



YEARLY STATUS REPORT - 2021-2022

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.		9474569775
• Mobile No:		9474569775
• Registered e-mail		pdwomenscollege@gmail.com
• Alternate e-mail		samaptiakashraj@gmail.com
• Address		CLUB ROAD
• 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		Grants-in aid

• 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	collegepdqac@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/1avCVwHSPTYX7Uc7uKMTLl7xQRWYf2k71/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	Salary Grant	Govt. of West Bengal	2021-2022	85560435	
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	3	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No	
<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<ul style="list-style-type: none"> • Successfully facilitated the enhancement in the use of online platforms and resources to boost up blending mode of education, made both the faculties and the students more conversant with the newer tools and techniques. • Initiated and completed the procedures for the career advancement schemes pending. • Ensured consistency in the students' assistance mechanism even during the lockdown and the period with several restrictions and as a result, a total of 3657 students of the college were benefited from various schemes of scholarships. • Kept on encouraging faculties to go for online courses including Induction Programme, Refresher Courses, Short Term Courses etc. and the teachers a number of such courses were . • In view of the prevailing situation of probable contamination of COVID 19, introduced modified routine for restricted number of students to attend the classes yet ensuring the equal access to the classes for all. 		
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 execute extreme precautionary measures against the spreading of COVID-19 in the campus.	Fogging machines, automatic hand-sanitizer dispensers etc. were installed in the campus; thermal gun, hand-gloves, masks, disinfectants were applied/used accordingly.
To boost up blending mode of education, make both the teachers and the student more conversant with the newer tools and techniques.	Various online platforms were used efficiently by the teachers while students also became accustomed to the new methodologies.
To take care of mental health of the students, promoting psychological free-feeling while duly maintaining the restrictions as stipulated by the government.	A small programme was organized to celebrate the foundation day of the college, further, the Independence Day and Republic Day were also observed with limited but spontaneous participation.
To orient and encourage faculties to go for online courses including Induction Programme, Refresher Courses, Short Term Courses etc.	Several faculties attended online courses which concurrently would facilitate their career growth and heighten their teaching skill.
To ensure quality publications from the teachers	A number of publications were made.
To go for the procedures for of the career advancement schemes pending	Procedures leading to the promotion were completed
To keep on the students' assistance even during the lock-down and the period with several restrictions.	A total of 3657 students of the college were benefited from various schemes of scholarships.
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
IQAC	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	18/04/2023

15. Multidisciplinary / interdisciplinary

The college provides various academic programmes as per the guidelines of its parent University, i.e., North Bengal University. Students can pursue UG Honours degrees in different arts subjects such as Bengali, Economics, Education, English, Geography, Philosophy, Political Science and Sanskrit. In science stream, Honours degrees are offered in Botany, Chemistry, Computer Science, Mathematics, Physics and Zoology. Besides these subjects, students can also choose Hindi, Physical Education and Sociology for programme. Environmental Studies is compulsory for all the students which they need to take up at least for one year or for one Semester. The college also offers BBA and Travel and Tourism Management Courses. The college aims to offer a diverse range of courses to meet the multifaceted demands of modern education which currently encompasses both the older annual (1+1+1) system and the newly introduced Semester-based courses.

16. Academic bank of credits (ABC):

Procedure for Academic Bank of Credit for students could not be initiated during the session.

17. Skill development:

The college is committed to enhancing the skills of its students through various academic and co-curricular activities. Besides the mandatory skill enhancement courses in the curriculum, the college also conducts workshops, seminars and other programmes to improve the communication and presentation skills of the students. The college also provides employability training courses on a regular basis. However, due to the COVID19 pandemic and lockdown, these programmes could not be held in the session 2021-22. The syllabi of all the subjects of Honours and Programme include specific content for skill enhancement. For instance, in Chemistry, the students learn about Pharmaceutical Chemistry and Green Chemistry as skill enhancement courses. Green Chemistry is the branch of chemistry that aims to reduce or eliminate the use of hazardous substances and

waste in the design, manufacture and application of chemical products. It is also known as sustainable chemistry or environmental chemistry. The students learn about the principles and practices of green chemistry and how it can contribute to environmental protection and human health. In Physics, the students are exposed to 'Renewable Energy and Energy Harvesting' as a skill enhancement course that is relevant to the current scenario. In Mathematics, the students study 'Graph Theory' as a skill enhancement course that has applications in various fields such as computer science, linguistics, condensed matter physics, quantum field theory, statistical physics, computational neuroscience, chemical graph theory, biological sciences, social sciences and many more. In Botany, the students acquire skills in Bio-fertilizer and Mushroom Culture as well as Nursery and Gardening and Floriculture papers. Mushroom Culture is the cultivation of edible fungi for food and medicinal purposes. Nursery and Gardening is the art and science of growing plants in containers or beds for ornamental or functional purposes while Floriculture is the cultivation of flowering and ornamental plants for commercial or aesthetic purposes. In Zoology, the students gain skills in Sericulture, Apiculture, Pisciculture, Medical Diagnostics and so on as skill enhancement courses.

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

The college offers three Indian languages as part of the degree course: Bengali, Sanskrit and Hindi. Students can choose to Honours in Bengali or Sanskrit, which are both rich and ancient languages with a long literary tradition. The college also fosters a culture of respect and appreciation for the Indian heritage and values, which are reflected in the academic and co-curricular activities throughout the year. The college celebrates various festivals and occasions that showcase the diversity and beauty of the Indian culture. The college does not have any online course on these topics, as it believes in the importance of face-to-face interaction and experiential learning.

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

OBE - an educational approach that emphasizes the outcomes or results of learning rather than the inputs or methods of teaching, has been assimilated in the vision of the institution. It aims to equip students with the knowledge, skills, and attitudes that will enable them to succeed in their future endeavors. The institution has limited autonomy to design its own strategy for OBE, but it can utilize the opportunities provided by the curricula of the affiliating University. The college follows the framework of

Internal Assessments, End Semester Examinations and Practical Examinations in some subjects. Teachers are free to assign students projects or reports on specific topics. Besides the compulsory skill enhancement courses in the curriculum, the college also organizes workshops, seminars and other activities to improve the communication and presentation skills of the students. The institution believes that OBE empowers students to take charge of their own learning, and fosters active and personalized learning and promotes relevant aspects within the purview of the curricula of the affiliating University.

20.Distance education/online education:

Faculties extensively used online mode of teaching during the lockdown period which was in effect with various degree of relaxations till 31st March, 2022 in West Bengal, further, a blended of education was also explored throughout the session. Semester-end examinations were conducted online following the guideline of the affiliating University. No exclusively online course or distance education system with due affiliation however was not adopted by the college.

Extended Profile

1.Programme

1.1	667
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	3872
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	1034
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	74
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	
File Description	Documents
Data Template	View File
4.Institution	
4.1	42
Total number of Classrooms and Seminar halls	
4.2	74.69798
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	56
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The College has the mechanism for well-planned curriculum delivery and documentation. The faculty members of the College, who are members of the Board of Studies of the University are actively associated in designing and framing the curriculum. The teachers provide the necessary additional materials, notes, books and references along with e-resources to the students combined with the continuous use of ICT. At the beginning of the session, the departments chalk out the academic activities. The teachers also sort out the relevant topics for the departmental seminars that are done by the students in online mode during Covid. Group discussions, open book exams, mentoring of the students in online mode add to the effective completion of the syllabus along with in-depth knowledge creation among the students. Question bank(softcopy) is also provided to the students to enable them for an intimate knowledge with the curriculum. To promote academic flexibility CBCS system was introduced in 2018 which is being continued with success. Online education as a part of blended mode of learning, integration of Indian Knowledge system, skill education and Multidisciplinary / interdisciplinary learning are the key features of the Curricular Aspects. In the diary of the students the annual academic activities of the departments, routine of continuous internal evaluation, and the time table are provided.

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)

An Academic calendar is framed and implemented by the institute. It is 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 University of North Bengal provided truncated syllabus to the colleges during the COVID 19 pandemic while the other times we followed the entire syllabus. The departments were asked to chalk out their yearlong academic activities which include division and allocation of the portions to the teachers, as well as charting out other activities like students seminar, invited lectures, group discussions, unit tests, viva-voce,

assignments, project works, surveys etc. 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	View File
Link for Additional information	Nil

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

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

1.2 - Academic Flexibility

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

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

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)

3

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

47

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

0

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

1.3 - Curriculum Enrichment

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

The college has framed the syllabus of the Ethics that integrates crosscutting issues relevant to Professional Ethics, Gender, Human

Values, Environment and Sustainability into the Curriculum. Students have undertaken project work/field work/ internships in last five years. 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 behaviour 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 and also Indian Bhasa literature. 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. A structured process has been formulated to conduct a comprehensive feedback mechanism for all the stakeholders under different categories and components. A quantitative data extracted from qualitative scale was consolidated to draw a conclusion.

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

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

8

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

1370

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

1.4 - Feedback System

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

A. All of the above

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

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://drive.google.com/file/d/1dBe8ZwejHa8iiFH98f_-8hT1sMWkSWLR/view?usp=sharing

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

1950

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

697

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

Faculties seek to assess the levels of students and identify the slow and the fast learners by interaction during the normal classes

throughout the year, internal assessments are also arranged for further evaluation. Students with higher capacity are approached informally to guide them for advanced studies while slow learners are also dealt accordingly by humbly pointing their weakness they need to overcome, without exerting any pressure upon them. No separate or special programmes however, were organized in this regard during the current session.

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
3872	74

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 various student centric teaching methods such as experiential learning, participative learning and problem solving methodologies in order to enhance learning experiences. The experiential learning approach is adopted 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. This helps them to arrive at a better understanding of the course material. 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, enhance their abilities and build network with subject experts. 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 help them gain new perspectives and learn about different cultures. The teaching methods adopted by

different departments are carefully selected based on the subject matter and the student population, which vary in their socio-economic and linguistic backgrounds. The aim of the teachers is to make the teaching learning process an engaging and fruitful process for the students by the use of various creative methods that increase motivation and engagement in learning.

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

Improving student comprehension, piquing interest, and encouraging active student engagement are the three basic goals of utilizing ICT in the classroom. The institute features a smart classroom and a virtual classroom specifically designed to provide students with an enhanced learning environment. LCD projectors and laptops have been provided to the geography department and all the science departments. There are three more rooms with LCD projectors and screen for the use of other departments. Owing to the pandemic, courses were conducted virtually using Google Meet and Zoom. During the online classes, ICT tools like PPTs, videos, and PDF files were also heavily utilized. Teachers can connect and share knowledge with students in a friendly and cooperative classroom setting with the help of ICT tools. Their aim is to motivate the students and arouse their curiosity to learn.

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

74

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

25

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

928

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.

Generally, after notifying the students of the test schedule, internal exams are held twice a year for every paper in every subject. The total number of marks allotted for each paper is double of what is actually allotted for internal assessment in accordance with the university curriculum. This year, due to pandemic situation, students were asked to submit assignments online. Examinations were held in online mode. After the evaluation of the papers a detailed discussion of the strengths and weaknesses of the students were held by the teachers of all the departments. All the teachers submitted their marks to the appropriate department head, who then submitted it to the internal assessment committee. The marks obtained by the students were sent to the University as per the provided schedule.

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 are free to show the answer scripts to the students and discuss their strengths and weaknesses with them. Errors detected in the scripts of the students were conveyed to them as much as practicable. In case a student has any grievance, regarding the marks or any other issue then the grievances, are placed before the Head of the respective Department or the Principal which are then 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.

At the time of the Orientation Programme which is held at the beginning of the academic session, students are given an introductory speech on the course outcome for all the programmes offered by the college. The background of the curriculum is mentioned in the syllabi provided by the affiliating university for all the subjects. The teachers further flesh out in detail the course outcomes at the departmental level and inform them about the knowledge and skills that they will acquire after the completion of the course that they are enrolled in. Faculties who are also the member of Board of Studies share updated information based on discussions on programme and course outcome to other faculties of the college as and when required.

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.

To evaluate the attainment of learning-based POs, PSOs and COs the following mechanism is employed:

Priority to time bound completion of syllabus of all programmes and courses. Continuous assessment provides feedback on the efficacy of the teaching-learning process and attainment of learning outcomes of each course. This is in the form of assignments which are a part of the CIE as well as additional quizzes and tests which are periodically conducted. The Departments assess the status of attainment of POs, PSOs and COs in their regular Departmental meetings. IQAC exercises general oversight, thereby ensuring a

twostep verification process. During the session all the meetings were conducted online via Google Meet due to the Covid 19 lockdown. Offline classes are effectively replaced by online classes. The teachers ensured the effective delivery of the programme and the course outcomes of different subjects. IQAC suggested various measures to maintain the academic quality of the institution. The course outcomes are closely monitored through internal evaluation.

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

984

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://drive.google.com/file/d/1L6k1_Cr9npS1YAolUvbx3144VPKZMIam/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)	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**

0

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

1

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

3.2 - Research Publications and Awards

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

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

3

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

0

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

A relief camp was organized for the underprivileged section of the society of the Jalpaiguri District.

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

1

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

20

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

2

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

2

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 college has thirty-seven classrooms, fifteen laboratories, two common staffrooms, a large girls' common room. Science subjects like -Physics, Chemistry, Botany, Zoology, Mathematics, Computer Science and Geography are having well developed and updated laboratory with all required instruments and chemicals to facilitate and effective learning of the students. There are more than ninety computers in possession of the college which are used for teaching, office and library works. Internet facility both through LAN and wi-fi is available at the college premises. One smart classroom, two rooms with LCD projector and screen are also in use for teaching-learning purpose. Internet facilities have been provided in all the Departments, Library and the Teachers' common room so that teachers can update themselves with new methodologies of teaching and keep themselves updated. In the pandemic situation, teachers of each department have taken their classes via online mode. There are 8 CCTV cameras to keep in track all the moments to maintain academic environment of the college. A central library possessing over thirty thousand books, a number of journals and other e-resources is another asset for the college. One high-capacity generator supports entire college in the event of load shedding.

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. To support the cultural activities, college provides musical instrument, microphone etc. and all cultural programme are conducted by the Cultural Committee of the college. 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 outdoor games like volley ball, basketball, badminton and indoor games like 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.

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

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

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

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

164000

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 (Academic Library Management Software) is used for the library. Barcoding, digital maintenance of records of books etc were among the general practice.

Integrated Library Management System however was 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 **B. Any 3 of the above**

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

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

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

0

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

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

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

626

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

4.3 - IT Infrastructure

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

The 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 more than ninety 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 two classrooms with LCD projectors 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

56

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)

94.90

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.

Laboratory: The laboratory equipment is maintained at the departmental level by the staff or hired technicians as per the annual schedule or whenever required and supervised by HODs of the concerned Departments. The laboratory attendants keep a record of

the chemicals, glassware and other instruments used in the laboratory in a stock register.

Classrooms: The institution has spacious classrooms with adequate fans, tube lights and desks.

All the department HODs and senior teachers submit their requirements to the Principal regarding class room upgradation. 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.

Library: The requirement and list of books is collected from the Departments and finalized list of required books is duly approved by College Library Committee and Principal.

Computers: 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

3657

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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

1594

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

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

A. All of the above

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

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted 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

A. All 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

114

File Description	Documents
Upload supporting data for student/alumni	View File
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

8

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.

2

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

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

The college offers various ways for students to get involved and make a difference in different aspects of the college life, such as administration, co-curriculum and extra-curriculum. However, there has been no Students' Union for the past few years, which limits the students' role in administration. The college still seeks the students' feedback and suggestions on issues that matter to them, such as exams, cultural and sports events, and special occasions like Saraswati Puja. The college also encourages the students to join the celebrations or activities of Republic Day, Independence Day, college's foundation day, and various NSS activities with social impact. The students thereby may explore enough opportunities to share their views and opinions on various college matters.

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

1

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
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 association of former students is not yet registered. However, it still engages in various activities of the college. The alumni regularly join the celebration of the college's anniversary. However, the association did not provide any financial support during the current session.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college's governance structure is a testament to its commitment to its foundational mission and vision. The intricate framework,

comprising the Governing Body, Internal Quality Assurance Cell (IQAC), Teacher's Council, and various subcommittees, operates under the adept leadership of the Principal. This structure is not just administrative scaffolding; it is the driving force behind the institution's steadfast dedication to fostering an environment where democratic values, opportunities, and fairness flourish. The institution's governance is acutely aware that the true value of knowledge is realized only when it is applied towards nurturing conditions conducive to democratic growth, creating opportunities, and ensuring equity. This philosophy is embedded in the daily operations of the college, where teachers, students, and administrative staff collectively address pressing social issues such as deprivation, poverty, inequality, displacement, and oppression. They also focus on empowerment and, crucially, sustainable development, reflecting a deep understanding of the broader societal context in which the institution operates.

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.

A well-articulated governance structure of a college is crucial in its voyage, the Governing Body (GB) plays a central role in this framework. By working closely with the Internal Quality Assurance Cell (IQAC) and the Teachers' Council (TC), the GB ensures that both administrative and academic pursuits are in tune with the institution's goals. This synergy allows for a comprehensive management style that not only addresses immediate concerns but also sets the stage for long-term and futuristic strategic plans and goals. Such a model promotes transparency, accountability, and continuous improvement, which are essential for maintaining high standards of education and promoting an environment conducive to learning and innovation. Further supporting the college's infrastructure are the Building Committee, overseeing construction and upkeep, and the Finance Committee, which prudently administers fiscal resources. The Grievance Redressal Cell provides a vital communication channel for addressing concerns raised by staff and students, ensuring a harmonious academic environment. This inclusive framework emboldens a commitment to shared governance, reflecting the institution's dedication to fostering an environment where every

voice contributes to the collective progress.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic planning and institutional development of a college are crucial for its progress and adaptation to the changing educational landscape. The Teacher-in-Charge, alongside senior teachers, the IQAC Coordinator, and the Secretary of the Teachers' Council, spearheads the planning and execution of developmental activities. Their regular meetings underscore a commitment to continuous improvement and responsiveness to the evolving educational landscape. The lifting of the lockdown presented an opportunity to innovate its curriculum delivery through blended learning strategies. This adaptive measure not only addressed the immediate challenges posed by the pandemic but also laid the groundwork for a more flexible and resilient educational model. The strategic plan's inclusion of blended learning underscores the institution's dedication to providing a robust and accessible education, regardless of external circumstances. In essence, our strategic planning and developmental activities reflect a holistic and dynamic approach to education, one that honors tradition while embracing innovation. The concerted efforts of its leadership and faculty have positioned the college as a beacon of academic excellence and cultural enrichment, poised to navigate the complexities of the modern educational landscape with agility and foresight.

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.

At the apex of administrative structure is the Governing Body, which is responsible for major decisions and oversight. This body typically includes a mix of appointed and elected members, ensuring a diverse representation of interests and perspectives. The Governing Body's composition often reflects a balance between internal and external stakeholders, with representatives from the government, the institution's administration, and its academic staff. The Principal/Teacher-in-Charge plays a pivotal role, acting as the Secretary and the operational leader, bridging the Governing Body's strategic direction with the institution's day-to-day functioning. Below the Governing Body, various committees such as the Finance Committee, Teachers' Council, and Purchase Committee, each have specific mandates that contribute to the institution's governance. The Internal Quality Assurance Cell (IQAC) plays a pivotal role in educational institutions, acting as a nodal agency for ensuring continuous improvement in the quality of education. It is responsible for setting quality benchmarks, developing and implementing quality enhancement strategies, and integrating a culture of quality across all academic and administrative processes. The Finance Committee, for instance, advises on budgetary and financial matters, while the Teachers' Council, being the sole statutory body of teachers, is involved chiefly in academic and partial administrative transactions.

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)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

- The college has a cooperative society from which employees of the college may avail loan within very brief time with nominal interest rate.
- Advance salary and bonus as applicable are given as admissible for a festival.
- Employees also may avail child care leave of 180 days and medical leaves in exigencies.
- Teachers are granted duty leaves for attending seminar, conferences, workshop, faculty Development Programmes etc. other than discharging external duties as assigned by the affiliating University.
- Provision for uniform purchase (as admissible) is there in the college.

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

8

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 in colleges is a structured process that aligns with the guidelines set by the University Grants Commission (UGC) and is further refined by the directives of the state government, in this case, the Government of West Bengal. The Career Advancement Scheme (CAS) serves as the framework for evaluating the teaching staff's performance, encompassing a broad spectrum of activities ranging from teaching and learning to research and community engagement. The Internal Quality Assurance Cell (IQAC) plays a pivotal role in the initial stages of the appraisal by meticulously examining the reports, which are then subjected to the scrutiny of the Principal/ Teacher-in-Charge and designated representatives from the university and government. Implementing a structured appraisal system for all staff members, including non-teaching personnel, could further enhance the institution's commitment to comprehensive excellence. Moreover, integrating a 360-degree feedback mechanism, where input is gathered from various stakeholders, could provide a more nuanced understanding of each individual's impact within the educational ecosystem. This holistic approach not only aligns with the college's dedication to high standards but also fosters a culture of continuous improvement and professional development across the entire institution.

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

Academic and administrative audit was conducted.

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

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

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

0

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

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

The financial ecosystem of an educational institution is indeed complex and dynamic. It is structured to ensure a steady flow of funds necessary for its multifarious activities and sustainability. Tuition fees form the backbone of this structure, reflecting the direct investment of students in their education. Government allocations play a crucial role in maintaining the operational aspects, such as remunerating the dedicated teaching and non-teaching staff who are the pillars of the institution. Grants for specific programs like the National Service Scheme (NSS) not only support valuable community services but also enrich the educational experience. Furthermore, research grants from esteemed bodies such as the University Grants Commission (UGC) and the Department of Science and Technology (DST) are vital for fostering an environment

of innovation and scholarly inquiry. The budgeting process is an annual exercise where the college reflects all heads of income and expenditure, ensuring transparency and accountability. Funds are allocated for cultural and social programs, sports events, and other student activities, often with a nominal contribution from the students themselves. The financial ecosystem of a college, as it is held, is a complex network of income sources and expenditure channels, governed by strict regulations and oversight mechanisms.

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

The academic session in question was significantly disrupted due to the preceding COVID-19 pandemic, leading to the closure of colleges in West Bengal from middle of March, 2020. This necessitated a halt in classes and examinations, with a prolonged cessation of in-person educational activities until February 2022. After the direct classes became permissible with limited attendance and modified and restricted schedule, a blending mode of education was planned leveraging various digital platforms for the distribution of teaching and learning materials. This transition was orchestrated by the Internal Quality Assurance Cell (IQAC) in collaboration with the Teacher-in-Charge and the apex body of the college, that is G.B. With the resumption of regular, in-person classes from February 2022, the college continued to adhere to COVID-19 protocols, ensuring the safety of all participants. The IQAC played a pivotal role in enhancing the educational experience through online lectures on pertinent topics and guiding departments towards innovative learning experiences. The commitment to quality education was further emphasized through ISO certification, academic and administrative audits, the introduction of add-on courses, and environmental audits. Feedback from stakeholders was systematically gathered, analyzed, and acted upon, reflecting the institution's dedication to continuous improvement and excellence in education.

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

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

The Internal Quality Assurance Cell (IQAC) plays a pivotal role in enhancing the quality of education within an institution. By conducting regular reviews of the learning process and outcomes, it ensures that the educational experience is continually improving. The feedback mechanism from students across all semesters is particularly crucial, providing detailed insights into the academic environment, which, in turn, informs the necessary adjustments by faculty and departments. The challenges posed by the COVID-19 pandemic highlighted the importance of adaptability in teaching methods. The shift to online platforms, while not without technical and environmental challenges, allowed for the continuity of education. The IQAC's strategic focus on assignments as a form of internal assessment proved beneficial, especially in alignment with the University of North Bengal's approach to semester examinations. This adaptation not only facilitated ongoing learning during unprecedented times but also contributed to observable improvements in student performance. Such proactive and responsive measures underscore the importance of the IQAC in maintaining educational standards and fostering academic excellence.

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

B. Any 3 of the above

Certification, NBA)

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

The college is committed to creating a gender-sensitive and safe environment for its students and staff. As part of this commitment, it has implemented various measures including the formation of Anti-harassment cell, Anti-ragging committee with senior faculty members. The committee is responsible for preventing, reporting, and taking action against any cases of ragging or harassment on the campus. Further, CCTV cameras are installed in strategic locations, such as entrances, corridors, classrooms, laboratories, and libraries. A girls' common room has been specified exclusively for the students. The room provides a space for the students to relax, socialize, and share their experiences with each other.

A Centre for Women's Studies, dedicated to promoting research and education on gender issues, has remained functional since its inception. The centre organizes seminars, workshops, lectures, and publications on topics such as women's rights, empowerment, health, and leadership. The centre also collaborates with other institutions and organizations to advocate for gender equality and justice. However, due to the pandemic situation, most of the programmes and activities could not be conducted during the session.

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

The college has a well-designed system for disposing of sewage and liquid wastes through pipelines and drainage. E-wastes are collected and stored separately to avoid environmental hazards. The campus area is equipped with several dust bins for regular garbage collection. Additionally, there are concrete-made bins for burning the waste materials that are not recyclable. E-wastes are not mixed with other wastes and are dumped separately.

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 **D. Any 1 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	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities **E. None of the above**

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment 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 Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

5.

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 is committed to providing a respectful and inclusive space for all members of its community. It values the diversity of cultures and backgrounds that students bring to the campus, and it encourages them to participate in various cultural activities, enhance their personal growth and experiences, showcase their

talents, and learn from each other. The college welcomes students from different districts of North Bengal and neighboring states, who represent a remarkable diversity of languages, cultures, rituals and religions. The college celebrates various national and cultural events, such as Independence Day, Republic Day, annual social and cultural programme, fresher's welcome, college's foundation day etc., where students with diverse cultures and languages can get involved. The Institution believes that cultural diversity is a source of strength and enrichment, and that fostering a culture of tolerance and unity is vital for its academic excellence and social responsibility. The region of North Bengal is known for its rich diversity in terms of languages, religions, cultures and economic backgrounds, both in urban and rural areas. The college acknowledges and respects this diversity and aims to create an inclusive environment for the students to pursue their education and develop their skills and potentials alongside.

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 college has a tradition of observing or celebrating various days that reflect the constitutional principles, values, rights, duties and responsibilities of citizens. These include the Republic Day, which marks the adoption of the Constitution of India, Independence Day, which commemorates the end of British rule in India, Constitution Day, which honours the chief architect of the Indian Constitution, Dr. B.R. Ambedkar, World Philosophy Day, which promotes critical thinking and dialogue among cultures, International Women's Day, which celebrates the achievements and struggles of women and calls for gender equality and so on. The college also encourages the students to participate in Youth Parliament Competition, where they have won several prizes at different levels. This competition aims to develop leadership skills and democratic values among the youth. 'Ban Mahotsav' is another event that the college celebrates. It is a festival of planting trees and creating awareness about environmental conservation. However, due to the pandemic situation and the lockdown phases, the regular activities could not be organized during the current

session.

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

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

The college has various social and cultural activities throughout the year, such as freshers' welcome, annual sports, 'Vasant Utsav', 'Saraswati Puja' and more. However, due to the pandemic situation and the lockdown phases, some of these activities were not possible in the current session. The college also commemorates/ celebrates different days of national and international importance, such as Netaji Subhash Chandra Bose's Birth day, Republic Day, International Women's Day, Independence Day, World Philosophy Day, Constitution Day, International Women's Day, International Yoga Day, National Sports Day, World AIDS Day, 'Ban Mahotsav', Children's Day. In

addition, the college also organizes events like the celebration of 'Sampriti Saptaha', 'Students Week' etc. in the campus. All the celebration/ observances were conducted with due cautions, following the then prevailing safety protocols.

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: Vaccination programme for students of the college (for 1st dose)

Objective of the practice:

The objective of the initiative was to immunize the students and staff of the college against COVID-19 virus, particularly to the students having difficulties to get access to the vaccination in the Government run camp due to several reasons and having financial issues to afford the vaccination from any private facilities. Further it was expected to keep fears at bay with cautions and, will lead to create a worry-less academic sphere.

Best Practice-2:

Title of the practice: Use of technology with ease of access

Objective of the practice:

The primary and immediate objective of the practice was to ensure the smooth functioning of the teaching learning evaluation system in the pandemic hit period. Learners were to be carefully and gradually switched over from classroom teaching to online mode.

Details are given in the pdf file uploaded.

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

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 strives to provide a quality teaching-learning experience, nurture healthy minds and build a prosperous society even in the face of an adverse situation caused by the COVID-19 pandemic, leading to a positive feedback loop between society and an inclusive academic system, by imparting relevant knowledge and skills to our students and enhancing their abilities to address the development needs, especially of the rural sector. The institution, with a vision of achieving academic excellence and contributing to a progressive human society through empowerment of women, motivated individuals to support each other in their quest for self-elevation within a brief period of time even with the menace of recurrence of the pandemic scenario. To cope with the disruptions caused by the lockdown in the regular academic activities, the college authority devised a detailed strategy to enhance its e-learning delivery system. This proactive measure helped the institute to adapt to the new mode of online education and to train all the students in using the online learning modules. The institute utilized various digital media blended with conventional methodologies to assist the students in their learning process.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The College has the mechanism for well-planned curriculum delivery and documentation. The faculty members of the College, who are members of the Board of Studies of the University are actively associated in designing and framing the curriculum. The teachers provide the necessary additional materials, notes, books and references along with e-resources to the students combined with the continuous use of ICT. At the beginning of the session, the departments chalk out the academic activities. The teachers also sort out the relevant topics for the departmental seminars that are done by the students in online mode during Covid. Group discussions, open book exams, mentoring of the students in online mode add to the effective completion of the syllabus along with in-depth knowledge creation among the students. Question bank(softcopy) is also provided to the students to enable them for an intimate knowledge with the curriculum. To promote academic flexibility CBCS system was introduced in 2018 which is being continued with success. Online education as a part of blended mode of learning, integration of Indian Knowledge system, skill education and Multidisciplinary / interdisciplinary learning are the key features of the Curricular Aspects. In the diary of the students the annual academic activities of the departments, routine of continuous internal evaluation, and the time table are provided.

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)

An Academic calendar is framed and implemented by the institute. It is 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 University of North Bengal provided truncated syllabus to the colleges during the COVID 19 pandemic while the other times we followed the entire syllabus. The departments were asked to chalk out their yearlong academic activities which include division and allocation of the portions to the teachers, as well as charting out other activities like students seminar, invited lectures, group discussions, unit tests, viva-voce, assignments, project works, surveys etc. 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	View File
Link for Additional information	Nil

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

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

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)

3

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

47

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

0

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

1.3 - Curriculum Enrichment

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

The college has framed the syllabus of the Ethics that integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. Students have undertaken project work/field work/ internships in last five years. 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 behaviour 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 and also Indian Bhasa literature. 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. A structured process has been formulated to conduct a comprehensive feedback mechanism for all the stakeholders under different categories and components. A quantitative data extracted from qualitative scale was consolidated to draw a conclusion.

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

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

8

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

1370

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

1.4 - Feedback System

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

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

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://drive.google.com/file/d/1dBe8ZweJHa8iiFH98f_-8hT1sMWkSWLR/view?usp=sharing

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

1950

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

697

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

Faculties seek to assess the levels of students and identify the slow and the fast learners by interaction during the normal classes throughout the year, internal assessments are also arranged for further evaluation. Students with higher capacity are approached informally to guide them for advanced studies while slow learners are also dealt accordingly by humbly pointing their weakness they need to overcome, without exerting any pressure upon them. No separate or special programmes however, were organized in this regard during the current session.

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
3872	74

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 various student centric teaching methods such as experiential learning, participative learning and problem solving methodologies in order to enhance learning experiences. The experiential learning approach is adopted 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. This helps them to arrive at a better understanding of the course material. 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, enhance their abilities and build network with subject experts. 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 help them gain new perspectives and learn about different cultures. The teaching methods adopted by different departments are carefully selected based on the subject matter and the student population, which vary in their socio-economic and linguistic backgrounds. The aim of the teachers is to make the teaching learning process an engaging and fruitful process for the students by the use of various creative methods that increase motivation and engagement in learning.

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

Improving student comprehension, piquing interest, and encouraging active student engagement are the three basic goals of utilizing ICT in the classroom. The institute features a smart classroom and a virtual classroom specifically designed to provide students with an enhanced learning environment. LCD projectors and laptops have been provided to the geography department and all the science departments. There are three more rooms with LCD projectors and screen for the use of other departments. Owing to the pandemic, courses were conducted virtually using Google Meet and Zoom. During the online classes, ICT tools like PPTs, videos, and PDF files were also heavily utilized. Teachers can connect and share knowledge with students in a friendly and cooperative classroom setting with the help of ICT tools. Their aim is to motivate the students and arouse their curiosity to learn.

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

74

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

25

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

928

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.

Generally, after notifying the students of the test schedule, internal exams are held twice a year for every paper in every subject. The total number of marks allotted for each paper is double of what is actually allotted for internal assessment in accordance with the university curriculum. This year, due to pandemic situation, students were asked to submit assignments online. Examinations were held in online mode. After the evaluation of the papers a detailed discussion of the strengths and weaknesses of the students were held by the teachers of all the departments. All the teachers submitted their marks to the appropriate department head, who then submitted it to the internal assessment committee. The marks obtained by the students were sent to the University as per the provided schedule.

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 are free to show the answer scripts to the students and discuss their strengths and weaknesses with them. Errors detected in the scripts of the students were conveyed to them as much as practicable. In case a student has any grievance, regarding the marks or any other issue then the grievances, are placed before the Head of the respective Department or the Principal which are then 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.

At the time of the Orientation Programme which is held at the beginning of the academic session, students are given an introductory speech on the course outcome for all the programmes offered by the college. The background of the curriculum is mentioned in the syllabi provided by the affiliating university for all the subjects. The teachers further flesh out in detail the course outcomes at the departmental level and inform them about the knowledge and skills that they will acquire after the completion of the course that they are enrolled in. Faculties who are also the member of Board of Studies share updated information based on discussions on programme and course outcome to other faculties of the college as and when required.

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.

To evaluate the attainment of learning-based POs, PSOs and COs the following mechanism is employed:

Priority to time bound completion of syllabus of all programmes and courses. Continuous assessment provides feedback on the efficacy of the teaching-learning process and attainment of learning outcomes of each course. This is in the form of assignments which are a part of the CIE as well as additional quizzes and tests which are periodically conducted. The Departments assess the status of attainment of POs, PSOs and COs in their regular Departmental meetings. IQAC exercises general oversight, thereby ensuring a twostep verification process. During the session all the meetings were conducted online via Google Meet due to the Covid 19 lockdown. Offline classes are effectively replaced by online classes. The teachers ensured the effective delivery of the programme and the course outcomes of different subjects. IQAC suggested various measures to maintain the academic quality of the institution. The course outcomes are closely monitored through internal evaluation.

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

984

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://drive.google.com/file/d/1L6k1_Cr9npS1YAolUvbx3144VPKZMIam/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)	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

0

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

1

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

3.2 - Research Publications and Awards

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

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

3

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

0

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

A relief camp was organized for the underprivileged section of the society of the Jalpaiguri District.

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

1

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

20

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

2

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

2

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 college has thirty-seven classrooms, fifteen laboratories, two common staffrooms, a large girls' common room. Science subjects like -Physics, Chemistry, Botany, Zoology, Mathematics, Computer Science and Geography are having well developed and updated laboratory with all required instruments and chemicals to facilitate and effective learning of the students. There are more than ninety computers in possession of the college which are used for teaching, office and library works. Internet facility both through LAN and wi-fi is available at the college premises. One smart classroom, two rooms with LCD projector and screen are also in use for teaching-learning purpose. Internet facilities have been provided in all the Departments, Library and the Teachers'

common room so that teachers can update themselves with new methodologies of teaching and keep themselves updated. In the pandemic situation, teachers of each department have taken their classes via online mode. There are 8 CCTV cameras to keep in track all the moments to maintain academic environment of the college. A central library possessing over thirty thousand books, a number of journals and other e-resources is another asset for the college. One high-capacity generator supports entire college in the event of load shedding.

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. To support the cultural activities, college provides musical instrument, microphone etc. and all cultural programme are conducted by the Cultural Committee of the college. 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 outdoor games like volley ball, basketball, badminton and indoor games like 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.

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

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

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

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

164000

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 (Academic Library Management Software) is used for the library. Barcoding, digital maintenance of records of books etc were among the general practice.

Integrated Library Management System however was 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	B. Any 3 of the above
File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)	
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
0	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File
4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)	
4.2.4.1 - Number of teachers and students using library per day over last one year	
626	

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

4.3 - IT Infrastructure

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

The 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 more than ninety 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 two classrooms with LCD projectors 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

56

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)

94.90

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.

Laboratory: The laboratory equipment is maintained at the departmental level by the staff or hired technicians as per the annual schedule or whenever required and supervised by HODs of the

concerned Departments. The laboratory attendants keep a record of the chemicals, glassware and other instruments used in the

laboratory in a stock register.

Classrooms: The institution has spacious classrooms with adequate fans, tube lights and desks.

All the department HODs and senior teachers submit their requirements to the Principal regarding class room upgradation. 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.

Library: The requirement and list of books is collected from the Departments and finalized list of required books is duly approved by College Library Committee and Principal.

Computers: 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

3657

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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

1594

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

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

A. All of the above

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

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted 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

A. All 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**

114

File Description	Documents
Upload supporting data for student/alumni	View File
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**

8

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.**

2

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

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

The college offers various ways for students to get involved and make a difference in different aspects of the college life, such as administration, co-curriculum and extra-curriculum. However, there has been no Students' Union for the past few years, which limits the students' role in administration. The college still seeks the students' feedback and suggestions on issues that matter to them, such as exams, cultural and sports events, and special occasions like Saraswati Puja. The college also encourages the students to join the celebrations or activities of Republic Day, Independence Day, college's foundation day, and various NSS activities with social impact. The students thereby may explore enough opportunities to share their views and opinions on various college matters.

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

1

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
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 association of former students is not yet registered. However, it still engages in various activities of the college. The alumni regularly join the celebration of the college's anniversary. However, the association did not provide any financial support during the current session.

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 college's governance structure is a testament to its commitment to its foundational mission and vision. The intricate

framework, comprising the Governing Body, Internal Quality Assurance Cell (IQAC), Teacher's Council, and various subcommittees, operates under the adept leadership of the Principal. This structure is not just administrative scaffolding; it is the driving force behind the institution's steadfast dedication to fostering an environment where democratic values, opportunities, and fairness flourish. The institution's governance is acutely aware that the true value of knowledge is realized only when it is applied towards nurturing conditions conducive to democratic growth, creating opportunities, and ensuring equity. This philosophy is embedded in the daily operations of the college, where teachers, students, and administrative staff collectively address pressing social issues such as deprivation, poverty, inequality, displacement, and oppression. They also focus on empowerment and, crucially, sustainable development, reflecting a deep understanding of the broader societal context in which the institution operates.

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.

A well-articulated governance structure of a college is crucial in its voyage, the Governing Body (GB) plays a central role in this framework. By working closely with the Internal Quality Assurance Cell (IQAC) and the Teachers' Council (TC), the GB ensures that both administrative and academic pursuits are in tune with the institution's goals. This synergy allows for a comprehensive management style that not only addresses immediate concerns but also sets the stage for long-term and futuristic strategic plannings and goals. Such a model promotes transparency, accountability, and continuous improvement, which are essential for maintaining high standards of education and promoting an environment conducive to learning and innovation. Further supporting the college's infrastructure are the Building Committee, overseeing construction and upkeep, and the Finance Committee, which prudently administers fiscal resources. The Grievance Redressal Cell provides a vital communication channel for addressing concerns raised by staff and students, ensuring a harmonious academic environment. This inclusive framework

emboldens a commitment to shared governance, reflecting the institution's dedication to fostering an environment where every voice contributes to the collective progress.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic planning and institutional development of a college are crucial for its progress and adaptation to the changing educational landscape. The Teacher-in-Charge, alongside senior teachers, the IQAC Coordinator, and the Secretary of the Teachers' Council, spearheads the planning and execution of developmental activities. Their regular meetings underscore a commitment to continuous improvement and responsiveness to the evolving educational landscape. The lifting of the lockdown presented an opportunity to innovate its curriculum delivery through blended learning strategies. This adaptive measure not only addressed the immediate challenges posed by the pandemic but also laid the groundwork for a more flexible and resilient educational model. The strategic plan's inclusion of blended learning underscores the institution's dedication to providing a robust and accessible education, regardless of external circumstances. In essence, our strategic planning and developmental activities reflect a holistic and dynamic approach to education, one that honors tradition while embracing innovation. The concerted efforts of its leadership and faculty have positioned the college as a beacon of academic excellence and cultural enrichment, poised to navigate the complexities of the modern educational landscape with agility and foresight.

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.

At the apex of administrative structure is the Governing Body, which is responsible for major decisions and oversight. This body typically includes a mix of appointed and elected members, ensuring a diverse representation of interests and perspectives. The Governing Body's composition often reflects a balance between internal and external stakeholders, with representatives from the government, the institution's administration, and its academic staff. The Principal/Teacher-in-Charge plays a pivotal role, acting as the Secretary and the operational leader, bridging the Governing Body's strategic direction with the institution's day-to-day functioning. Below the Governing Body, various committees such as the Finance Committee, Teachers' Council, and Purchase Committee, each have specific mandates that contribute to the institution's governance. The Internal Quality Assurance Cell (IQAC) plays a pivotal role in educational institutions, acting as a nodal agency for ensuring continuous improvement in the quality of education. It is responsible for setting quality benchmarks, developing and implementing quality enhancement strategies, and integrating a culture of quality across all academic and administrative processes. The Finance Committee, for instance, advises on budgetary and financial matters, while the Teachers' Council, being the sole statutory body of teachers, is involved chiefly in academic and partial administrative transactions.

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)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

- The college has a cooperative society from which employees of the college may avail loan within very brief time with nominal interest rate.
- Advance salary and bonus as applicable are given as admissible for a festival.
- Employees also may avail child care leave of 180 days and medical leaves in exigencies.
- Teachers are granted duty leaves for attending seminar, conferences, workshop, faculty Development Programmes etc. other than discharging external duties as assigned by the affiliating University.
- Provision for uniform purchase (as admissible) is there in the college.

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

8

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 in colleges is a structured process that aligns with the guidelines set by the University Grants Commission (UGC) and is further refined by the directives of the state government, in this case, the Government of West Bengal. The Career Advancement Scheme (CAS) serves as the framework for evaluating the teaching staff's performance, encompassing a broad spectrum of activities ranging from teaching and learning to research and community engagement. The Internal Quality Assurance Cell (IQAC) plays a pivotal role in the initial stages of the appraisal by meticulously examining the reports, which are then subjected to the scrutiny of the Principal/Teacher-in-Charge and designated representatives from the university and government. Implementing a structured appraisal system for all staff members, including non-teaching personnel, could further enhance the institution's commitment to comprehensive excellence. Moreover, integrating a 360-degree feedback mechanism, where input is gathered from various stakeholders, could provide a more nuanced understanding of each individual's impact within the educational ecosystem. This holistic approach not only aligns with the college's dedication to high standards but also fosters a culture of continuous improvement and professional development across the entire institution.

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

Academic and administrative audit was conducted.

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

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

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

0

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

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

The financial ecosystem of an educational institution is indeed complex and dynamic. It is structured to ensure a steady flow of funds necessary for its multifarious activities and sustainability. Tuition fees form the backbone of this structure, reflecting the direct investment of students in their education.

Government allocations play a crucial role in maintaining the operational aspects, such as remunerating the dedicated teaching and non-teaching staff who are the pillars of the institution. Grants for specific programs like the National Service Scheme (NSS) not only support valuable community services but also enrich the educational experience. Furthermore, research grants from esteemed bodies such as the University Grants Commission (UGC) and the Department of Science and Technology (DST) are vital for fostering an environment of innovation and scholarly inquiry. The budgeting process is an annual exercise where the college reflects all heads of income and expenditure, ensuring transparency and accountability. Funds are allocated for cultural and social programs, sports events, and other student activities, often with a nominal contribution from the students themselves. The financial ecosystem of a college, as it is held, is a complex network of income sources and expenditure channels, governed by strict regulations and oversight mechanisms.

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

The academic session in question was significantly disrupted due to the preceding COVID-19 pandemic, leading to the closure of colleges in West Bengal from middle of March, 2020. This necessitated a halt in classes and examinations, with a prolonged cessation of in-person educational activities until February 2022. After the direct classes became permissible with limited attendance and modified and restricted schedule, a blending mode of education was planned leveraging various digital platforms for the distribution of teaching and learning materials. This transition was orchestrated by the Internal Quality Assurance Cell (IQAC) in collaboration with the Teacher-in-Charge and the apex body of the college, that is G.B. With the resumption of regular, in-person classes from February 2022, the college continued to adhere to COVID-19 protocols, ensuring the safety of all participants. The IQAC played a pivotal role in enhancing the educational experience through online lectures on pertinent topics and guiding departments towards innovative learning

experiences. The commitment to quality education was further emphasized through ISO certification, academic and administrative audits, the introduction of add-on courses, and environmental audits. Feedback from stakeholders was systematically gathered, analyzed, and acted upon, reflecting the institution's dedication to continuous improvement and excellence in education.

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

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

The Internal Quality Assurance Cell (IQAC) plays a pivotal role in enhancing the quality of education within an institution. By conducting regular reviews of the learning process and outcomes, it ensures that the educational experience is continually improving. The feedback mechanism from students across all semesters is particularly crucial, providing detailed insights into the academic environment, which, in turn, informs the necessary adjustments by faculty and departments. The challenges posed by the COVID-19 pandemic highlighted the importance of adaptability in teaching methods. The shift to online platforms, while not without technical and environmental challenges, allowed for the continuity of education. The IQAC's strategic focus on assignments as a form of internal assessment proved beneficial, especially in alignment with the University of North Bengal's approach to semester examinations. This adaptation not only facilitated ongoing learning during unprecedented times but also contributed to observable improvements in student performance. Such proactive and responsive measures underscore the importance of the IQAC in maintaining educational standards and fostering academic excellence.

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)

B. Any 3 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

The college is committed to creating a gender-sensitive and safe environment for its students and staff. As part of this commitment, it has implemented various measures including the formation of Anti-harassment cell, Anti-ragging committee with senior faculty members. The committee is responsible for preventing, reporting, and taking action against any cases of ragging or harassment on the campus. Further, CCTV cameras are installed in strategic locations, such as entrances, corridors, classrooms, laboratories, and libraries. A girls' common room has been specified exclusively for the students. The room provides a space for the students to relax, socialize, and share their experiences with each other.

A Centre for Women's Studies, dedicated to promoting research and education on gender issues, has remained functional since its inception. The centre organizes seminars, workshops, lectures, and publications on topics such as women's rights, empowerment,

health, and leadership. The centre also collaborates with other institutions and organizations to advocate for gender equality and justice. However, due to the pandemic situation, most of the programmes and activities could not be conducted during the session.

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

The college has a well-designed system for disposing of sewage and liquid wastes through pipelines and drainage. E-wastes are collected and stored separately to avoid environmental hazards. The campus area is equipped with several dust bins for regular garbage collection. Additionally, there are concrete-made bins for burning the waste materials that are not recyclable. E-wastes are not mixed with other wastes and are dumped separately.

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	D. Any 1 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

D. Any 1 of the above

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

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

The Institution is committed to providing a respectful and

inclusive space for all members of its community. It values the diversity of cultures and backgrounds that students bring to the campus, and it encourages them to participate in various cultural activities, enhance their personal growth and experiences, showcase their talents, and learn from each other. The college welcomes students from different districts of North Bengal and neighboring states, who represent a remarkable diversity of languages, cultures, rituals and religions. The college celebrates various national and cultural events, such as Independence Day, Republic Day, annual social and cultural programme, fresher's welcome, college's foundation day etc., where students with diverse cultures and languages can get involved. The Institution believes that cultural diversity is a source of strength and enrichment, and that fostering a culture of tolerance and unity is vital for its academic excellence and social responsibility. The region of North Bengal is known for its rich diversity in terms of languages, religions, cultures and economic backgrounds, both in urban and rural areas. The college acknowledges and respects this diversity and aims to create an inclusive environment for the students to pursue their education and develop their skills and potentials alongside.

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 college has a tradition of observing or celebrating various days that reflect the constitutional principles, values, rights, duties and responsibilities of citizens. These include the Republic Day, which marks the adoption of the Constitution of India, Independence Day, which commemorates the end of British rule in India, Constitution Day, which honours the chief architect of the Indian Constitution, Dr. B.R. Ambedkar, World Philosophy Day, which promotes critical thinking and dialogue among cultures, International Women's Day, which celebrates the achievements and struggles of women and calls for gender equality and so on. The college also encourages the students to participate in Youth Parliament Competition, where they have won several prizes at different levels. This competition aims to

develop leadership skills and democratic values among the youth. 'Ban Mahotsav' is another event that the college celebrates. It is a festival of planting trees and creating awareness about environmental conservation. However, due to the pandemic situation and the lockdown phases, the regular activities could not be organized during the current session.

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

D. Any 1 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

The college has various social and cultural activities throughout the year, such as freshers' welcome, annual sports, 'Vasant Utsav', 'Saraswati Puja' and more. However, due to the pandemic

situation and the lockdown phases, some of these activities were not possible in the current session. The college also commemorates/ celebrates different days of national and international importance, such as Netaji Subhash Chandra Bose's Birth day, Republic Day, International Women's Day, Independence Day, World Philosophy Day, Constitution Day, International Women's Day, International Yoga Day, National Sports Day, World AIDS Day, 'Ban Mahotsav', Children's Day. In addition, the college also organizes events like the celebration of 'Sampriti Saptaha', 'Students Week' etc. in the campus. All the celebration/ observances were conducted with due cautions, following the then prevailing safety protocols.

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: Vaccination programme for students of the college (for 1st dose)

Objective of the practice:

The objective of the initiative was to immunize the students and staff of the college against COVID-19 virus, particularly to the students having difficulties to get access to the vaccination in the Government run camp due to several reasons and having financial issues to afford the vaccination from any private facilities. Further it was expected to keep fears at bay with cautions and, will lead to create a worry-less academic sphere.

Best Practice-2:

Title of the practice: Use of technology with ease of access

Objective of the practice:

The primary and immediate objective of the practice was to ensure the smooth functioning of the teaching learning evaluation system in the pandemic hit period. Learners were to be carefully and gradually switched over from classroom teaching to online mode.

Details are given in the pdf file uploaded.

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

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 strives to provide a quality teaching-learning experience, nurture healthy minds and build a prosperous society even in the face of an adverse situation caused by the COVID-19 pandemic, leading to a positive feedback loop between society and an inclusive academic system, by imparting relevant knowledge and skills to our students and enhancing their abilities to address the development needs, especially of the rural sector. The institution, with a vision of achieving academic excellence and contributing to a progressive human society through empowerment of women, motivated individuals to support each other in their quest for self-elevation within a brief period of time even with the menace of recurrence of the pandemic scenario. To cope with the disruptions caused by the lockdown in the regular academic activities, the college authority devised a detailed strategy to enhance its e-learning delivery system. This proactive measure helped the institute to adapt to the new mode of online education and to train all the students in using the online learning modules. The institute utilized various digital media blended with conventional methodologies to assist the students in their learning process.

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

- To help our students access the various government schemes that are available to them, such as scholarships, loans, subsidies etc. We will also guide them on how to apply and avail these benefits.
- To provide career guidance, placement services and student welfare schemes to our students, by organizing campus interviews, counselling sessions, scholarships, health camps, grievance redressal mechanisms etc. We will also felicitate and encourage students who secure excellence in academics and co-curricular activities and motivate them to pursue higher studies or employment opportunities.
- To organize regular gender sensitization activities such as awareness campaigns, competitions, debates etc. This will help us to create a gender inclusive and respectful environment in our college and society.
- To add two building blocks with large classrooms, auditorium and canteen. This will help us to accommodate more students and provide better facilities and infrastructure for their learning and recreation.
- To complete the pending renovation works and construction of roadways. This will help us to improve the aesthetics and accessibility of our campus.

- To steer the institution to normalizing the overall functions and activities of the college shedding the effect of pandemic and lockdown.
- To establish linkages or MoUs with more Higher education Institutions
- To organize add on courses for students
- To conduct academic and administrative audit
- To conduct Green audit and Energy audit