



## **YEARLY STATUS REPORT - 2022-2023**

### **Part A**

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

<b>1.Name of the Institution</b>		<b>DHRUBA CHAND HALDER COLLEGE</b>
• Name of the Head of the institution		<b>DR. SATYABRATA SAHOO</b>
• Designation		<b>PRINCIPAL</b>
• Does the institution function from its own campus?		<b>Yes</b>
• Phone no./Alternate phone no.		<b>0321822250</b>
• Mobile No:		<b>9433487809</b>
• Registered e-mail		<b>dchcollege@yahoo.com</b>
• Alternate e-mail		<b>dr_s_sahoo@yahoo.com</b>
• Address		<b>Dakshin Barasat, South 24 Parganas</b>
• City/Town		<b>Dakshin Barasat</b>
• State/UT		<b>West Bengal</b>
• Pin Code		<b>743372</b>
<b>2.Institutional status</b>		
• Affiliated / Constitution Colleges		<b>Affiliated College</b>
• Type of Institution		<b>Co-education</b>
• Location		<b>Rural</b>

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Calcutta University				
• Name of the IQAC Coordinator	Dr. Sovona Ghosh				
• Phone No.	8981492223				
• Alternate phone No.	9433487809				
• Mobile	8981492223				
• IQAC e-mail address	dchcollege65iqac@gmail.com				
• Alternate e-mail address	iqac@dchcollege.org				
3.Website address (Web link of the AQAR (Previous Academic Year)	<a href="https://www.dchcollege.org/main/AQAR/AQAR%202021-22%20(edited).pdf">https://www.dchcollege.org/main/AQAR/AQAR%202021-22%20(edited).pdf</a>				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.dchcollege.org/main/downloads/academic-calender/academic-calender-2022-23.pdf">https://www.dchcollege.org/main/downloads/academic-calender/academic-calender-2022-23.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.45	2011	08/01/2011	07/01/2016
Cycle 2	B+	2.59	2016	05/11/2016	04/04/2021
Cycle 3	B++	2.92	2023	14/09/2023	13/09/2028
6.Date of Establishment of IQAC	17/03/2011				
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	
N.A	N.A	N.A	N.A	N.A	
8.Whether composition of IQAC as per latest NAAC guidelines	Yes				

<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>	
<b>9.No. of IQAC meetings held during the year</b>	<b>6</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
Construction of Language Lab for enhancement of language and communication skill of students.		
Bridge courses are offered and initiatives have been taken to 10 days systematic subject orientation class for freshers.		
Student mentoring system from 2020 was streamlined and organised in a structured manner for better guidance to our students.		
Several workshops on GPS Tracking was organised by Zoology Dept and IQAC for skill development of our students.		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes
Student enrichment	Establishment of Language Lab
Support top students for Sports	External coaches have been recruited for football
Library upgradation	Digitisation of University question papers for the use of students
Introduction of Learning Management System (LMS) on college website	Ample number of reading materials made available
Establishment of Computer Centre	Several number of computer courses introduced for our students

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

**Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	27/08/2024

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

Year	Date of Submission
2022-2023	02/03/2024

**15. Multidisciplinary / interdisciplinary**

Dhruba Chand Halder College took initiative to conduct interdisciplinary lectures/seminars/workshops etc. throughout the year. The vision of the College is to help young minds grow into socially responsible human beings, inculcating moral values, developing qualities of sympathy, compassion and understanding. Thus, the aim to impart "man-making education" lies at the core of the institution's ethos and culture. For this, there is an integration of science and humanities, giving the students, the option of combining certain subjects from both the streams, pursuing their dreams. Students are also encouraged to participate in co-curricular activities like quiz, debates, music and dance

competition, extempore, recitation and creative writing also for their Departmental Wall Magazine and College Magazine. Department of Geography offers Travel and Tourism Certificate course for students for their better future. The option of joining the NSS and the NCC rests with our students who generally excel in certain areas. Sports and games are also a strong point for our students who are regular players, participating in competitions, winning laurels. Career Counselling cell has arranged different seminar for student's awareness so that they can get help for shaping their future. Physical Education Department conducts add on certificate course on Yoga and Meditation, for healthy mind and body of our students. Beside these, birthdays of Dr. Sarvapally Radhakrishnan, Rabindranath Tagore was celebrated by all students and teachers of the college. World Environment Day, Womens' Day, Bhasa Diwas, Basanta Utsav, Sharad Utsav, Republic day and Independence day were celebrated with great enthusiasm also.

#### **16.Academic bank of credits (ABC):**

Academic Bank of Credits (ABC) is a system which digitally stores the academic credits earned from various recognized HEIs so that the degrees from an HEI can be awarded taking into account credits earned. Since our HEI is an affiliated college of the University of Calcutta, following the concerned University rules, our HEI gives due credits to the transferred students from other HEIs for the successful completion of one or more semesters or part thereof while studying in those HEIs. Dhruba Chand Halder College is keen to register under the ABC to allow the students to avail the benefit of multiple entries and exit during the chosen programme, and to enable credit transfer. We believe that it would be highly beneficial to slow learners and also provide flexibility to students to learn as per their ability and convenience. The faculty members of the college have adapted to the blended mode of teaching-learning and have completely implemented the learner-centric approach. The existing choice based credit system offers elective courses where students can choose which courses they want to opt.

#### **17.Skill development:**

Traditional learning and Vocational Training are the two aspects in the field of education, which can help students, attain their goals in life. At Dhruba Chand Halder College, many of the students are either first generation learners, or are not well equipped with the basic knowledge of many subjects. Since the area is primarily an agricultural belt, students from the agricultural background are not difficult to be found. Keeping the plight of such students in mind, a few courses have been designed for them by the different

faculties, which can help them cope up with the challenges thrown to them after college studies. The courses offered, include: Basic Computer Literacy Programmes, Spoken English, Spoken Sanskrit, Esperanto-Basic and Advance Course, Yoga and Meditation, Travel and Tourism, Journalism. Students can opt for any of these, depending on their prioritization and willingness. Thus, at the end of three years in college, they appear confident, smart and ready to face the challenges ahead. Some Departments have also arranged workshops on Skill development for students. 1) Workshop on GPS tracking 2) Workshop on QGIS 3) Workshop on QAIS by Geography Department. Workshop on Common Method for Collection and Preservation of insects, by Zoology Department.

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

Dhruba Chand Halder College realizes the necessity of integrating the Indian Knowledge system into the curriculum to ensure that students gain acquaintance with the rich cultural and linguistic heritage of the country and learn the value and importance of the treasure of traditional Indian knowledge systems, its diversity and extent. Class lectures at this college are delivered both in English and Bengali, keeping in mind, the deficiency of most of the students in comprehending the subject, if taught in the English language only. In keeping with the institutional mission of imparting education with an inclusive approach, all courses except those that are language-specific like Bengali and English (teaching media Bengali and English respectively) are taught bilingually. A Classical language like Sanskrit, is given due respect by the college authorities, and hence, we offer our students honours courses in Sanskrit, and also, Sanskrit as a general course. The Department of Sanskrit also arranges Spoken Sanskrit course for the students. The college has a number of language-literature departments namely Sanskrit, Bengali, and English offering full programmes with components that highlight the language, literary culture, and traditions of our country. The college has an extensive medicinal plants garden maintained by Botany department for knowledge transfer of Ayurveda to students. The college also runs a number of certificate courses like Yoga & Meditation are held for students since a healthy mind in a healthy body would subsequently build a 'value-adding' citizen. Apart from that courses like Travel and Tourism, Apiculture, Aquarium Fishery, Journalism, Esperanto, Spoken English, Spoken Sanskrit also held regularly in which students from any discipline are eligible to enroll.

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

Outcome-based education (OBE) is an educational theory that bases each part of an educational system around goals (outcomes). By the end of the educational experience, each student should have achieved the goal. Since the HEI is affiliated to the University of Calcutta. The syllabus framing and course end evaluation is conducted by the concerned University. It is imperative that the courses do have specific outcome(s) and course end evaluations done by the University evaluate the same. The HEI, being an affiliated college, does not have the liberty to transform or change any curriculum outcome in any manner. The HEI always tries that learning outcome statements to make explicit what the student is expected to be able to know, understand, or do from their normal curriculum. Career Counselling Cell assists the students in directing their potential towards appropriate ends, thereby enabling them to take correct career decisions. Computer Centre of the college makes an effort to provide job-oriented education and training and develop students' programming techniques and problem-solving skills through programming. Spoken English Course offered by English Dept help to improve the listening and speaking competence of the learners and builds their confidence while facing job interviews through participation in group discussions.

## **20.Distance education/online education:**

Our HEI has two distance and online education centers: - 1. Netaji Subhas Open University (NSOU), and 2. Rabindra Bharati University - Center for Distance and Online Education (RBU- CDOE). The socio-economic background of the area surrounding our HEI demands the commencement of some vocational courses in this HEI. In response to this demand the authority is at present in the process of contemplation and consideration the feasibility of the commencement of the courses offered under NSOU. Besides, both in RBU - CDOE and NSOU, online download facility of study materials, online video tutorial lectures along with online form fill-up, and online fees payments are available. In NSOU there are some courses offered: Bengali 2) English 3) English Language Teaching 4) History 5) Political Science. 6) Mathematics 7) M. Com. 8) Master in Computer Application (MCA) 9) MSW (Master in Social Works), 10) MLIS (Master in Library Information Science). 2. Dhruba Chand Halder College in collaboration with the Directorate of Distance Education of Rabindra Bharati University offers the following M.A. courses of study: M.A. in Bengali, English, History, Political Science, Sanskrit, Environmental Studies, Education & Geography.

## **Extended Profile**

1.Programme		
1.1		19
Number of courses offered by the institution across all programs during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
2.Student		
2.1		8525
Number of students during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
2.2		1982
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
2.3		1178
Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.Academic		
3.1		46
Number of full time teachers during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2		49



Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	39
4.2 Total expenditure excluding salary during the year (INR in lakhs)	190.7601408 lakhs
4.3 Total number of computers on campus for academic purposes	122
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>The Academic Sub-Committee of Dhruba Chand Halder College regulates and oversees all the academic activities of the college. The Committee meets before the commencement of classes in each academic session and co-ordinates with members of the Routine Sub-Committee (comprising of representatives from each stream) to formulate a Master Routine for the odd and even semesters.</p> <p>To deliver the course curriculum effectively, the College monitors teaching - learning process throughout the year. The Academic Subcommittee has taken the following steps:</p> <ul style="list-style-type: none"> <li>• An Academic Calendar prepared and published in the Prospectus for our students.</li> <li>• An orientation programme is organized to inform new students about infrastructure of the college.</li> <li>• The routines are distributed to the students before the commencement of classes.</li> <li>• The classes are held regularly by strictly following a master routine.</li> <li>• Syllabus is distributed among the departmental staff in a</li> </ul>	

documented manner.

- Every year Bridge course is taken by faculty for easy understanding of the subject.
- LCD projectors, laptops and internet connections are used to deliver lectures beyond conventional chalk-and-talk method.
- Analysis of results post-publication is done and discussed among the administration and the Departments for further improvement.
- Books from the central and departmental libraries are lent to the students and the records are documented.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://dchcollege.org/main/academicsubcommittee.php">https://dchcollege.org/main/academicsubcommittee.php</a>

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

The University of Calcutta has introduced Choice Based Credit System (CBCS) for its B.A. and B.Sc. Undergraduate students since 2018-2019 academic session. The CBCS system of B.Com. began in 2017-2018 academic session. Semester system was introduced in each stream along with CBCS system. The college duly abides by the aforementioned rules.

The college has taken the following measures to conduct the Continuous Internal Evaluation (CIE) at under-graduate (UG) level within the guidelines of the academic calendar:

- All the departments strictly follow the academic calendar to complete the teaching learning evaluation process.
- Extension lectures and special Lectures with renowned resource persons are arranged from time to time.
- Internal examinations are conducted centrally before each end semester examination. The internal examination process is documented and the related notices are published on the college website.

Apart from regular examinations, other ways for CIE are .

- Home Assignments
- Project work, group discussions and seminar presentation

- Compulsory field work and industrial visits
- Educational excursions for students beyond course curriculum
- Mock interviews organized by Career Counselling Cell.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://dchcollege.org/main/downloads/academic-calender/academic-calender-2022-2023.pdf">https://dchcollege.org/main/downloads/academic-calender/academic-calender-2022-2023.pdf</a>

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

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **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**

**19**

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

22

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

8535

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

3913

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

### 1.3 - Curriculum Enrichment

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

The Institution is an affiliating college that through its co-curricular activities tries to inculcate values and ethics among its

students. It ensures not only effective curriculum delivery also makes effort to impart a holistic education throughout the year.

The diversity, Professional ethics, Gender Ethics, Human Values, Environment inclusivity lessons are imparted to the students through various disciplinary courses under the University of Calcutta.

Gender issues are included in UG syllabi of Political Science, English, Education, Bengali, History, Economics and Philosophy.

Human values are included in UG course of Philosophy and Education as part of ethics, peace education and value education.

Environment/sustainability is addressed in core, SEC and GE courses of Botany, Geography, Zoology, Economics, Physics and Chemistry. The syllabi focus on different dimensions of environment ranging from ecology, biodiversity, sustainable development, renewable energy, and green chemistry. Mandatory Environmental Studies Course is included in Ability Enhancement Compulsory Course in Semester 2 of the CBCS curriculum.

The importance and value of professional ethics, environment and its sustainability, gender and human values are inculcated into the students not only through seminar lectures, but also through various activities like tree planting, industrial visits, career counselling sessions arranged by the college authority throughout the year.

In the present era, these hands-on experiences help students to understand society and their social responsibilities.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

19

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

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

6667

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

### 1.4 - Feedback System

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

**B. Any 3 of the above**

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

1.4.2 - Feedback process of the Institution may be classified as follows		C. Feedback collected and analyzed
File Description	Documents	
Upload any additional information	<a href="#">View File</a>	
URL for feedback report	Nil	
TEACHING-LEARNING AND EVALUATION		
2.1 - Student Enrollment and Profile		
2.1.1 - Enrolment Number Number of students admitted during the year		
2.1.1.1 - Number of sanctioned seats during the year		
4411		
File Description	Documents	
Any additional information	No File Uploaded	
Institutional data in prescribed format	<a href="#">View File</a>	
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)		
2.1.2.1 - Number of actual students admitted from the reserved categories during the year		
1654		
File Description	Documents	
Any additional information	<a href="#">View File</a>	
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>	
2.2 - Catering to Student Diversity		
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners		
The assessment of the learning levels of the students is done by the teachers in the classrooms during lectures and through conducting class tests, assignments, tutorials, etc; based on which slow and advanced learners are identified. This mechanism helps in		

assessing the number of advanced learners and slow learners among the students. The class teacher maintains a student profile where students' academic, and socio-economic backgrounds and talents are mentioned. Traditional teaching methods are aided by new technological methods to make learning more effective. Facilities gained by both types of learning are as follows: Advanced learners: 1. Hands-on assignment in place of small tests. 2. Extended Library Use. 3. Tutoring slow learners. 4. Writing Assignments on more Challenging Topics. Slow Learners: 1. Remedial teaching. 2. Frequently varying instructional techniques in the classroom itself. 3. Teaching learning skills such as note-taking, outlining, and active listening 4. Mentoring by faculty mentors. 5. Encouraging them to spend more time forreading in libraries outside class hours.

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

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

Number of Students	Number of Teachers
8532	46

File Description	Documents
Any additional information	No File Uploaded

### 2.3 - Teaching- Learning Process

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

- There are 13 well-equipped laboratories including computer laboratory with access to internet connectivity through the LAN and Wi-Fi.
- Most of the departments organize academic discussion/ group discussion, Departmental Special Lecture, Faculty Exchange Programme, seminars, NSS, NCC camps.
- Field worksare also frequently conducted for students of the Geography, Botany and other science departments.
- The Placement Cell conducts career counselling workshops which help students to know about the job opportunities.
- Students are encouraged to take part in various academic and nonacademic competitions/events to widen their life learning skills.
- Activities such as seminars, quizzes, and



projects are conducted to stimulate the critical thinking skills of the students. Participation in various cultural festivals develop acceptance of unity in diversity as also working with peer groups. • Add-on courses were introduced.

- To enhance creative thinking and writing skills, students are motivated to publish departmental magazines and college annual magazine.
- Skill development program such as Yoga is organised.

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

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

- Special lecture on Intellectual Property Rights (IPR) were organised to awareness on legal rights to protect original works, inventions and patents. Learning experiences using ICT tools
- There are 14 ICT-enabled classrooms in the college. ICT enabled classrooms are used by teaching faculty for focused and easy explanation. The teaching faculty can explain instruments, experiments in detail by showing the power point slides which helps students to get better picture/ clarity on their topics. For the purpose of ICT classes teachers use laptops, projectors and pointers. Some of the departments have computers and laptops with Internet facility for the preparation of power point presentation and study materials. Printer and scanners facilities are also provided for the use of teachers and students for academic purposes. Wi-Fi facility is available in each department, class rooms, seminar halls and library.
- Class notes, study materials, assignments prepared by the teachers are uploaded to the college website (Learning management students), college website and also in WhatsApp groups.
- E-learning resources, available through INFLIBNET-NLIST (e- ShodhSindhu) are used by the faculty in effective teaching and learning process.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

#### 2.3.3.1 - Number of mentors

45

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

### 2.4 - Teacher Profile and Quality

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

46

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

28

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

550

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

## 2.5 - Evaluation Process and Reforms

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

**Internal Assessment** • The ratio of the weightage of marks in the core compulsory subject is 80% for the external examination and 20% for the internal examination as mandated by the affiliating university, University of Calcutta. • Under the Choice-Based Credit System (CBCS) mode, Calcutta University the internal assessment consists of class attendance, end-semester internal test, tutorial, and project work. Question papers of the internal assessments are set by the respective home college faculty as per university guidelines. The faculty members evaluate the answer scripts and the marks are uploaded to the university website through a dedicated examination service portal.

• Apart from these, class tests are also conducted additionally by the faculty members in the classroom, which are not mandatory as per the affiliating university guidelines, as a part of continuous evaluation of students' performances to help them focus on their studies.

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

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

**TRANSPARENCY** • To conduct the internal examination in an organized and transparent manner year after year, there is an examination committee in our college with faculties included as members based on rotation and expertise.

- Students are informed well in advance about the program schedule, syllabi coverage, and question patterns of the internal/external examinations.

- Examination hall discipline is strictly maintained whether it is an internal assessment or external assessment.

**GRIEVANCE REDRESSAL** • Mistakes and scopes of improvement of the answers in the answer scripts of end-semester internal examinations are discussed in the respective classrooms and if even after that any student has any query about the marks he or she has obtained in those examinations, he or she can discuss with the concerned faculty regarding his or her answers in the answer-scripts till he or she is satisfied with the evaluation and marks awarded.

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

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Teachers of each subject formulate course outcomes of the courses covered under that subject. Then the teachers involved in each programme outline the programme outcome of that programme. All the programme outcomes and course outcomes are uploaded in the college website under the central guidance of Internal Quality Assurance

Cell (IQAC) of the college so that students can access it easily even before getting admitted to this college in that concerned programme. An idea of these programme outcomes and course outcomes are also given to the students in the orientation programmes held at the beginning of the academic year/semester. Thus, students get a better understanding of the scope and possibilities of the programme concerned and approach it with a clear objective for higher studies. Also, the Academic Subcommittee of our college convenes formal meetings for each semester after the internal assessment of the semester and the external assessment of the semester. In the meetings after internal assessments, respective HODs discuss the progress of teaching-learning across their departments and after external assessments, HODs thoroughly analyze the examination results of the students in order to find out the areas where the need of further improvement of teaching-learning are of high priority.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.dchcollege.org/main/co_po.php">https://www.dchcollege.org/main/co_po.php</a>
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The level of attainment of Program Outcomes (POs) and Course Outcomes (COs) are measured using two methods - direct method and indirect method. In the direct method, the attainment of COs is calculated based on students' performance in the assessment prescribed by the affiliating university which, under the Choice-Based Credit System (CBCS) mode, is the total score obtained in internal assessment (IA) and external assessment (EA) - where IA includes class attendance, tutorial/project and internal examination and EA consists of end semester theory and/or practical examination. A faculty assesses the performance of each of his/her students through a continuous evaluation process and records these performances as outcomes of the specified course for that student and, at the end of each semester, result analysis of each course is carried out using bar charts and histograms indicating the percentage of students falling in different categories of CGPA obtained. In the indirect method, the attainment score of a PO is calculated based on feedback reports obtained from the students after completion of the program. The questionnaire is composed of

two parts - 'feedback on the curriculum' and 'feedback on the teaching faculties', each containing 10 questions having equal weightage.

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

## 2.6.3 - Pass percentage of Students during the year

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

724

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

## 2.7 - Student Satisfaction Survey

### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://dchcollege.org/main/AQAR/sss-2022-23.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	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

2

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

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

the year

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

0

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

### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

7

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

This college strives to foster a sense of social responsibility among its students. The goal is to raise awareness about pressing social and environmental issues through educational programs and community outreach activities. The two NSS Units of the college actively contribute to various social initiatives in the surrounding localities, benefiting the wider society. They also lead efforts to promote environmental sustainability, including tree plantation drives, and raise awareness on crucial issues such as AIDS through targeted programs. The college's NCC Units are equally engaged in spreading awareness about important topics like cleanliness, water conservation, safe driving, and environmental sustainability through initiatives like Swachh Bharat Abhiyan, Save Water campaigns, and Anti-Tobacco programs. Both the NCC and NSS Units emphasize the significance of yoga in promoting physical health and mental well-being. These initiatives and programmes taken up by this College



have significant beneficial influence on the students and society at large.

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

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

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

0

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

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

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

15

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

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

15

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

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

0

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

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

0

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The college features four distinct buildings where classes are conducted, with the Central Library located in one of them. It offers 16 undergraduate programs and 36 undergraduate courses across Science, Commerce, and Arts. There are a total of 37 classrooms, including 6 equipped with smart class facility and 7 with projectors. The campus also houses 13 laboratories, and specialized computer labs for Physics, Chemistry, and Geography students. Course materials and study modules can be downloaded from the college website. All classrooms, laboratories, seminar rooms, the library, and the auditorium have Wi-Fi access. Three seminar rooms are equipped with smart technology and acoustic features, and there is an additional Wi-Fi-enabled seminar hall of approximately 4,500 square feet, also with acoustic enhancements. Each department has its own room furnished with a desktop, printer, and a small library, and most departments are provided with laptops. The college computer lab offers desktops with internet access for students. Additionally, the Department of Botany maintains a medicinal plant garden. Hostel accommodations are available for male students. The college office is fully automated, featuring desktops, scanners, printers, an LCD screen, Xerox machines, and laptops. The extensive student-centric information and accounting system is managed using 'Smart College' software. The college is equipped with two green generators (32 KVA, 64 KVA) and two diesel generators (16 KVA, 8 KVA) to ensure uninterrupted power supply, and a hydraulic lift is installed in one of the buildings.

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

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

The college features a cultural subcommittee that collaborates with students to organize cultural events throughout the year. One highlight is the Annual Cultural Competition, which sees participation from students across all departments. The subcommittee has established a cultural platform called 'Madhushruti,' serving as the medium for various cultural programs. Additionally, cultural exchanges are conducted between the college students and those from the nearby "Madhabpur Aboitonik Prathomik Vidyalaya." During the pandemic, a digital platform named 'Samonnoy' was launched to facilitate online cultural activities. Every year, numerous sports events are organized, culminating in an Annual Sports Day featuring competitions for students, faculty, and staff. College students consistently achieve impressive results in sports, with many qualifying for national and state tournaments. The institution boasts a spacious sports ground suitable for team sports such as football, kho-kho, volleyball, and NCC parades. There is also a well-equipped gymnasium, and the college actively observes International Yoga Day. A water body on campus provides a practice space for students representing the college in various aquatic competitions.

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

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

15

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

15

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

123.74094

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

##### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

In 2021, the library implemented 'Koha on Cloud,' achieving full automation. The central library currently subscribes to six e-journals from reputed publishers and features a dedicated 'Journal Section.' At present, it subscribes to 22 scholarly journals across various subjects, with previous years' issues organized in bound volumes for future reference. The college's Central Library houses over 28,600 books. E-resources are accessible through INFLIBNET-NLIST (e-ShodhSindhu), and the library also maintains an Annual Report, CDs related to its books, and donated materials. It offers inter library loans with Sundarban Mahavidyalaya, reference services, reprographic services (available upon request for a nominal fee), and book circulation via the Koha LMS. The reading room is designed for easy access by users with physical disabilities, featuring a ramp on one side. Additionally, there is a

substantial collection of braille and audiobooks for visually impaired students. The library provides purified drinking water and is equipped with CCTV surveillance and fire extinguishers. It also keeps track of foot falls of students and faculty by maintaining attendance registers.

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

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

**B. Any 3 of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

**3.58818**

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

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

**4.2.4.1 - Number of teachers and students using library per day over last one year****31**

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The college initially used BSNL Broadband via a landline, but it now benefits from high-speed internet provided by GTPLKCBL. Additionally, it has a 10 Mbps Internet Leased Line service from Jio Infocom Limited, with internet access available in all departments through a LAN setup. Wi-Fi is accessible in every department, seminar hall, library, and classroom. The institution features a computer center named "Dhruba Chand Halder College Computer Center," which has 19 terminals and a server for student use. The admission process was fully automated in 2018, and the college's student-centric information and accounting systems are managed via 'Smart College' software. A data management system connects an IBM server owned by the college to 14 terminals through a LAN network. The college has also launched its own Android app, "DCH College," allowing staff and students to log in with unique IDs. This app enables departments to share study materials, notices, and information, benefiting both students and teachers. Some classrooms are equipped as smart classrooms, while others have projector facilities. The Computer Science department includes a software laboratory with 17 computers and internet access. For safety and security, the entire campus is monitored by 24/7 CCTV surveillance.

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

**4.3.2 - Number of Computers****122**

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

**4.3.3 - Bandwidth of internet connection in the Institution**

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**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)**

67.0192008

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Infrastructure maintenance and development is an ongoing process, and provisions are made for it each academic year. Various committees are responsible for monitoring infrastructure upkeep and advising the Principal on enhancements. The laboratory assistant ensures that all equipment is ready for academic use. When any laboratory equipment malfunctions, vendors are promptly notified to carry out the necessary repairs. An Annual Maintenance Contract



(AMC) is in place for the IBM College Server, Smart College software, and water purifiers. The college admission software is updated annually as needed, with fees paid to the vendor. A technical team oversees the computers and peripherals across the college's academic departments, office, and library to ensure they remain operational. Sports equipment is maintained under the supervision of the Department of Physical Education. Library staff communicate any repair needs to the authorities, who address them as quickly as possible. Basic electrical fittings and classroom furniture are regularly inspected, and necessary repairs are carried out.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

6995

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

00

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

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

**C. 2 of the above**

File Description	Documents
Link to institutional website	<a href="https://dchcollege.org/main/careercounseling.php">https://dchcollege.org/main/careercounseling.php</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

**346**

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

**346**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b>	<b>B. Any 3 of the above</b>
---	------------------------------

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

3

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 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

83

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

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

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

1

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 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.

42

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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 )

Though there is no officially elected Students Union, as elections cannot be conducted as per Government directive, the students in Dhruba Chand Halder College have representation in various decision-making bodies, co-curricular and extra-curricular activities.

#### Administrative responsibilities

Students are represented in the Anti-Ragging Committee and Students' Grievance Redressal Cell. They also actively participate in and volunteer in committees for extracurricular activities like Sports and cultural programmes.

The Student Volunteers engage other students of the college to organize Freshers' Welcome, Annual Social and Saraswati Puja, and Basantotsav, as well as celebration of important dates like Rabindra Jayanti, Teachers' Day, International Language Day, International Yoga Day. They also assist in different programmes like sapling distribution and plantation (Briksha Ropan) during 'Aranya Saptaha', Cultural Competitions, Quiz, Debates, etc. They assist the Sports Committee in organization of the Annual Sports, Inter-college Football Tournament.

#### Engagement in Co-curricular and Extra-curricular activities

Students are engaged in programmes like self-defence workshops, cleanliness drives, health and social awareness drives, blood donation camps, soft skill enhancement workshops, and sapling plantation drives. They also participate in programmes like cleanliness drives, NCC camps, Environment Day rallies

Students are actively involved in social outreach programmes for underprivileged sections of society to foster the spirit of community responsibility.

File Description	Documents
Paste link for additional information	<a href="chrome-extension://efaidnbmnnnibpcajpcglclef indmkaj/https://dchcollege.org/main/downloads/student-representation-2022-23.pdf">chrome-extension://efaidnbmnnnibpcajpcglclef indmkaj/https://dchcollege.org/main/downloads/student-representation-2022-23.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 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

38

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

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

#### 'SARASWAT', THE ALUMNI ASSOCIATION OF DHRUBA CHAND HALDER COLLEGE

An Alumni Association is an integral part of any functional institution, which strengthens the relationship between the teaching and student community. At Dhruba Chand Halder College, a few departments have regular communication with their ex-students, through their ex-students' groups. There is an institutional registered body which has been organizing reunion programmes.

It may be mentioned that many of our alumni are presently employed as permanent teaching and non-teaching staff of our college and are supporting directly in the development of our college. They forward

some specific proposals for better curricular and co-curricular environment which, in turn get implemented.

**REGISTRATION:** As the first step towards the formation of the College Registered Alumni Association, the college had organized a Re-union for the ex-students of all departments, on 28th August, 2022 in the college premises. The registration process of our Alumni Association, 'SARASWAT' was already under process and finally it received its official registration on 17/03/2023 and is functional.

File Description	Documents
Paste link for additional information	<a href="https://dchcollege.org/main/alumni.php">https://dchcollege.org/main/alumni.php</a>
Upload any additional information	<a href="#">View File</a>

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

E. <1Lakhs

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

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

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

The institution's objective is to educate citizens and future citizen leaders for our society by focusing on the transforming power of education in the fields of commerce, science, and the arts. The institution's vision is to create Real Men and Women. The founder's goal was to provide education to the heavily socioeconomically stressed local population. This journey is still ongoing as a result of offering educational opportunities to a large number of students; over the past five years, 3500 new students have been admitted on average. This system is inclusive; on average, 45% of pupils fall into the SC category and 24% into the OBC category. The institution produced university toppers in the last five years in subjects like geography and history, which speaks to the caliber of instruction. Numerous government scholarships were awarded to hundreds of students by the college in an effort to support and enable economically disadvantaged students to pursue higher education, reflecting the institution's commitment to social

responsibility. The college's career counseling department sets up several programs to give final-year students access to employment opportunities. The cultural committee's training programs and cultural events help students improve their social lives and boost their self-esteem.

Students have access to facilities for practicing sports and athletics, and their success is demonstrated by their university-level championships.

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

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

Effective leadership is a defining characteristic of Dhruba Chand Halder College, reflected in its various institutional practices such as decentralization and participative management. The college's leadership has successfully implemented a decentralized structure, allowing departments to have autonomy in decision-making. This approach enables academic and administrative departments to tailor their strategies based on specific needs and challenges. By delegating authority to departmental heads, the college ensures swift decision-making, responsiveness to changes, and an overall improvement in the efficiency of academic and administrative processes.

Moreover, participative management is a cornerstone of the leadership style at Dhruba Chand Halder College. The administration actively involves faculty, staff, and students in the decision-making process, creating an inclusive environment. Regular meetings and feedback sessions encourage open communication, where ideas from various stakeholders are heard and considered. This collaborative approach not only strengthens relationships within the institution but also fosters a sense of ownership and accountability among the faculty and staff.

These practices of decentralization and participative management have enabled Dhruba Chand Halder College to maintain a progressive



and dynamic environment, ensuring the institution's continual growth. The leadership's emphasis on empowerment and collaboration has played a vital role in shaping the college's achievements and fostering a positive academic culture.

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

## 6.2 - Strategy Development and Deployment

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

**Case study: Evolution of the Admissions Process for General and Honors Courses:** In the first semester, the college can accommodate 4245 students in total. The college authorities generally have a very difficult time managing the admissions process. After consulting with the teaching community, the college principal creates an admissions subcommittee during a Teachers' Council meeting to ensure that the process runs well. He then selects non-teaching staff members to serve on the Admission Committee. Meetings are convened for the processing of the admission in a positive and transparent manner. Initially, a flyer is made that includes the number of students who can be admitted as well as the start date for filling out the online admission form.

The members of the admission committee, with assistance from the entire teaching community, verify the submitted documents once the candidates have finished submitting their paperwork and received their fees. The initial merit list and any further merit lists are posted on the internet following the verification procedure. When a student applies for admission, they present the office staff with their original documentation on the date specified on the college website.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

At the beginning of every academic year, sub-committees like Subcommittees on Academic, Admission, Routine, and Laboratory establish the strategic plan for the efficient operation of the session at the start of each academic year, as seen in the organogram.

Each department plans and implements its curriculum in accordance with its faculty and infrastructure. On the opening day of every session, all the departments conduct a new student orientation program. Common events during the session are organized by the departments and/or concern committee as needed. These include regular academic activities, library orientation, freshers' welcome, educational tour, cultural program, special lectures, publishing of departmental magazines, sports, farewell, reunion, and so on. the introduction of certificate programs and add-on courses to provide students new skills and get them ready for the job market. Academic cooperation with institutions across the country is maintained such as inviting eminent academics to provide extended talks to the college's teachers and students in various regions of India and outside. We prepare pupils for placement and advancement to higher education, converting to a hybrid model of instruction in the future, upkeep of the N-List digital library, which is presently accessible worldwide and is housed in the college thanks to a UGC grant, in the upcoming years. Important textbooks are available in digital format in the college library. The West Bengal government controls all personnel appointments and service regulations because the institution is state-aided.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://www.dchcollege.org/main/downloads/ssr-criterion/6.2.1-organogram.pdf">https://www.dchcollege.org/main/downloads/ssr-criterion/6.2.1-organogram.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

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

For teaching staffs, the institute authority provides financial support for attending seminars, symposium, faculty development program etc. For the professional growth of the teachers, a token grant of fund is provided to involve in research activity. The leaves for doing PhD and other research activity are sanctioned without any hesitation which encourages other faculty members to involve in higher studies and research activities.

For non-teaching staff, festival bonus is provided once in a year from the college fund.

Further, when required staffs are sent to different technical programs to uplift their skill.

For teaching and non-teaching staff's a permanent canteen facility

is available during functioning of the college.

A rest room facility is available for the female teaching and non-teaching staffs during the medical emergency.

A primary health check-up can be performed once in every week free of cost in the college health center.

The authority is also thinking of building a guest-house facility for teaching and non-teaching staffs in case of urgency and emergency as the college is located in rural area and around 40 KM away from the nearest city.

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

### **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**

6

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

0

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

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

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

13

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

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

**IQAC arranged teachers' appraisal system in three categories as mentioned the career advancement scheme.**

##### **Teacher's Self Appraisal**

**The College requires that the teachers furnish a daywise and**

monthwise Annual Performance Appraisal Report (APAR). Further IQAC prepare a appraisal process for teachers for every year based on three parameters. 1. teaching, learning and evaluation related activities, 2. cocurricular, extension and professional development related activities and 3. research and academic contributions. This activity helps to track the involvement of the teacher in both academic and administrative activities.

Through these documents, a teacher can showcase his/her continuous professional development (paper presentations, publications, seminars and conferences attended) etc. The Principal of the College approve the reports submitted by the faculty for further advancement of the faculty through Career Advancement Scheme. If there is a scope for improvement on the part of the teacher, they are advised to upgrade themselves

#### Appraisal for Non-Teaching Staff

Daily attendance records are taken in the attendance register. Regular duties of the permanent staffs are assigned as per their posts and ad-hoc employees were assigned their duties by the head clerk of the office. The performances were monitored by the Principal as and when required. Further for Laboratory based subjects, jobs are allotted to the laboratory attendants at the beginning of the season and the whole process is monitored by the head of the department and other faculty members of the department.

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

### 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

#### External Financial Audit and Follow-up Process

As an institution aided by the Government of West Bengal, the college undergoes an annual external financial audit conducted by a Government Auditor appointed by the Audit Department. The institution's budget is prepared each year and presented to the Principal for approval.

During the year 2022-23, external audit could not be done as the Government has not nominated any Auditor yet.

#### Communication and Follow-up of Audit Objections

During the audit process, if the External Auditor detects or identifies any errors or discrepancies in the financial records, they promptly inform the Accountant, the Principal, and the Bursar of the college. The auditor specifies control issues, highlighting areas where additional controls or improvements are necessary. Upon receiving the audit objections or queries, the college takes immediate corrective actions to prevent the recurrence of such issues. Follow-up measures are then implemented to ensure compliance and maintain transparency in financial management. This process helps to uphold the financial integrity of the institution and align with the standards set by the Government of West Bengal.

In the supporting document, internal audit reports from 2017-22, external audit reports for 2018-20, audit reports for Netaji Subhash Open University and Rabindra Bharati University are provided.

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

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

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

0

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

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

Mobilization of funds by an institution is essential to its progress and development. It is a process, which looks into all kinds of resources available and tries to make the best use of these, in any field that is of importance to the college. In real terms, it means expansion of relations with the Resource providers, the skills, knowledge and capacity for proper use of resources. It is not always dependent on the external financial grants, but it is also extended to the fields of knowledge and other grants in kind. The main steps in the resource-mobilization strategy are: Submitting proposals to a typical donor agency UGC/University. Approaching the local MLA for financial aid. Collecting books, gifts of books as resources in kind from donors. Miscellaneous Income out of selling scrap of news papers, magazines, selling fish of the college pond and coconuts from the trees inside the college campus. Funds are also generated from the two Distance Education Centres in the college: Netaji Subhash Open University and Rabindra Bharati University.

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

## 6.5 - Internal Quality Assurance System

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

The primary aim of the IQAC was to nurture the latent potential within our students. Many of them come from rural backgrounds, facing economic and social challenges, with limited opportunities to develop their talents. The challenge lies in fostering the institution's growth by focusing on the development of these underserved students, supporting the growth of faculty and non-teaching staff, enhancing both academic and administrative capacities, and maintaining a holistic approach to achieve excellence while managing a large number of enrolled students.

Many of the suggestions of the IQAC in the running of the institution were implemented by the concerned departments, resulting in a number of positive approaches. The following had been introduced in the college:

? Bridge Courses had been introduced by all the departments in the



college, across all sections and courses.

? Add on Courses were conducted by the departments of English, Geography, Micro Biology, Political Science, Computer Science.

? Library Orientation programmes were also designed and conducted by the librarian, with the help of individual Heads of departments.

? All documents and data required for the SSS were obtained from the various departments of the college and classified, as suggested earlier.

? The SSR had been completed within the stipulated time period.

? All project completion certificates were also arranged for, by the different departments.

? Waste management systems were upgraded and put in place.

? The work of physical structure augmentation was also initiated during this period.

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

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

The college is committed to continually assessing its progress and learning from past shortcomings. Each year, feedback analysis is conducted involving all stakeholders. Final-semester students, having spent three years at the institution, play a crucial role in this process, providing insightful evaluations of their departments and the college as a whole. Their valuable feedback is carefully documented. The feedback from teachers and non-teaching staffs and alumni is then analyzed, and their suggestions are implemented following thorough discussions in meetings.

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

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

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

**7.1.1 ANNUAL GENDER SENSITIZATION ACTION PLAN (2022-2023)** Being a co-educational institute where thousands of women and men come everyday for teaching and learning, the need for maintaining safety and security and keeping the ambience free from all encumbrances is felt by the stake-holders at every step. Hence, utmost care is taken in the campus so that the College remains an abode of peace and discipline. It has been decided that various programmes related to Gender Sensitization would be organized on the virtual platform and offline also that will enable, especially the students, to open up their minds and discuss issues related to their everyday life. Other than relevant talks by eminent personalities, students would be

encouraged to participate in interactive sessions as well. Since human health is a matter of grave concern in today's world, the Gender Sensitization Committee has found it necessary to focus on preventive measures that could be adopted in the institution.

#### SPECIAL FACILITIES FOR WOMEN

- Separate common rooms are provided for the girl students and the teaching, non-teaching lady staff,
- CCTV cameras have been installed at the main gates and in the most sensitive areas.

File Description	Documents
Annual gender sensitization action plan	<a href="https://dchcollege.org/main/genderSensitisation.php">https://dchcollege.org/main/genderSensitisation.php</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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:** Solid waste in the campus is divided into bio-degradable and non-bio-degradable waste, collected in differently marked containers for disposal. The animal waste from the Zoology laboratory is collected in a pit, covered with salt and sprayed with bleaching powder every 15 days. Trash plant sources and

leaves, are collected in a bin set up in one corner in the Library Building, where the leaf litter compost is recycled and used for gardening. Recyclable materials like paper plates and cups, cardboard boxes, rubber or plastic materials are stored in the designated places and sold off to vendors from time to time. Liquid waste management: The College has a common sewage treatment plant that removes pathogenic micro-organisms, suspended particles, and bio-degradable organic substances. The collected liquids are dispersed throughout the subsoil. Chemical waste management: Chemical waste is collected in a cemented pit having an opening above, for the evaporation of water and other volatile solvent. Ewaste management: In our college, the most common e-waste includes broken computer monitors, CPU s, CD s, bulbs, lamps, key boards etc. These are collected in designated boxes and handed over to concerned authorities.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="https://dchcollege.org/main/downloads/waste-management.pdf">https://dchcollege.org/main/downloads/waste-management.pdf</a>
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

**1. Restricted entry of automobiles**

**A. Any 4 or All of the above**

<b>2. Use of Bicycles/ Battery powered vehicles</b> <b>3. Pedestrian Friendly pathways</b> <b>4. Ban on use of Plastic</b> <b>5. landscaping with trees and plants</b>	
File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>B. Any 3 of the above</b>
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<b>No File Uploaded</b>
Certificates of the awards received	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>
<b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b>	<b>A. Any 4 or all of the above</b>

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

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

The institution strongly believes in providing a tolerant and inclusive environment to all. This is in keeping with the mission and vision of the institution students from diverse sections (minority groups, S.C and S.T, O.B.C, as well as general categories), communities and localities study here. An all-inclusive education is provided here to integrate them into the larger fabric of society. The following initiatives are taken up by the institution to foster an inclusive environment:

- To promote inclusivity and equal opportunity, the College offers fee concessions and secures scholarships for economically marginalized students, especially girl-students.
- To promote inter-cultural awareness, NSS and NCC commemorate special occasions by reaching out to the locality.
- Courses are also offered in languages like Esperanto, English, Sanskrit.
- Students are regularly reminded of the need to practice religious tolerance and treat everyone with respect irrespective of their religion.
- Celebration and Observance of Festivals and Commemorative Days to foster the spirit of harmony and oneness (for example, celebration of Independence Day, Republic Day, College Foundation Day on 23rd August, Rabindranath Tagore's birth anniversary).
- Annual Cultural competitions (comprising of play-reading, extempore speech, debate, quiz, vocal music, dance and recitation), Annual Cultural Programme of the Students' Union where students actively participate.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The institution has profound respect for the Constitution of the Nation. In every academic session, various initiatives are taken by the institution to create awareness regarding constitutional obligations. The initiatives taken are-

- Every year the principal delivers an Orientation Lecture to the new batch of students to make them aware of the importance of values, rights, constitutional obligations and duties of the citizen.
- The students are taught to obey the law of the land and respect symbols of national unity like National Flag and National Anthem.
- The College Website displays a Handbook of Values for the students and employees
- The students of the College are also encouraged to participate in the Youth Parliament Programme conducted by the Department of Parliamentary Affairs, Government of West Bengal.
- Students participate in Traffic safety week programme, Ban-Mahotsav, blood donation camp, Swach Bharat Abhiyaan and student volunteers are sent to the Gangasagar Mela.
- Inter-departmental lectures are organised by the faculties from the Department of Political Science to make the students aware of the Indian Constitution.
- Students are made aware of Constitutional duties and obligations of every citizen through special awareness programmes conducted by NSS and NCC

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

<b>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</b>	<b>B. Any 3 of the above</b>
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File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

A few dates on the calendar are observed in different institutions sincerely, because of their significant nature and importance. Our college makes all possible efforts to inspire students, faculties and non-teaching staff members to organize different programmes on these specific days.

The College observed Independence Day on 15th August, 2022 in the campus, by hoisting the National Flag, students' presentation of patriotic songs and a march-past by the NCC cadets

The College observed its Foundation Day on 23rd August, 2022, by organizing the 'Dhruba Chand Halder Memorial Lecture', delivered by eminent personality, Dr. Teesta Bagchi, Prof and former head dept. of linguistics, the University of Delhi, on the topic 'Music in our lives'. The College observed the Republic Day on 26th January, 2023, by hoisting the National Flag and singing the National Anthem.

The National Science Day was observed on 1st March, 2023 by the Department of Micro Biology. On that very day teachers of the



department with their students visited to "National Institute Of Biomedical Genomics", Kalyani.

The College organized cultural programmes by the students of a few departments like Bengali, English, Education, Zoology and Geography, observing the birth anniversary of Gurudev Rabindranath Tagore, on 9th May, 2023.

International Yoga Day was observed on 21st June, 2023 by the students of the Physical Science department.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### Best Practice 01

1. Title of the Practice: Build Your Career

2. Objective of the Practice: To help students explore various career opportunities so that they can develop strategies to achieve their career goals.

3.The Practice:

- A workshop titled "Kar lo Safalta muthhimein" was organized with Gillett Guard.
- An exclusive session titled "Campus to Corporate" was organized with GITAM.
- A workshop titled "Competitive Examination in Govt. Sector" was organized with Vanik Education.
- A Seminar on "Career opportunities in the Paramedical Sector for college students" was organized.
- A Programme on "Professional Diploma in Finance and Account " was conducted.

4.Problems Encountered: Lack of motivation in students.

5.Evidence of Success: Students have joined and come up with many career opportunities.

#### Best Practice 02

1. Title of practice: Computer for All

2. Objective of the practice: To give professional computer skills & increase career prospects of students.

3. The Practice:

- The college set up an independent computer centre with 20 terminals under a server.
- Courses introduced a)Office automation b)Networking &Webpage designing c)Data Base Management system d)Programming Languages

4. Problems Encountered: Few infrastructural problems to set up the computer centre.

5. Evidence of Success:

Many students enrolled to acquire professional skills in computer.

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

### 7.3 - Institutional Distinctiveness

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

Majority of our students reside in the rural areas of South 24 Parganas.This institution has committed itself to the promotion of games and sports in the college. The open playground in the college provides ample space for practising games like football, cricket, kho-kho, kabaddi. Annual sports events for students, faculties and non-teaching staff draw huge crowds and appreciation. The College offers concessions in college fees to talented sportsperson. The Department of Physical Education offers a full-fledged general course in Physical Education as a subject of study, approved by

Calcutta University. Dresses and uniforms are given to the students of this department free of cost by the College. The students of the college participate in different competitions and we have State, National Level Players. The College also runs a multi-gym. In addition, the 1-Bengal Battalion Unit of NCC in our college has been running successfully for the last decade. Many of our cadets are absorbed by the Central Forces and other Security units set up by the Central and State governments. Female students participate in KhoKho, Kadaddi, Table Tennis, Athletics and Carom. A Football Coach, appointed by the college, trains our football team. Department of Physical Education provides coaching to Kho-Kho, Kabaddi and Athletics Team.

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

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

#### Plan of action for the next academic year:

- Successful implementation of NEP.
- To introduce skill based courses considering the needs of the present time.
- To promote interdisciplinary academic engagement through interdisciplinary activities.
- To enter into more MoU with industries for internship and placement of students.
- To provide infrastructural facilities to outstanding sports talent among our students and increase opportunities to perform at the state level and District level.
- To construct a new Annex building.
- Self-appraisal for Librarian and non-teaching staff.
- To arrange gender sensitization programmes focusing on women health and women safety.