



## **YEARLY STATUS REPORT - 2020-2021**

### **Part A**

#### **Data of the Institution**

<b>1.Name of the Institution</b>		<b>MAHADEVANANDA MAHAVIDYALAYA</b>
• Name of the Head of the institution	<b>DR KARTIK CHANDRA BISWAS</b>	
• Designation	<b>Teacher-In-Charge</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>03325920577</b>	
• Mobile No:	<b>9433184790</b>	
• Registered e-mail	<b>mahadevanandamahavidyalaya@gmail.com</b>	
• Alternate e-mail	<b>iqac.mm@gmail.com</b>	
• Address	<b>MONIRAMPORE ,BARRACKPORE</b>	
• City/Town	<b>BARRACKPORE</b>	
• State/UT	<b>West Bengal</b>	
• Pin Code	<b>700120</b>	
<b>2.Institutional status</b>		
• Affiliated / Constitution Colleges	<b>Affiliated</b>	
• Type of Institution	<b>Co-education</b>	
• Location	<b>Semi-Urban</b>	

• Financial Status	Grants-in aid				
• Name of the Affiliating University	WEST BENGAL STATE UNIVERSITY				
• Name of the IQAC Coordinator	ARINDAM PAL				
• Phone No.	03325930843				
• Alternate phone No.	9679188848				
• Mobile	9679188848				
• IQAC e-mail address	iqac.mm@gmail.com				
• Alternate e-mail address	arinpal2020@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	<a href="https://mmbkp.ac.in/AQAR.aspx">https://mmbkp.ac.in/AQAR.aspx</a>				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.mmbkp.ac.in/AcademicCalendar.aspx">https://www.mmbkp.ac.in/AcademicCalendar.aspx</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	81.0	2006	02/02/2006	01/02/2011
Cycle 2	A	3.02	2016	19/02/2016	18/02/2021
6.Date of Establishment of IQAC			28/02/2007		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
MAHADEVANANDA MAHAVIDYALAYA	DEVELOPMENT OF NON GOVT.COLLEGES	HIGHER EDUCATION, GOVT. OF W.B	2019 365	3100000	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		

<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>	
<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>1. Technology based teaching learning has been initiated with online classes and webinars. 2. Internal assessment through online mode to bring more systemic mechanism with transparency. 3. Digitization of books in the library. 4. Preparing lists of necessary equipment for purchase from RUSA and the college fund, so that the various departments can be benefitted. 5. Online Seminar/ webinars held in various departments in collaboration with IQAC.</p>		
<b>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</b>		

Plan of Action	Achievements/Outcomes				
1. Application of ICT in online classes	1. All the online classes are taken through LMS				
2. Online payment of tuition fees for all semesters.	2. Online payment of tuition fees for all semesters is running successfully.				
3. Upgradation of college website.	3. Website of the institution has been updated for providing all the relevant and necessary information to the students and other stakeholders.				
4. Digitization of books	4. Rare books have been digitized and during pandemic text books have been digitized to provide the teachers and students through remote access				
5. Session on stress management	5. Two Webinars have been organized to help the students to deal with stress and other health issue especially during the pandemic.				
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>				
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>					
<table> <tr> <th>Name</th><th>Date of meeting(s)</th></tr> <tr> <td>Governing Body</td><td>28/02/2022</td></tr> </table>	Name	Date of meeting(s)	Governing Body	28/02/2022	
Name	Date of meeting(s)				
Governing Body	28/02/2022				
<b>14. Whether institutional data submitted to AISHE</b>					
<table> <tr> <th>Year</th><th>Date of Submission</th></tr> <tr> <td>Nil</td><td>Nil</td></tr> </table>	Year	Date of Submission	Nil	Nil	
Year	Date of Submission				
Nil	Nil				
<b>15. Multidisciplinary / interdisciplinary</b>					
<b>16. Academic bank of credits (ABC):</b>					

<p>The college is affiliated to West Bengal State University(WBSU) and under the jurisdiction of University Grants Commission the policy decisions made by the UGC and University are mandatory to follow from time to time by affiliating University. The examination and credit grading and choice based grading system has been implemented by the university in the affiliated colleges. The policy regarding academic credit credit earning and credit transfer are made as and when required for the students. The institution has followed credit related rules and conditions regarding credit system. The credit earned are earned by the students which are as per university rules transferred whenever required.</p>	
<b>17.Skill development:</b>	
<p>The institute has already been conducting skill enhancement courses as a part of the CBCS curriculum for UG Sem 3 to Sem 6 students. Various methods have been implemented to develop their skill in writing and oral presentation. Students' seminars are conducted where the students have to deliver the presentation.</p>	
<b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>	
<p>The institute actively engaged in spreading the rich heritage of our country and traditional knowledge in the fields of arts, literature and culture.</p> <p>Institution offers -</p> <p>Honours Courses in Hindi, Bengali and English</p> <p>Hindi, Bengali, English and Sanskrit as generic subjects Teaching-Learning is conducted basically in Hindi, Bengali and English.</p>	
<b>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</b>	
<b>20.Distance education/online education:</b>	
<p>Distance education/online education: We do not have any provision for online/distance education as a program, but the college is a regional center for NSOU.</p>	
<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1	117

Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1	<b>2305</b>
Number of students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.2	<b>1044</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	<b>457</b>
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	<b>82</b>
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	<b>43</b>
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

**4.Institution**

4.1	41
Total number of Classrooms and Seminar halls	
4.2	49
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	77
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

Efficacy of curriculum development ensures listing of topics, sequence of topics, clarity, accuracy and appropriateness of topic presentation. The institution ensures emphasis on topic delivery, completing in proper frequency with depth and pace. The faculty makes sure that the overall structure is integrated, interdisciplinary and focus is on conceptual ideas. Here stress is given on analytic approach, communication and proper reflection.

There are practices of internal assessment in the institution. By conducting parent-teacher meeting, parental involvement in the wards' progress is duly considered.

The institution ensures that the students demonstrate the talent by conducting debate, extempore. Here the practice is to ensure that students are the units in the learning development process.

A time table is framed for all departments showing honours and general classes for second and third year as well as core courses, generic elective and ability enhancement compulsory courses for CBCS system.

Students' seminar is conducted in departments where the students are

given opportunity to speak on topics under their syllabus thereby encouraging them for an in-depth study of topics in the curriculum. Several departments have the provision for Excursions/ Field trips/ Project work where students gain an opportunity to link up their theoretical knowledge with practical experience.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

The college, being affiliated to the West Bengal State University, follows strictly the Academic Calendar as prescribed by the University from time to time for conducting academic affairs like admission, registration, filling up of the form, internal examinations, final examinations including theory, practical, tutorial, viva etc. The respective notices can be found on the college webpage as well as with all the departments. A tentative period is mentioned in the college prospectus. The college has a timetable committee which drafts a Master timetable for the entire college, in accordance with which the departments prepare their own timetables. The timetable is handed over to the newly admitted students on the day of the first Assembly in the college. The college prospectus has been displayed on the webpage of the college for easy reference so that the students are aware of the Academic Session activities. This includes the subject combinations, CBCS details, fee structure etc. Also, a tentative schedule of the NSS Activities, Sports, Students' Activity Club activities are mentioned. The list of holidays, vacations and working days are also included. The college holds Parent-Teacher meetings in each academic session. The dates are notified to the students as and when such is decided by the college authority in the Heads of the departments meeting. For field work the individual department conducts departmental meeting and fixes the dates. The students are informed accordingly.

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

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

**23**

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)	<a href="#">View File</a>

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

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement**

for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

Professional Ethics, Gender, Human Values and Environment and Sustainability are highly valued by the college since they are closely linked to its vision, mission and core values.

Science departments like Botany, Zoology and Physiology has wall magazines wherein students are encouraged to do research on a given environmental issue (health & hygiene, biodiversity conservation etc.) and make posters on the issue. Through class presentations also awareness on various environmental issues is being taken up. Through Environment Studies Project work the students gain practical knowledge on the environment and issues related to the environment.

Environmental Studies- it is Compulsory for BA/B.SC /B.Com

### Undergraduate Course as Ability Enhancement Compulsory Course (AECC).

The Annual Retreat every year focusses on major moral/ social issues related to life. These occasions are a way of helping the student grapple with complex issues of existence and inculcate strong values that help them in later adult life.

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

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

6

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 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**

**D. Any 1 of the above**

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

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

**D. Feedback collected**

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

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

**2316**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**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**

362

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## **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

For assessing the learning levels of slow learners regular remedial classes were being organized on google meet, Zoom, Google Classroom etc. Remedial assignments were set and corrected by the departmental teachers via email, Whatsapp and Google Classroom for their improvement and rectification of their mistakes. Scopes of improvement have also been discussed with the students as well as with the parents. Doubt clearing sessions were also arranged for them. Advanced learners were encouraged to take part in various webinars, workshops and online courses so that they can listen to eminent scholars and enhanced their knowledge as well as skill. Advanced learners of different departments were motivated to present their research papers in various students seminars, they were guided to participate in different literary meet, they were encouraged to join online internship under different organizations and often they were provided with advanced research articles and book chapters so that they can frame better answers to the questions. They were also motivated to participate in group discussion, essay, poster, quiz competitions organized by the college and other institutions and they were also inspired to make their contributions for college magazines.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
2305	88

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

Student-centric methods are an integral part of the pedagogy adopted by the faculty for which the college provides all possible support such as:

- Smart classrooms
- Interactive projectors
- Personal laptops for faculty
- Fully Wi-Fi campus
- Open access library
- Facility to download e-resources
- Digitization of lessons
- Fund for publication of departmental journal
- Fund for purchase of laboratory instruments, equipments and materials
- Fund for organizing workshops, seminars and conferences

• **State-of-the-art Computer Labs and Audiovisual Seminar room**

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

In this session 2020-21 due to the pandemic , teachers started taking online classes on platforms like Google Meet, Zoom, Skype etc. Teachers also attended special training programmes and workshops on the use of ICT tools for making themselves well equipped in LMS. Teachers used power point presentation for elaborating different topics. They shared e-books through email, whatsapp and Google Classroom which became very useful to the students as visiting libraries was impossible for them in the lockdown period. Teachers also regularly uploaded e- content and learning materials in Google Classroom and College website.

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**

**82**

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****42**

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
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****29**

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)	<a href="#">View File</a>

**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****1026**

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**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.

Examination Committee coordinated all the internal examinations of the college before the commencement of the CBCS. The examination process included setting of question papers, evaluation of answer scripts within a stipulated period of time, submission of marks. Evaluated scripts of the mid-term examination were shown to the students. Following permission from the Principal, marks of the selection test were communicated to the students. If a student fails to appear in any internal examination for some valid and inadvertent causes, necessary preparations then are made by teachers to conduct a separate evaluation of absentee candidate. Transparency and security of evaluation are ensured at every step of Internal Assessment.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

There is a Grievance Redressal Cell at College where students' grievances can be reported and immediately taken care of. Principal of the College and Academic Committee also hold special meeting on results and discuss if any grievance had been found.

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.

In session 2020-21, due to Pandemic, each department of the college communicated the Programme Outcomes, Programme Specific Outcomes (PSO) in Online mode at the commencement of classes, and it is clearly displayed on student's whatsapp group. The individual course outcomes of all subjects are also properly stated on the college website and discussed in online classes. At the Orientation

Programme and Principal's Address to 1st Semester students(youtube live), Programme outcomes are also communicated. The college also motivated and sent teachers to attend special workshops, symposia on course development and programme outcome so that better result can be achieved.

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

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

1. All the Outcomes are based on internal and University end Sem examination.

2. Internal evaluation: Continuous internal evaluation is taken to know the levels of outcomes. During the pandemic, online examination are taken to assessed. Other modes included home assignments and quiz.

3. External evaluation: Currently this is done in the online mode and exams are conducted as per West Bengal State University guidelines.

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

457

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
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)**

<http://www.mmbkp.ac.in>

## 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)	No File Uploaded

**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)	<a href="#">View File</a>
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

14

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)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

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

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

12

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

#### 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)	<a href="#">View File</a>

### 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

College organises many activities to sensitise students to social issues and prepare them to respond adequately to realities outside the classroom. Conducted several events including programmes under Swatch Baharat Abhiyan, Aids Awareness, Anti-Narcotic Drive, Community-Village Engagement, Gender Equality, Child and Women Welfare, Health and Environment Protection.

Modes of Sensitising Students: Students are made aware of social issues through Seminars, Webinars, Onsite Visits and Day observances Mandatory Student Social Service for 6 days per academic year as part of the curriculum.

Students of the College carry out these Extension activities through National Service Scheme (NSS). Presently there are two Units of NSS.

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)	<a href="#">View File</a>
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**

**4**

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)	<a href="#">View File</a>

**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**

**125**

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)	<a href="#">View File</a>

**3.4 - Collaboration**

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

0

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

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

0

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

**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.

**Class Rooms:**

The college comprises of 3 capuses under the names of Main Building, RGSN Campus and Annex Bulding. College has 63 no. of Seminar and Class rooms. Out of 61 rooms, 2 are designated as smart classrooms, 2 are seminar halls and 22 are updated laboratories. Some rooms have projectors.

**ICT:**

S1 Resources Type Quantity 1 Desktop 64 2 Laptop 15 3 Tab 1 4 Printer 37 5 Projector 3

**Reading Resources:.**

HOLDINGS EXISTING BY MARCH 2019 ADDED BY MARCH 2020 TOTAL No. Rs No. Rs NO. RS TEXTBOOKS 17953 2116336 278 62747 18231 2179083 REFERENCE BOOKS 709 142182 0 709 142182 JOURNALS E-JOURNALS 6000+ 5900 6000+ 5900 E-BOOKS 3135000 3135000 DIGITAL DATABASE CD & VIDEO 84 LIBRARY AUTOMATION 1 WEEDING (HARD & SOFT) 1981 91911.9 OTHERS(CG) 791 200955

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.

**Sports complex (indoor and outdoor)**

Our College has a standard ground including Football, Cricket, KHO-KHO, volleyball and basketball courts where outdoor sports activities are held. The sports committee of the College is in-charge of the sports complex and equipment.

**Auditorium**

The auditorium can accommodate around 200 spectators. It was renovated into a state-of-art facility recently. It is used for all types of cultural eventstoo. It has a very fine sound system with control panels.

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.

41

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

04

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)	<a href="#">View File</a>

**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)**

49

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)	<a href="#">View File</a>

**4.2 - Library as a Learning Resource****4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

HOLDINGS EXISTING BY MARCH 2019 ADDED BY MARCH 2020 TOTAL No. Rs No. Rs NO. RS TEXTBOOKS 17953 2116336 278 62747 18231 2179083 REFERENCE BOOKS 709 142182 0 709 142182 JOURNALS E-JOURNALS 6000+ 5900 6000+ 5900 E-BOOKS 3135000 3135000 DIGITAL DATABASE CD & VIDEO 84 LIBRARY AUTOMATION 1 WEEDING (HARD & SOFT) 1981 91911.9 OTHERS(CG) 791 200955

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**

**A. Any 4 or more 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)	<a href="#">View File</a>

**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)	<a href="#">View File</a>

**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**

50

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

### 4.3 - IT Infrastructure

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

College has 75 computers {desktops and laptops} which are updated as and when required. Seminar rooms have been upgraded and virtual class is setup in a room. The college is fully Wi-Fi enabled with 100 MBPS bandwidth. Libsys(library software) has been upgraded. Complete online admission system has been introduced. Online feedback is collected from stakeholders and is revised regularly. The college website is maintained and upgraded regularly under an annual maintenance contract.

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

#### 4.3.2 - Number of Computers

77

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)****3.65**

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)	<a href="#">View File</a>

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.

There are dedicated committees and a provision for budget for the maintenance and upkeep of different facilities. To procure the departmental requirements like laboratory equipment, stationary goods, furniture etc the head of the concerned departments submit written requisitions. Required items are provided within a short time through a proper procedure. A separate log book is maintained by the GLI of the concerned department. The laboratory equipment purchase committee supervises the overall laboratory equipment purchase procedure. Day to day cleaning and maintenance of classrooms and laboratories is accomplished by the supporting staffs of the college. The corridors and washrooms are also cleaned up in regular basis. There is an arrangement for refrigeration in each science department to maintain chemicals and samples in well condition. AMCs are purchased for the maintenance of electrical equipment like water purifiers and ACs.

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**

169

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)	<a href="#">View File</a>

**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**

00

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)	<a href="#">View File</a>

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

E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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

0

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

25

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

**examinations) during the year**

0

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

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

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

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

Since there is no elected Students Union during the said period, the college has representatives from all departments of each year/ semester, chosen by the departmental teachers and students of the class (taking sense of responsibility, attendance and sincerity of the selected students in consideration) who are consulted before each student centric college programme. They come forward and actively participate in the programmes, taking charge of most of the activities. While students are always encouraged to directly consult with the teachers or administration with their grievances, the said students are the ones who usually take charge in such matters.

However, due to the onset of covid pandemic, many activities which were to be conducted with the help of this students group, could not be held.

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

01

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

### 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

No

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

Mahadevananda Mahavidyalaya, a co-educational day College, presently affiliated to the West Bengal State University, was founded in Monirampore, under Barrackpore Sub-division of North 24 Parganas, West Bengal, by Late Swami Jyotirmoyananda Giri Maharaj, in the sacred memory of his preceptor Late Swami Mahadevananda Giri Maharaj, on the auspicious day of Janmashtami, and the Independence Day, the 15th of August, 1968. The 15th of August being a holiday, the 16th of August has been officially declared as the Foundation Day of the College. The institution carries forward the vision of the founder of this educational Institute Late Srimat Swami Jyotirmoyananda, as the college is always committed to address the socio-economic needs and intellectual upliftment of the local people - particularly the people of the industrial belt of North 24 Parganas. As the successors of the founder monk, we greatly value our mission to materialize the wider connotation of "Education" and we believe that education is the training for a meaningful life and a continuous process for making of a complete human being enriched in "Value Education". As this institution was founded by a group of spiritual monks, we always concentrate our effort to imbibe among the students a sense of sacrifice, social awareness and respect for the proud Heritage of India.

We believe in the age old Sanskrit sloka: "Om sahana Bhabatu Om Sahanau Bhaunakti Om Saha Biryang Karaba Bahai Tejashwi Nabadhitamastu Ma Bidisha Bahai Oh Shanti ! Shanti! Shanti!"

File Description	Documents
Paste link for additional information	<a href="https://www.mmbkp.ac.in/CollegeProfile.aspx">https://www.mmbkp.ac.in/CollegeProfile.aspx</a>
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.

Different statutory and other sub-committees are formed from faculty members, stake holders and students for coordinating important academic, administrative and co-curricular activities of the college. Discipline specific leadership and management taken care of by Faculty members under the supervision of IQAC.

File Description	Documents
Paste link for additional information	<a href="https://www.mmbkp.ac.in/Committees.aspx">https://www.mmbkp.ac.in/Committees.aspx</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Quality improvement strategies, adopted by the institution, are effectively deployed under the direct supervision of the Governing Body and IQAC. Different sub-committees also play their constructive roles and ensure the active participation of the concerned stakeholders.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
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.

Mahadevananda Mahavidyalaya is administered by the Governing Body. Based on the need, and according to the policy of Higher Education, Guidelines and Procedures are formulated by the College and get approval from the Higher Education Commission. The overall planning and development of the college are done by the Governing Body under the Presidentship of a locally nominated person. All the major administrative policy regarding the implementation of new policies, appointment of Bursar, IQAC coordinator and members, Convener and members of various Statutory bodies are taken by the Administrator in consultation with the Principal following the rule of Government of West Bengal and statute of the affiliating university. The Academic

Sub-committee, Teachers' Council , Extension activity Cell, Admission Committee, Examination Committee functions under the chairmanship of the Principal . Various other sub committees are formed by the Teachers' Council for proper maintenance and day to day functioning of the college. The Academic Sub-committeeconsisting of the Head of the Departments under the chairmanship of Principal takes major decisions regarding the academic aspects .

File Description	Documents
Paste link for additional information	<a href="https://www.mmbkp.ac.in/PDF/Prospectus.pdf">https://www.mmbkp.ac.in/PDF/Prospectus.pdf</a>
Link to Organogram of the Institution webpage	<a href="https://www.mmbkp.ac.in/IOACCommitee.aspx">https://www.mmbkp.ac.in/IOACCommitee.aspx</a> , <a href="https://www.mmbkp.ac.in/GoverningBody.aspx">https://www.mmbkp.ac.in/GoverningBody.aspx</a>
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	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

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

1. Group Life insurance for all full time teaching and nonteaching staffs while ESI and EPF for all casual staffs.
2. Festival Bonus is sanctioned for all eligible non-teaching staff, SACT teachers.
3. College administration always tries to ensure timely promotion of

ali teaching and non teaching staffs.

4. College attempts to maintain good academic and friendly environment in the college premises

5. West Bengal health scheme and Sasthya Sathi are offered where it's applicable.

6. The College has a Credit Cooperative Society. It provides hassle free loan to full time teaching and non-teaching staff. Fixed and Recurring Deposit Schemes are provided to the staff.

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

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

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

0

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

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

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

0

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

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

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

10

File Description	Documents
IQAC report summary	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)	<a href="#">View File</a>

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

1.The teachers submits this appraisal report in prescribed format at the end of every year.

2.Appraisal of teaching staff holding substantive posts is done through the Performance Based Appraisal System (PBAS) on the basis of Academic Performance Indicators (APIs) under the process of

Career Advancement Scheme (CAS) for promotion to higher stages. The procedure is supervised by the IQAC.

3. An online feedback system has been generated by the college authority where students judge the performance of the teachers.

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

The external / statutory auditor is appointed by the Department of Higher Education, Government of West Bengal. The final report is submitted to the Directorate of Public Instruction, Gove. Of West Bengal.

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)

NIL

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)	<a href="#">View File</a>

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

- College follows transparent mobilisation process of funds and optimal utilisation of resources. Other than the Govt. and UGC grants, the college has secured funding from RUSA Grant,
- The Finance Committee or the Tender Committee takes initiative for tender procedure wherever required for the proper utilization of the fund.

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

1. Use of ICT in teaching-learning process especially classes in virtual mode.

2. Organization of webinar and workshops.

3. Examination and Evaluation.

4. Research and Development.

5. Admission of Students.

6. Industry Interaction / Collaboration.

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

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

**IQAC monitors and reviews the teaching learning process, infrastructural facilities and methodologies of operation and learning outcomes at regular intervals.**

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

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

**C. Any 2 of the above**

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

## **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 conducts gender sensitization programmes throughout the year through seminars, classroom lectures. The college has a girls common room with a lady attendant to look over. There are also girls' toilet in almost every floor of the building so that the girl students do not face any problem. A sanitary napkin vending machine is to be installed soon to facilitate the girls students. There are well organised committees/cell like Anti-ragging Committee, Grievance Cell, Counselling Cell, Women's Cell to address the problems faced by the students in general and girls students specifically. International Women's Day is celebrated every year and the Women's Cell invites women personages from various fields who have been successful in breaking the glass ceiling. Female students participate in co-curricular and extra-curricular activities and they win a lot of prizes every year in Sports and cultural programmes. There is equal representation of female faculties in both academic and administrative activities such as IQAC Co-ordinator, NAAC Steering Committee, IQAC Members (02), Sports (Convener), Website committee (Convener), Health and Hygiene Sub-Committee to address female health issues. International Women's Day is celebrated every year. Female students are encouraged to participate in all co-curricular and extra-curricular activities.

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

**Solid waste management:** The garbage and refuse of the day to day is collected in dustbins placed in different corners of the college. The dry and wet wastes are segregated and kept in blue and green dustbins. Regular disposal of the debris is carried out by barrackpore Municipal Corporation.

**Chemical waste:** Wastes if any are segregated by the department of Chemistry and duly deposited.

The water from the taps are channelised in a way to irrigate the plants.

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**

<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>  <b>1.Restricted entry of automobiles</b> <b>2.Use of Bicycles/ Battery powered vehicles</b> <b>3.Pedestrian Friendly pathways</b> <b>4.Ban on use of Plastic</b> <b>5.landscaping with trees and plants</b>	<b>A. Any 4 or All of the above</b>										
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Geo tagged photos / videos of the facilities</td><td>No File Uploaded</td></tr> <tr> <td>Any other relevant documents</td><td>No File Uploaded</td></tr> </tbody> </table>	File Description	Documents	Geo tagged photos / videos of the facilities	No File Uploaded	Any other relevant documents	No File Uploaded					
File Description	Documents										
Geo tagged photos / videos of the facilities	No File Uploaded										
Any other relevant documents	No File Uploaded										
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>											
<b>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>	<b>D. Any 1 of the above</b>										
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Reports on environment and energy audits submitted by the auditing agency</td><td>No File Uploaded</td></tr> <tr> <td>Certification by the auditing agency</td><td>No File Uploaded</td></tr> <tr> <td>Certificates of the awards received</td><td>No File Uploaded</td></tr> <tr> <td>Any other relevant information</td><td>No File Uploaded</td></tr> </tbody> </table>	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	
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Any other relevant information	No File Uploaded										
<b>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</b>	<b>C. Any 2 of the above</b>										

<b>Provision for enquiry and information :</b> <b>Human assistance, reader, scribe, soft copies of</b> <b>reading material, screen reading</b>	
File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded
<p>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).</p> <p>The college takes tremendous efforts to provide inclusive environment. The teaching and non-teaching staff comes from different cultural background, different socio-economic status and different religion. But there is harmony and tolerance for each and everyone. There is no feeling of high or low socio-economic status and belonging to different religious and cultural background work together to enhance the quality of teaching-learning and augment facilities for the students. All the teaching and non-teaching staff lives like a family. The institution takes several initiatives on different occasions to maintain the harmony and tolerance like</p> <ul style="list-style-type: none"> <li>• Basant Utsav- Although it is a festival of Hindus but on the closing day of the Holi holiday it is celebrated by all the staff of the college. The students, teachers, non-teaching staff all participate in the cultural programme and make the campus more colourful.</li> </ul> <p>Bhasa Divas/International Mother Language Day: We celebrate the Bhasa divas in the college to pay respect to promote awareness of linguistic and cultural diversity and to promote multilingualism.</p> <p>But owing to the onset of pandemic these cultural programmes which are usually arranged in the RGSN campus of the college could not be held.</p>	

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

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

In the beginning of every academic session orientation programs are held at departmental levels where students are made aware of their constitutional rights and duties. On occasions like Independence Day, Republic Day, Constitution Day the Head of the institution inculcates national spirit and values among students and staff through his/her motivational speech. At the time of pandemic, A Covid cell was constituted that addressed the anxieties and frustrations of the students with regard to Covid-19. The students were also motivated to get themselves vaccinated and a camp was organised in the college campus to facilitate the students.

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**

C. Any 2 of the above

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

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

The college celebrates the various national and international festivals like Independence Day, Republic Day, International Women's Day, World AIDS Day, Yoga Divas, International environment Day during 2020-21. On International Women's Day a panel discussion on topics like mental health, Painting, no plastic bag/biodegradable bags was organized. Due to Pandemic most of the programmes were held in virtual mode but there was full participation on the part of the students and faculty.

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.

**The title of the Practice 1: To felicitate the best students from all streams on the basis of marks by the Teachers Council.**

**The Practice:** Teachers Council takes all initiatives to congratulate a student from 3 different programmes B.A/BSC/.BCOM so that they are motivated to do better in academics. At the end of the programme they are awarded prizes based on their performances.

**Objectives of the Practice:** The main objective of the practice lies in making a student feel that he/she is an integral part of the institution and their credits are recognised by the college.

**The Context:** At the end of the programme their achievements are recognised by the college.

**Problems Encountered/Resources Required:** We have envisioned a holistic educational environment for our students but the constraints of resources and fund has become the greatest impediment in this regard.

**Evidence of success:** The fruitfulness of this programme lies in the smiling faces of the student who feels college is always with them in thick and thin and whatever they do in days to come.

**Title of the practice No 2:** Concession given to the students to the greatest extent who were adversely impacted during Covid 19.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
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

To enhance the quality of Teaching Learning Process in the pandemic period the college was one of the first affiliated colleges under West Bengal State University to conduct online classes. Online classes were organized through zoom meeting, google meet. Online internal exams were conducted through google forms. Whatsapp group for respective departments were constituted which included all the students. The information regarding classes and exams were given in these groups by the concerned teachers. Short notes and lectures were also uploaded in the newly created google classrooms. Many lectures were prepared by the teachers and uploaded in the YOU TUBE channel to facilitate the students.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.3.2 - Plan of action for the next academic year

- To start Rain Water Harvesting facility and to rejuvenate the existing compost pit.
- To conduct Green audit by agency.
- Laboratory upgradation.
- Functional MOUs with other institutions.
- To increase the numbers of ICT enabled rooms and tools.
  - Lift facility for the gifted students and faculty members
  - To renovate the pond in the RGSN campus.
  - To construct a water body at the entry point of the RGSN campus.
  - To install a statue of Netaji Subhas Chandra Bose and Gautam Buddha in the RGSN campus