



YEARLY STATUS REPORT - 2022-2023

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/150mT80ySy28QZ22gLqx_k4zQzfkvW_bZ/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	2022-2023	89918319	
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		
<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? 	Nil	
<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?	Nil	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
Facilitated the integration of online platforms and resources to enhance blended learning methods, ensuring faculty and students are proficient in utilizing modern tools and techniques		
Initiated and successfully concluded procedures for pending career advancement schemes.		
Maintained consistent student support mechanisms throughout lockdowns and periods of restrictions, resulting in 3657 students benefiting from various scholarship programs.		
Encouraged faculty members to enroll in online courses such as induction programs, refresher courses, and short-term courses.		
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 conduct add-on courses for studetns	Add-on courses were conducted
Enhanced the blended learning experience by familiarizing both teachers and students with modern tools and techniques through various online platforms.	Various online platforms were used efficiently by the teachers while students also became accustomed to the new methodologies.
To inculcate consciousness on various Indian knowledge systems	Independence Day and Republic Day, IQAC along with the Cultural Committee organises programs related to the Singing of Patriotic songs in Regional Languages along with Hindi, and recitation of patriotic poems in various Indian languages such as Nepali, Sadri etc to celebrate the unity amidst the various Indian Language and cultures.
Faculty members were encouraged to go for various online courses to rejuvenate their teaching skills.	Faculty members enrolled in various online courses such as induction programs, refresher courses, and short-term courses, fostering their career growth and teaching proficiency.
To establish linkages or MoUs with other Institutions	MoUs were signed
The procedures for of the career advancement schemes were initiated.	Completed the necessary procedures for pending career advancement schemes, facilitating promotions for eligible faculty members.
To conduct Green audit and Energy audit	Green and Energy audits were conducted
To conduct academic and administrative audit	Academic and administrative audit was done
13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	05/04/2024

15. Multidisciplinary / interdisciplinary

The college offers a variety of academic programs in accordance with the directives of North Bengal University, its parent institution. Under CBCS mode students have the choice to pursue UG honours degrees in different arts subjects, including Bengali, Economics, Education, English, Geography, History, Philosophy, Political Science, and Sanskrit, and amongst science stream, Botany, Chemistry, Computer Science, Mathematics, Physics, and Zoology are available. Students have the option to select Hindi, Physical Education, and Sociology in addition to these disciplines for their program under CBCS mode. All students must take environmental studies at least for one year or for one semester. In addition, the college offers courses in travel and tourism management and BBA. The institution seeks to provide a wide variety of courses to fulfill the complex requirements of contemporary education.

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 institution is dedicated to help its students in developing their skills through a range of co-curricular and academic programs. In addition to the required skill-enhancement classes, the college offers workshops, seminars, and other programs to help students become better communicators and presenters. Regular employability training courses are also offered by the college. Specific content for skill enhancement is included in the curricula of all Honors and Program classes. Pharmaceutical Chemistry and Green Chemistry are taught to Chemistry students as courses aimed at improving their skills. The goal of green chemistry is to minimize or reduce the

usage of waste and hazardous materials in the creation, production, and usage of chemical products. It is often referred to as environmental chemistry or sustainable chemistry. The concepts and procedures of "green chemistry" are taught to the students, along with how it can benefit both human health and the environment. As a skill-building course that is pertinent to the current situation, "Renewable Energy and Energy Harvesting" is taught to the Physics students. As a skill-building course in mathematics, "Graph Theory" is studied by students. It has applications in computer science, linguistics, condensed matter physics, quantum field theory, statistical physics, computational neuroscience, chemical graph theory, biological sciences, and social sciences. In Botany, the students learn Bio-fertilizer and Mushroom Culture technology, herbal technology, medicinal botany, Nursery and Gardening as well as Floriculture and ethnobotany papers. Mushroom culture is the process of growing edible mushrooms for culinary and therapeutic uses. Floriculture is the cultivation of flowering and attractive plants for commercial or aesthetic objectives, whereas nursery and gardening is the art and science of growing plants in containers or beds for ornamental or practical purposes. The focus of ethnobotany has expanded beyond merely collecting ethnobotanical information to include using it to inform contemporary society, mainly through the development of medications. Sericulture, Apiculture, Pisciculture, Medical Diagnostics, and other skill-enhancement courses are taught to students studying Zoology.

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

Bengali, Sanskrit, and Hindi are the three Indian languages that the college provides as part of its degree program. Students can opt to major in either Sanskrit or Bengali, two ancient, rich languages with extensive literary traditions, for their honors. The college also encourages the students to respect and have a high regard for the age old Indian heritage and values as part of their education, and it is evident in the year-round academic and extracurricular activities. The college observes a number of holidays and celebrations that highlight the richness and diversity of Indian culture. Given its emphasis on practical learning and in person engagement, the college does not offer any online courses on these subjects.

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

The institution's mission has incorporated OBE, an educational strategy that prioritizes learning outcomes or results over instructional inputs or techniques. The curriculum is designed to

provide students the information, abilities, and mindset they need to excel in their future pursuits. Although the institution can make use of the chances offered by the affiliated university's curriculum, it has limited authority in creating its own OBE strategy. Internal assessments, end-of-semester exams, and practical examinations for select topics are the formats that the college uses. It is up to the teachers to assign projects or reports to their students on particular subjects. In order to help students become better communicators and presenters, the college offers workshops, seminars, and other events in addition to the required skill building classes. As per the institution's belief, Open and Distance Education (OBE) enables students to assume responsibility for their own education, encourages customized and dynamic learning, and highlights pertinent topics that fall under the affiliated university's curriculum.

20.Distance education/online education:

A blended mode of education was explored throughout the session where 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. 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
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Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1	3286
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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	1021
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	56.86
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 Institution ensures effective curriculum delivery through a well-planned and documented process. Any institution, to achieve its educational goals, requires a curriculum that is functional and relevant to its needs. As far as the curriculum is concerned, the College has a limited, but innovative role with regard to the curriculum development of University to which it is affiliated. During the annual system of examinations the Board of Undergraduate Studies, University of North Bengal framed the syllabus which constituent/affiliated colleges had to follow. With the new CBCS curriculum system coming into place w.e.f 2018, the UGC mandated syllabus is being followed. With the curriculum being fixed, the College can but only device innovative methods as to its effective delivery. The core fundamentals are retained but the teachers constantly device novel methods of instructional techniques and strategies to improve the learning experience of the students.

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)

For the curriculum delivery, an academic calendar is framed. The Curriculum delivery is a step-wise process. The first step is to demonstrate updated knowledge of content; the second step is to demonstrate knowledge of students and the third step is to assess the prospects and challenges of student-learning. During the first step, the College uses the familiar method of lectures. The traditional 'chalk and talk' lectures are complemented by PPT lectures. The various strategies mentioned in the second step allow the teachers to assess the learning capacity of the students and the effectiveness of their curriculum delivery methods. The results obtained from the diverse methods discussed in the preceding steps are discussed regularly at the Departmental level and at the Teacher's Council level. There are also the annual examinations and

the end semester examinations. Apart from this the student's learning is also assessed through Assignments given at the end of each topic and the regular Unit Tests taken which is part of the continuous evaluation system. Through this system the students evaluate their efforts and the teachers evaluate their own strategies to foster the student's learning experience.

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)

11

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

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

430

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

430

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

1.3 - Curriculum Enrichment

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

The relevant and critical issues relating to Gender, Environment and Sustainability are inbuilt into the curriculum. This is evident in

the various Departments that teach social sciences. Further, under both the yearly and the newly implemented CBCS system, subjects such as Environment Studies is compulsory for all Departments and students are required to study the issues affecting environment at both the regional, national and international levels. Here they go through the various factors affecting the environment and discuss practices that enable sustainability. The NSS unit organises regular talks on environment protection, menace of plastics and waste management, blood donation camp etc. This creates a sense of urgency and responsibility among the students about various environmental, gender and sustainability issues and instils in them the need for a symbiotic relationship with nature. At the beginning of every academic session, a student Induction Program is conducted by the institution. This is further implemented at the grass root level of assignment preparation by the students. This enables the students to harbour a sense of respect and use information and reference materials responsibly and ethically. Thus, the College follows a 'bottom-up' approach to crucial issues of gender, environment sustainability, professional ethics and human values.

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

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

5

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

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

1008

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/16RFExP_7y28xSl_CgbjrRk0oS-AmQXWX/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

1898

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

609

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution takes the evaluation process of its students thoroughly and conduct internal assessment and regular interaction

to identify the creative learners, moderate learners and slow learners and help them accordingly. The departments are given liberty to identify students with advanced or moderate capabilities.

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
3286	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 in order to promote learning in communication with teachers. Experiential learning opportunities are provided to students in the form of community service programmes like NSS, in order to ensure that the students gain a broader view of the world and an appreciation of community. The students learn by doing and acquire insight into their own skills, interests, passions and values. The institute encourages students to participate and collaborate in the teaching- learning process by providing them with opportunities to engage in group discussions, seminars workshops and both inside the classroom as well as outside. This helps them to comprehend concepts better, enhance their abilities and build network with subject experts. Field trips, surveys, research projects and educational tours are arranged by the institute in order to help the students understand and remember better what they are learning in the classroom. The teaching methods adopted by the different departments are carefully selected based on the subject matter and student population, which vary in their socioeconomic 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 develop critical

thinking and problem-solving skills.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

The main objective of using ICT tools in the classroom is effective teaching- learning in the classroom. The institute has one virtual classroom and one smart classroom dedicated for the purpose of offering better learning experience to the students. The teachers use ICT to support their class lectures, such as PPTs, video lectures, resources from UGC and other websites, to improve the students' understanding level, attract attention and interest and active participation of the students. Use of ICT tools reduces the students' irregularity or low attendance. The teachers aim to motivate the students and arouse their curiosity to learn. With the help of ICT tools, teachers try to create a collaborative and friendly environment in the classroom to interact and exchange information with one another. The college has provided LCD projectors and laptops to the Geography department and all the science departments. Besides this, there are three more rooms with LCD projectors and screen for the use of other departments willing to use the option.

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

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

2.3.3.1 - Number of mentors

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

1002

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

In general, internal examinations are conducted for all the papers of all subjects twice a year, after notifying the students of the Test Schedule. Marks allotted per paper is double of the marks actually allotted as per the University curriculum as internal assessment. Besides this, departments are at liberty to take as many tests as they may deem necessary. Other forms of evaluation like Viva voce, and assignments are also adopted. Based on the evaluation of the papers, topics and areas that need more explanation and clarification are thoroughly discussed. All the teachers submit the marks to the respective Heads of the Department who hand over the same to the Internal Assessment committee. The marks obtained by the students are 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. 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 to 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.

The students are made aware of the course outcome of all the programmes offered by the college at the time of the Induction Programme that is held at the very beginning of the academic session. The members of the faculty of the different departments further elaborate the course outcome to the students in greater detail. The background of the curriculum is mentioned in the syllabus provided by the affiliating university for all subjects. The faculty ensures that such content is explained to the students lucidly.

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

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

To ensure transparent and improved process of teaching-learning, the teachers and students are informed about the programme specific outcomes of each course regularly. The students are also informed about the programme outcomes before the commencement of classes at the induction programme. The students are addressed by the Principal, the Heads of each department and Coordinators of various committees to inform them about specific outcomes of each course. This covers the scope of learning based on value and skill of each course. The programme outcome creates an understanding of the contents of the syllabus and explains the scope of the course. This enables each department to chart out the process of teaching and promotes efficiency among the faculty. This also enables the students to get a comprehensive understanding of the course in which they are enrolled and facilitates a better understanding of the

outcomes of each course. This proved beneficial when teaching shifted to offline mode after the pandemic since it created a sense of assurance and motivation among the students.

Attainment of POs and COs are evaluated in the following ways:

1. By analysing the internal/continuous evaluation at the departmental level
2. Analysing the University examination performances after the results are declared by the University during the meetings with the Principal/TIC along with the departmental teachers.

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

1021

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/1YTGju52wazj0crDVMRirV5BmMuyrdSug/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

6

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

3.2 - Research Publications and Awards

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

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

13

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

4

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

Faculties and students conducted distribution of essentials programmes, studentns also participated in the blood donation camp.

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

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

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

0

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

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

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

0

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

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

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/

NCC/ Red Cross/ YRC etc., during the year

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

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**

5

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

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

5

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

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 were in general in use. Integrated Library Management System however is not in possession of the college.

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

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

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

920

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)

56.86

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. 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 oversees the maintenance and repair work of furniture and fixtures and other physical infrastructure. He reports the needs of repair work to the authority and verifies after the work has been done. The building committee is responsible for overseeing the building's construction, repair and maintenance work. The sweeping staff and hired plumbers ensure the cleanliness and functionality of the toilets and service areas. 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

2980

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

3286

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefitted 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

110

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

110

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

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

13

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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**

102

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**

31

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.**

14

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)

Institution facilitates students' representation and engagement in various administrative, cocurricularand extracurricular activities (student council/ students representation on various bodiesas 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 therebymay 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

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

Though the college has one Alumni Association, the registration of it was done in 2003. The association oprganized Skill development Programme this year.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The governance of the college is not merely a structural entity; it is the embodiment of the institution's ethos. It is a dynamic, responsive, and responsible body that not only administers but also inspires, not only manages but also mobilizes, and not only oversees

but also empowers. It is through this governance that the college actualizes its mission and vision, ensuring that the acquisition of knowledge goes hand in hand with the creation of a just and equitable society. The college thus stands as a beacon of hope and a model of excellence in education governance, demonstrating that when an institution aligns its operations with its core values, it can indeed make a significant impact on both individuals and the community at large. The college's approach to education is inclusive and mindful of economic disparities. By offering fee waivers to students from economically disadvantaged backgrounds, the institution not only eases their financial burden but also opens doors to higher education that might otherwise remain closed. This policy is a clear indication of the college's resolve to break down barriers to education and to uphold the principle that financial constraints should not impede the pursuit of knowledge.

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

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

The college's Governing Body (GB) apex authority, steering both administrative and academic endeavours in unison with the Internal Quality Assurance Cell (IQAC) and the Teachers' Council (TC). This collaborative governance model ensures a holistic approach to a successful institutional management. The decentralization of the college administration, facilitated by the active engagement of the Teachers' Council and non-teaching staff, has fostered a participatory environment where all educators contribute to various sub-committees. These sub-committees, like Academic, Examination Centre, Admission, Cultural, Magazine, Tabulation, Routine, and Research, are integral to the college's operations. The IQAC, a mandated entity, diligently upholds the standards set forth by the National Assessment and Accreditation Council (NAAC), thereby promoting academic and research excellence. Its role extends to synchronizing with other committees and departments to spearhead quality enhancement measures and innovative practices. In this dynamic ecosystem, representation across committees from teachers, non-teaching staff, and students is not only encouraged but integral. Their collective participation in regular meetings is a testament to the democratic ethos of the institution, allowing for

diverse perspectives to shape decisions impacting the college's trajectory.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution's approach to institutional development and strategic planning is a testament to the collaborative efforts of its leadership and faculty. The college's strategies reflect a comprehensive approach to growth, emphasizing regular dialogue through Teachers' Council and IQAC meetings, and fostering a culture of feedback from both staff and students. By engaging in regular dialogue through Teachers' Council and IQAC meetings, the institution ensures that all voices are heard and considered in the decision-making process. This inclusive approach not only promotes transparency and accountability but also cultivates a culture where feedback is valued, leading to continuous improvement and a dynamic educational environment. Grievance redressal receives due attention, ensuring that the college remains a supportive and responsive environment for all stakeholders. Conducting add-on courses and the establishment of Memoranda of Understanding (MoUs) are no doubt two positive approaches towards educational enrichment and partnership. Celebrating nationally and internationally significant days, as well as honouring the legacies of luminaries like Swami Vivekananda, Netaji Subhas Chandra Bose, and Rabindranath Tagore, the college not only pays homage to these figures but also revitalizes the cultural vibrancy within its community. These commemorations serve as a bridge, connecting the institution's rich heritage with its contemporary pursuits.

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

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

The Governing Body plays a crucial role in the administration of organizations, acting as the central authority for strategic decision-making and governance. Its composition, often a blend of appointed and elected individuals, is designed to reflect a wide range of viewpoints and expertise, contributing to a balanced and inclusive approach to leadership. The Principal's/ Teacher-in-Charge's leadership is crucial in this regard, as they not only oversee the committees but also work closely with the Head Clerk to manage the administrative staff, ensuring that the institution's operations run smoothly. This structured approach to governance allows for clear lines of responsibility and communication, facilitating effective management and the realization of the institution's educational objectives. The IQAC facilitates the creation of a learner-centric environment and promotes the use of technology in teaching and learning. It also encourages self-evaluation, accountability, and autonomy within the institution. sub-committees that address different facets of the institution's life, from admissions to cultural activities. The Purchase Committee ensures that procurement processes align with governmental policies, maintaining transparency and accountability. The Building Committee and Anti-ragging Committee address infrastructural and student welfare concerns, respectively, highlighting the institution's commitment to providing a conducive learning environment and safeguarding its members.

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's cooperative society offers employees the opportunity to obtain loans quickly and with a nominal interest rate, providing financial support when needed.
- Employees can receive advance salary and bonuses in accordance with festival-related policies, ensuring they have the means to celebrate significant cultural events.
- The institution supports work-life balance by allowing employees to take up to 180 days of child care leave and additional medical leave for emergencies, recognizing the importance of family and health.
- Professional development is encouraged, with teachers being granted duty leave to participate in seminars, conferences, workshops, and faculty development programs, as well as fulfilling external duties mandated by the affiliating University.
- The college facilitates a uniform purchase scheme, adhering to the admissible guidelines, which helps maintain a professional appearance and fosters a sense of unity among staff members.

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

1

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

2

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 appraisal process for teaching staff is particularly detailed, requiring faculty members to submit a Performance Based Appraisal Scheme (PBAS) proforma when seeking promotion. This document is comprehensive, encapsulating the educator's contributions to teaching, research, administrative duties, and involvement in extracurricular activities, all of which are evaluated against the backdrop of the UGC-CAS guidelines and state government mandates. The appraisal committee, constituted by the affiliating university and the state government, rigorously assesses the proforma in accordance with these guidelines before endorsing promotions. However, it is noted that there is currently no specific appraisal mechanism for non-teaching staff, indicating a potential area for development in the college's appraisal system. Additionally, student feedback is incorporated into the assessment of the teaching staff, reflecting a holistic approach to performance evaluation that considers the impact of teaching on the student body. The IQAC's coordination ensures that the final recommendations are systematically forwarded to the state's higher education department for official sanctioning, thereby completing the appraisal cycle. This meticulous process underscores the college's commitment to maintaining high standards of educational excellence and professional growth for its faculty.

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 institution has a multifaceted financial structure, which includes various sources of income and a detailed system for managing expenditures. The primary source of funding is the tuition fees collected from students. However, this is supplemented by government funds allocated for specific purposes such as salaries for teaching and non-teaching staff. Additionally, universities may provide grants for conducting examinations and supporting National Service Scheme (NSS) activities. Research grants from bodies like the University Grants Commission (UGC) and the Department of Science and Technology (DST) also contribute to the college's funds, although these are subject to availability and is not received every year. These grants are particularly important for providing infrastructure and support for research activities within the

institution. The college's financial management system ensures that all funds are allocated and spent according to the stipulated guidelines. This includes the utilization of funds received from the state and central governments, which are spent within a specified timeframe and require the submission of a utilization certificate to the concerned authorities. The college's internal committees, such as the Governing Body, Finance Committee, Purchase Committee, and Library Sub-committee, play a crucial role in approving expenditures for various needs.

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 Internal Quality Assurance Cell (IQAC) has been instrumental in fostering community spirit and enhancing student engagement through various initiatives:

- Organized a food festival that allowed students to showcase their culinary skills and entrepreneurial spirit.
- Conducted a series of Add-On Courses aimed at supplementing the existing curricula.
- Conducted extension and outreach programs to strengthen the college's relationship with the surrounding community and to encourage students to engage in social service.
- Arranged skill development programs to equip students with the necessary competencies for their professional growth.
- Organized soft skill development workshop to improve students' interpersonal and communication abilities, crucial for their future careers.
- The college has expanded its academic horizons by entering into Memorandums of Understanding (MoUs) with other institutions for faculty exchange programs, promoting an exchange of knowledge and collaborative research endeavours etc.
- To ensure continuous improvement and adherence to quality standards, the college has:
- Completed an External Academic and Administrative Audit to evaluate and enhance the institution's governance and academic

processes.

- Performed consolidated Green and Energy Audits to assess the college's environmental impact and energy efficiency, aligning with sustainable development goals.
- An ICT skill development program was organized for non-teaching staff, empowering them with the necessary digital tools and skills.
- The college has collected feedback from various stakeholders, including students, teachers, alumni, and employers, analyzed them and took action upon them.

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) has been instrumental in enhancing the educational standards of the institution. Through the development of a comprehensive feedback form, the IQAC has established a robust mechanism for the performance appraisal of the teaching staff. This initiative is grounded in a series of meticulous meetings that scrutinize various facets of the teaching-learning process, including the methodologies employed and the resultant learning outcomes. In its pursuit of excellence, the IQAC also administers a Student Satisfaction Survey among the current students, providing an insightful evaluation of the teaching, learning, and assessment processes in place. The findings from these feedback instruments are then disseminated to the respective academic departments. This fosters a collaborative environment where faculty members collectively deliberate on the feedback, engaging in reflective practices to refine the teaching-learning paradigms. Moreover, the college has undergone an External Academic and Administrative Audit for the academic year 2022-23, offering an objective assessment of its educational practices. Complementing the core curriculum, a series of Add-On Courses have been introduced, designed to augment the students' academic experience and broaden their skill sets. The analysis of the semester-end examination results is another critical component of the IQAC's evaluative framework.

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 provides a secure, gender-neutral workplace for both its employees and students. In keeping with this pledge, it has put in place a few initiatives, such as the establishment of Internal Complaint Cell (ICC), anti-ragging committee, Grievance redressal cell. The committee oversees stopping instances of harassment or ragging on campus, reporting them, and taking appropriate action. ICC guarantees that any complaints filed by students, faculty members, and non-teaching staff will be handled with appropriate decency and respect. Additionally, ICC guarantees that all complaints will be kept completely confidential. Women Cell tries to make sure that every student is informed of the appropriate persons

to contact and report issues to, along with the redress procedure. To ensure the safety and security of the students, security guards have been engaged. Entry of outsiders within the campus has been restricted. Every single student has received an ID card which is required to enter the campus. Teachers provide informal guidance to students as needed through interactions both within and outside of the classroom.

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

Liquid waste management: A clean, well-maintained drainage system that connects to Jalpaiguri Municipal corporations main drain handles all liquid waste. Regular cleaning and inspection of the drainage lines prevents blockages and helps to keep the college and its surroundings healthy.

E-waste management: non-working desktop computers, UPSs, motherboards, hard drives, calculators, ink cartridges, copier machines, outdated fans, lights, and other items classified as e-waste are kept apart until they are disposed of.

Hazardous Chemicals and Radioactive Waste: The new CBCS curriculum, which focuses on green chemistry, does not include any chemical waste, such as heavy metals, caustic liquids, or organic solvents. The campus is totally free of radioactive waste of any kind.

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

B. Any 3 of the above

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

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

D. Any 1 of the above

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e.,

tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The Institution is dedicated to giving every member of its community a courteous and welcoming environment. Prasannadeb Women's College believes that education has a crucial role in helping youngsters develop ideals of justice and peace through fostering civic engagement, tolerance, fairness, and intercultural understanding. Students, belonging to different backgrounds and cultures, from different districts of North Bengal and nearby states are welcomed on campus. They are encouraged to participate in different cultural events, broaden their horizons personally, develop their skills, and share knowledge with one another. Students, teachers and staff members together celebrate various cultural, regional festivals and national days like college annual social, freshers welcome, orientation program, teacher's day, college foundation day, Yoga day, Bhasa diwas, tourism day, republic day, independence day etc. NSS units of the college regularly observe and celebrate Swachh Bharat, World Health Day, Environment Day, World red cross day etc. All these initiatives foster tolerance, cooperation, and respect for the diversity of cultures, languages, and religions. The institution acknowledges that diversity in cultures can be a positive and enriching force, as it can lead to improved problem-solving skills, increased understanding and compassion, deeper learning, and a diverse range of viewpoints on the world.

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

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

The institution has an established practice of celebrating several days that signify the ideals, entitlements, and duties of citizens as set forth in the constitution. On January 26, we commemorate Republic Day each year by holding events that emphasize the significance of the Indian Constitution. Additionally, every year, Independence Day is observed to honor the Indian Constitution and the freedom cause. Political science students host special sessions on Constitution Day, 26th November, when they share the fundamentals of the Indian constitution. To help participants gain an

understanding of the constitutional procedures, they also frequently take part in role-plays, debates, and simulated parliamentary sessions. Celebration of World Philosophy Day ignites the thought for development of mankind, for each culture and every individual. International women's day holds a global dimension for women, remembering the achievements and struggles of women, their empowerment, calls for gender equality and so on. Students actively participate in events like youth parliament competition and eventually they have won several prizes at different levels which ensures that students understand the fundamental principles of the constitution, which are ultimately responsible for maintaining the sovereignty of our country. The college also celebrates "Ban Mahotsav" to raise awareness regarding saving our planet by planting more plants. During their orientation session and other events throughout the year, students are informed about the institution's code of ethics, human values, rights, obligations, and responsibilities as both an Indian citizen and a student.

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 **D. Any 1 of the above**

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 makes sure that students gain an understanding of the goal, source, and significance of these commemorations by promoting students to participate in and plan national and worldwide celebrations. General yearly celebrations are:

23rd January, Netaji's Birth Day - Flag hoisting, Garlanding the photograph of Netaji, Inspirational talk by our professors.

26th January, Republic Day - Flag hoisting, parade by the students of Physical Education

15th August, Independence Day - Flag hoisting followed by national anthem and cultural program

Other observances/ celebrations include: 31st August, College Foundation Day; Saraswati Puja, Basanta Utsab, International Women's day, Constitution Day etc.

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 drive (2nd phase) for students and staff (both for 1st and 2nd doses)

Objective of the Practice:

- To provide COVID-19 vaccinations to students and staff of the college.

The Practice:

A vaccination camp was run for students and staff in the college campus in collaboration with Jalpaiguri Municipality. An initial call for vaccination was made on 6th September 2022. The camp was organized 15th September, 2022. Over 200 students and staff were vaccinated by health workers from the municipality. Both 1st and the 2nd doses were administered.

Evidence of Success:

- Post-vaccination, the college reported no COVID-19 cases among students and staff.

Problems encountered and resource required:

Matching of timing for 2nd doses appeared for a problem for some, further the adjustment of number of doses for Covishield and Covaxin was also problematic as different persons took different vaccines during their 1st dose.

Best Practice-2:

Title of the practice: Quest for all-round excellence

Objective of the practice:

All the details for two practices are given in the pdf attached.

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

7.3 - Institutional Distinctiveness

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

P. D. Women's College is a prestigious institution that has been providing quality education to women in Jalpaiguri District and North Bengal for decades. This college is the oldest and largest women colleges in North Bengal. The college not only prepares its students for academic excellence, but also for life skills and social awareness. The college has a strong focus on women's empowerment and education, and aims to equip its students with the knowledge, confidence, and leadership abilities to participate actively in the society. The institution's vision is to excel in academics and to contribute to a progressive human society by empowering women. It encourages individuals to support each other in their pursuit of self-improvement and to create a positive aura in the society. The college also provides various opportunities for the students to participate in co-curricular activities, such as NSS, that foster their personality development and social responsibility. In addition, the college helps the students to avail various financial assistance schemes like 'Kanyashree' for girls, various merit-based scholarships etc. from the government, and conducts career guidance and job information programmes. The college strives to achieve its vision of empowering women through education and creating a positive impact in the region.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Institution ensures effective curriculum delivery through a well-planned and documented process. Any institution, to achieve its educational goals, requires a curriculum that is functional and relevant to its needs. As far as the curriculum is concerned, the College has a limited, but innovative role with regard to the curriculum development of University to which it is affiliated. During the annual system of examinations the Board of Undergraduate Studies, University of North Bengal framed the syllabus which constituent/affiliated colleges had to follow. With the new CBCS curriculum system coming into place w.e.f 2018, the UGC mandated syllabus is being followed. With the curriculum being fixed, the College can but only device innovative methods as to its effective delivery. The core fundamentals are retained but the teachers constantly device novel methods of instructional techniques and strategies to improve the learning experience of the students.

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)

For the curriculum delivery, an academic calendar is framed. The Curriculum delivery is a step-wise process. The first step is to demonstrate updated knowledge of content; the second step is to demonstrate knowledge of students and the third step is to assess the prospects and challenges of student-learning. During the first step, the College uses the familiar method of lectures. The traditional 'chalk and talk' lectures are complemented by PPT lectures. The various strategies mentioned in the second step allow the teachers to assess the learning capacity of the students and the effectiveness of their curriculum delivery methods. The results obtained from the diverse methods discussed

in the preceding steps are discussed regularly at the Departmental level and at the Teacher's Council level. There are also the annual examinations and the end semester examinations. Apart from this the student's learning is also assessed through Assignments given at the end of each topic and the regular Unit Tests taken which is part of the continuous evaluation system. Through this system the students evaluate their efforts and the teachers evaluate their own strategies to foster the student's learning experience.

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)

11

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

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

430

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

430

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

1.3 - Curriculum Enrichment

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

The relevant and critical issues relating to Gender, Environment and Sustainability are inbuilt into the curriculum. This is

evident in the various Departments that teach social sciences. Further, under both the yearly and the newly implemented CBCS system, subjects such as Environment Studies is compulsory for all Departments and students are required to study the issues affecting environment at both the regional, national and international levels. Here they go through the various factors affecting the environment and discuss practices that enable sustainability. The NSS unit organises regular talks on environment protection, menace of plastics and waste management, blood donation camp etc. This creates a sense of urgency and responsibility among the students about various environmental, gender and sustainability issues and instils in them the need for a symbiotic relationship with nature. At the beginning of every academic session, a student Induction Program is conducted by the institution. This is further implemented at the grass root level of assignment preparation by the students. This enables the students to harbour a sense of respect and use information and reference materials responsibly and ethically. Thus, the College follows a 'bottom-up' approach to crucial issues of gender, environment sustainability, professional ethics and human values.

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

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

5

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

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

1008

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/16RFExP_7y28xSl_CgbjrRk0oS-AmQXWX/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

1898

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

609

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution takes the evaluation process of its students thoroughly and conduct internal assessment and regular interaction to identify the creative learners, moderate learners and slow learners and help them accordingly. The departments are given liberty to identify students with advanced or moderate capabilities.

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
3286	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 in order to promote learning in communication with teachers. Experiential learning opportunities are provided to students in the form of community service programmes like NSS, in order to ensure that the students gain a broader view of the world and an appreciation of community. The students learn by doing and acquire insight into their own skills, interests, passions and values. The institute encourages students to participate and

collaborate in the teaching- learning process by providing them with opportunities to engage in group discussions, seminars workshops and both inside the classroom as well as outside. This helps them to comprehend concepts better, enhance their abilities and build network with subject experts. Field trips, surveys, research projects and educational tours are arranged by the institute in order to help the students understand and remember better what they are learning in the classroom. The teaching methods adopted by the different departments are carefully selected based on the subject matter and student population, which vary in their socioeconomic 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 develop critical thinking and problem-solving skills.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

The main objective of using ICT tools in the classroom is effective teaching- learning in the classroom. The institute has one virtual classroom and one smart classroom dedicated for the purpose of offering better learning experience to the students. The teachers use ICT to support their class lectures, such as PPTs, video lectures, resources from UGC and other websites, to improve the students' understanding level, attract attention and interest and active participation of the students. Use of ICT tools reduces the students' irregularity or low attendance. The teachers aim to motivate the students and arouse their curiosity to learn. With the help of ICT tools, teachers try to create a collaborative and friendly environment in the classroom to interact and exchange information with one another. The college has provided LCD projectors and laptops to the Geography department and all the science departments. Besides this, there are three more rooms with LCD projectors and screen for the use of other departments willing to use the option.

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

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

2.3.3.1 - Number of mentors

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

1002

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

In general, internal examinations are conducted for all the papers of all subjects twice a year, after notifying the students of the Test Schedule. Marks allotted per paper is double of the marks actually allotted as per the University curriculum as internal assessment. Besides this, departments are at liberty to take as many tests as they may deem necessary. Other forms of evaluation like Viva voce, and assignments are also adopted. Based on the evaluation of the papers, topics and areas that need more explanation and clarification are thoroughly discussed. All the teachers submit the marks to the respective Heads of the Department who hand over the same to the Internal Assessment committee. The marks obtained by the students are 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. 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 to 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.

The students are made aware of the course outcome of all the programmes offered by the college at the time of the Induction Programme that is held at the very beginning of the academic session. The members of the faculty of the different departments further elaborate the course outcome to the students in greater detail. The background of the curriculum is mentioned in the syllabus provided by the affiliating university for all subjects. The faculty ensures that such content is explained to the students lucidly.

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

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

To ensure transparent and improved process of teaching-learning, the teachers and students are informed about the programme specific outcomes of each course regularly. The students are also informed about the programme outcomes before the commencement of classes at the induction programme. The students are addressed by the Principal, the Heads of each department and Coordinators of various committees to inform them about specific outcomes of each course. This covers the scope of learning based on value and skill of each course. The programme outcome creates an understanding of the contents of the syllabus and explains the scope of the course. This enables each department to chart out the process of teaching and promotes efficiency among the faculty. This also enables the students to get a comprehensive understanding of the course in which they are enrolled and facilitates a better understanding of the outcomes of each course. This proved beneficial when teaching shifted to offline mode after the pandemic since it created a sense of assurance and motivation among the students.

Attainment of POs and COs are evaluated in the following ways:

1. By analysing the internal/continuous evaluation at the departmental level
2. Analysing the University examination performances after the results are declared by the University during the meetings with the Principal/TIC along with the departmental teachers.

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

1021

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/1YTGju52wazj0crDVMRirV5BmMuyrdSug/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

6

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

3.2 - Research Publications and Awards

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

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

13

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

4

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

Faculties and students conducted distribution of essentials programmes, students also participated in the blood donation camp.

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

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

0

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

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

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

0

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

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**

5

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

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

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

5

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

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 were in general in use. Integrated Library Management System however is not in possession of the college.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	B. Any 3 of the above								
<table border="1"> <thead> <tr> <th data-bbox="102 400 547 465">File Description</th> <th data-bbox="547 400 1437 465">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="102 465 547 566">Upload any additional information</td> <td data-bbox="547 465 1437 566" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="102 566 547 745">Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)</td> <td data-bbox="547 566 1437 745" style="text-align: center;">View File</td> </tr> </tbody> </table>	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			
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									
<table border="1"> <thead> <tr> <th data-bbox="102 1061 547 1126">File Description</th> <th data-bbox="547 1061 1437 1126">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="102 1126 547 1193">Any additional information</td> <td data-bbox="547 1126 1437 1193" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="102 1193 547 1261">Audited statements of accounts</td> <td data-bbox="547 1193 1437 1261" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="102 1261 547 1440">Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)</td> <td data-bbox="547 1261 1437 1440" style="text-align: center;">View File</td> </tr> </tbody> </table>	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	
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									
920									
<table border="1"> <thead> <tr> <th data-bbox="102 1711 547 1776">File Description</th> <th data-bbox="547 1711 1437 1776">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="102 1776 547 1843">Any additional information</td> <td data-bbox="547 1776 1437 1843" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="102 1843 547 1944">Details of library usage by teachers and students</td> <td data-bbox="547 1843 1437 1944" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Any additional information	No File Uploaded	Details of library usage by teachers and students	View File			
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)

56.86

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. 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. The sweeping staff and hired plumbers ensure the

cleanliness and functionality of the toilets and service areas. 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

2980

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

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

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

3286

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	
110	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
110	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student	A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

13

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

102

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

31

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.

14

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)

Institution facilitates students' representation and engagement in various administrative, cocurricularand extracurricular activities (student council/ students representation on various bodiesas 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 therebymay 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

7

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

Though the college has one Alumni Association, the registration of it was done in 2003. The association organized Skill development Programme this year.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The governance of the college is not merely a structural entity; it is the embodiment of the institution's ethos. It is a dynamic, responsive, and responsible body that not only administers but also inspires, not only manages but also mobilizes, and not only

oversees but also empowers. It is through this governance that the college actualizes its mission and vision, ensuring that the acquisition of knowledge goes hand in hand with the creation of a just and equitable society. The college thus stands as a beacon of hope and a model of excellence in education governance, demonstrating that when an institution aligns its operations with its core values, it can indeed make a significant impact on both individuals and the community at large. The college's approach to education is inclusive and mindful of economic disparities. By offering fee waivers to students from economically disadvantaged backgrounds, the institution not only eases their financial burden but also opens doors to higher education that might otherwise remain closed. This policy is a clear indication of the college's resolve to break down barriers to education and to uphold the principle that financial constraints should not impede the pursuit of knowledge.

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

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

The college's Governing Body (GB) apex authority, steering both administrative and academic endeavours in unison with the Internal Quality Assurance Cell (IQAC) and the Teachers' Council (TC). This collaborative governance model ensures a holistic approach to a successful institutional management. The decentralization of the college administration, facilitated by the active engagement of the Teachers' Council and non-teaching staff, has fostered a participatory environment where all educators contribute to various sub-committees. These sub-committees, like Academic, Examination Centre, Admission, Cultural, Magazine, Tabulation, Routine, and Research, are integral to the college's operations. The IQAC, a mandated entity, diligently upholds the standards set forth by the National Assessment and Accreditation Council (NAAC), thereby promoting academic and research excellence. Its role extends to synchronizing with other committees and departments to spearhead quality enhancement measures and innovative practices. In this dynamic ecosystem, representation across committees from teachers, non-teaching staff, and students is not only encouraged

but integral. Their collective participation in regular meetings is a testament to the democratic ethos of the institution, allowing for diverse perspectives to shape decisions impacting the college's trajectory.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution's approach to institutional development and strategic planning is a testament to the collaborative efforts of its leadership and faculty. The college's strategies reflect a comprehensive approach to growth, emphasizing regular dialogue through Teachers' Council and IQAC meetings, and fostering a culture of feedback from both staff and students. By engaging in regular dialogue through Teachers' Council and IQAC meetings, the institution ensures that all voices are heard and considered in the decision-making process. This inclusive approach not only promotes transparency and accountability but also cultivates a culture where feedback is valued, leading to continuous improvement and a dynamic educational environment. Grievance redressal receives due attention, ensuring that the college remains a supportive and responsive environment for all stakeholders. Conducting add-on courses and the establishment of Memoranda of Understanding (MoUs) are no doubt two positive approaches towards educational enrichment and partnership. Celebrating nationally and internationally significant days, as well as honouring the legacies of luminaries like Swami Vivekananda, Netaji Subhas Chandra Bose, and Rabindranath Tagore, the college not only pays homage to these figures but also revitalizes the cultural vibrancy within its community. These commemorations serve as a bridge, connecting the institution's rich heritage with its contemporary pursuits.

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

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

The Governing Body plays a crucial role in the administration of organizations, acting as the central authority for strategic decision-making and governance. Its composition, often a blend of appointed and elected individuals, is designed to reflect a wide range of viewpoints and expertise, contributing to a balanced and inclusive approach to leadership. The Principal's/ Teacher-in-Charge's leadership is crucial in this regard, as they not only oversee the committees but also work closely with the Head Clerk to manage the administrative staff, ensuring that the institution's operations run smoothly. This structured approach to governance allows for clear lines of responsibility and communication, facilitating effective management and the realization of the institution's educational objectives. The IQAC facilitates the creation of a learner-centric environment and promotes the use of technology in teaching and learning. It also encourages self-evaluation, accountability, and autonomy within the institution. sub-committees that address different facets of the institution's life, from admissions to cultural activities. The Purchase Committee ensures that procurement processes align with governmental policies, maintaining transparency and accountability. The Building Committee and Anti-ragging Committee address infrastructural and student welfare concerns, respectively, highlighting the institution's commitment to providing a conducive learning environment and safeguarding its members.

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's cooperative society offers employees the opportunity to obtain loans quickly and with a nominal interest rate, providing financial support when needed.
- Employees can receive advance salary and bonuses in accordance with festival-related policies, ensuring they have the means to celebrate significant cultural events.
- The institution supports work-life balance by allowing employees to take up to 180 days of child care leave and additional medical leave for emergencies, recognizing the importance of family and health.
- Professional development is encouraged, with teachers being granted duty leave to participate in seminars, conferences, workshops, and faculty development programs, as well as fulfilling external duties mandated by the affiliating University.
- The college facilitates a uniform purchase scheme, adhering

to the admissible guidelines, which helps maintain a professional appearance and fosters a sense of unity among staff members.

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

1

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

2

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 appraisal process for teaching staff is particularly detailed, requiring faculty members to submit a Performance Based Appraisal Scheme (PBAS) proforma when seeking promotion. This document is comprehensive, encapsulating the educator's

contributions to teaching, research, administrative duties, and involvement in extracurricular activities, all of which are evaluated against the backdrop of the UGC-CAS guidelines and state government mandates. The appraisal committee, constituted by the affiliating university and the state government, rigorously assesses the proforma in accordance with these guidelines before endorsing promotions. However, it is noted that there is currently no specific appraisal mechanism for non-teaching staff, indicating a potential area for development in the college's appraisal system. Additionally, student feedback is incorporated into the assessment of the teaching staff, reflecting a holistic approach to performance evaluation that considers the impact of teaching on the student body. The IQAC's coordination ensures that the final recommendations are systematically forwarded to the state's higher education department for official sanctioning, thereby completing the appraisal cycle. This meticulous process underscores the college's commitment to maintaining high standards of educational excellence and professional growth for its faculty.

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 institution has a multifaceted financial structure, which includes various sources of income and a detailed system for managing expenditures. The primary source of funding is the tuition fees collected from students. However, this is supplemented by government funds allocated for specific purposes such as salaries for teaching and non-teaching staff. Additionally, universities may provide grants for conducting examinations and supporting National Service Scheme (NSS) activities. Research grants from bodies like the University Grants Commission (UGC) and the Department of Science and Technology (DST) also contribute to the college's funds, although these are subject to availability and is not received every year. These grants are particularly important for providing infrastructure and support for research activities within the institution. The college's financial management system ensures that all funds are allocated and spent according to the stipulated guidelines. This includes the utilization of funds received from the state and central governments, which are spent within a specified timeframe and require the submission of a utilization certificate to the concerned authorities. The college's internal committees, such as the Governing Body, Finance Committee, Purchase Committee, and Library Sub-committee, play a crucial role in approving expenditures for various needs.

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 Internal Quality Assurance Cell (IQAC) has been instrumental in fostering community spirit and enhancing student engagement through various initiatives:

- Organized a food festival that allowed students to showcase their culinary skills and entrepreneurial spirit.
- Conducted a series of Add-On Courses aimed at supplementing the existing curricula.
- Conducted extension and outreach programs to strengthen the college's relationship with the surrounding community and to encourage students to engage in social service.
- Arranged skill development programs to equip students with the necessary competencies for their professional growth.
- Organized soft skill development workshop to improve students' interpersonal and communication abilities, crucial for their future careers.
- The college has expanded its academic horizons by entering into Memorandums of Understanding (MoUs) with other institutions for faculty exchange programs, promoting an exchange of knowledge and collaborative research endeavours etc.
- To ensure continuous improvement and adherence to quality standards, the college has:
- Completed an External Academic and Administrative Audit to evaluate and enhance the institution's governance and academic processes.
- Performed consolidated Green and Energy Audits to assess the college's environmental impact and energy efficiency, aligning with sustainable development goals.
- An ICT skill development program was organized for non-teaching staff, empowering them with the necessary digital tools and skills.
- The college has collected feedback from various stakeholders, including students, teachers, alumni, and employers, analyzed them and took action upon them.

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) has been instrumental in enhancing the educational standards of the institution. Through the development of a comprehensive feedback form, the IQAC has established a robust mechanism for the performance appraisal of the teaching staff. This initiative is grounded in a series of meticulous meetings that scrutinize various facets of the teaching-learning process, including the methodologies employed and the resultant learning outcomes. In its pursuit of excellence, the IQAC also administers a Student Satisfaction Survey among the current students, providing an insightful evaluation of the teaching, learning, and assessment processes in place. The findings from these feedback instruments are then disseminated to the respective academic departments. This fosters a collaborative environment where faculty members collectively deliberate on the feedback, engaging in reflective practices to refine the teaching-learning paradigms. Moreover, the college has undergone an External Academic and Administrative Audit for the academic year 2022-23, offering an objective assessment of its educational practices. Complementing the core curriculum, a series of Add-On Courses have been introduced, designed to augment the students' academic experience and broaden their skill sets. The analysis of the semester-end examination results is another critical component of the IQAC's evaluative framework.

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 provides a secure, gender-neutral workplace for both its employees and students. In keeping with this pledge, it has put in place a few initiatives, such as the establishment of Internal Complaint Cell (ICC), anti-ragging committee, Grievance redressal cell. The committee oversees stopping instances of harassment or ragging on campus, reporting them, and taking appropriate action. ICC guarantees that any complaints filed by students, faculty members, and non-teaching staff will be handled with appropriate decency and respect. Additionally, ICC guarantees that all complaints will be kept completely confidential. Women Cell tries to make sure that every student is informed of the appropriate persons to contact and report issues to, along with the redress procedure. To ensure the safety and security of the students, security guards have been engaged. Entry of outsiders within the campus has been restricted. Every single student has received an ID card which is required to enter the campus. Teachers provide informal guidance to students as needed through interactions both within and outside of the classroom.

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
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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
<p>Liquid waste management: A clean, well-maintained drainage system that connects to Jalpaiguri Municipal corporations main drain handles all liquid waste. Regular cleaning and inspection of the drainage lines prevents blockages and helps to keep the college and its surroundings healthy.</p> <p>E-waste management: non-working desktop computers, UPSs, motherboards, hard drives, calculators, ink cartridges, copier machines, outdated fans, lights, and other items classified as e-waste are kept apart until they are disposed of.</p> <p>Hazardous Chemicals and Radioactive Waste: The new CBCS curriculum, which focuses on green chemistry, does not include any chemical waste, such as heavy metals, caustic liquids, or organic solvents. The campus is totally free of radioactive waste of any kind.</p>

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: <ol style="list-style-type: none"> 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	B. Any 3 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	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

The Institution is dedicated to giving every member of its

community a courteous and welcoming environment. Prasannadeb Women's College believes that education has a crucial role in helping youngsters develop ideals of justice and peace through fostering civic engagement, tolerance, fairness, and intercultural understanding. Students, belonging to different backgrounds and cultures, from different districts of North Bengal and nearby states are welcomed on campus. They are encouraged to participate in different cultural events, broaden their horizons personally, develop their skills, and share knowledge with one another. Students, teachers and staff members together celebrate various cultural, regional festivals and national days like college annual social, freshers welcome, orientation program, teacher's day, college foundation day, Yoga day, Bhasa diwas, tourism day, republic day, independence day etc. NSS units of the college regularly observe and celebrate Swachh Bharat, World Health Day, Environment Day, World red cross day etc. All these initiatives foster tolerance, cooperation, and respect for the diversity of cultures, languages, and religions. The institution acknowledges that diversity in cultures can be a positive and enriching force, as it can lead to improved problem-solving skills, increased understanding and compassion, deeper learning, and a diverse range of viewpoints on the world.

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

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

The institution has an established practice of celebrating several days that signify the ideals, entitlements, and duties of citizens as set forth in the constitution. On January 26, we commemorate Republic Day each year by holding events that emphasize the significance of the Indian Constitution. Additionally, every year, Independence Day is observed to honor the Indian Constitution and the freedom cause. Political science students host special sessions on Constitution Day, 26th November, when they share the fundamentals of the Indian constitution. To help participants gain an understanding of the constitutional procedures, they also frequently take part in role-plays, debates, and simulated parliamentary sessions. Celebration

of World Philosophy Day ignites the thought for development of mankind, for each culture and every individual. International women's day holds a global dimension for women, remembering the achievements and struggles of women, their empowerment, calls for gender equality and so on. Students actively participate in events like youth parliament competition and eventually they have won several prizes at different levels which ensures that students understand the fundamental principles of the constitution, which are ultimately responsible for maintaining the sovereignty of our country. The college also celebrates "Ban Mahotsav" to raise awareness regarding saving our planet by planting more plants. During their orientation session and other events throughout the year, students are informed about the institution's code of ethics, human values, rights, obligations, and responsibilities as both an Indian citizen and a student.

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 makes sure that students gain an understanding of the goal, source, and significance of these commemorations by promoting students to participate in and plan national and worldwide celebrations. General yearly celebrations are:

23rd January, Netaji's Birth Day - Flag hoisting, Garlanding the photograph of Netaji, Inspirational talk by our professors.

26th January, Republic Day - Flag hoisting, parade by the students of Physical Education

15th August, Independence Day - Flag hoisting followed by national anthem and cultural program

Other observances/ celebrations include: 31st August, College Foundation Day; Saraswati Puja, Basanta Utsab, International Women's day, Constitution Day etc.

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 drive (2nd phase) for students and staff (both for 1st and 2nd doses)

Objective of the Practice:

- To provide COVID-19 vaccinations to students and staff of the college.

The Practice:

A vaccination camp was run for students and staff in the college campus in collaboration with Jalpaiguri Municipality. An initial call for vaccination was made on 6th September 2022. The camp was organized 15th September, 2022. Over 200 students and staff were vaccinated by health workers from the municipality. Both 1st and the 2nd doses were administered.

Evidence of Success:

- Post-vaccination, the college reported no COVID-19 cases among students and staff.

Problems encountered and resource required:

Matching of timing for 2nd doses appeared for a problem for some, further the adjustment of number of doses for Covishield and Covaxin was also problematic as different persons took different vaccines during their 1st dose.

Best Practice-2:

Title of the practice: Quest for all-round excellence

Objective of the practice:

All the details for two practices are given in the pdf attached.

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

7.3 - Institutional Distinctiveness

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

P. D. Women's College is a prestigious institution that has been providing quality education to women in Jalpaiguri District and North Bengal for decades. This college is the oldest and largest women colleges in North Bengal. The college not only prepares its students for academic excellence, but also for life skills and social awareness. The college has a strong focus on women's empowerment and education, and aims to equip its students with the knowledge, confidence, and leadership abilities to participate actively in the society. The institution's vision is to excel in academics and to contribute to a progressive human society by empowering women. It encourages individuals to support each other in their pursuit of self-improvement and to create a positive aura in the society. The college also provides various opportunities for the students to participate in co-curricular activities, such as NSS, that foster their personality development and social responsibility. In addition, the college helps the students to avail various financial assistance schemes like 'Kanyashree' for girls, various merit-based scholarships etc. from the government, and conducts career guidance and job information programmes. The college strives to achieve its vision of empowering women through education and creating a positive impact in the region.

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 conduct regular surveys with students, parents and others to get feedback on our processes and services. We will use this feedback to improve our performance and resolve any problems or complaints.
- To document and showcase our college's programmes and

activities, such as academic, cultural, sports, social and extension events, on our website and social media. This will help us to create a positive image of our college and attract more students and partners.

- To help our students access various government schemes, such as scholarships, loans, subsidies etc. We will also guide them on how to apply and get 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.
- To encourage research activities by applying for grants, publishing papers, attending conferences etc. This will help us to increase our research output and quality and contribute to the advancement of knowledge in our fields.
- 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.