab practical, Assignment work, Seminar presentation, Viva, Field study, excursion report submission etc. Departments are at liberty to choose the mode of assessment most suitable to them. Moreover, the percentage of attendance in class is also taken into consideration at the time of internal assessment. Besides, Honours students are in continuous observation of the departmental faculties as well as other faculties of the college.

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

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

There is a complete and transparent mechanism followed by the college (regarding internal assessment). The mechanism followed by the college includes the following:-

- **Internal assessment is conducted as per the directives issued by S.K.B. University.**
- **The greater part of the syllabusis covered before the commencement of internal assessment.**
- **Students are informed of the tentative time of internal assessment during the pandemic through on-line modes.**
- **Mode of internal assessment is intimated to the students well ahead of time.**
- **Modalities of internal assessment include written examination and presentation wherever possible.**
- **During the pandemic,questions have been uploaded online. Students have been askedto submit their answers online within the stipulated time for evaluation by respective teachers.**
- **The university sets up atime frame within which such assessment is to be completed and the college complies with such schedules.**
- **After evaluation, marks of internal assessment are uploaded on the University Web Portal periodically within the time frame set by the University.**
- **Any query from the students regarding the questions set or topic of deliberation ispromptly answered to clear up any doubt or confusion.**

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the

Programmes offered by the institution.

The Institution follows a well-defined system of learning outcomes. The vision and mission of the institution are focused on imparting textual knowledge as well as value education through trained faculties to prepare the students for negotiating the challenges of contemporary era especially after globalization. The College has a mechanism in place to communicate learning outcomes of the Programs and Courses, which include the following: Hard copies of syllabi and course/program outcomes are available in the respective departments for ready reference of the teachers and students. Copy of curriculum is also uploaded on the college website. There is a segment in college website which contains e-resources provided by the faculties of the institution. College in collaboration with library has opened a career counseling cell, an additional attraction for the students who are interested in competitive exams. College library is also providing the access to various e-journals and e-contents including required study materials for competitive exams. Both students and faculties are beneficiaries of this facility.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	NIL
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

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

- **The achievement of learning outcome is measured through Internal Assessment and Remedial Classes**
- **Student Mentoring by the faculty members**
- **Day to day interaction with the students End Semester examination**
- **The individual departments ensure that quality contact hours outside the class are offered by individual professors in meeting students to clarify their academic queries and other matters.**
- **The Programme outcomes and course outcomes are evaluated by the faculties of the respective departments at the end of each semester after the publication of results. These**

> results are then discussed and assessed at the meeting of the Teachers' council later on. Suggestions for improvement are given to the students. The departments monitor their progress and attend to the specific needs of individual students.
> - The various departments of the College also conduct class tests for students. The students are monitored so that the learning outcomes of the College is achieved.
> - The achievement of learning outcome is ensuring through regular meetings of the students and when necessary the parents.

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

2.6.3 - Pass percentage of Students during the year

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

1052

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

2.7 - Student Satisfaction Survey

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

https://raghunathpurcollege.ac.in/images/pagepdf/1670407235500Student%20Satisfaction%20Survey%20(Session_2021-22).pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0.45

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
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	View File
Paste link to funding agency website	https://www.csr.res.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

00

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

3.2 - Research Publications and Awards

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

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

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

03

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 normal classes resumed from the 1st week of February, 2022 with high precautionary mrasutres against COVID 19 pandemic

both in the teachers and students in the institution. Butextension activities in the localityby the students required their physical presence which was not permitted by the situation that time. However, students were sensitized to different social issues particularly against the advent of COVID 19 through class room lectures and in informal wasy on different occasion. At the same time the plan was framed to organize outreach programmes later onfor the holistic development of students.

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

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

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

0

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

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

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

7

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

220

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

7

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has adequate infrastructure and physical facilities for teaching-learning: classrooms, laboratories, campus, equipments etc. The college encompasses a very large area spread over 27 acres of land. The College campus comprises of a main building with two annexed super-structures. All threebuildings provide adequate facility for optimal utilization of physical infrastructure for teaching learning activities.

Classrooms:- The college has 30 classrooms which can accommodate five thousand students (approx) attending different courses. The classrooms are adequately furnished, spacious, and full of natural air and light. Two large classrooms are equipped with smart boards. Many departments use projectors for presentation. But there is urgent need to increase class room to meet the damand of local students.

Seminar Hall:- The college has one seminar hall and two gallery rooms, one equipped with smart board. These halls are used frequently for conducting National/ International/ Sate level seminars. Students are trained for making presentations.

Tutorial rooms:- No separate classrooms are dedicated for tutorial/remedial classes, but the departments arrange oftheir

own inititiatives for the same according to necessity.

Laboratories:- Several laboratories are there for different departments having practical classes in their syllabus. These laboratories are adequately furnished and well-equipped as per requirement of curriculum.

Cultural Hall:- The college has a large cultural hall with 800 seating capacity. Cultural programmes are organized on different occasions.

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

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

The institution encourages sports and extracurricular activities to ensure a holistic development and all-roundp ersonality development of students. The college provides Physical Education as an elective subject to the students. They are trained in sports under the guidance of a qualified and specialized Physical Educational instructor. They are trained and encouraged to participate in various competitions including intra-college events, interuniversity events. Intra-college events are also organized by the college to encourage students to participate in sports. Track suits and all sporting gear are provided to the students. Cultural activities: The college has a Music Department and also provides Music as an elective subject in Programme courses.The college constantly encourages students to take part in extracurricular activities to cultivate leadership qualities and develop team spirit among them. Usually every year the college conducts cultural programmes.

Auditorium with a seating capacity of eight hundred is used for conducting different types of cultural programmes.

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

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

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	View File
Paste link for additional information	[NIL](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)

846472

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

4.2 - Library as a Learning Resource

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

Library Automation Process is going on with Koha Software. The database build-up process has started. The details of the software are listed below-

Software Name - Koha

Version - 19.05

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**C. Any 2 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)

0.9444

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

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

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

29

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

4.3 - IT Infrastructure

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

The institution has broadband connection running at the Office of the Principal, Library and IQAC Room at a speed above 50 MBPS data. There is no provision of wi-fi at our college at present. There is a computer laboratories, and all the departments are equipped with computer andprinter without any internet connection. LCD projectorfacilities are installed in 3 rooms. The regular maintenance and upgradation of computers and related accessories is done by the local vendor as and when required. The college website is regularly updated to provide online access to notices, events, feedback collection, online learning facilities for the students and all stakeholders.

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

4.3.2 - Number of Computers

58

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

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

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

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

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

846472

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.

Building Infrastructure: A constant effort is made to provide safe and secure space for equipmentand tools.Construction, repair and maintenance of the main building and physical

infrastructure like water facility, power supply and
maintenance of campus are supervised by the Head of the
institution.

Laboratory Equipmentand machines: Every department maintains
stock registers for keeping the list of chemicals, glassware,
equipmentand other instruments used in the laboratory. They
also maintain consumption register regularly to keep account of
the usedmaterial and non-functional glassware, miscellaneous
items etc.

Computer and IT infrastructure: We maintain stock register and
deadstock register regularly to keep record of the functional
and nonfunctional items. Maintenance and upgradingis looked
after at departmental level (BCA) and concerned technicians and
service providersare hired whenever necessary.

Furniture related items: The Head of the Institution looks
after the maintenance and minor repair work of the furniture
and fixtures and other physical infrastructure.

Maintenance of Library/ Library Materials: Accession and
deadstock registers are regularly maintained to keep the record
of updated and dead stock accessions. The sports department
regularly maintains the stock register for the equipmentand
materials related to the sports. The deadstock register is also
maintained to keep record of functionaland non-functional
items.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

4430

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

109

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	View File
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	View File
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 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	**B. Any 3 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	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

16

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

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

5.2.2.1 - Number of outgoing student progression to higher education

180

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

40

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

5.3 - Student Participation and Activities

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

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

1

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

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

In general, the Students Council is comprised of the elected members from among the students through the process of election. Butthe students' election process has been suspended by the Higher Education Department, Government of West Bengal since 2018.

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

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

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

4

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

There is an Alumni Association of the college that contributes to the development of the institution through their supportive services. It is not yet registered. The Department of Chemistry has a very effective Alumni Association which financially helps the needy students for their higher education. In addition, they donate books to the departmental library. They also help financially to conduct national seminar in the department of chemistry. Apart from these, they also provide valuable information regarding the scope of various job positions including PHD and Postdoctoral scope. Dept. of English also have a separate Departmental Alumi Association.

File Description	Documents
Paste link for additional information	[NIL](#)
Upload any additional information	[View File](#)

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

File Description	Documents
Upload any additional information	[View File](#)

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

Imparting holistic and quality education to students coming from all strata of society and helping them understand and realize their full potential is the mission of the college. We are also committed to making education a means of empowerment for underprivileged students. We envision education as a liberating force which is enshrined in our motto: 'sa vidya ya vimuktaye'.

The governance of the college is aimed at providing the best possible education to students of this economically backward region despite the inadequacy of infrastructure and funding. Participation of all stakeholders is solicited for the running of the institution. At the beginning of the session, Teachers' Council nominates the members of various committees entrusted with the conduct of specific activities. Teachers' representatives in the Governing Body and the IQAC ensure that the policies adopted serve the interests of students in the best possible way. Mentoring is done continuously to meet the academic and emotional needs of students. Feedback is regularly collected from all stakeholders including students and their suggestions are acted upon after careful consideration.

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

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

At the outset of the academic year, the composition of the sub-committees entrusted with specific tasks pertaining to the management of the institution is determined at a meeting of the teachers' council. The members of the sub-committees are nominated by the members of the teachers' council after extensive discussions and the composition of these bodies are regularly reshuffled to ensure uniform distribution of responsibilities among teachers with a view to ensuring efficient management of the institution and professional growth of its faculty. The Governing Body, IQAC and all sub-committees

are constituted by teacher's representatives while administrative committees include non-teaching staff representatives. Decisions regarding policy, admission, examination, discipline, grievance and other important aspects of the governance of the institution are collectively taken by the Principal, Governing Body, Teachers' Council and the IQAC. The departments exercise considerable autonomy in making decisions regarding the mode of teaching and evaluation as well as organization of seminars and lectures. The college encourages a spirit of collaboration among the departments in order to pursue academic excellence and administrative efficiency.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution strives to put its strategic/ perspective plan to practice by closely monitoring the progress and outcome of its various projects. The sub-committees furnish reports from time to time documenting the progress of various projects they are entrusted with and the difficulties they encounter. These reports are properly evaluated and necessary measures are taken to expedite the work.

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

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

As a government-aided college, this institution is fully governed in matters of administrative setup, appointment and service rules, procedures by the rules and regulations of the

Higher Education Department of West Bengal Government. Curriculum and the modalities of examination are determined by Sidho-Kanho-Birsha University to which the college is affiliated. The Governing Body, the Principal, the heads of the departments and the various academic and administrative sub-committees of the college all work in unison to effectively realize the policies and conform to the rules drawn up by the government and the affiliating university.

File Description	Documents
Paste link for additional information	NIL
Link to Organogram of the Institution webpage	NIL
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

Being aGovt. sponsored college, the Govt. of West Bengal offers the following welfare schemes for all its employees.

1) General Provident fund for the employees of the college.

2) Retirement benefits like Pension including Family pension and gratuity

3) 15 days casual leave, 30 days earned leave in a year.

4)Maternity (180 days- maximum) and paternity (15 days) leave and 720 days child care leave for women employes - maximum for two children

5) Maximum 300 days leave encashment benefits to its employees.

6) Dress allowance isprovided to the non-teaching staff once in a year.

7) Interest-free Duga Puja Advances are provided to the employees.

8) There is aregistered ECCS in the college which provides emergeny loans and other loans to the staff.

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

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

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

0

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

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

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

0

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

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

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

13

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

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

The Performance Appraisal System for teaching and non-teaching

staff is followed as per the Government Guidelines.The Internal Quality Assurance Cell (IQAC) of the institution invites applications from the faculty members in the prescribed proforma during their promotion, which are verified and checked by the IQAC and the Head of the Institution and then forwarded to the Screening/Selection Committee comprising of the Government Nominee and the Subject Experts from the affiliating University. The verified files are then subsequently sent to the Department of Higher Education, Government of West Bengal for necessary action.

For non-teaching staff there is no such provisionof Performance Apprisal System as per govt norms.

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

6.4 - Financial Management and Resource Mobilization

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

Financial audit of the accounts is an important process and is strictly conducted by the rules of the government of West Bengal for the sponsered colleges of West Bengal. The college undergoes an external audit conducted as per guidelines of the higher education department , Govt. of West Bengal. External audit firm verify and confirm all finance related documents. Report of audit issubmitted to the Higher Education Department and Directorate of Public Instruction, Govt. of West Bengal .All the financial process in the college is strictly monitored by the Principal of the College. The copies of the audit are also preserved in the college for record.

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

1) All financial policies are framedby the Governing Body.

2) Depending on the availability of funds, Governing Body allocate it on priority basis under different heads like infrastructure development, ICTfacilities, purchase of library books etc.

3) After meetingthe necessary expenditures, the surplus amount is deposited in bank as fixed deposit according to the decision in the Governing Body to earn some additional income as interest.

4)Computer Lab and other smart class rooms are used duringthe college hours as and when necessary by the departments according to the master routine.

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

6.5 - Internal Quality Assurance System

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

IQAC largely contributes to the implementation of strategic plans in different fields

1) Extending coopertion and all helps to the authorities for online admission of new students

2) Human resource mangement, properholding of classes,CAS of the teachers, etc.

3) Dealing with students' affairs like monitoring Grievance Cell, gender issues, antisextual harrassment cell, etc

4) Recomendation for updating library facilities

5) Encouragingteachers to undertake more research activities.

6) Tree plantation by every newteacher to increase environmental awareness among the faculty and students .

7) Encouragingteachers for holding remedial classes for academically weak students.

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

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

IQAC largely contributes to the implementation ofstrategic plans in different fields 1) Extending coopertion for online admission. 2) Human resource mangement including holding classes,CAS of the teachers etc. 3) Dealing with students' affairs 4) Recomendation for updatinglibrary facilities 5) Encourages teachers to undertake research activities. 6) Tree plantation by teachers. 7) To encourage teachers for holding remedial classes for academically weak students.

Some of the activites of IQAC in this regard are:1. Academic monitoring: The academic monitoring committee supervises the regularity and quality of classes taken. 2.Personal care for exceptional and backward students : The teachers conduct

specialc lasses and interactive sessions for the students wherever needed. 3.Syllabus Monitoring: The Principal and theIQAC Coordinator are to ensurethat the prescribed syllabus is completed within stipulated time.4. Result review: Regular analysis of the result for each department and suggesting some measures for improvement if necessary.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
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

Institution shows gender sensitivity in its functionings. The awareness of gender equity is fostered through various

activities.

a).Safety and security : Women development cell isled by a senior female teaching member. It is a good and healthy sign of academic work place that no pronounced complaint has been lodged by any girl student.

b) Counselling: The female faculty members in particular are advised to counsel girl students in class, parks, library, common room (wherever it suits them)to create awareness about sexual harassment either collectively or individually, as the situation demands. The male students are also sensitised regarding gender equity from time to time in classes and various other college programmes

c) Dedicated Common room for girl studentswith attached toilets are avilable in the college.

d) Sanitary napkin vending machine already installed in the Girls Common rooom.

e) College celebrate International Womens Day to in crease the awarness of gender euality.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

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

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

There is no set up or provision for waste management in the college campus - liquid, biomedical, e waste or hazardous chemical and radioactive waste management. Waste recycling is also not practised.However, as a part of solid waste management,On-campus solid waste generated from various potential sources such as academic buildings, cafeteria, garden, etc. are disposed of by cleaning staff deployed at various locations on campus. Garbage cans with dry and wet waste markings are located at various locations on campus. Some rubbish bins will be placed in the classrooms and laboratories. Rubbish bins are also placed in front of the canteen and in the corridors. Invalid Student Answer Sheets will be shipped to the local retailer where they will be destroyed under supervision.Degradable waste such as plant leaves and garden material are dumped into a pit that can be reused as fertilizer for the garden itself. For disposal of the solid waste generated in the institute such as mixed paper, mixed plastic, cardboard, plastic bottles, canteen plastic, metal, etc. Biodegradable waste such as garden waste and tree leaves are also disposed of on campus.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge	E. None of the above

Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

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

7.1.5 - Green campus initiatives include

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

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**

B. Any 3 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

D. Any 1 of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**D. Any 1 of the above**

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

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

The Institution is sincere in providing an inclusive environment inculcating the values of tolerance and harmony towards cultural, regional, linguistic, communal, socio economic and other diversities. During Admission process, seats

are reserved for SC, ST, OBC-A, OBC-B, physically challenged category according to Government admission policy maintaining diversity in the student profile. College offers reasonable Fee structure to provide education to all. Students belonging to economically challenged sections can apply to the Principal for Half free ship or full free ship . Teachers' Council also has a provision for providing economic assistance to needy students. Departmental teachers provide financial assistance at their level to the needy students. Excursions, Picnics, Sports and cultural programmes etc. promote mutual harmony and happiness. Celebration of International Mother Language Day (21.02.2022) inspired to love one's own mother language and to respect others' too. A friendly Football match among teachers and non-teaching staffs was held (25.02.2022) to strengthen the bonding between them. By celebrating International Women's Day (08.03.2022), an effort towards establishing gender equality was made. All Departments work sincerely to cater to the needs of the first generation learners from socially challenged background as well as of all students irrespective of religion, caste, creed and gender.

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

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

The Institution takes utmost effort for sensitization of the students and the employees towards the values, duties, rights and responsibilities of the citizens. Like every year, the institution celebrated Independence Day and Republic Day. Department of Political Science organized a programme on Constitution Day (26.11.2021) to highlight the importance of constitution in a democratic republic and to make aware of the rights, duties and responsibilities of citizens. Fit India Freedom Run 2.0 was organized in college playground on 24.09.2021. Students and employees of the Institution were encouraged to take Data Privacy Pledge as a responsible citizen to protect data loss and data theft on the occasion of Data

**Privacy Day (28.01.2022).To make students aware of Human
Rights, Department of Political Science organized an event to
celebrate 'Women's Day' On 08.03.2022.**

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

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

Every year, the institution celebrates/organizes national and

international commemorative days, events and festivals in the

**college campus. Owing to the COVID-19 pandemic situation, some
events were organized virtually during the 1st half of the**

academic session 2021-22 and some in the college premises with active participation of students, faculty members and non-teaching staff. Different departments, committees and NSS units of the institution organised different events. The events included Celebration of 75th Independence Day (15-08-2021), Teachers' Day Celebration (05-09-2021), Seminar organized by Department of Political Science to celebrate Constitutuion Day(26.11.2021), Republic Day Celebration (26-01-2022), Celebration of International Mother language Day (21-02-2022), National Science Day (28.02.2022) by Department of Physics, Celebration of International Women's Day (08-03-2021)by Political Science Department to create awareness on human rights, Celebration of World Environment Day (05-06-2021), International Yoga Day(21.06.2021).

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	No File Uploaded

7.2 - Best Practices

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

1. As best practice TC felicitates students who score highest marks in university exams and reigister highest attendence in classes. These measures are intended to encourage students to study harder and participate in classroom activities.

2. To fight the ill effects of deforestation and environmental pollution, the college takes several initiative to plant trees and keep the college campus and its vicinity pollution free. The college has a long tradition of welcomingevery new teacher by assigning him the task of planting a sapling. This effort may seem little but the gesture goes a long way in creating an atmosphere of concern for protecting environment.

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

Inclusive education without compromising quality is one of the domains of our institutional distinctiveness. Best quality teaching to all sections of the society irrespective of religion, caste, creed, gender and economic situation is our priority area. Full free-ship and half free-ship are allowed tostudents who are from socially/economically challenged backgrounds to get education in our college. Government policy regarding reservation ofseats for SC, ST, OBC-A (Muslim) and OBC-B students is followed. Students of several departments secure top positions in the university exams adding to the glory of the institute.

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

7.3.2 - Plan of action for the next academic year

1. To finish those plan of actions which were undertaken this year but not yet completed.

2. Completion of rainwater harvesting which is already under way

3. Installation of solar energy plants.

4. To expediate the construction of the second floor of the new building adjacent to the college library.

5. To organizeof cultural programmes by TC.

6. Completion of gent's toilet in the new building.

7. To organizeof Yoga Training Camp for seven days by Physical

Education Department

8. Introduction of certificate course on value education by IQAC.

9. Introduction of certificate course andtraining on mushroom cultivation to create self-employment opportunities for unemployed local youths.

10. To orgnaizeseminars by different departments

11. To introduce different types of courses such as communicative English, Coaching for Competitive exams, etc for the upliftment of the students.

12. Publication of Wall Magazine by all departments

13.To organize extension activitiers and outreach programme.

14.The Provision of Remedial Coaching which has already been existingin the college be run more effectively with special care to those students who areweak.