# YEARLY STATUS REPORT - 2020-2021

| Part A |
|---|
| **Data of the Institution** |

| 1.Name of the Institution | DEBRA THANA SAHID KSHUDIRAM SMRITI MAHAVIDYALAYA |
|---|---|
| • Name of the Head of the institution | Dr. Rupa Dasgupta |
| • Designation | Principal |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 09932792519 |
| • Mobile No: | 9733846160 |
| • Registered e-mail | principaldebra@gmail.com |
| • Alternate e-mail | dtsksmiqac@gmail.com |
| • Address | Gangaramchak, P.O.: Chakshyampur, District: Paschim Medinipur, PIN: 721124, West Bengal, India |
| • City/Town | Medinipur |
| • State/UT | West Bengal |
| • Pin Code | 721124 |
| 2.Institutional status | |
| • Type of Institution | Co-education |
| • Location | Rural |

| | |
|---|---|
| • Financial Status | **Grants-in aid** |
| • Name of the Affiliating University | **Vidyasagar University** |
| • Name of the IQAC Coordinator | **Bipasha Majumder De** |
| • Phone No. | **09932792519** |
| • Alternate phone No. | **9434454548** |
| • Mobile | **9434454548** |
| • IQAC e-mail address | **dtsksmiqac@gmail.com** |
| • Alternate e-mail address | **principaldebra@gmail.com** |
| **3.Website address (Web link of the AQAR (Previous Academic Year)** | http://www.debracollege.ac.in/Data/Files/StaticDocs/AQAR_2019_2020.pdf |
| **4.Whether Academic Calendar prepared during the year?** | **Yes** |
| • if yes, whether it is uploaded in the Institutional website Web link: | http://www.debracollege.ac.in/About/CollegeCalendar.aspx |

**5.Accreditation Details**

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|---|---|---|---|---|---|
| **Cycle 1** | **B** | **2.01** | **2017** | **23/01/2017** | **22/01/2022** |

| **6.Date of Establishment of IQAC** | **12/03/2014** |
|---|---|

**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 |
|---|---|---|---|---|
| **Institutional** | **Unnat Bharat Abhiyan** | **Ministry of Education, Govt. of India** | **2020** | **50000** |

| **8.Whether composition of IQAC as per latest NAAC guidelines** | **Yes** |
|---|---|

| | |
|---|---|
| • Upload latest notification of formation of IQAC | View File |
| **9.No. of IQAC meetings held during the year** | **3** |
| • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | **Yes** |
| • If No, please upload the minutes of the meeting(s) and Action Taken Report | View File |
| **10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** | **No** |
| • If yes, mention the amount | |

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

1. Along with standard and conventional modes of class room teaching, the college has successfully used learning management system in providing e-study materials. Virtual classes and online assessment have been conducted using LMS. Official Facebook page and WhatsApp groups aid in interchange of information and mode of communication with the students. Moreover, official YouTube channel is effectively as a teaching tool along with G-suit account for live Google meet classes. Digital library with E-Books using D Space, institutional repository and INFLIBNET login access for all students are amalgamated with LMS. 2. Organising national and international webinars on various relevant issues- a) International webinar on "Essence of Health and Fitness in Modern Society" by the Department of Physical Education on 8th January 2021. b) One day State Level Webinar on "Indian Democracy at Work" by the Department of Political Science on 12th January 2021. c) National level webinar on "Environmentalism in English Literature" by the Department of English on 15th January 2021. d) International webinar on "Recent Patterns of Fundamental Mathematics and its Applications: Modelling and Optimization" by the Department of Mathematics on 14th March 2021. e) ICPR Sponsored two-day Periodical Lecture and International Webinar on "Necessity of Yoga in Modern Lifestyle" by the Department of Philosophy on 23rd & 24th March 2021. f) State level webinar on

"International Yoga Day" by the Department of Physical Education on 21st June 2021. g) International Webinar on "Emerging Trends and Advances in Machine Learning (ETAM 2020)" by the Department of Computer science and BCA on 22& 23 August 2020. 3. Construction of up to date Workshop for Automobile, additional classrooms and laboratories.. 4. Purchase books and scientific equipment/ instruments as per CBCS syllabus for various departments. 5. Setting up Campus Wi-Fi initiated with hotspot zones.

**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 |
|---|---|
| Construction of additional classrooms | Additional classrooms were constructed adjacent to Hall 2 from college fund amounting to Rs. 12,46577 |
| Construction of digital language laboratory | It was set up with 28+1 terminals. |
| Procurement of AC for Seminar Hall and e-learning lab | It was done successfully |
| Construction of concretized road from main gate to college buildings | It was also done successfully under MNREGA scheme. |
| Setting up of a modernized Seminar Hall on the first floor of the college | It was set up from college fund. |
| To purchase books as per CBCS syllabus for various departments | Some books amounting to Rs 3,28,000/- were purchased for Central Library |
| To purchase more computers | Computers amounting to Rs 7,67,206 were purchased. |
| To procure instruments as per CBCS syllabus for Science departments | Laboratory instruments amounting to Rs. 9, 20, 459 /- were procured for newly constructed laboratories. |
| To organize seminars/workshops | 1. Department of Physical Education organized an International webinar on 8.1.2021 2. Department of |

|  |  |
|---|---|
|  | English organized an International webinar on 15. 1. 2021 3. Department of Mathematics organized an International webinar on 14.3.2021 4. Department of Philosophy organized an ICPR sponsored National webinar on 23 & 24 March 2021 |
| **Installation of smart class equipment in 10 class rooms** | **The process has been initiated but not completed.** |
| **Construction of ramp and at least one special toilet for differently-abled persons** | **It has been done successfully.** |
| **To initiate M.A. in Bengali and History.** | **It has been initiated yet.** |

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

- Name of the statutory body

| Name | Date of meeting(s) |
|---|---|
| **Governing Body Meeting** | **12/02/2022** |

**14.Whether institutional data submitted to AISHE**

| Year | Date of Submission |
|---|---|
| **2020** | **25/02/2020** |

# Extended Profile

## 1.Programme

1.1                                                                 **20**

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

| File Description | Documents |
|---|---|
| Data Template | [View File] |

## 2.Student

2.1                                                      **3696**

Number of students during the year

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

2.2                                                      **2979**

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                                                      **744**

Number of outgoing/ final year students during the year

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

## 3.Academic

3.1                                                      **95**

Number of full time teachers during the year

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

3.2                                                      **95**

Number of Sanctioned posts during the year

## Extended Profile

### 1.Programme

| 1.1<br><br>Number of courses offered by the institution across all programs during the year | 20 |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

### 2.Student

| 2.1<br><br>Number of students during the year | 3696 |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

| 2.2<br><br>Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | 2979 |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

| 2.3<br><br>Number of outgoing/ final year students during the year | 744 |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

### 3.Academic

| 3.1<br><br>Number of full time teachers during the year | 95 |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

| 3.2 <br><br> Number of Sanctioned posts during the year | 95 |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

## 4.Institution

| 4.1 <br><br> Total number of Classrooms and Seminar halls | 79 |
|---|---|
| 4.2 <br><br> Total expenditure excluding salary during the year (INR in lakhs) | 173.79 |
| 4.3 <br><br> Total number of computers on campus for academic purposes | 168 |

# 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. The College has got 1 Principal, 19 full time teachers on substantive basis, 75 fulltime Permanent Teachers (State Aided College Teachers) approved and appointed by the Government to meet the said purpose framed by the affiliating university.**

**At the outset of new academic session, meetings are organized with all the faculties of the College under the banner of the Teachers' Council andAcademic sub-committeeto chalk out concrete plans of effective curricular delivery. In these meetings,Academic calendarof the year is prepared in compliance with the academic schedule. Each department preparesteaching planaccordingly. The changes in the syllabus notified by the university and the changes of regulation, if any, are discussed threadbare. The entire process is kept under the supervision of the Principal and is documented by Secretary, Teachers' Council.**

Routine Committee and examination committeework in coordination with the academic plan. Periodical class assessments are done and reviewed to assess the understanding level of the students and feedback taken from students is also taken into consideration. Remedial classes and special lectures are planned accordingly.

All the faculties adopt modern methods of teaching and learning along withtraditional chalk and talk method forcurriculum delivery. They are well versed in their respective fields of study. All the departments haveLCD/LED projectors for power point presentations. Besides these some departments have smart class rooms which can be used by the teachers for ensuring effective dissemination of information to the students.Student Seminar, group discussions are also arranged.

In the current pandemic situation, college has used social media Whatsapp groups, official Facebook have been used to communicate with staff and students whereas LMS, G suit with Google meet and official You tube channels are used as teaching tool. Moreover, the Learning Management System along with e books in D Space and repository, INFLIBNET access for students have been effectively used in curriculum delivery.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | [View File](#) |
| Link for Additional information | http://www.debracollege.ac.in/Data/Files/StaticDocs/Academic_Calendar_I_III_V_2020_21.pdf |

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

Vidyasagar University calendar is adhered to as we are an affiliated College. In addition, an academic calendar is prepared by the College in the beginning of every academic year following the University calendar with details of all the curricular and extra-curricular activities to be conducted by the College both at the faculty and the student level. After the preparation of academic calendar and its adoption by the Teachers' Council of the College it is made available on the College website as well as on the notice board so that the students can understand our yearly plan online and a copy of it is handed to all the Heads of the Department and in-charges for them to plan their activities. This

ensures curriculum enrichment through related activities like expert lectures, extension activities and industrial academic interaction and the likes. For the current academic session academic calendar was prepared and followed for conducting University examinations and other activities. The present academic calendar has been prepared in keeping parity with that of the Vidyasagar University for smooth running of the various activities of the College. It was adhered to for conducting internal assessments, Core, GE, AECC and MIL papers carrying 10 marks and SEC paper carrying 5 marks, arranged by the College. The continuous evaluation process is emphasized in the process of curriculum delivery. In the pandemic situation the physical classes were stopped and online classes were taken by every department. Online seminars, special classes, poster and cultural competition were also organized. Parent-Teacher meetings are organized once a year, department wise with all the teachers of the Departments and Principal in attendance. This year online parent-teacher meeting was held by every department. It is worth mentioning that the college continuously conducts Students' Satisfaction Survey online so as to be aware of the weakness if any. There is a digital feedback form designed for the students. The feedback forms are collected, analyzed and maintained by every department.

| File Description | Documents |
|---|---|
| Upload relevant supporting documents | View File |
| Link for Additional information | http://www.debracollege.ac.in/Data/Files/StaticDocs/Academic_Calendar_I_III_V_2020_21.pdf |

| **1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University  Setting of question papers for UG/PG programs  Design and Development of Curriculum for Add on/ certificate/ Diploma Courses  Assessment /evaluation process of the affiliating University** | C. Any 2 of the above |
|---|---|

| File Description | Documents |
|---|---|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | View File |

## 1.2 - Academic Flexibility

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

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

**2**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Minutes of relevant Academic Council/ BOS meetings | View File |
| Institutional data in prescribed format (Data Template) | View File |

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

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

**2**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template ) | View File |

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

**180**

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

**180**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

## 1.3 - Curriculum Enrichment

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

**All the programmes in Debra Thana Sahid Kshudiram Smriti Mahavidyalaya affiliated to Vidyasagar University offer at least one course that integrates issues relevant to Professional Ethics or Gender or Human values or Environment and Sustainability. They are mostly from the Generic Elective courses and Skill Enhancement courses under Choice Based Credit System. They are Women's Writing, Contemporary India: Women and Empowerment, Gender & Human Rights, Environment & Literature in BA Honours and General in English , Women, Power and Politics, Human Rights in a Comparative Perspective, Feminism: Theory and Practice in BA Honours and General in Political Science, Ethics (Indian) , Ethics (Western), Ethics (Applied Ethics), Philosophy of Human Rights, Value Education, Man and Environment, Feminism, Termination of Life & Ethics, Environmental Ethics in BA Honours and General in Philosophy, Bio-fertilizers, Mushroom Culture Technology, Plant Diversity and Human Welfare in BSc General in Botany, Industrial Chemicals and Environment, Green Chemistry in BSc Honours and General in Chemistry, Environmental Geography, Sustainable Development BSc Honours and General in Geography, Environmental History of India (Early India and Medieval Period), Gender & Education in India in BA Honours and General in History, Women Health and Nutrition in BSc Honours and General in Nutrition, Environmental Education in BA General in Physical Education and Human Rights Education, Women Education, Environmental Education in BA Honours and General in Education.**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | View File |

## 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 | View File |
| Programme / Curriculum/ Syllabus of the courses | View File |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | View File |
| MoU's with relevant organizations for these courses, if any | View File |
| 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

**109**

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

## 1.4 - Feedback System

| **1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni** | **B. Any 3 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) | View File |

| **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 | View File |
| URL for feedback report | https://dbcl-cloud.co.in/webfront/fbhome.aspx |

## 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**

**2075**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| 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

**945**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| 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 main aim and objective of our college is to improve students' ability, success and learning levels. The college is located in a rural area for providing opportunity and support to rural population with regards to higher education, skill-based courses and intellectual development and provides service to the underdeveloped, remote and backward communities of the surrounding region. The college takes into consideration students' aspirations, requirements and takes every possible action to assess the learning abilities of the students from the very beginning.**

**It is very important to identify the Slow- learners and Advanced learners at the initiation of the course after admission so that proper steps can be taken like counseling and arranging remedial and tutorial classes for the slow learners and separate strategies for the advanced learners. This process of assessment of learning ability of a student is done through classroom response, class tests, group discussions and question answer sessions by the respective teachers. Mentors also interact with the students to assess the learning ability and difficulties faced by the student in different papers/areas of the course studied by him/her.**

| File Description | Documents |
|---|---|
| Link for additional Information | Nil |
| Upload any additional information | View File |

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

| Number of Students | Number of Teachers |
|---|---|
| 3696 | 93 |

| File Description | Documents |
|---|---|
| Any additional information | View File |

## 2.3 - Teaching- Learning Process

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

Debra Thana S.K.S Mahavidyalaya enhances the learning experience of students by adopting student-centric methods like experiential learning, participative learning and problem solving methodologies both inside and outside the classroom.

**Experiential learning**

- Department-specific activities like museum visits, one-day field trips, study tours, long excursions, industrial and institutional visits, which are part of curriculum of History, Bengali, Geography, Nutrition, Education etc.
- Laboratory demonstrations other than practical classes are done in some subjects.

**Participative Learning**

- Group discussions and field visits.
- Departmental Student Seminars are organized.
- Quiz contests
- Projects, Internships
- Students are encouraged to participate in various co-curricular activities
- Seminars are organised in collaboration with prestigious organisations. This gives them the exposure to the work and views of leading experts, academicians, artists and activists on different societal and environmental issues.
- In the pandemic situation the college has employed Learning Management System for effective delivery with study materials, assignments, recorded classes. Dspace has been used for e-book repository, INFLIBNET for students, routine classes using Gsuit and Google platform have been used. Through our own You Tube channel and by using Students' Whatsapp group we have facilitated the teaching.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Link for additional information | Nil |

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

**Debra Thana sahid Kshudiram Smriti Mahavidyalaya faculty uses the latest ICT tools to enhance the conventional teaching learning process and to make learning more interesting and student friendly.**

- **The college has 180 desktops and laptops, two digital notice boards, and 150MBPS fibre Alliance broadband**
- **Classrooms and laboratories are equipped with 13 smart boards, 21 projectors and are Wi-Fi enabled to facilitate teachers to directly stream web pages and videos.**
- **Printers and scanners are available in each departments and in the library**
- **25 Wi-fi routers are installed to provide easy internet access to faculty and students. Hotspot is available both for teachers and students.**
- **The college library has access to 6094 e-journals and 1,39,309 e-books accessible on https://nlist.inflibnet.ac.in/ and 6,00,000 e -books on National Digital Library.**
- **DSPACE is used for e-library and institutional repository.**
- **Our college provides learning management system (LMS) for study materials upload in a regular manner during COVID 19 Pandemic period.**
- **Our college has fully automated library (KOHA) where student can easily access books and journals.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | https://lms.debracollege.ac.in, http://www.debracollege.ac.in/Library/EResources.aspx |

**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**

**93**

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll. | View File |
| Circulars pertaining to assigning mentors to mentees | View File |
| mentor/mentee ratio | View File |

**2.4 - Teacher Profile and Quality**

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

**95**

| File Description | Documents |
|---|---|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | View File |
| List of the faculty members authenticated by the Head of HEI | View File |

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

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

**11**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| 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**

**95**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| 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.

- **Debra Thana S.K.S Mahavidyalaya comes under Vidyasagar University and is guided by regulations formulated by the University in all the matters pertaining to syllabi, examination and evaluation.**
- **Our College has a transparent and continuous internal assessment system. Marks in each paper are awarded through Internal Assessment and the rest are awarded by the university. University appointed examiners assess on the basis of performance of students in semester end examinations.**
- **The internal assessment system is recommended by both University and UGC(CBCS). A student needs to attend at least 75% of attendance in order to appear at the end semester examination.10 marks are allotted for Internal Assessment 05 marks are awarded on the basis of class test conducted by the concerned teachers.**
- **Performance of the students in Internal Asessments are discussed with the students and suggestions are also shared**

with them. In some subjects marks are awarded on the basis of assignments, presentations and projects.

- During pandemic Learning Management System has been effectively used to conduct online tests, whats app groups and official facebook is used for communication and students sent their exam sheets through emails to their respective teachers. Google forms have also been used during this to evaluate their knowledge.

- An Academic Committee is formed by Administrator/ Governing Body having representative from each department which monitor and regularize the teaching- learning process and other examination procedures. The decisions and schedules finalized in their meetings are communicated to each and every department who then finalises the evaluation schedules in Examination Committee meetings and Departmental meetings. Students are informed through website, notice boards, Whats app groups and official Facebook page.

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Link for additional information | http://www.debracollege.ac.in/Data/Files/StaticDocs/college_calendar_holiday_list_2021.pdf?v=2 http://www.debracollege.ac.in/~/Data/Files/StaticDocs/Prospectus_2021_22.pdf?v=2 |

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

Debra Thana Sahid Kshudiram Smriti Mahavidyalaya has a powerful mechanism to ensure that the process of continuous assessment is transparent, efficient and in the best interest of students.

- The college has a Routine and Examination Committee, which undertakes necessary measures to ensure objectivity and transparency in the process. Notifications are displayed prominently on the college website, official facebook account of the college, students' whatsapp group of all the departments and on digital notice boards of the college to communicate information related to internal assessment to students.

- The attendance record, which is a part of Internal Assessment, is displayed on the departmental notice board by all the departments on monthly basis and students are given

ample time to point out any discrepancies.

- After evaluation answer scripts of internal class tests, assignments and project reports are discussed with students and their parents in departmental parent-teacher meetings. Students are given opportunity to raise their grievances regarding the marks awarded to them with the faculty concerned. In rare cases if students' grievances are not addressed satisfactorily, students are free to approach their mentor, or the teacher-in-charge for redressal. Intervention by the Head of Institution can be sought in extraordinary cases.
- Students are given enough time to claim concessions in attendance on medical grounds and for participation in extracurricular activities. Marks awarded by individual teachers are moderated by departmental moderation committees to ensure parity in marks awarded to students among different subjects. The average marks of two internal assessments (IA) is sent to the university.

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Link for additional information | No |

## 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 learning outcomes of the courses offered are highlighted at the outset in the college website and Prospectus to make all the stakeholders especially the students aware of the objectives of the different courses offered and specific learning outcomes that are expected from each course when they become graduates.
- The Admission committee with its online services helps the students to understand the programme and course outcomes so that the decision making process of the students while choosing their courses becomes streamlined.
- At the beginning of the course, each department in its induction programmes emphasizes on the programme and course outcomes.
- Hard copy and soft copy of the syllabus and learning outcome are available in each department
- Hard copy of the learning outcome is displayed prominently

**in the department.**

- **During faculty meetings in the department after the completion of each paper/unit, the outcomes are reviewed.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for Additional information | http://www.debracollege.ac.in/CourseOutcome.aspx |
| 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.

- **During the course of study, students are made to inculcate the core values of a responsible citizen and nurture ethical values by creating a holistic environment both inside and outside the classrooms.**
- **College makes all efforts to create an environment so that teamwork, professional ethics, love for nature and empathy for all creatures are practiced by the students.**
- **Academic calendar drafted centrally based on university guidelines and Teaching plan prepared at the departmental level ensures that the lectures/classes are oriented towards fulfillment of course outcomes and syllabus is completed on time. Regular departmental meetings to monitor the progress of the teaching learning process are done.**
- **Direct methods to assess the learning outcome of the students is done based on their performance in class tests, group discussions, student seminars and internal assessments.**
- **Feedback mechanism and grievance redressal system also emphasizes on curriculum delivery and infrastructural facility made available to the students and problems/grievances (if any) are resolved in IQAC and Academic Committee meetings.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for Additional information | http://www.debracollege.ac.in/CourseOutcome.aspx |

**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**

**744**

| 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 | View File |
| Paste link for the annual report | http://www.debracollege.ac.in/Data/Files/StaticDocs/Annual_Report_2021.pdf?v=2 |

**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://dbcl-cloud.co.in/webfront/fbhome.aspx

**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)**

**Nil**

| 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) | No File Uploaded |
| 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**

7

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Any additional information | View File |
| List of workshops/seminars during last 5 years (Data Template) | View File |

**3.2 - Research Publications and Awards**

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

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

12

| File Description | Documents |
|---|---|
| Any additional information | View File |
| 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

**12**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| 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

**Debra Thana SKS Mahavidyalaya provides an environment conducive for the holistic development of students. Extension activities not only instil a sense of communal responsibility, but also effectively sensitise young women and men of our college towards important social issues. The National Service Scheme (NSS) unit, organise various social outreach programmes to facilitate its students with the concept and practice of social responsibility. Some extension activities organised are:**

- **AIDS Awareness programme**
- **Awareness Programme on Nutritious diet for mother and child**
- **Awareness programmes regarding importance of trees and plantation**
- **Distribution of Masks and sanitisers in the neighbourhood community**

**Project from West Bengal SC, ST and OBC Finance Corporation involving local Scheduled Tribe community for training and production of Vermicompost, Mushroom and dragon fruit has been**

initiated. The project is unique involving our students and SHG groups of local Tribal community who get trained and work in these projects to get self-reliant.These outreach and extension activities have not only made students socially aware of several socioeconomic and cultural problems affecting the everyday lives of people.We have taken initiative to involve local children belonging to backward communities and financially weaker sections in various activities like sports, cultural functions of the college and our students actively involve them in these activities.

National Service Scheme orients and encourages students on social issues and offers opportunities toconduct and coordinate various activities related to the College programs and extension activities. It organizes seven days camp in nearby villages. Several activities were carried out such as Rally on Dengue Awareness, Road Safety Awareness Blood Donation Camp, Special Schemes such as Swachh Bharat, and Special Swachhta Campaign.

Environment Sustainability programmes:

- World Environment Day Observance: Tree plantation and eco awareness activities
- Promoting minimum Plastic Use
- Routine Social Service/Cleanliness drives by NSS Volunteers inside and around the college campus.

  Community Service during Covid Outbreak:

  Covid 19 help groups of student volunteers were constituted during Covid 19 Outbreak and engaged in Social Extension Service in the surrounding areaThe department of Chemistry made their own hand sanitisers in their lab and NSS volunteers distributed them to the local residents, especially the aged, in contiguous areas around the college.

  The college also offered its premises as a Community Quarantine Centre, from April to Sept 2020.

| File Description | Documeants |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

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

**1**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Number of awards for extension activities in last 5 year(Data Template) | View File |
| e-copy of the award letters | View File |

**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**

**09**

| File Description | Documents |
|---|---|
| Reports of the event organized | View File |
| Any additional information | View File |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | View File |

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

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

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

668

| File Description | Documents |
|---|---|
| Report of the event | [View File](#) |
| Any additional information | [View File](#) |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | [View File](#) |

## 3.4 - Collaboration

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

01

| File Description | Documents |
|---|---|
| e-copies of linkage related Document | [View File](#) |
| Details of linkages with institutions/industries for internship (Data Template) | [View File](#) |
| Any additional information | [View File](#) |

**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**

05

| File Description | Documents |
|---|---|
| e-Copies of the MoUs with institution./ industry/corporate houses | [View File](#) |
| Any additional information | [View File](#) |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | [View File](#) |

## 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 journey of Debra Thana Sahid Kshudiram Smriti Mahavidyalaya started fifteen years ago with minimum infrastructure and physical facilities. Within a few years, the college has become equipped with well-maintained administrative building, classrooms, laboratories, Smart classrooms, library, reading rooms, seminar hall, ICT enabled classes, separate common rooms for boys & girls with indoor game facility and computing equipments to adopt to /the futuristic education system.

There are 79 Wi-Fi enabled well-furnished classrooms and laboratories with electricity facilities, a good number of benches for students, good quality large whiteboard and other necessary materials to impart knowledge to students.

In front of each department, there is a notice board from where student can access their class routine and academic information, also magazine board where students display their creative writings, attractive paintings which bring forth the hidden talents of the students. LED screen is mounted in front of the stair at each floor in the academic building to display necessary information. There are seven (07) water coolers to provide RO purified cold drinking water to students and staff.

The college possesses a large (60×27 sq.ft.) well-furnished, air-conditioned, automated central library with more than 12002 books, e-books, e-journals, magazines, weekly and daily newspaper (both English & Bengali). Beside the central library there are one e-learning room and one reading room. Each department has a seminar library. Beyond college hours hostel student can access the central library facility up to 8 pm.

There are eighteen (18) well-equipped science laboratories for Physics (04 labs), Chemistry (03 labs), Human Physiology (02 labs), Botany (01 labs), Nutrition (02 labs), Computer Science (02 labs), Geography (03 labs) & Mathematics (01 lab) which are catering to the needs of the students. There are four laboratories for two professional degree courses (BCA & BMLT), one workshop with laboratory facility for vocational degree course (automobile) along with general degree courses. To get on with modern technology all the departments of science, arts, professional and

**vocational have computer facilities along with stable internet connection.**

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

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

**The College has always created a favorable atmosphere for practicing Physical Education culture with whole hearted devotion by Physical Education department. To promote sports and games the institution has indoor and outdoor games facilities like Carom, Chess, Table Tennis, Volleyball, Football, Cricket, etc. along with academic excellence. With the aim to encourage sports practices, sports activities are offered and a sports timetable is made. Good number of students who have taken Physical Education as a core subject. Not only students of the Physical Education department but also other students are active in participating in various sports activities. Spacious and well-equipped outdoor play area in the campus ensures effective training for players. Students are under the strict vigil of a Physical Education teacher who sees that the games and sports are helping the participants to attain all-round development primarily from the point of mind and body. There is an open ground utilized by the students for practicing various games. Practical classes of the Physical Education department are also conducted in that playground. We are proud to mention that our students have excellent performance in inter-college meet over time. The college has also been participating in various inter University tournaments and some of our college students have successfully represented our university in the inter-university competition.**

**Yoga Mandap:-**

**The Yoga Mandap of our college moulds the overall personality of the students and faculty. To inculcate the significance of yoga among students and faculty, it is included exclusively as a part and parcel of curriculum of UG courses. Yoga Day is celebrated on 21st June every year with great enthusiasm. A Three hours yoga programme was also conducted in the college where students and stuff participating actively. The Physical Education department of**

the college aims at providing a safe and healthy atmosphere for its students and staff members.

Playground:-

The playground is 13458 sq. ft. inside of the college Campus which is utilizing as Kabaddi, Volleyball, Kho-Kho and Badminton courts and 105850 sq. ft. outside of college Campus which is utilize for Cricket and Football ground. There is 200 Mt. running track with 6 lanes. Central part of the track is utilized as grounds for Cricket as well as Football. This facility is uses as per need of the students as well as curriculum of different programs. Within this limitation, we provide practice facility of Basketball, Netball, Handball, etc. on that ground as per demand of the students.

Gymnasium:-

A 480 sq. ft. new gymnasium has been set up from college fund with in college campus consisting of various equipment's like Multi -Gym 12 Stations i.e. Leg Pull Down, Leg Extension, Leg Press, Peck Deck Butterfly, Sit-Up Benches, Bench Press, Stepper, Twister, Cycling, Tread Mill etc. that are using for total body workout. Faculty members and students can use the gym during all working days from 3.30 p.m. - 5.30 p.m.

Cultural Activities:

The College has created a homely atmosphere for cultural as well as extracurricular activities inside the campus with the guidance of Cultural Sub-committee. The college firmly believes in co-curricular activities so that the students may develop themselves in all spheres keeping pace with the modern education system. In this connection there is a Social Entertainment and Magazine Sub-Committee in this institution, who looks after the various cultural activities to be performed during Fresher's Welcome, Teachers Day, organizing quiz, debate competition, celebrating national and international, commemorative events in the college campus. The faculty members keep on mentoring interested students for cultural activities. Wall magazine is maintained by almost all departments where students contribute their write-ups, drawings, which in turn highlight their talents. This participation of students in various sports, games and cultural activities help students in developing interpersonal interaction, team spirit and leadership quality and personality also.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| 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.

**21**

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

**21**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | Nil |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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

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

**34.52**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Upload audited utilization statements | View File |
| 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) |
|---|

Our Central Library has a vital role in the learning process of the students. It occupies 3330 sq ft and has a separate spacious space for the reading purpose of the students (UG&PG), faculty and staffs. It is situated in ground floor so that it is easily accessible to the all users. It has approx 14000 books including Departmental Library. Each department has a well stock departmental library where from student can get books to enrich their knowledge. Library has the book bank facility for the poor and meritorious students. All stacks of books of Central Library are open access for which users can chose books by self. All stack rooms are air conditioner. Our Central Library is fully automated by using integrated library management software KOHA with latest version 21.11. Through this software all libraries' key functions such as acquisition, serials control, cataloguing, circulation and the public access catalogue are doing successfully. Beside the books central library subscribes the e-journals and e-books through NLIST. Here from approx 15000+ e-journals and 200000+ e-books can be accessed remotely. For knowledge gathering and to share update information our central library subscribes different competitive exams magazine and newspapers for students.

Beside NLIST an e-book repository is created by the Central Library with the help of digital library software DSpace. Here near about 1000 e-book are available which can be downloaded in anywhere. It has an Old Question Paper Repository in DSpace. Central library is also the member of e-sodhsindhu. From NLIST and E-sodhsindhu different renowned publishers like Spinger, Oxford University Press, Cambridge University Press, Taylor and Francies and their e-books can be downloaded with full text.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| 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 | View File |
| 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)

**59066**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Audited statements of accounts | View File |
| 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

**18**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| 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

**College has adequate IT facilities for learning managements and administrative services. IT facility is well maintained and update regularly.**

**Wi-Fi Facility:**

- Wi-Fi was not available at the time of last accreditation. Now free Wi-Fi access is provided for all staff and students.

## Wi-Fi Bandwidth:

- Airtel (There are two connection each of 150 Mbps)

## LAN connection:

- There was limited LAN connection in last PTR. Now sufficient wired internet connection point is available throughout whole campus for both academic and administrative purpose.

## IT Facilities:

- Desktop and Laptop Facility
- At the last time of accreditation, there are total 56 computers in college. Now college have 180 desktop and laptop
- One Intel core i5 (6th gen) PC used for language lab server and 27 terminal with separate headphone, internet connection and Wordsworth software in language lab for improvement of Speaking, Listening, Reading and Writing skills of English language.

## Printing facility:

- 14 network printer
- One scanner printer with Wi-Fi facility
- 3 colour printer with scanner facility
- 2 Xerox machine with network print facility

## Wire telephonic communication:

- Voice Over IP inter-cum facility for administrative purpose

## Power backup facility:

- One UPS (3.6 KV) and 136 UPS (0.75 KV)
- One 25 KV and one 40 KV diesel generator
- Audio visual learning facility

There were one smart class room in college according to last Peer Team Report. Now, we have sufficient audio visual facility to enhance learning-teaching experience.

- Security surveillance facility13 smart class room with adequate IT facility
- 21 overhead projector in all department
- Two digital notice board
- 04 class room with sound system

- 26 HD CCTV camera
- 29 IP CCTV camera

**IT facility in the library:**

- Fully automated (KOHA software) library with adequate IT facility like Barcode scanner, Desktop, Printing and Xerox facility.

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

## 4.3.2 - Number of Computers

**180**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Student – computer ratio | [View File](#) |

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

| File Description | Documents |
|---|---|
| Upload any additional Information | [View File](#) |
| Details of available bandwidth of internet connection in the Institution | [View File](#) |

## 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)**

`34.52`

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Audited statements of accounts. | View File |
| 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.

**Maintenance of the assets is ensured in the college by regular checking by various committees like Building Committee, Library Committee, Sports Committee, Garden Committee, Green Audit Committee, and by HODs/In-Charges of different Departments and administrative staff. The college ensures optimal allocation and utilization of the available financial resources for the maintenance and upkeep of different facilities. The Principal is empowered to deal with all problems relating to the purchase, repair, maintenance and disposal of campus facilities.**

**The maintenance of assets and classrooms is a regular exercise. The cleanliness of classrooms is ensured by employing workers and sweepers from local self-help groups. After the admission process in every semester, it is ensured that all the classrooms have adequate benches, tables and chairs. The fans and electrical appliances are checked. College has AMC agreements with Network Diesel for Generator maintenance, with Aqua Filter for maintenance of RO water, with Sreema Computers for maintenance of UPS, computers, printers, scanners, projectors, etc. and with Aditya Digital for maintenance of CCTVs and internet networking. There is a Garden Sub-Committee of the Teachers' Council in the college for maintenance of the garden. The Physical Education Department and the Sports Sub-Committee of the college take the responsibility for the upkeep of sports facilities and gymnasium. Library infrastructure is overseen by the Library Sub-Committee of the Teachers' Council. Respective departments are responsible for the maintenance of the instruments and infrastructure of the laboratories.**

**Wherever any requirement is found, the purchase committee is apprised of it. The principal is authorized to purchase the required items recommended by the purchase committee after their approval in the GB/Administrator's meeting.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| 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**

**1252**

| File Description | Documents |
|---|---|
| Upload self attested letter with the list of students sanctioned scholarship | View File |
| Upload any additional information | View File |
| 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**

**151**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| 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**

**B. 3 of the above**

| File Description | Documents |
|---|---|
| Link to institutional website | http://www.debracollege.ac.in/Data/Files/StaticDocs/skill_based_courses.pdf?v=1 |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

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

**0**

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

**0**

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

**5.1.5 - The Institution has a transparent**     **A. All of the above**

**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**

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | View File |
| Details of student grievances including sexual harassment and ragging cases | View File |

## 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

09

| 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

97

| File Description | Documents |
|---|---|
| Upload supporting data for student/alumni | <u>View File</u> |
| Any additional information | <u>View File</u> |
| Details of student progression to higher education | <u>View File</u> |

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

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

**06**

| File Description | Documents |
|---|---|
| Upload supporting data for the same | <u>View File</u> |
| Any additional information | <u>View File</u> |

## 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 )

The West Bengal govt. has temporaril stalled student union election. So there is no elected students' body in any college in West Bengal. The normal college life has been disturbed by the Covid19 pandemic. The activities requiring physical contact are minimal in 2020-21 session. The college authority meets students online before organizing any event involving students. Students representatives are chosen in these meetings and work under the guidance of a teacher/s given responsibility for that particular event. In 2020-21, a Saraswati Puja Committee consisting of students representatives has organised Saraswati Puja. An online cultural competition has been conducted by the Cultural Committee which also has a student representative.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

### 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

2

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Upload any additional information | View File |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | View File |

### 5.4 - Alumni Engagement

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

**The college has an Alumni Association registered under the Societies of Registration Act. 1860, the Registration No. being 97 of 2011.**

**The details of the contribution extended by Alumni Association for the growth and academic development of the college in the last five years are:**

- **Extension of Financial Assistance to the college.**
- **Submission of feedback in respect to curriculum, teaching, research and extension activities.**
- **Participation of Alumni in the extension activities.**
- **Recommendation for introducing new skill-oriented courses.**
- **The motivation of the students in participation of community services and outreach programmes to build their careers towards leadership which in turn helps in National Development and Integration.**

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

| File Description | Documents |
|---|---|
| Upload any additional information | View File |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

**Vision:**

**The vision of the institution is to achieve excellence in higher education, empowerment through knowledge, inclusive growth for socio-economic change and sustainable development. Our Institution**

earnestly endeavours not only towards enlightening the pupil but also for their holistic improvement in to responsible citizens and exemplary human beings. So the College aims to mould leaders who are intellectually competent, morally upright, psychologically integrated, physically healthy and acceptable to the society, who will champion the cause of justice, truth and peace and who are open to further growth.

Mission:

The mission of the college is to raise the college as "A centre of excellence committed to the perfection of the human personality". Our mission is to impart quality education and help students excel in their area of interest thereby equipping them to cope with the latest requirements, through innovative techniques and practices. We are convinced that proper education is the best resort to uplift the youth in the rural areas and educationally backward Debra Thana S.K.S. Mahavidyalaya minority community, and we are committed to extension of meaningful education to them. We have the mission

- to ensure quality in education.
- to inculcate self-confidence and morality through value based education.
- to make our students energetic and vigorous to face the challenges to come.
- to make them socially committed and flexible to global changes.
- to make them confident and self-sufficient.

Maximum students of our college are girls. We have a mission to educate, empower and emancipate them, and making them capable not only for individualistic growth but for financial independence also. The vision and mission of the institution is a reflection of the objectives of the National policies on higher education, in moulding human resources to meet contemporary challenges. The institution follows a three-fold system with academic, co-curricular and extra-curricular programs. The academic design is based on enhancing and empowering the knowledge base of the students. Our vision and mission are in brief:

- Pursuit of Excellence.
- Social Responsibility.
- Love for fellow beings.
- Moral uprightness.

To attain the stated vision and mission, the College has a well-defined organizational structure, which can be divided into two parts on the basis of functions normally performed for the effective management of the college. 'Formulation of Plan' is one part and 'Execution of the Plan' is the other one. Principal is the academic and administrative head of the college and is the chairperson of all subcommittees.

Governing Body/Administrator and Various Sub-committees

Formulation of policies, strategies, and plans is normally done by the Governing Body/ Administrator. Principal, after the consultations with the HODs of different Departments and various committees constituted by the Governing Body and Teacher's Council of the college presents to the GB/Administrator proposals/ plans for through discussion and necessary approval. The plans and/or guidelines as laid down by the GB/Administrator are implemented under the guidance of the Principal.

IQAC

IQAC conducts meeting and takes decisions regarding initiatives to be taken for academic development and related activities. The resolutions are forwarded to G.B/Administrator whenever necessary approval is required and then implemented through Finance, Purchase and/or Academic Committee.

| File Description | Documents |
| --- | --- |
| Paste link for additional information | http://debracollege.ac.in/About/MissionVision.aspx |
| Upload any additional information | View File |

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

The Principal is the academic and administrative head of the institution. However, for effective administration and efficient implementation of the academic activities, efforts to decentralize the management are being made through Heads of Departments, and several committees comprising of Teaching Faculties, non-teaching staff as members. The college has a mechanism for delegating authority and providing operational autonomy committees and cells are formed with members who are appropriate and specialised for

taking charge of specific events or activities Conveners/co-coordinators and the members are authorized to plan and organize academic programmes and events. The IQAC ensures effective planning and implementation of academic activities through regular meetings and reviewing of these activities.

The Governing Body, as the highest policy making body, is at the top of the structure, representing different cross-section of population and provides overall guidance/supervision and deliberate frame work considering the suggestions and recommendations of the various sub- committees . The Administration while dealing with academic matters gives weightage to the recommendations of the Teachers Council and various sub-committees.

The statutory Bodies of the college are-

- The Governing Body.
- Academic Sub-Committee.
- Finance Sub-Committee.
- Purchase Sub-Committee.
- Building Sub-Committee.
- The Teachers Council.

Various committees in the college help in monitoring and facilitating several academic and administrative functions. The decentralization of power is evident from these committees, some of them are statutory and the others non-statutory in nature. The list of committees is given below:

1. Admission Committee
2. Anti-Ragging Committee
3. Committee for Prevention of Sexual Harassment
4. Grievance Redressal Cell
5. Internal Quality Assurance Cell
6. Research Sub-committee
7. Student Council
8. Routine Sub-committee
9. Cultural Sub-committee
10. Sports Sub-committee
11. Canteen Sub-committee
12. Disciplinary Sub-committee
13. Service book, Pension and Arrear committee
14. Students Aid fund committee
15. Library Committee

Teaching and non teaching members are incorporated in each of this committee and some have representatives from the students.

Major strategies for decentralization and participative management

- Regular Departmental meetings headed by Heads of the Departments.
- Regular meetings of various subcommittees like Academic Committee and IQAC.
- Feedback collection and analysis for stakeholders.
- Principal meets all stakeholders including student every day and visits departments.

| File Description | Documents |
|---|---|
| Paste link for additional information | [Nil](Nil) |
| Upload any additional information | [View File](View File) |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Perspective, strategic plans are laid out at the beginning of the year. Principal, in consultation with all the Departments, cells and committees assesses the outcome of the previous year's plans and draws a future plan of action at the end of the academic year. The plan serves as the roadmap for students' achievement and the college's development.

Perspective Plan

- To increase the potential of student intake for current courses and to boost student enrolment and to create rank holders.
- To complete total automation of admission, administrative processes and student database.
- To construct/extend building for classrooms and laboratories.
- To ensure Infrastructural growth in terms of classrooms, Laboratories, Books, Computers and instruments.
- Total automation of the library and library up gradation
- Setting up of modernised seminar hall
- Setting up of Gymnasium
- To introduce new skill based courses
- To improve the teaching learning methods based on feedback

- collected from stakeholders
- To commence functional MoUs related to job-oriented training and placement.
- To enhance the internet services
- To initiate Biogas plant, Vermicomposting and Rainwater harvesting system to increase groundwater level.
- To have green and clean campus
- To conduct Environmental Audit, Green Audit and Energy Audit.

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | [View File](#) |
| Paste link for additional information | https://docs.google.com/document/d/1VQ_neWqe3LAjGf9jzX5zlnM6o3Oqm1zNny2EecdTcCU/edit?usp=sharing |
| Upload any additional information | [View File](#) |

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.

Debra Thana Sahid Kshudiram Smriti Mahavidyalaya is affiliated to Vidyasagar University, Midnapore, Paschim Medinipur. The head of the institution is the Principal. She is aided by the IQAC, Academic Committee, Finance Committee, Purchase Committee and various subcommittees of the Teachers' Council. The Governing Body is the apex body of the college, in whose absence Government and University appointed Administrator can exercise the powers of the apex body. The college administration is run in accordance with the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017 and Vidyasagar University Statutes. The Governing Body consists of Government nominated President, Principal acting as Secretary of the Body, two Government nominees, two Vidyasagar University nominees, three elected Teachers' Representatives, one elected non-Teaching Staff's Representative. There is provision for a Nominee of the Higher Education Department of the Govt. of West Bengal.

Recruitment and Promotional Policies

The teachers are recruited through the West Bengal College Service Commission. The Commission recommends the names of the Teacher to appoint in the college and the Governing Body/Administrator follow

the recommendation. The probationary period is one year for them. Their promotion is based on the period of service and the API score. The State aided College Teachers (SACT) are appointed by the college through interviews by the Expert Committees. The state govt. after being satisfied with the transparency of the recruitment process approved of their SACT status. The status has to be renewed every year. On completion of M. Phil, Ph. D. or qualifying in the NET/SET examinations there are rewards for them in the form of incremental increase in their remunerations. The yearly increment for their service is also in place. The non-Teaching staff are recruited by the college authority. The posts that have prior sanction and clearance from the govt. of West Bengal are filled up transparently by the Governing Body through an expert committee. Then the state government after being satisfied with the transparency of the process of recruitment approves of the selected candidates and starts paying salary to them. The probationary period for them is one year. The college also recruits non-teaching staff considering the increase in workload. These staff are recruited on temporary basis. Although they do not enjoy the benefits of yearly increment in remunerations, their remunerations have been increased several times during the last five years.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Link to Organogram of the Institution webpage | http://www.debracollege.ac.in/Data/Files/StaticDocs/organogram_622.jpeg |
| Upload any additional information | View File |

| 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination | A. All of the above |
|---|---|

| File Description | Documents |
|---|---|
| ERP (Enterprise Resource Planning)Document | View File |
| Screen shots of user interfaces | View File |
| Any additional information | View File |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | View File |

## 6.3 - Faculty Empowerment Strategies

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

**The college has a number of welfare measures for teaching and non-teaching staff.**

- **Faculty members are deputed to attend Orientation and Refresher Programme 'on duty'.**
- **Casual leave, Maternity leave, Medical leave and Earned leave are permitted.**
- **Employees Provident Fund scheme is implemented for Casual non-teaching staff.**
- **Fund provided for the non-teaching staff as interest-free loan in case of exigency.**
- **Employees Credit Co-operative society is there.**
- **Loan facility for casual Non-teaching Staff from college fund.**
- **Gymnasium facility for staff.**

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

## 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

**01**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

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

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

2

| File Description | Documents |
|---|---|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | View File |
| Reports of Academic Staff College or similar centers | View File |
| Upload any additional information | View File |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | View File |

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

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

18

| File Description | Documents |
|---|---|
| IQAC report summary | View File |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | View File |
| Upload any additional information | View File |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

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

Performance Appraisal System for teaching and non-teaching staff is carried out in the following manner-

1. Submission of academic audit report to the university every year and its analysis in IQAC and Academic Committee
2. Activity Report submitted to IQAC for compilation in Annual Report of the college
3. Self appraisal report submitted by teachers during CAS are placed in IQAC
4. Feedback analysis reports of teachers discussed in Academic committee and G.B.

The analysis and subsequent evaluation reports undertaken under the above process are analyzed in the meetings of Academic Committee, IQAC and then in the Governing Body. The Governing Body advises suitable remedial measures for low-performing teachers for improvement in the form of appeal and control. The appraisal system for the Non Teaching staff is based on punctuality, execution of duties, pro-activeness and general demeanour. Besides taking routine reports from HODs regarding the non-teaching staffs assigned to the respective departments, the principal also regularly checks the neatness of the departments, classrooms, labs and other facilities available and takes stringent action on the erring staff if facilities are found in unsatisfactory state.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

## 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 accounts of the college are audited regularly; internally by auditors nominated by the Governing Body of the college and externally by Government Auditors nominated by the Department of Higher Education, Govt. of West Bengal. The audit reports are also placed before the Governing Body for necessary analysis.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://drive.google.com/file/d/11ddJIon7p9bEhKTkM5GoY9ZOw52Bt4xT/view?usp=sharing |
| Upload any additional information | View File |

## 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)

**0.1749**

| File Description | Documents |
|---|---|
| Annual statements of accounts | View File |
| Any additional information | View File |
| 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

**Revenue from Student Fees**

**Fee collection from students is the main source of funds. Development fund generated from student collection is utilised for infrastructural up-gradation and General fund for remuneration and recurring costs like maintenance works.**

**Government and UGC grant**

**College submits proposals to the Department of Higher Education, Government of West Bengal and obtains grants from time to time for construction of classrooms etc. The college also generates some funds from, MLAs, MPs and donations from alumni and patrons for the development of the college.**

| File Description | Documents |
|---|---|
| Paste link for additional information | http://www.debracollege.ac.in/Data/Files/StaticDocs/full_fees_structure_2021.pdf?v=1 |
| Upload any additional information | View File |

## 6.5 - Internal Quality Assurance System

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

**IQAC has contributed by better coordination and communication to the departmental heads at the beginning of each academic session to coordinate work allotments of teachers is done by the IQAC so that teachers with specialized skills are utilized optimally for duties in other departments as well, beyond their departmental obligations, so as to benefit students of other departments as well.**

**The IQAC's made all round effort to motivate teachers to constantly update their teaching methodologies and skills with the changing times. In the pandemic situation, the introduction of e-teaching-learning and evaluation process-LMS, DSPACE etc enhances the quality of knowledge management of the students. In spite of the rural setting, the college has made infrastructural revamping and provided encouragement and training to teachers so that they are able to upgrade themselves for utilisation of these tools for teaching to the students.**

The IQAC makes a concerted effort to coordinate such activities for enhancing the teaching-learning process and interdepartmental co-operation. Implementation of e-teaching-learning and evaluation process by using the latest ICT tools and teaching-aids.

The IQAC has taken initiative for initiation of Skill based vocational training employability enhancement courses like Four wheeler and two wheeler repair, mushroom cultivation, computer training, soft skill development, hadrdware and networking courses for the benefit of the students.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://lms.debracollege.ac.in/ |
| Upload any additional information | View File |

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

- Implementation of Blended Learning (offline and online learning) in the current situation-Implementation of online learning through online platforms like Google Meet using G-suit accounts of the college, using LMS as a teaching tool, Digital library with use of D-Space for e book repository and INFLIBNET access for students. Assessment through online tests and assignments.
- Sensitising and Training teacher's innovative trends and methodologies through Seminars, webinars and workshops.
- Monitoring the academic activities-formulation of academic calendar, analysis of feedback from stakeholders for concrete actions towards redressal of grievances/shortcomings are the activities that is targeted towards quality assurance. University performance of the students are analysed to get a better feel of departments which may require revamping in terms of manpower or teaching aids.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

| 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 | http://www.debracollege.ac.in/Data/Files/StaticDocs/Annual_Report_2020.pdf?v=2 |
| Upload e-copies of the accreditations and certifications | View File |
| Upload any additional information | View File |
| 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

**Gender awareness through academic and extracurricular programmes:**

**Discipline committee and IQAC of our college formulate the annual plan to implement gender-equity in principle and practice. The College organizes seminars, discussions, outreach activities and workshops on gender issues, with awareness about laws against sexual abuse, sexual harassment at workplace, women rights and domestics violence, POSCO, etc. Seminars and workshops on Women and Human rights are organized with the help of reputed advocates. The following initiatives have been taken.**

**1. Facilities and provisions for safety and well-being of girl students**

- **There is a separate common room for female students with all necessary facilities.**

- Lady Attendants are provided in Girl's Common Room.
- 26 HD & 29 IP CCTV cameras are installed at college gates and all corners of the campus for the continuous surveillance of the premises for heightening security in the college.
- Security guards stationed at college gates and at least two guards in different locations in the campus.
- Help Desk is run by the women employee in the office for girls Students.
- Helpline for Girl students displayed throughout the campus, displayed in website and also circulated through social media so that they reach all girl students of the college.
- Sanitary Napkin vending machines and inceranator installed in Girl's toilets.
- Self-defence Martial Art training programmes for female students are organised regularly.
- Security at Girls' Hostel is also strictly maintained. Resident lady superintendent along with full time teachers acting as super of the Girls' Hostels monitor security of the boarders. Separate Lady attendant for Hostel.
- Separate Reading room area for the girls has been set up keeping in mind any disturbance.
- ID Cards are issued to the students to prevent the entry of the outsiders.

## 2. Strict monitoring in gender equity

- The college has Internal Complaints Committee and Prevention of Sexual Harassment Cell duly constituted as per guidelines the contact numbers of members being displayed in campus and college website.
- In addition to these, the college has a duly constituted Anti-Ragging Committee and Discipline Committee to ensure safety and to protect the interests of students.
- Online and offline mode of compliant registration for girls students is available for any violation of women's rights. Link provided in website.
- Every year, special lectures by invited speakersare organized by the departments and alumni association as well to spread awareness of gender rights, domestic violence, recent trends acid attacks etc. among the girls' students
- The Bratachari team organizes cultural events to motivate the girl students about social responsibility, duty as a citizen, spiritual idealistic lifeand also to bring out the hidden talents so that they never feel marginalized in the society. The practice of five bratasKnowledge, Labour,

Truth, UnityandJoy is imparted into the girl's students.

- Health awareness programmes are organized for the girls who are prone to frequent illness. Yoga classes are conducted for girls to raise awareness for the adolescence health.
- To spread awareness among the girls' students, a special paper as prescribed in the syllabus on Women's Writing (English literature, sem-v, cc-12, Philosophy, Ge-2, Political Science- sem-1, CC-1) is taught in classes to spread knowledge of women rights, patriarchal oppression etc.
- A special session for girls' students at Gymnasium is allotted keeping in mind the safety and security. A lady trainer is assigned for the smooth running of the gym during the session.

**3. Common Rooms**

Separate Common Room for Women Staff is available.

**4. Day care centre for young children**

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | https://drive.google.com/file/d/1UT6RV8ggU IPTKTdL8hW5lOIiKD4vdAOM/view?usp=sharing |
| 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 | Women's Grievance Redressal Cell, Separate Common room, CCTV camera in the entire campus and Department corridors. An active committee for prevention of Sexual Harassment. |

| **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** | A. 4 or All of the above |
|---|---|

| File Description | Documents |
|---|---|
| Geo tagged Photographs | View File |
| Any other relevant information | View File |

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**

Vermicompost units and biogas plant are installed in the college which helps in recycling and reuse of degradable solid waste generated in the campus.

**Vermicompost: -**

Vermicompost is the product of the decomposition process using various species of worms, usually red wigglers, white worms, and other earthworms, to create a mixture of decomposing vegetable or food waste, bedding materials, and vermicast. The Compost generated is used in our own garden and sold in the local market.

**Rainwater harvesting: -**

It is under process. It will be installed soon.

**Biomedical waste management: -**

Incarnates and shredders are used to treat biomedical waste generated from science laboratories.

**E-waste management: -**

Our college has AMC with two Electronics Distributors Sreema Computer Centre and Aditya Digital Electronics for E-waste management.

| File Description | Documents |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | View File |
| Geo tagged photographs of the facilities | https://drive.google.com/drive/folders/1yTvvwhz2WrgaOMwGAVRcOa7lV9vgkwHA?usp=sharing |
| Any other relevant information | View File |

| | |
|---|---|
| **7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting** | A. Any 4 or all of the above |

**Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | [View File](#) |
| Any other relevant information | [View File](#) |

## 7.1.5 - Green campus initiatives include

| | |
|---|---|
| **7.1.5.1 - The institutional initiatives for greening the campus are as follows:**<br><br>1. **Restricted entry of automobiles**<br>2. **Use of Bicycles/ Battery powered vehicles**<br>3. **Pedestrian Friendly pathways**<br>4. **Ban on use of Plastic**<br>5. **landscaping with trees and plants** | **A. Any 4 or All of the above** |

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | [View File](#) |
| Any other relevant documents | [View File](#) |

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

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

| File Description | Documents |
|---|---|
| Reports on environment and energy audits submitted by the auditing agency | View File |
| Certification by the auditing agency | View File |
| Certificates of the awards received | View File |
| Any other relevant information | View File |

| 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 | A. Any 4 or all 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 | View File |
| Details of the Software procured for providing the assistance | View File |
| Any other relevant information | View File |

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 College imparts the students mutual respect, effective interpersonal relationship, love for the motherland and clear communication and explicit understanding to create an inclusive environment with tolerance and harmony towards cultural, regional, linguistic, communal socio-economic and other diversities, staff

members also preach and practice these values among the students during the course of teaching every day.

The socially-backward students like ST/SC/OBC (non-creamy layer)/Minorities are offered special privilege for admission by relaxation of the entry marks, by offering different types of incentives and scholarship opportunities from the college resources State Government and UGC.

The college promotes social responsibilities and leadership roles among its students and staff through:

1. Organizing Community Services and participation of the staff and students through NSS programmes, UBA, Covid-19 Help Group, Say No to Drugs Club, Blood Donation Camp etc.
2. Organizing Awareness Programme related to Human Rights, Women issues, Legal aids etc. with the staff and students of the college.
3. Organizing of extra co-curricular activities, cultural and literary programmes involving local unprivileged children's in various activities like cultural and sports event in the college.

Mentor-group meetings are held regularly and students are encouraged to share their problems academic or personal with their mentors.

| File Description | Documents |
|---|---|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | View File |
| Any other relevant information | View File |

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

The college fosters community responsibility by organising blood donation camps routinely. In every camp, around 100 volunteers donate blood. They also organise book, food and clothes donation programmes regularly. Collection desks are set-up in college and collected items are distributed amongst the people from marginalised background.

The college renders national service by organising Road-Safety

Awareness programmes routinely. Students are informed about traffic rules and regulations and instil the importance of safe guarding human life.

To promote a sustainable environment, Swachch Bharat campaigns and Tree Plantation drives areorganised. As part of the campaigns, environmentally safe practices such as plastic ban, water conservation, wastes segregations, cleanliness and anti-pollution campaigns are implemented regularly. Awareness programmes for proper E-waste disposal are organised.

**Democratic values**

The college enshrines the sovereign and democratic values of our nation by commemorating the Independence Day and the Republic Day annually organized webinar on Indian democracy at work 2021 by the department of Political Science.

**Citizens' rights**

The college also offers a short-term course on legal awareness programme.

The college facilitates and conducts Student Union elections every year to ensure a democratic and safe space for students to voice their concerns.

Programme involving local police personal on cybersecurity was organized.

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | View File |
| Any other relevant information | View File |

| | |
|---|---|
| **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** | A. All of the above |

| | |
|---|---|
| **students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized** | |

| File Description | Documents |
|---|---|
| Code of ethics policy document | [View File](#) |
| 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 | [View File](#) |
| Any other relevant information | [View File](#) |

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

**Sl. No.**

**Name of the National & International Days, Events and Festivals Celebrate/Organize/ Observed**

**Date of Observation**

**1**

**Republic Day**

**26th January**

**2**

**Netaji's Birthday**

**23rd January**

**3**

**Birthday of Swami Vivekananda / National Youth Day**

**12th January**

**4**

**Mother Tung Day**

**21st February**

**5**

**International Women's Day**

**8 March**

**6**

**World Water Day**

**22nd March**

**7**

**Day for Biological Diversity**

**22nd May**

**8**

**Kshudiram's Self Immolation Day**

**11th August**

**9**

**Independence Day**

**15th August**

**10**

**World Environment Day**

**5th June**

**11**

**No Tobacco Day**

**31ST May**

12

International Day of Yoga Day Observation

21st June

13

Teachers Day

5th September

14

Nutrition Month

September

15

College Foundation Day

17th November

16

Aids Day

1st December

17

Kshudiram's Birthday

3rd December

18

International Human Rights Day

10 December

| File Description | Documents |
|---|---|
| Annual report of the celebrations and commemorative events for the last (During the year) | View File |
| Geo tagged photographs of some of the events | View File |
| Any other relevant information | View File |

## 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**

**Inclusive Teaching Environment**

**Objective of the Best practice**

**To reach out to the maximum number of students of first-generation learners as major section of the student community belongs to the rural areas, financially backward. Keeping in mind these factors, our primary concern is to provide opportunities for higher education with minimum cost. Skill based courses are also provided to guide them to secure employments. Also the aim is to make them technologically enabled to cope with the modern ways of learning.**

**The Context**

**Dedicated to serve to the new generation youths in the surrounding areas of the college which wasbuilt on the blood, sweat and land of local villagers, the conventional teaching practice has been upgraded with the help of digital platforms in this pandemic situation.**

**The Practice**

**Our college is located in a rural backward district where major section of the population depends on agriculture, a significant population hails from financially backward and weaker sections of the society and still a significant proportion of our students are first generation learners. Keeping these factors in consideration, our primary target and challenge is to provide our students the opportunity for Higher Education with minimum financial cost,**

provide them skill based training and also to upgrade them by imparting soft skill and basic Computer handling efficiency. Mental boost and financial support is ensured to reduce dropout which occur due to a variety of reasons.

In the pandemic situation, the conventional teaching learning process has been upgraded and amalgamated with digital platforms to reach out to students even in remote rural areas. Social platforms are used to communicate with the students, with the aim of imparting quality education which will ultimately benefit to the learners and with the aim to reduce dropouts which occur due to various financial and social reasons.

Segregation of learners with regards to their learning abilities at the very beginning and creation of mentor groups is done.

Scholarship help desk work towards guiding and online filling and submission of scholarship application to different government and non-government agencies is done.

Psychological counselling by the mentors is also a continuous process.

Along with standard and conventional modes of classroom teaching, the college has successfully used Learning Management System in providing e study materials, Virtual classes and online assessments have been conducted using LMS.

Official Facebook page and Whatsapp groups have been used effectively for interchange of information and as modes of communication with the students.

Official You-Tube channel is effectively used as a teaching tool along with G-suit accounts for live Google-meet classes.

Digital library with e-books using Dspace, institutional repository and INFLIBNET login access for students of all departments have been used effectively for the aid of students. Thus, college tries to blend conventional methods of teaching learning with digital learning.

In addition Skill based training in Hardware, Soft Skills, Basic Computer trainings, Automobile servicing, Mushroom cultivation is done after class hours to empower them with various skills for self-reliance and entrepreneurship development to make them job ready.

## Evidence of Success

Communication and Goodwill of the institution has significantly brought widespread recognition through this inclusive teaching environment in this Pandemic situation. Students have been able to keep direct access with their respective teachers to be able to keep regular updates of classes and other academic purposes. In spite of hindrances due to this pandemic situation, all students could appear in exams with no dropouts.

## Problems Encountered and Resourced Required

All the students residing in remote villages could not be accessed or provided the upgraded digital learning. Individual student monitoring system has to be looked after with care.

## Best Practice-2

## Promotion of Sustainable Environment

## Objectives of the best Practice

Environment sustainability is of greatimportance in the light ofever increasing environmental degradation; and it can be accomplished with the implementation of eco-friendly activities. The objectives of nurturing environment sustainability are:

- To promote an eco-friendly environment, to find out innovative ways of sustainable use of natural resources.
- To maintain a waste-free, pollution-free, healthy, and eco-friendly green camp and to reduce overall carbon exhaustionand ecological disorders.
- To bring about a significant positive changes in the pollution levels and ensurehealthier lives for all of us.

Context As our College has abundant plants and sunlight. It is of immense importance to transform productively green waste and sunlight into sources of sustenance. Our college has implemented mechanisms by which wastes can be utilized for the production of compost, and for its use as fertilizer in the collegegarden. The greenery of theCollege campus is an oasis amid the neighbouring rural commercial establishments. Tapping the sunlight for generating solar energy is an important step towards reducing carbon footprints. The energy thus generated fulfils about half the energy requirements of the college. To sustain the clean and

green environment of the college, balance between utilization and transformation/disposal of wastes has to maintained.. Large quantity of green waste is generated in the college premises, which is effectively composted as manure.

The Practice

Our College is determininglycommitted towards creating an eco-friendly and sustainable campus. Instilling the urgency of environmental conservation and environment sustainability among the students and staffs as wellis realised through the following practices: (i) Events and campaigns

The college regularly organises various events and campaigns to spread environmental awareness:

- Save Paper campaign
- Campaigns for discouraging the use of polythene
- Several Campaigns for discouraging the use of polythene. Several campaigns by Eco-Club and NSS for creating awareness through social media are conducted. Student volunteers interact with the public to generate consciousness among them about the responsible use of natural resources.
- Students also visit biodiversity parks, wetlands and other places of ecological importance and learn ways to protect and conserve the environment.

(ii) Maintaining a green campus and a herbal garden

- Our College has a lush green vehicle-free campus. Dedicated area for parking has been allotted in the sports ground; vehicle movement and parking in the main campus is prohibited.
- The college has about 363 varieties of trees on campus that balances the ecosystem of the surrounding area.
- A herbal garden in the premises, with different species of medicinal plants, provides a healthful ambience in the college.

(iii) The Solar Power Plant

- A 10 KWH solar-power plant was installed on the college rooftop and has been operational since December 2016. Since the installation of this plant, the college has not only been saving

**(iv) Vermicompost Unit**

- ○ The Vermicompost Unit of our college converts green and food waste to vermicompost, being used in the college garden.

**(v) Rainwater harvesting:**

The college has a rainwater harvesting system for collecting rainwater from rooftops and a system of pipelines drains the water into the college pond.

**Evidence of Success:**

- Reduction in electricity: The electricity bill of the college has considerably reduced after the successful implementation of the rooftop solar power plant.
- Reduced carbon footprint: The College has significantly reduced carbon footprint that occurs because of conventional sources of power generation.
- Use of solar lamps: Following the example of our college, other institutions have made efforts to install solar power plants in their premises. Students and staff in the college have been using solar lamps instead of electric lamps.
- Genuine awareness among staff and students: We have been to able create awareness amongst staff and students of our college regarding environmental and the need for sustainability. Our students have received appreciation from the public during several campaigns; manyhave promised to use the resources wisely and make all efforts to protect and conserve the environment.

**Problems encountered and resources required:**

- Heavier initial cost and investments: Shifting to renewable resources is a costly affair and support and involvement from the government front is prerequisite in terms of financial assistance and subsidy.
- Greater Challenges in motivating all academic fraternities: The whole fraternity needs to be educated and motivated towards sustainability. Continuous efforts are made to create a general shift in the mind-sets of the students and college staff towards promotingan environment consciousness.

| File Description | Documents |
| --- | --- |
| Best practices in the Institutional web site | View File |
| Any other relevant information | View File |

## 7.3 - Institutional Distinctiveness

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

**The distinctive of the institute lies in the fact that it tries to fulfill the basic goal and objective for which it was set up, i.e providing quality Higher Education to the surrounding rural population who could otherwise may not have continued their studies. But along with providing sound academic and student friendly environment for perusing general degree courses at a very nominal fees, proving them concessions, free ships, counselling, mentorship so that financial and other hindrances do not create an obstacle in their persuit of higher education, the institute offers skill based training/vocational training and imparts employability skills to the students along with their regular course of studies to enable them to develop entrepreneurship in Mushroom cultivation, Vermicomposting, hardware repair, Two and four wheeler repairing and aim parting IT skills and course in Spoken English for facing job interviews. Job fairs are organised, off campus interviews are arranged to maximize efforts for getting them opportunity to get employed.**

| File Description | Documents |
| --- | --- |
| Appropriate web in the Institutional website | View File |
| Any other relevant information | View File |

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

1. **To introduce at least two PG courses**
2. **To introduce more skill based courses**
3. **To construct mini indoor facility**
4. **To install a lift for making the campus disabled friendly**
5. **To strengthen the central library with RFID**
6. **To strengthen departmental laboratories**
7. **Increase number of classrooms availablefor Geography and Mathematics.**