YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	PRASANNADEB WOMEN'S COLLEGE
• Name of the Head of the institution	DR. SAMAPTI SAHA
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03561230146
• Mobile No:	9474569775
• Registered e-mail	pdwomenscollege@gmail.com
• Alternate e-mail	samaptiakashraj@gmail.com
• Address	CLUBROAD
• City/Town	JALPAIGURI
• State/UT	WEST BENGAL
• Pin Code	735101
2.Institutional status	
• Affiliated / Constitution Colleges	AFFILIATED COLLEGE
• Type of Institution	Women
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**NORTH BENGAL UNIVERSITY**
• Name of the IQAC Coordinator	**DR. UDAY SANKAR AGARWALLA**
• Phone No.	**7908492162**
• Alternate phone No.	**9832430715**
• Mobile	**9832430715**
• IQAC e-mail address	**collegepdiqac@gmail.com**
• Alternate e-mail address	**udaygrwlla@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://drive.google.com/file/d/1J3Ws-QGYK2cNmjNXcBdT62dJ0UNWe4Zk/view?usp=sharing
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**N.A.**	**2004**	**16/09/2004**	**15/09/2009**
Cycle 2	**B++**	**2.88**	**2016**	**05/11/2016**	**04/11/2021**

6.Date of Establishment of IQAC	**24/12/2012**

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
Prasannadeb Women's College	**Rashtriya Uchchatara Shiksha Abhiyan (RUSA 2.0)**	**Ministry of Human Resource Development**	**2021**	**5000000**
Prasannadeb Women's College	**Salary Grant**	**Govt. of West Bengal**	**2020-2021**	**93089941**

8.Whether composition of IQAC as per latest NAAC guidelines	No	
• Upload latest notification of formation of IQAC	No File Uploaded	
9.No. of IQAC meetings held during the year	0	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Nil	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
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)

• Ensured access and use of online teaching and learning platforms including specially developed one for the college.

• Encouraged and facilitated faculties to participate more in online faculty development programmes (FDP), short term courses (STC) and eighteen such online programmes were attended by eleven of our faculty members.

• To help students to come out of mental stress for continuous confinement due to pandemic situation, an initiative was taken to encourage students to make indoor videos of cultural activities which were edited and combined to form a large video and was released in YouTube channel on the college's foundation day- 31st August, 2020, it got over 3000 views.

• Distribution of health and hygienic amenities, distribution of grocery and food items among needy villagers at Karala char, Sarada Pally.

• Successfully conducted newly introduced online examinations system involving over 3500 students. The entire process included

distribution of blank answer script (optional for students) time-bound submission of answer-script by the students, paper-wise distribution for evaluation by the teachers and timely sending of marks to the University of North Bengal.

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

Plan of Action	Achievements/Outcomes
To enhance use of online mode of education in the prevailing pandemic situation	**Teachers and students became more conversant with digital mode of learning, an online platform particularly developed for the college was extensively used by the students and teachers.**
To ensure hygienic condition inside college campus and resist spreading of corona virus as much as practicable	**Automatic hand-sanitizer dispenser, thermal gun, fogging machines, hand-gloves, masks, disinfectants were purchased and extensively used whenever required.**
To implement COVID protocol in the campus very stringently	**Masks made compulsory, use of hand sanitizer at the entry was made mandatory, checking of body temperature with thermal gun was also introduced.**
To keep up wellness of mental health, online cultural performance by the students to be promoted.	**Students were encouraged to prepare videos on cultural performances which were edited and combined to form a large video and was released in YouTube channel on the college's foundation day- 31st August, 2020, it got over 3000 views.**
To try to finish or at least keep up the progression of the renovation and construction work of the main college building, staff quarters, girls' hostel etc.	**Even the pandemic situation prevailed and the conditions were not conducive the retain the pace of the construction, but the works still continued fulfilling all the COVID19 pandemic guidelines and the works were completed within stipulated time.**

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

- Name of the statutory body

Name	Date of meeting(s)
IQAC	18/08/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	15/04/2022

15.Multidisciplinary / interdisciplinary

The college follows the curricula framed by its affiliating University, i.e., North Bengal University. Undergraduate Honours courses are offered in various arts subjects including Bengali, Economics, Education, English, Geography, Philosophy, Political Science and Sanskrit. In science stream, Honours courses are available in Botany, Chemistry, Computer Science, Mathematics, Physics and Zoology. In addition to the above subjects, students may opt for Hindi, Physical Education and Sociology for programme. Environmental Studies is mandatory for all the students. BBA and Travel and Tourism Management Courses are also available in the college. The college thus offers a diverse range of courses to cope with multifaceted dynamics of modern education.

16.Academic bank of credits (ABC):

Students will be encouraged and supported for Academic Bank of Credit during coming sessions.

17.Skill development:

The institution always keeps an eye on the skill development of the students admitted. In addition to the curricular skill enhancement courses, the college organizes workshop, seminar etc. for developing communications and presentation skill of the students. Employability training courses are also arranged on regular basis. During the session 2020-21, such programmes could not be organized due to COVID19 pandemic and lockdown. Syllabi of all the subjects of Honours and Programme have specific content for skill enhancement. For example, in Botany, there are courses on Bio-fertilizer and Mushroom Culture other than SEC papers like Nursery and Gardening, Floriculture paper, in Zoology, Sericulture, Apiculture, Pisciculture, Medical Diagnostics etc. are offered as the skill enhancement courses. In Chemistry, skill enhancement courses on Pharmaceutical Chemistry and Green Chemistry are taught. In Physics, the skill enhancement course on 'Renewable Energy and Energy Harvesting' is offered in view of its current contextuality. In

Mathematics, 'Graph Theory is taught in skill enhancement course which is immensely used in computer science, linguistics, condensed matter physics, quantum field theory, statistical physics, computational neuroscience, chemical graph theory, biological sciences, social sciences and many more.

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

Indian languages offered for the degree course include Bengali, Sanskrit and Hindi. Of them, Bengali and Sanskrit are also offered as 'Honours' subjects. Regarding 'culture', it is well incorporated in the curricular and extra-curricular activities continuing throughout the year. Honouring the Indian traditions and culture always remains a priority on every occasion observed or celebrate in the college campus. No online course on the aspects above however, was in use during the session.

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

Though the institution has limited scope to formulate its own strategy for OBE, the curricula of the affiliating University however provide ample scope to focus on the same. The college sincerely follows the framework of Internal Assessments, End Semester Examinations other than Practical Examinations in certain subjects. Faculties are given liberty to give students assignments for projects or report preparation on specific topic.

20.Distance education/online education:

At present there is no provision for distance education or online courses in the college. Online platforms were used during the lockdown period. This approach primarily was for regular curricula.

Extended Profile

1.Programme

1.1   **32**

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

File Description	Documents
Data Template	[View File]()

2.Student

2.1   **4818**

Number of students during the year

File Description	Documents
Data Template	View File

2.2   **848**

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

File Description	Documents
Data Template	View File

2.3   **945**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **75**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **110**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

| 1.1 | | **32** |
| Number of courses offered by the institution across all programs during the year | | |

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

2.Student

| 2.1 | | **4818** |
| Number of students during the year | | |

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

| 2.2 | | **848** |
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | | |

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

| 2.3 | | **945** |
| Number of outgoing/ final year students during the year | | |

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

3.Academic

| 3.1 | | **75** |
| Number of full time teachers during the year | | |

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

3.2 Number of Sanctioned posts during the year	**110**

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**38**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**4500000**
4.3 Total number of computers on campus for academic purposes	**75**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The CBCS System, which The University of North Bengal implemented in 2018, brought new challenges and opportunities for the institution and its departments. The institution had to adapt its machinery, which had been toned by years of performance, to the new curriculum. It did so by acquiring new textbooks, reference books, instruments and materials for the Humanities and lab-based Departments, using the fund from RUSA. The institution also ensured effective curriculum delivery by adopting a well-planned and documented process. It used innovative methods to enhance the learning experience of the students, while respecting the core and fundamentals of the curriculum. It supplemented the traditional lectures with audio-visual aids, such as online lectures, notes, ppt presentations, weblinks etc. The institution also monitored and evaluated the students' learning through various continuous internal evaluation process, and used feedback for further improvement.

The departments also played a crucial role in adapting to the new syllabus and delivering it effectively. They made new teaching plans that suited the new curriculum and its objectives. The students were assessed through online examination as prescribed by the affiliating University, internal assessments were conducted online with assignments and short tests.

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

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

The institution follows the academic calendar based on that of the affiliating University, i.e., North Bengal University. IQAC, the examination and the routine sub-committee together assure compliance to the given schedule under the leadership of the principal. The internal evaluation is conducted in every subject in accordance with the stipulated time frame as provided by the University. The marks are uploaded through the examination portal of the University as and when notified by it. An internal assessment committee takes care of the entire affair of internal evaluation process in consultation with the Teachers' Council of the college.

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

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

process of the affiliating University

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

1.2 - Academic Flexibility

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

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

32

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

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

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

0

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

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

0

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

N.A.

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

1.3 - Curriculum Enrichment

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

The College is committed to raising awareness among students about topics such as Professional Ethics, Gender, Human Values, Environment and Sustainability in the Curriculum. Chemistry syllabus covers topics such as Pesticide Chemistry, Green Methods in Chemistry and Industrial Chemicals & Environment that deal with the impact of chemicals on the environment and living beings. One of the topics that sociology syllabus covers is professional ethics, which refers to the moral principles and standards that guide the behavior of different groups of people and their organizations in society. English syllabus also explores some of vey contextual ideas and thought through the analysis of Indian and European classical literature, drama and poetry. These texts illustrate how gender issues, human values and environmental concerns are expressed and represented in different forms of art and literature. Environmental studies syllabus highlights the importance of natural resources and aims to create awareness how their exhaustion would affect the earth, how to address such menace. The same curriculum also includes the concept of sustainable development, which is essential for the well-being of humanity and other living beings on the planet.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	**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	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

22

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**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)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**E. Feedback not collected**

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

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1898

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

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

744

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 institution assesses the learning levels of the students and organizes special programmes for advanced learners and slow learners through regular interaction and internal assessments. The departments are given liberty to identify students with advanced or moderate capabilities and help them accordingly. There are no special programmes organized for advanced or slow learners of the college.

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
4820	**75**

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

2.3 - Teaching- Learning Process

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

The institute adopts the experiential learning approach as a key method for teaching courses that require practical skills or field work. The students learn by doing and reflecting on their experiences, as well as by studying the relevant concepts and theories. The institute fosters a culture of participation and collaboration among the students, by providing them with opportunities to engage in group discussions, seminars and

workshops, both inside and outside the College. This helps them to expand their knowledge and network with other intellectuals and professionals. The institute also arranges different types of field trips, surveys, research projects and educational tours for the students, to expose them to real-world situations and challenges. The teaching methods adopted by different departments are carefully selected based on the subject matter and the student population, which vary in their socioeconomic and linguistic backgrounds. The aim of the teachers is to make the teaching-learning process engaging and relevant for the students, using various creative ways to enhance their practical skills and application in real-life situations.

File Description	Documents
Upload any additional information	No File Uploaded
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 institute has one virtual classroom and one smart classroom dedicated for the purpose of offering better learning experience to the students. The teachers use ICT to support their class lectures, such as PPTs, video lectures, resources from UGC other websites. They generally share their ppts with the students to facilitate better understanding. Due to pandemic situation, ppts, videos, pdfs and live online classes were extensively used. The college has provided LCD projectors and laptops to all the science and Geography department, further there are three more rooms with LCD projectors and screen for the use of other departments willing to use the option.

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

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

2.3.3.1 - Number of mentors

0

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

2.4 - Teacher Profile and Quality

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

75

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	[View File](#)

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

24

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

869

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.

In general, internal examinations are conducted for every subject twice a year, double of the marks actually allotted as per the University curriculum as internal; assessment marks are set for the exams. This year, due to pandemic situation, online examinations were taken, teachers were free to ask for assignment and the same was used in ternal assessment procedure of the students. The marks they obtained were sent to the University as per schedule provided. All the teachers were to submit the marks to the respective Head of the Department who were to hand over the same to the Internal Assessment committee. The weaknesses of the students were thoroughly discussed after the assessments and the topics, as the tests revealed, relatively difficult to the students were presented more lucidly to them.

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

Teachers were free to reveal marks to the students and show them their answer scripts as well. Any grievances reached to the Head of the Departments or to the Principal, were duly addressed.

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.

Discussion on the programme and course outcomes for all Programmes offered by the college begins from the Induction Programme arranged by the college at the beginning of the session. Faculty members further elaborate course outcomes at departmental level. The background of the curriculum is mentioned in the syllabus provided by the affiliating University for almost every subject. The college ensures reaching of such content to every faculty and the faculties explain the same to the students.

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

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

The college evaluates the outcomes of its programmes and courses through: Discussion at Teachers' Council, departmental meetings, the IQAC and the internal assessments. The Teachers' Council plays a major role in overall presentation, analysis and discussion. More detailed discussion is conducted at departmental level. During the current session, these meetings were conducted online via google meet due to the Covid 19 lockdown. The teachers considered the transition from physical to online classes and devised new policies to ensure the effective delivery of the programme and the course outcomes of different subjects. The IQAC monitors the implementation of the decisions made in various meetings and suggests corrective measures to maintain the academic quality of the institution. Internal evaluations remained an effective tool to assess the programme and the course outcomes.

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

2.6.3 - Pass percentage of Students during the year

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

921

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**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://drive.google.com/file/d/1r6uq7sb6vdQ742s59zeUu9LjXoY-5IKd/view?usp=sharing

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

0

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

3.2 - Research Publications and Awards

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

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

13

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	<u>View File</u>

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

9

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	<u>View File</u>

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

Though our regular programmes include various social activities through NSS like drawing competitions among school children at backward areas, health check up camp, blood donation camp, celebration of children's day at a home. During this session however, due to pandemic situation mo such activity could be conducted

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

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

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

0

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

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

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

0

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

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

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

0

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)	<u>View File</u>

3.4 - Collaboration

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

0

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	<u>View File</u>
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	<u>View File</u>

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has thirty-seven classrooms, fifteen laboratories, a large girls' common room. All the science and the Geography departments are equipped with computers and LCD projectors. There are sixty computers in possession of the college which are used for teaching, office and library works, in practical work of various subjects etc. Internet facility both through LAN and wi-fi is available at the college premises. One smart classroom and one virtual classroom are also in use for teaching-learning purpose. One high-capacity generator supports entire college in the event of load shedding. A central library possessing over thirty thousand books, a number of journals and other e-resources is another asset for the college.

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.

A large girls' common room having enough space for organizing cultural programme is used occasionally, further, the construction of a large auditorium is about to be finished very soon. An open space in front of the college's main building is also used for various cultural activities.

The college is equipped with ample sports and game items. Equipment for gymnastics has been newly added to the college during this session. Besides, the college also possesses articles for volley ball, basketball, badminton, table-tennis, carrom etc.

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.

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

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

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

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

4500000

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)

Software Alms is used for the library, barcoding, digital maintenance of records of books were in general in use. Integrated Library Management System however is not in possession of the college.

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)	<u>View File</u>

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

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

0

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

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

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

0

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

4.3 - IT Infrastructure

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

The institution strives to provide state-of-the-art IT facilities, including Wi-Fi, to enhance the quality and efficiency of its academic and administrative functions. The institution holds a vision for extensive use of technology in teaching, confidentiality in testing and evaluation, validity in research, and transparency in administration. Technological upgradation and updating, the procurement and upgrade of IT facilities, ensuring that they are secure, reliable, and adequate for the needs of the institution are always in the major plans and objective of the college. The institution regularly reviews its IT facilities and takes appropriate measures to improve them as per the changing requirements of teaching, learning, assessment, and office management. The college offers modern and advanced facilities for the science and the geography departments, which are equipped with computers and LCD projectors. The college has sixty computers that are used for various purposes, such as teaching, office and library works, practical work of various subjects, and more. The college also provides internet access through LAN and wi-fi on the premises. Moreover, the college has one smart classroom and one virtual classroom that are used for enhancing the teaching-learning experience.

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

4.3.2 - Number of Computers

91

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

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

4370034

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)	<u>View File</u>

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.

The laboratory equipment is also maintained at the departmental level by the staff or hired technicians as per the annual schedule or whenever required. The laboratory attendants keep a record of the chemicals, glassware and other instruments used in the laboratory in a stock register. Consumables required throughout the year are either met by the contingency amount given to the science and the Geography departments or large amount, when

required, are reported to the Principal who arranges with purchase committee and the office. Classrooms: The institution has spacious classrooms with adequate fans, tube lights and desks. The facilities are well-maintained and any damage or repair of the goods is handled by carpenters and electricians. Furniture and related items: The caretaker oversee the maintenance and repair work of furniture and fixtures and other physical infrastructure. He reports the needs of repair work to the authority and verifies after the work has been done. The building committee is responsible for overseeing the building's construction, repair and maintenance work. The sweeping staff and hired plumbers ensure the cleanliness and functionality of the toilets and service areas. The college also employs qualified computer experts to maintain and upgrade the computer and IT infrastructure.

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

3087

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

0

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

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

E. none of the above

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

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

0

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

0

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

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	**C. Any 2 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	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

8

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

118

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

8

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.

6

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

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

The Institution provides opportunities for students to participate and contribute in various administrative, co-curricular and extracurricular activities of the college. Participation of students in administrative work has become limited as no Students' Union has been formed during last few years. Thecollegehowever, always consults the students on matters that affect their interests and welfare, such as examination, cultural and sports events, and celebration of special days and Saraswati Puja. Students' participation is encouraged during celebration or observations of Republic Day, Independence Day, college's foundation day, various NSS activities with social implications.Thus, the students have ample scope to express their views and opinions on various college affairs.

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

6

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

5.4 - Alumni Engagement

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

The Alumni Association is yet to get registered. The association however, participates in various programmes of the college. The alumni actively take part in the foundation day celebration by the college at a regular basis. Financial contribution from the association however, during current session, was not available.

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

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

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

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The governance of the college is in tune with its mission and vision. The governing body, IQAC, Teachers' Council with several

subcommittees (eg., routine sub-committee, examination sub-committee, internal assessment sub-committee, social and cultural sub-committee, career and counselling committee, sports sub-committee etc.), office under the leadership of Principal are constantly engaged in upholding the vision and mission of the institution. Over the last few years, P.D. Women's College has undertaken various developmental initiatives such as upgrading the drainage system, constructing new buildings, laying pavements across the college campus, and adapting to the CBCS system. The college has also purchased new library books and laboratory equipment to enhance the academic quality. In order to provide a comfortable and modern environment for the teachers, the college has refurbished and renovated the teachers' lounge. The college caters to a diverse student population from villages, semi-urban centre, tea gardenS, and rural areas. The construction of a new canteen is about to be finished, it is almost ready to serve the students, replacing the old one. With the help of RUSA grant from UGC, the college has constructed an annex building ofthe old one, which has a dedicated space for the examination cell.

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.

The college's Governing Body (GB) is the supreme authority that oversees the administrative and academic affairs of the institution, in collaboration with the Internal Quality Assurance Cell (IQAC) and the Teachers' Council (TC). The IQAC, which is a statutory body that monitors and enhances the quality of education and research in the college, follows the guidelines and criteria of the National Assessment and Accreditation Council (NAAC) and ensures that the college meets the standards of excellence. The IQAC also coordinates with other committees and departments to implement quality initiatives and innovations. The other committees established are the Building Committee, which supervises the construction and maintenance of the infrastructure; the Finance Committee, which manages the budget and expenditure of the college; the Grievance Redressal Cell, which addresses the complaints and issues of the staff and students; and others to handle various operational aspects. Teachers, non-teaching staff,

and students are represented in different committees as and when applicable and they participate in regular meetings to discuss and decide on various matters related to the college. The resolutions of these meetings are communicated to the higher authorities such as the TC, IQAC, and GB for timely implementation.

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

Though the session was affected by COVID19 pandemic and lockdown phases, the strategic plan of the college was however was put on track as much as it was feasible. The construction of two new building blocks, though at variable pace, continued and almost reached completion towards end of the session. Extension works of the college's main building also continued and became complete in due time. A separate toilet block for students were also constructed during this session. Renovation works for the staff quarters and the girls' hostel were also done. Making of roadway inside college campus was mostly completed. Regarding teaching-learning affair, online classes using various platform and media continued. WhatsApp groups were formed to communicate students, an online platform was also specially developed for this college which was extensively used by the faculties of the college for teaching, providing study materials, conducting exams etc.A large quantity of laboratory instruments sports items, e-resources etc were added to the college during the session. Online examination, first introduced during this session, was successfully completed that involved more than 3500 students. Practical examinations for every laboratory-based subject, were duly conducted as per the modalities prescribed from the affiliating University.

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.

The institute follows well-defined decision-making processes. The Principal, as the leader of the institution, oversees and coordinates the work of various committees in collaboration with the Governing Body (GB), IQAC, Teachers' Council and Non-teaching staff. The Head Clerk, under the guidance of the principal, handles the responsibilities of all the Group-C and Group-D staff. The institute has a well-organized and inclusive Governing Body. Further, the IQAC plays a pivotal role in planning and implementing various academic, cocurricular and developmental steps. Teachers' Council with several sub-committees discusses and implements various plans and programmes for the academic and cocurricular upliftment of the college. Decisions taken by the GB based on the suggestions from the Principal, IQAC or Teachers' Council, are communicated by Principal to all the teaching and non-teaching staff members. The major facets Principal coordinates with areacademics, administration, extra-curricular activities and the assisting bodies including Teachers' Council, IQAC, Library Committee, Development Committee etc. The Extra-curricular activities sports, magazines, are managed through various sub-committees with respective coordinators and members. The office is supervised through Bursar, IQAC coordinator remains in charge of various functions of IQAC while the Secretary, Teachers' Council coordinates among teachers, departments, office andPrincipal of the college.

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	C. Any 2 of the above

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

6.3 - Faculty Empowerment Strategies

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

The college provide a part of the salary as the puja advance (during Durgapuja) to all the teaching and non-teaching staff. The Cooperative Society provide loans to its members (both teaching and non-teaching staff) at a very reasonable interest rate within a very short period. Further, child-care and maternity leaves are given as per requisitions.

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

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

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

0

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

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

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

0

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

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

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

10

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

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

The college follows the performance appraisal system as per the criteria prescribed by UGC and in effect government orders from the Higher Education Department, Govt. of West Bengal as stipulated time to time in respect of the Career Advancement Scheme (CAS). IQAC of the college is entrusted with the primary responsibility for the scrutiny of the appraisal reports which at later phases passes through the Principal and the nominees from the University and the Government for finalization. There is no specific appraisal system for non-teaching staff at present.

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

No audit was possible during the session concerned due to pandemic situation.

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

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

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

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

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

The college receives fund from the Government for the salary of the teaching and non-teaching staff on regular basis. Further, an amount from the affiliating University is granted for conducting examinations twice a year. A part from is added in the college fund and the rests are spent for the expenditure associated with the examinations. A grant for NSS activities is also received from the University once in two years. Other sources include funds from UGC, RUSA etc. Major source of income of the college is the tuition fees only. Besides a part as from the research grant (not available this year) received from UGC/ DST etc. are also added to the college fund for providing infrastructure to the respective researcher. The college meets the expenditure for electricity bill, internet, office items, contingencies for the laboratories and maintenance works from the fund generated as stated above. Funds used for the annual social and cultural programmes, Saraswati puja, sports etc. are collected from the students at a nominal rate.

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

6.5 - Internal Quality Assurance System

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

Internal Quality Assurance Cell (IQAC) of the college contributed significantly for institutionalizing the quality assurance strategies and processes through following roles and initiatives:

1) The COVID-19 pandemic posed unprecedented challenges to the conventional mode of teaching-learning and evaluation in the current academic year. The IQAC responded proactively by ensuring and promoting the use of various digital teaching-learning platforms and social media.

2) The teaching staff was encouraged and facilitated to contribute to the knowledge pool through research publications. The research output was significant in the form of research papers and book chapters that were produced by the teaching staff during the year.

3) The faculty members were also facilitated to participate in faculty development programs, which benefited a large number of teaching staff. Emphasis was given on learning or exploring various digital teaching-learning management systems.

4) IQAC also contributed in planning and the implementation of the examinations entirely taken in online mode for the first time as prescribed by the affiliating University.

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

In general, the IQAC of the college monitors and reviews the teaching learning and evaluation processes, structures and methodologies on an annual basis, mainly through the student feedback system which however, was not possible to conduct this year. The outcomes of the survey are in general analyzed and major issues are marked. Based on the observations, the IQAC proposes recommendations for necessary changes wherever required. The COVID-19 pandemic necessitated the arrangement of classes using digital platforms. Moreover, the examination process has experienced significant reform due to the pandemic situation. The IQAC of the institutionsuccessfully ensured arrangement for an online evaluation system as per the instruction received from the affiliating university for the internal assessment and the semester-end examinations.

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)	E. None of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

No specific initiative was feasible to take up for such purpose due to the COVID19 pandemic and the lockdown. The college however, has an anti-ragging committee, installed CCTVs for surveillance, a girls' common room, a Centre for Women's Studies for promoting gender equity and ensuring safe ambience.

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	View File
Any other relevant information	No File Uploaded

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

College set several dust beans in the campus area. There are two concrete-made beans in the campus for the waste materials. where the garbage may be directly set afire. The college has adequate pipelines and drainage system for channeling out sewage and liquid wastes. E-wastes are separately dumped.

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:

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	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit

E. None of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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

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

C. Any 2 of the above

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

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

The Institution strives to create a welcoming and respectful environment for all members of its community. It recognizes the

value of cultural diversity and the importance of fostering mutual understanding and appreciation among students from different backgrounds and traditions. To this end, the Institution offers various opportunities for students to engage in cultural activities, develop their personal skills and experiences, showcase their talents, and learn from each other. The college receives students who come from different districts of North Bengal and neighboring states having remarkable diversity in linguistics, culture, rituals along with religions. The region of North Bengal is characterized by its rich diversity in terms of languages, religions, cultures and economic backgrounds, both in urban and rural areas. The college recognizes and values this diversity and strives to create an inclusive environment for the students to pursue their education and develop their skills and potentials. Some of the ways the institution creates an inclusive environment are: facilitating scholarships and financial aid for students from economically disadvantaged backgrounds, organizing cultural events and festivals to celebrate the diversity of the student community, offering language courses and promoting a culture of respect and tolerance among the staff and students.

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

In general, all the specific days with significance pertaining to the constitutional obligations, values, rights, duties and responsibilities of citizens are duly observed or celebrated throughout the year which includes the Republic Day, Independence Day, Constitution Day, World Philosophy Day, Intranational Women's Day etc. The students of the college regularly take part in Youth Parliament Competition. A number of prizes at different levels were won by the students of this college in this competition. 'Ban Mahotsav' is also celebrated in the college. During current session however, all the regular activities could not be taken up due to pandemic situation and the lockdown phases.

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

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

E. None 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

During normal course of time, the college observes/ celebrates various days of national and international significance that includes Netaji Subhash Chandra Bose's Birth day, Republic Day, International Women's Day, World Philosophy Day, Constitution Day, International Women's Day, International Yoga Day, National Sports Day, World AIDS Day, 'Ban Mahotsav', Children's Day. Other events including the celebration of birth bi-centenary of Iswarchandra Vidyasagar, 'Sampriti Saptaha' were also organized in the college campus. The college also organizes annual social and cultural programme, freshers' welcome, annual sports, 'Vasant Utsav',

'Saraswati Puja' etc. Not all the regular activities however, could be organized during the current session due to pandemic situation and the lockdown phases.

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

7.2 - Best Practices

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

Best Practice-1:

Title of the Practice

Reducing admission fees

Objectives ofthePractice

Major objective for reduction of fees was to relieve students, particularly facing economic hardship due to lockdown, many of whom had a minimal source of earning while a burden of extra expenditure for the protection from the virus was added upon them.

TheContext

COVID19 pandemic situation and lockdown phases hit the economy very badly from local to national and international level. A major part of the students of our college comes from villages and have very weak economical background.

ThePractice:

The application fee for the first semester was completely waived with some other favourable changes

Best Practice-2:

TitleofthePractice

Adopting all-round safety measures against COVID19 spreading

Objectives ofthePractice

The objectives included to create a sense of safety inside college campus, to help the college staff and the students to set aside worries related to the spreading of COVID19 and concentrate in the academic affairs more and more.

TheContext

Nation-wide lockdown was in effect since March, 2020 which was even extended to affect entire 2020-21 session. Number of infected persons and death as well was growing up day by day resulting in a grave sense of insecurity among common people.

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

7.3 - Institutional Distinctiveness

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

The college is committed to achieving academic excellence and contributing to a progressive human society through empowerment of women. The college is in a constant quest to ensure catering ofa quality teaching-learning experience, nurturing healthy minds and building a prosperous society even in the face of an adverse situation prevailing due to the COVID-19 pandemic. The college authority devised a comprehensive plan to enhance its e-learning delivery system in the academic year 2020-2021, considering the impact of the COVID-19 related lockdown. This timely initiative enabled the institute to overcome the lockdown-induced challenges in the on-campus teaching-learning process and to familiarize all the students with the online learning modules. WhatsApp Groups were also formed to communicate with the students and address their issues during the COVID-19 pandemic. The college also concentrated in the safety measures in view of the pandemic situation. Automatic sanitizer dispenser, thermal gun, masks, fogging machines etc. were extensively used to curb the menace of spreading of the COVID infection.The institute made all possible

efforts to support the students using different digital media. An online examination process was successfully conducted as per the rules and time frame stipulated by the affiliating University.

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

In view of the negative aftermath of the pandemic, the plans are framed both with cautions and hopes:

- Facilitating access to the various government schemes available to the students.
- Conduct surveys involving students, parents and other stakeholders to collect feedback on the quality of institutional processes and services.
- Document the various programmes and activities of the college, such as academic, cultural, sports, social and extension events, and showcase them on the website and social media platforms
- Provide career guidance, placement services and student welfare schemes to the students, by organizing campus interviews, counselling sessions, scholarships, health camps, grievance redressal mechanisms etc.
- Felicitate and encourage students who secure excellence in academics and co-curricular activities and motivate them to pursue higher studies or employment opportunities
- Utilize the online facilities to the optimum level if covid induced lockdown is imposed. From now onwards, use blended mode of teaching to add extra hours in teaching learning process.
- Organize regular gender sensitization activities such as awareness campaigns, competitions, debates etc.
- Encouraging research activities by applying for grants, publishing papers, attending conferences etc.
- Addition of two building blocks with large classrooms, auditorium and canteen.
- Completing pending renovation works and construction of roadways.