



## YEARLY STATUS REPORT - 2021-2022

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>	<b>Purash Kanpur Haridas Nandi Mahavidyalaya</b>
• Name of the Head of the institution	<b>Dr Tapabrata Bhaduri</b>
• Designation	<b>Teacher in Charge</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>03214250319</b>
• Mobile No:	<b>9874116115</b>
• Registered e-mail	<b>pkhnm2010@gmail.com</b>
• Alternate e-mail	<b>tapabrata81@gmail.com</b>
• Address	<b>P.O. Kanpur, District: Howrah</b>
• City/Town	<b>Howrah</b>
• State/UT	<b>West Bengal</b>
• Pin Code	<b>711410</b>
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	<b>Affiliated</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Rural</b>

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **University of Calcutta**
- Name of the IQAC Coordinator **Dr Puspita Sengupta**
- Phone No. **03214250319**
- Alternate phone No. **9641895089**
- Mobile **9830050764**
- IQAC e-mail address **iqacpkhnm@gmail.com**
- Alternate e-mail address **puspitasengupta199@gmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

<chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://pkhnm.ac.in/doc/AQAR-20-21-PKHNM.pdf>

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

[chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://pkhnm.ac.in/doc/PKHNM Academic%20Calendar 2021-2022.pdf](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://pkhnm.ac.in/doc/PKHNM%20Academic%20Calendar%202021-2022.pdf)

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>Nil</b>	<b>2007</b>	<b>31/03/2007</b>	<b>30/03/2012</b>
<b>Cycle 2</b>	<b>B+</b>	<b>2.61</b>	<b>2016</b>	<b>16/12/2016</b>	<b>15/12/2021</b>
<b>Cycle 3</b>	<b>B</b>	<b>2.32</b>	<b>2024</b>	<b>28/03/2024</b>	<b>27/03/2029</b>

**6. Date of Establishment of IQAC**

**17/08/2007**

**7. Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>Institutional 1</b>	<b>RUSA 2.0</b>	<b>RUSA</b>	<b>2021-2022</b>	<b>4771260</b>

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

- Upload latest notification of formation of IQAC [View File](#)

**9. No. of IQAC meetings held during the year** **03**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **No**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

**10. Whether IQAC received funding from any of the funding agency to support its activities during the year?** **No**

- If yes, mention the amount

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

Our college developed, as per IQAC recommendations, Learning Management System (LMS) with the objective of circulating study materials among the learners, sharing the teaching plan of individual teachers with them.

IQAC in collaboration with other departments organised seminars and sports and cultural activities. ICT based teaching learning to be carried out.

Smooth transition from online to offline and hybrid mode of teaching-learning facilitated.

Vaccination programme to prevent the spread of COVID 19 organized.

The IQAC has started working upon the completion of the remaining part of the third cycle NAAC assessment.

**12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
<p>Vermi compost pit for getting organic fertilizer</p>	<p>The college has constructed a vermi compost pit with worms. The biodegradable wastes generated in the college campus are collected in a separate pit and after a stipulated period of time it is deposited in the vermi compost pit and at the end to get the organic fertilizer. The fertilized is now used in the garden of the college campus. But the college has future plan to develop in a bit large scale so that it can be sold outside and as a result generate revenue.</p>
<p>Installing a Sanitary Napkin Vending Machine and incinerator for girls' students of the college.</p>	<p>Howrah Zilla Parishad installed a Sanitary Napkin Vending Machine and incinerator for our girls' students</p>
<p>The IQAC actively encourages all teachers utilize different ICT-s besides the traditional methodology of teaching-learning.</p>	<p>Teachers have employed ICT tools online in an effective manner, across the disciplines.</p>
<p>The IQAC also engages itself in gathering relevant feedback from students, guardians of students and other stakeholders so that all perspectives are taken into account to ensure smooth functioning of the system moreover, the IQAC arranges regular parent-teacher meets so that righteous grievances related to specific problems are addressed to ensure satisfactory resolution of such and the consequent, unperturbed continuation of academic activities.</p>	<p>Feedback were taken from students</p>

<p>The IQAC actively encourages teachers of different departments in pursuing Refresher Courses and Orientation Programmes so that they can keep themselves abreast of recent developments in their respective fields and their individual CAS is assured simultaneously moreover, the IQAC is extremely sincere in appraising every teacher of the specifics of CAS-related regulations and their incremental alterations if any, and ensures that promotional processes of every teacher is as uncomplicated and smooth as possible.</p>	<p>Several teachers attended faculty development courses like OP, RC, STC and also CAS of seven teachers successfully completed.</p>
--	--

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	01/10/2024

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

**Part A****Data of the Institution**

<b>1.Name of the Institution</b>	Purash Kanpur Haridas Nandi Mahavidyalaya
• Name of the Head of the institution	Dr Tapabrata Bhaduri
• Designation	Teacher in Charge
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03214250319
• Mobile No:	9874116115
• Registered e-mail	pkhnm2010@gmail.com
• Alternate e-mail	tapabrata81@gmail.com
• Address	P.O. Kanpur, District: Howrah
• City/Town	Howrah
• State/UT	West Bengal
• Pin Code	711410
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	University of Calcutta
• Name of the IQAC Coordinator	Dr Puspita Sengupta

• Phone No.	03214250319				
• Alternate phone No.	9641895089				
• Mobile	9830050764				
• IQAC e-mail address	iqacpkhnm@gmail.com				
• Alternate e-mail address	puspitasengupta199@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://pkhnm.ac.in/doc/AQAR-20-21-PKHNM.pdf">chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://pkhnm.ac.in/doc/AQAR-20-21-PKHNM.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://pkhnm.ac.in/doc/PKHNM_Academic%20Calendar_2021-2022.pdf">chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://pkhnm.ac.in/doc/PKHNM_Academic%20Calendar_2021-2022.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	Nil	2007	31/03/2007	30/03/2012
Cycle 2	B+	2.61	2016	16/12/2016	15/12/2021
Cycle 3	B	2.32	2024	28/03/2024	27/03/2029
<b>6.Date of Establishment of IQAC</b>	17/08/2007				
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Institutional	RUSA 2.0	RUSA	2021-2022	4771260	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>	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>03</b>
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>No</b>
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
Our college developed, as per IQAC recommendations, Learning Management System (LMS) with the objective of circulating study materials among the learners, sharing the teaching plan of individual teachers with them.	
IQAC in collaboration with other departments organised seminars and sports and cultural activities. ICT based teaching learning to be carried out.	
Smooth transition from online to offline and hybrid mode of teaching-learning facilitated.	
Vaccination programme to prevent the spread of COVID 19 organized.	
The IQAC has started working upon the completion of the remaining part of the third cycle NAAC assessment.	
<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
<p>Vermi compost pit for getting organic fertilizer</p>	<p>The college has constructed a vermi compost pit with worms. The biodegradable wastes generated in the college campus are collected in a separate pit and after a stipulated period of time it is deposited in the vermi compost pit and at the end to get the organic fertilizer. The fertilized is now used in the garden of the college campus. But the college has future plan to develop in a bit large scale so that it can be sold outside and as a result generate revenue.</p>
<p>Installing a Sanitary Napkin Vending Machine and incinerator for girls' students of the college.</p>	<p>Howrah Zilla Parishad installed a Sanitary Napkin Vending Machine and incinerator for our girls' students</p>
<p>The IQAC actively encourages all teachers utilize different ICT-s besides the traditional methodology of teaching-learning.</p>	<p>Teachers have employed ICT tools online in an effective manner, across the disciplines.</p>
<p>The IQAC also engages itself in gathering relevant feedback from students, guardians of students and other stakeholders so that all perspectives are taken into account to ensure smooth functioning of the system moreover, the IQAC arranges regular parent-teacher meets so that righteous grievances related to specific problems are addressed to ensure satisfactory resolution of such and the consequent, unperturbed continuation of academic activities.</p>	<p>Feedback were taken from students</p>

<p>The IQAC actively encourages teachers of different departments in pursuing Refresher Courses and Orientation Programmes so that they can keep themselves abreast of recent developments in their respective fields and their individual CAS is assured simultaneously moreover, the IQAC is extremely sincere in appraising every teacher of the specifics of CAS-related regulations and their incremental alterations if any, and ensures that promotional processes of every teacher is as uncomplicated and smooth as possible.</p>	<p>Several teachers attended faculty development courses like OP, RC, STC and also CAS of seven teachers successfully completed.</p>
--	--

<p><b>13. Whether the AQAR was placed before statutory body?</b></p>	<p>Yes</p>
--	------------

<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>
--

Name	Date of meeting(s)
<p>Governing Body</p>	<p>01/10/2024</p>

<p><b>14. Whether institutional data submitted to AISHE</b></p>
---

Year	Date of Submission
<p>2021-2022</p>	<p>18/01/2023</p>

<p><b>15. Multidisciplinary / interdisciplinary</b></p>
---

<p>The college is a Coeducational general degree college, with a vision of imparting higher education to the people in the remotest area of Howrah district. The college offers basically 3 streams i.e. Science, Arts and Commerce. This makes it clear that the college is multidisciplinary. The college offers 11 courses under the CBCS system of the University of Calcutta. Thus with this kind of multidisciplinary nature the college accommodates nearly 1190 students. The college tries to accommodate</p>
--

Interdisciplinary courses in its routine framework. The students studying science may take an arts course in one's curriculum and vice versa. The students studying arts very often take different courses from different programmers. Thus, with reference to the NEP 2020 the college is practicing and has the potential to offer Interdisciplinary and/or multidisciplinary courses.

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

The college is an affiliated undergraduate college under the University of Calcutta. The college follows the syllabi and the programs as prescribed by the University. At the end of every semester the University centrally holds the examination and awards the marks sheet to the students after being evaluated by the teachers of the same or different colleges. The total marks and the credits are in the custody of the University and the college has no scope to keep that in possession and moreover, it doesn't have the permission to allow any students for free entry or exit except which is permitted by the CBCS system. Since, the college has no autonomy to design its programs or award marks or credit to the students its very natural to say that ABC is barely possible in this college, but however if the Government changes the rule and allows the college to be actively engaged in ABC it will do all the needful.

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

All the Honours and General subjects have Skill Enhancing Courses (SECs) that target at the development of hands-on skill related to the course and simultaneously aims at developing the scope of employability among the learners.

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

The subject of Sanskrit forms a vital part of the curriculam of the institution. The subject enriches the students with the heritage and culture of the hoary traditions of India as well as acquainting the students of the rich treasures of literature and philosophy of ancient India. Students studying Bengali receive class teaching in Bengali, students studying Sanskrit receive their lectures in Bengali and Sanskrit, students studying English receive lectures in English only, while others receive lectures in English and Bengali.

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

The OBE is held at highest importance. The students are prepared to do well in the university examinations. Their results are

monitored and frequent career counseling is extended to them so that they make most of the opportunities that their course offers. The graduated candidates are tracked by their respective departments in order to have the record of their mobility towards higher education or gainful employment.

## 20.Distance education/online education:

The institution in addressing the challenges faced by the COVID-induced institutional closure went completely online in teaching-learning. With the opening of the institutions, the institution in order to maintain social distancing and prevent the spread of the virus, adopted the hybrid mode of teaching-learning. The institution does not have any provision of distance education.

## Extended Profile

### 1.Programme

1.1	334
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	1200
Number of students during the year	

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

2.2	493
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	303
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	22
File Description	Documents
Data Template	<a href="#">View File</a>
3.2 Number of Sanctioned posts during the year	25
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	26
4.2 Total expenditure excluding salary during the year (INR in lakhs)	7.76880
4.3 Total number of computers on campus for academic purposes	30
<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 curriculum is designed by the University and is followed by the affiliated colleges. Our college takes utmost effort to make sure the effective delivery of the curriculum and ensure holistic development of the students. An Academic Calendar is prepared at the beginning of every session clearly mentioning the timeline for</p>	

various components of Continuous Internal Evaluation and also their tentative University Examination. It is available on the college website and in the Prospectus. In the academic year 2021-22, the session started in the month of August. Following the academic calendar each department prepares an Academic Plan to cover the whole syllabus within stipulated time period properly. Routine sub-committee prepares the timetable according to the requirement of each department. Academic Calendar, Academic Plan and time table are then uploaded in the website of the College and also website of each department before commencement of classes of a particular semester. In addition to this, each department has Programme Outcomes and Course Outcomes which are available on the websites for students. To execute curriculum in a well-planned documented way ICT is vastly used. The teachers of the college attend different workshops and faculty development programmes regularly to update their knowledge and are also involved in the assessment and evaluation process.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://pkhnm.ac.in/doc/PKHNM_Academic%20Calendar_2021-2022.pdf">chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://pkhnm.ac.in/doc/PKHNM_Academic%20Calendar_2021-2022.pdf</a>

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

Academic Calendar is prepared by IQAC in accordance with the instructions and direction supplied by our affiliating university, based on curriculum guidance under the CBCS pattern of syllabus at the beginning of each Academic session. It includes detailed planning about the conduct of classes, Continuous Internal Evaluation & Examination, Annual Sports and various other significant activities of the college. The Academic Calendar provides a roadmap for the entire session which ensures smooth functioning of all departments of the college. The departments distribute the academic responsibilities in tandem with the Academic Calendar and the individual teachers shoulder the distributed portions accordingly. The Academic Calendar is helpful for not only the teachers, non-teaching staff but also for the students as they can keep track of the activities to be performed and conducted over the entire Academic Session.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="chrome-extension://efaidnbmnnnibpcajpcglcl_efindmkaj/https://pkhnm.ac.in/doc/PKHNM_Academic%20Calendar_2021-2022.pdf">chrome-extension://efaidnbmnnnibpcajpcglcl_efindmkaj/https://pkhnm.ac.in/doc/PKHNM_Academic%20Calendar_2021-2022.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**

**C. Any 2 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<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**

**11**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Minutes of relevant Academic Council/ BOS meetings	<b>No File Uploaded</b>
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)**

00

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

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

00

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

00

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**

Our institution believes not only in imparting professional degrees but also to prepare a student to develop him/her- self as a complete human being. So professional ethics, gender sensitization, human values, empathy towards environment and consciousness towards sustainable, development become relevant and important. Emphasis are given on these issues within the curriculum provided by the University. The college provides the students with opportunities to know about these issues which are of vital importance in the society today. Seminars and different programmes on the issue of gender sensitivity were organized.



Eminent speakers were invited to share their views and experiences in their fields and to encourage the students to think in a new way to the issue. Industrialization is the key to alleviating the curse of unemployment, it brings with it serious degradation to the environment causing serious concerns of issues of sustainability. To focus on these issues several webinars were held to discuss ways of striking the balance between industrial growths. The new challenges that are faced by the youth are professional values and ethics. Programmes were organized to make the students aware of the importance of these issues.

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

02

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
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

57

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

**1.4 - Feedback System**

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

D. Any 1 of the above

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

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

D. Feedback collected

File Description	Documents
Upload any additional information	<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**

1101

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

340

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

## 2.2 - Catering to Student Diversity

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

The IQAC effectively implemented a system of schematic gradation through which department distinguish students who are academically advanced and those who are comparatively weaker. Identification and Classification: Advanced/Slow learners are identified by Class observation. Customary attention to students with special needs through mentor-mentee programme like different assignments and discussion of university questions. distribution of materials through social media apps like WhatsApp and Google classroom.

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
1200	22

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

### 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

Purash Kanpur Haridas Nandi Mahavidyalaya adopts some student centric methods to enhance learning experiences. Some initiatives undertaken by the college are enumerated below:

Apart from classroom teaching most of the department's approach towards participative and experimental teaching. The advance learners perform a role reversal and teach their class mates. Students of the Department of Commerce are given real life projects. Department of Commerce were encouraged to prepare power point (ppt) on certain topics and were asked to discuss them in the class.

Department of Geography arranges field tours every year as a part of their course curriculum.

Students participate in quiz competition and project works.

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

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

The College has a Wi-Fi Enabled campus. The college has a Smart classroom, 9 ICT Enabled Classrooms having Laptops and Projectors which helps in the e-learning process. The college has an Automated Library (KOHA enabled) with OPAC facility that enables the students to find the availability of books easily. The library also provides accessibility to e-resources through INFLIBNET to teachers and students. The college has well equipped 3 Computer Laboratories for practical classes. The Geography laboratory is updated with new QGIS 3.14.

The laboratories have access to software C in Mathematics department, TALLY software in commerce department.

Students are encouraged to prepare presentations, assignments, project and field reports using MSWord, MS Power point, MS Excel, and other ICT tools.

Teachers share reading materials, notes and e-books through college LMS, Whatsapp.

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

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

#### 2.3.3.1 - Number of mentors

33

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
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

22

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

12

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

445

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.

Purash Kanpur Haridas Nandi Mahavidyalaya, affiliated to the University of Calcutta, follows all regulations laid out by the University regarding examination and evaluation.

As a part of a well-planned system of curriculum delivery, the academic calendar is customarily prepared right at the beginning of the academic session. All relevant dates are inserted in the college's academic calendar, keeping in view the academic calendar of affiliating university. The college follows the academic calendar to notify time to time the dates of different academic activities like admission, commencement of classes, internal examinations and final examinations. Assignments are given to the students following department specific teaching plans. Internal examinations are conducted following the academic calendar and as mandated by the structure of the syllabus.

In the CBCS system, 35% of marks are awarded through Internal Evaluation and the rest 65% is awarded by external evaluation. Out of the 35% marks awarded for internal evaluation, 10% marks is allotted for attendance, 10% for Internal Assessment and 15% is allotted for Tutorial Project. For practical based subjects, 50% for theoretical part and 30% for practical part of the evaluation, apart from marks allotted for attendance (10%) and IA(10%).

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

Our college has the following mechanism is in place:

The college has separate Examination Committees for each Semester which are entrusted with the smooth conduct of university examinations. Percentage of attendance is announced at regular intervals. Students with grave medical conditions, physical deformities and those participating in extracurricular activities are given justified concessions. Any application submitted on the above grounds are taken into sympathetic consideration. Students always have ready and reliable access to respective departmental teachers in order to sort out any doubts and confusions about Internal Assessment tasks. The mentor mentee mechanism that we have in place for each department, also has been extremely helpful in

addressing such issues.

A candidate may formally apply to the Controller of Examinations, CU for the re-examination of within 15 working days of the University from the date of the publication of result. The college, on principle and in practice, verifies after a formal request from an examinee is made, and after verification such applications are immediately approved for further action by the University.

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

## 2.6 - Student Performance and Learning Outcomes

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

Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are communicated to the students by the faculties.

The following mechanism is followed by the institution to communicate the course outcomes:

Hard copies of syllabi provided by the Calcutta University and programme specific outcomes are available in the departments for ready reference to the teachers and students.

Soft copy of curriculum and CO, PSO and PO are also shared among the students through departmental whatsapp group.

The importance of CO, PSO and PO have been communicated to the teachers in Academic meetings of the college. The students are also made aware of the same through orientation programmes organised by the college and also by the department.



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

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

**Evaluation process for attainment of course outcomes (Cos):**

Both direct and indirect methods are used in the process of evaluation. Scores in direct method are obtained on the basis of performances in class test, tutorials and external examinations.

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**

207

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

**2.7 - Student Satisfaction Survey**

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

<https://drive.google.com/file/d/1ekp2oq1nvdC6u9PSh4hVXEvi-ubyoy9w/view>

## 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)

00

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

#### 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

00

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

#### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

##### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution

**during the year****11**

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****05**

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

**3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year****06**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
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

The college is keen to exercise its social responsibility and takes the same very seriously. Because of the pandemic, the regular extension activities were interrupted. However, even in these times, the college initiated two WhatsApp groups engaging students and local administration in spreading COVID awareness, process of preparing masks and wearing the same properly and the need to follow the COVID protocols. The gender sensitization activities were carried out virtually with three webinars organized by the college to sensitize students about menstrual health and gender issues.

The observation of the 75th year of Indian Independence was observed through the milieu of programmes titled 'Alor Pathayatri' that aimed at the holistic development of the students of our institution and that of the linked institutions. The programme included singing, dance, elocution competitions and poetry workshop. The students of as many as 7 colleges participated in the event held online.

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

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

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

00

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

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

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

17

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

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

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

834

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

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

07

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 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

00

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The College campus has a sprawling campus. Whole campus is with internet facilities through Lan connection and Wi-Fi enabled. There are 26 well ventilated classrooms of different sizes including 9 smart classroom and three computer labs. The corridors are wide enough. 9 classrooms are ICT enabled. All classrooms in the college premises are properly and optimally utilized during the academic sessions. Classrooms are also utilized for the purpose of University examinations. Large rooms are also used for organizing seminars, special lectures, cultural activities and other academic activities, administrative meetings and miscellaneous programmes. The college has no separate conference room. The smart class rooms, Room no.21 and 23 are utilized as

Conference Rooms as and when necessary. The computers/ laptops are also interfaced with LCD projectors for Presentations. There are total 40 computers in the college for smooth conduct of teaching - learning Process. The College has a well equipped central Library and Departmental Book Banks. The college has four well equipped laboratories in the departments of Physics, Chemistry, Geography and Mathematics.

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

College with its infrastructure encourages students to take part in different indoor and outdoor games and sports. There is sports subcommittee comprising of teachers and students. This committee organizes annual sports. Students take part in University level Kho Kho and football tournaments. Different playing kits such as cricket, football and carom board are in place. The College has its own playground and organizes annual sports here. The cultural sub-committee of the college efficiently organizes different cultural events and competitions. Students are encouraged to take part in different cultural events and competitions organized by the college and other institutions. During the academic year 2021-22, the cultural competition commemorating the 75th Independence Day named Alor Pathayatri was organized. It was an online event that saw the participation of all the linked HEIs and was a grand success.

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.**

09

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

09

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

3.38283

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)

The Library of the college is fully automated with the 18.05 version of Koha Integrated Library Management Software (ILMS). User can search the collection of the library through OPAC. Searching can be done using different fields like title, author, editor, subject, place of publishing, publisher, year of publishing, classification number, ISBN, etc. Library has subscription to INFLIBNET (N-LIST). Library has a collection of 25139 books. The library has Wi-Fi enabled internet connectivity. The Library has In-Out management system to track the users who visit the library through RFID. The library is under CCTV surveillance to prevent any untoward losses. There are carrels for reading. There are three computers, one RFID kiosk, one laser



printer and one reprographic machine for the library management purpose.

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**

**D. Any 1 of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

00

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**

20

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

There are 9 ICT enabled classrooms including a seminar cum smart classroom and two computer labs cum classrooms. Three Computer Labs have 28 Computers. There are WiFi enabled computerized facilities in the college. The College Office room is fully computerized with 7 computers and 5 Printers. The Library started its computerization from the year 2014 where the books database is maintained by Koha software and OPAC is for searching for books. The College automation was initiated in 2014 through an online admission process by Infonetics company. The online admission system is renewed and upgraded every year. Office management was started in the year 2014 by Infonetics and the contract gets renewed every year. The college office uses Internal Finance Management Software and Online Internal Fees Collection Software. Students Registration Software is used for University Enrollment and MIS of the students. The College registered with G-Suite in 2020-21. During Covid-19 pandemic period extensive use of G Workspace was done. During pandemic the college administration adopted e-noticing and collection of data and information through Google forms which continued in 2021-22.

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

#### 4.3.2 - Number of Computers

48

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

<b>4.3.3 - Bandwidth of internet connection in the Institution</b>	<b>A. ? 50MBPS</b>								
<table border="1"> <thead> <tr> <th data-bbox="76 275 539 338">File Description</th> <th data-bbox="539 275 1445 338">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 338 539 443">Upload any additional Information</td> <td data-bbox="539 338 1445 443" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="76 443 539 584">Details of available bandwidth of internet connection in the Institution</td> <td data-bbox="539 443 1445 584" style="text-align: center;"><b>No File Uploaded</b></td> </tr> </tbody> </table>	File Description	Documents	Upload any additional Information	<a href="#">View File</a>	Details of available bandwidth of internet connection in the Institution	<b>No File Uploaded</b>			
File Description	Documents								
Upload any additional Information	<a href="#">View File</a>								
Details of available bandwidth of internet connection in the Institution	<b>No File Uploaded</b>								
<b>4.4 - Maintenance of Campus Infrastructure</b>									
<b>4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)</b>									
<b>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)</b>									
<b>4.38597</b>									
<table border="1"> <thead> <tr> <th data-bbox="76 972 539 1034">File Description</th> <th data-bbox="539 972 1445 1034">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 1034 539 1140">Upload any additional information</td> <td data-bbox="539 1034 1445 1140" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="76 1140 539 1202">Audited statements of accounts.</td> <td data-bbox="539 1140 1445 1202" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="76 1202 539 1379">Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)</td> <td data-bbox="539 1202 1445 1379" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Upload any additional information	<b>No File Uploaded</b>	Audited statements of accounts.	<b>No File Uploaded</b>	Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>	
File Description	Documents								
Upload any additional information	<b>No File Uploaded</b>								
Audited statements of accounts.	<b>No File Uploaded</b>								
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.									
<p><b>There is a systematic procedure for maintenance of physical and academic Infrastructure. Purchase requirement of any matter is placed before the Development and Purchase Committee. If the amount is less than Rs.100000/- (Rs. One Lac) the college can purchase taking at least three quotations or directly from the market. If the amount is more, tender is duly floated following Govt. rule. Physical infrastructure is maintained by two or three local workers on labor contract basis or fully contract basis following the Govt. rule. Computers are maintained by college assigned staff members. Branded laptop or computer are purchased through tender calls. All the water purifiers are well maintained through AMC. Fire extinguishers are timely refilled. Class rooms are well maintained by sweeper/ cleaners. WBSEB provides</b></p>									

electricity in college. Electricity maintenance is done by authorized persons. Generators and water pumps are checked regularly. Reprographic Machines are under AMC. Maintenance and repairing of Civil work, Plumbing, Furniture etc are done by the skilled persons hired by the institution. For any purchase above Rs. 100000/- tenders are invited. The college follows G.O. No. 5400-F(Y), dated 25/6/2012 and related amendments. Sub-committees of the college aid in purchase, procurement and maintenance of facilities.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

760

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

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

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

55

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>C. 2 of the above</b>
File Description	Documents
Link to institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
00	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
00	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student</b>	<b>A. All of the above</b>

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

00

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

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

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

08

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

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

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

01

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.

00

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

The college forms the Students' Union as per the Calcutta University Act, 1979 (WB Act. XXXVIII of 1979) & conferred upon it by sub-clause (g) under clause 93. According to the Act, classwise student representatives are elected every year through general students' election. The elected members then elect/select General Secretary (GS) of the Students' Union in a meeting in the office of the Principal who acts as Presiding office of the election process and later on acts as the President of the Union. In the same meeting, other elected members are assigned duties for sports, cultural activities, etc.

Since 2017, there have been no elections of the students to form their union as there was no order issued in regarding this by the Department of Higher Education, Govt. of West Bengal. In addition, in spite of a gazetted notification of Department on 27.2.2020 (G.O. 64 L/OM-164L/2018) for implementation of The West Bengal Universities and Colleges (Administration and Regulation), Act 2017. The COVID pandemic hindered the implementation of the act. Under this situation also representations of the students were ensured by the GB through selection of a student as GS by the GB itself or by asking written application.

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

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

05



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

#### 5.4 - Alumni Engagement

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

**There is no registered Alumni Association.**

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

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

**E. <1Lakhs**

File Description	Documents
Upload any additional information	No File Uploaded

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

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

**As per the Calcutta University Act, 1979 (the West Bengal Act XXXVIII of 1979) that amends its First Statutes, 1966 as First Statutes, 1979, the Governing Body (GB) of the College is the apex administrative body (Clause 93). It comprises of the Principal as secretary and ex-officio, representatives from the Teaching and Nonteaching communities, a representative of the Students' Union**

as GS, in addition to the external members as donor/or founder members from the locality, representatives nominated by the Affiliating University and the State Government one of them working as President of the GB. Other than Finance Sub-committee all other subcommittees may include teaching and non-teaching representative of the GB. All major financial decisions on development and management of the institution are taken by the Governing Body duly considering the recommendations and suggestions provided by the Finance Sub-committee and concerned sub-committees, in recent years also of the IQAC. The GB of the College designs plans and policies after taking necessary inputs from the concerned sub-committees and advisory bodies. For framing, implementation and execution of the plans and policies roles of the Principal is vital. Under his leadership all plans and policy are executed/implemented once they are endorsed by the GB.

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

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

The authority of the college has formulated elaborate mechanism for participative management through delegation of duties and decentralization as advised in the First Statute, 1979 of the Calcutta University under clause 97 and sub-clause (3). It appoints different sub-committees, councils, bodies and/or cells under the chairmanship of the Principal. Each and every subcommittee/council/cell has one or two convener(s), two to three representatives from the teaching faculty, one or two members from non-teaching staff in addition to a students' representative. The selection of the convener(s) and members for the subcommittees/councils are done in a joint meeting of the Staff members. The compositions of the sub-committee/council/cells are approved by the Governing Body as such or sometime with little modification and endorsed. All the sub-committees/cells are free to convene meeting anytime on any arisen requirement to accomplish assigned duties that may include organising a programme or event, construction/renovation of any infrastructure to procurement/purchasing of any item. Even they can place financial budget for approval of the Finance Sub-committee and/or the GB for procurement or to avail service. The subcommittees are given full

operational autonomy and restricted financial autonomy to honour existing purchase policy of the Finance Department of the Govt. West Bengal.

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

## 6.2 - Strategy Development and Deployment

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

The college works under the management of the Governing Body and leadership of the Principal. Participation is ensured through functioning of various statutory committees and sub-committees of the college. Various sub-committees are formed by the representation of teaching, non-teaching staff and students. Case Study: "On line Examination" The College acts as a center for all University Examinations held in an academic year. During the pandemic, all examinations were held online. The departments individually arrange and execute the internal examination process, right from setting of question papers and evaluation of answer scripts. For University examination, the Office of Controller of Examinations, Calcutta University sent the question papers to the Principal of College via email, which in turn was forwarded to the responsible member of the examination sub committee. The member further forwarded the question papers to the HoDs and uploaded the same in the official website of the College. HoDs uploaded the question papers in the Departmental website, the Google Class Room and in the WhatsApp group of the Department. The students submitted the answer scripts in both online and offline mode. The HoDs then distributed the answer scripts for evaluation. The teachers evaluated the answer scripts and uploaded the marks in the affiliating university portal.

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

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

College functions as per statute of the affiliating university and follows academic guidelines issued by it. Order from Higher Education Department of Government of West Bengal is also adhered to. The Governing Body formulates policy for the development of infrastructure and academic affairs. All major financial and administrative decisions are taken by the Governing Body in compliance with recommendations of IQAC and other statutory and nonstatutory sub-committees which ensure decentralization and participatory management.

President of the Governing Body and Principal, as Secretary of Governing Body, constitute the nucleus of administration. The management of day-to-day functioning of college rests with the able leadership of the Principal. In discharge of this duty, he has the IQAC for quality improvement, HODs, Bursar, Librarian and Non teaching staff are thereto assist him. Service rules and procedures are guided by Calcutta University Statutes and rules of State Government as amended from time to time. The College has no autonomy to appoint any teacher on substantive basis. Teachers are appointed on the basis of recommendations of The West Bengal College Service Commission.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	No File Uploaded
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

The institution takes into consideration its obligation towards ensuring the welfare of its teaching and non-teaching staff. The following welfare measures are provided: General Provident Fund (GPF) for the staff is ensured through government treasury. Some staff members are linked with GSLI scheme. Staff in substantive positions have the provisions of pension benefit as per the rule of the government. College arranges fast disbursement of PF loan. Government Health Scheme can be availed through college. Teachers who apply for Faculty Induction Programmes, Faculty Development Programmes, Orientation Programmes and Refresher Course are generally allowed to join the same. The College authority also lets the faculty members attend and present papers in International, National, State and Local Seminars and Workshops.

The non-teaching staff are extended with a number of welfare measures. Mr Uday Pachhal, a staff who passed away while in service, before the commencement of the family pension from the government, the college extended a one time monetary relief. The casual Non-teaching staff are extended with festival bonus before the puja holidays. The permanent Non-teaching staff are extended with a Puja Advance which they reimburse throughout the year from their salary.

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

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

00

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

00

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**

02

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
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

An Attendance Register for teachers is maintained wherein it is mandatory for every teacher to record the time of arrival and departure and is regularly examined by the Principal. Time of arrival and departure, number of classes allotted and classestaken (theory and practical) and other administrative and examrelated duties performed are also recorded. Total number of Leaves (Casual Leave, Medical Leave, Earned Leave etc.) enjoyed by a teacher is also duly recorded. An Attendance Register for non-teaching staff is maintained. A Leave Register is also maintained under the supervision of the Chair. The Institution promotes its non-teaching staff according to the time scale as per the guidelines of the Government of West Bengal and after consideration of their performance in the College. During COVID times, online class reports were meticulously collected from the teachers through mail. Though each and every teacher submit monthly teacher's diary as a part of Appraisal Procedure, but due to COVID-19 pandemic it was not possible to submit/collect the same. Instead, all class and other relevant records like submission of e-content, Webinar etc were submitted to the Principal online through e-mail. Teachers' diary is an important part of the self-appraisal procedure.

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

**6.4 - Financial Management and Resource Mobilization**

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

External audit is conducted on a regular basis every year. The auditor is appointed by the Higher Education Department of Government of West Bengal. Every year, the auditor submits his Audit Report, where he includes his observations and suggestions. This report is placed in the Governing Body meeting. This year, due to the pandemic, the appointment of the auditor has been delayed. Moreover, due to the abnormal situation, the auditor could not attend the college for performing audit. Due to COVID-19 pandemic no list of Panel Auditors had been published by the HED, WB. Accordingly external auditing could not be done.

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

**6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)****6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

NIL

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

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

In order to maintain effective and efficient use of available resources of the college the institutional mechanism is as follows : In the Governing Body meeting the report of the Finance



subcommittee is placed there by appraising every member of the Governing Body about the trends of college finance. The statutory audit process in the college is regularly done and the observations of the statutory auditors are complied with. The college has an internal audit mechanism which monitors the financial transactions in the college with a goal of strengthening larger internal check and control. IFMS (Internal Finance Management Software) has been introduced for maintaining the financial account system. The college has tried its best to mobilize internal resources through austerity measures. The institution does not indulge in extravagance and curtails unnecessary expenditures. The motto of the institution in this regard is "One rupee saved means one rupee earned".

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

## 6.5 - Internal Quality Assurance System

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

### Academic Calendar, Academic Plan and Structured Routine preparation:

Academic Council takes initiatives to draw up a concrete Academic Calendar at the beginning of the academic session, in consultation with the IQAC. Thereafter, it is shared with the head of the departments which in turn is shared with the faculty members. This makes everyone aware about the various activities that need to be undertaken.

Academic Plan is prepared by the departments on the basis of Academic Calendar. A consolidated and Structured Routine is prepared for each semester by the routine committee under the supervision of IQAC.

Programmes under MoUs & Linkages: The College has academic linkage and MoUs with different HEI to provide quality teaching to the students. A lot of academic programmes were conducted by the College under the initiative of IQAC and different Departments in collaboration with the HEI under MoUs/ Academic Linkages. Faculty exchange with the partner institution has been a hallmark of the

achievements of the institution during the COVID times. During the COVID period, the IQAC in collaboration with the NSS units carried out two WhatsApp groups spreading COVID awareness. IQAC was instrumental in continuing with the implementation of ICT in teaching-learning.

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

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

**Regular monitoring:** In order to create quality culture in the college, IQAC resolved that every year the academic and administrative audit would be conducted. Initially from the year 2016-17 the audit was conducted internally.

External Academic and Administrative Audit was implemented from the year 2018-19. The prime objective of this kind of Audit is to monitor and evaluate the institutional process through systematic reviews. While in pandemic times, the audit could not be carried out in the current year, strict monitoring of academic and administrative activities have been in place to ensure quality.

**Use of ICT in Teaching Learning Process:** Continuous effort has been taken by the institution for use of ICT in Teaching Learning Process which was reviewed from time to time by the IQAC under the leadership of the Principal. The pandemic has brought significant transformations in teaching learning and evaluation of the college. At this, extensive use of Google workplace has been made.

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

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);**

C. Any 2 of the above

**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)**

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

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

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

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

#### **POLICY**

Purash Kanpur Haridas Nandi Mahavidyalaya has taken pride in providing adequate facilities and enabling consciousness and sensitization towards gender equality

#### **Facilities available:**

- The college has a Girls' common room with amenities for sports and recreation.
- The college has installed a sanitary vending machine.
- CCTV cameras are installed that help in monitoring the safety of girl students.

The College is equipped to address grievances related to sexual harassment through its active Internal Complaints Cell and Anti-Sexual Harassment Cell. However, no such grievances on sexual harassment yet have been reported till date.

**Sensitization programs:**

The IQAC and Women Cell make endeavours to foster a progressive attitude towards gender equality. The members of IQAC & Women coordinate with the students to carry out a number of activities to root ideas of gender awareness in real-time actions. Students actively participate in the celebration of International Womens' Day each year. Every year a seminar on gender sensitization is organised to educate the students on gender equity and other contents. This year Women Cell organises the Popular Lecture Series on Housework and Wage Labour, on 3rd July 2021.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

**Solid & Liquid Waste Management:** The College has an efficient waste management system. A Cleaning personnel is appointed to regularly dispose of both bio-degradable and non-bio-degradable waste from the college premises and keep the campus clean. Bio

degradable and non-biodegradable wastes are separated at source. NSS volunteers of the college undertake the task of cleaning the college campus in regular intervals as a part of awareness programme. The College has a proper sewage system linked with sewage system. The Canteen wastes are also disposed of properly. E-Waste Management: Dysfunctional Computers, computer accessories and other dysfunctional electronic devices are stored in a separate room and E -waste are manage properly. The College has successfully minimized the use of paper through an increased focus on ICT in teaching learning and administration.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

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

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
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

A. Any 4 or All of the above

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

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

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

E. None of the above

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

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

C. Any 2 of the above

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	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

It is the duty of an educational institution to encourage an atmosphere of inclusiveness and harmony irrespective of cultural, linguistic, regional, communal and socioeconomic diversities among the students and the staff. The college has organized one webinar on Popular Lecture Series on Gender Sensitization, Housework and Wage Labour. International Mother Language Day was observed to spread the message of inclusiveness over linguistic diversities. Saraswati puja was organized by the students in the college to encourage communal and religious harmony. Various cultural events on the occasions of National Youth Day, Independence Day, Teacher's day and Foundation day are regularly organized to bind the students with a common goal of harmonious coexistence by following the ideals of the great leaders and thinkers who have shaped this great country.

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

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

The college tries to imbibe a sense of belongingness towards the society. In that session the students, mostly the fresher, are made aware of their code of conduct, their duties towards the college and the nation altogether. The college celebrates the

Independence Day, Republic Day with flag hoisting and march past. Speeches are delivered by faculties on those occasions, whereby the students learn the importance of constitutional obligations.

The college runs two courses: Political Science Core Course, and Political Science Generic Elective course, where about 100 students gather in-depth knowledge about the Constitution of the country. The students from different departments have regularly participated in the events like Mock Parliaments.

The college also has an electoral club in operation. The teachers of the department of Political Science organise different seminars and debates among students and teachers to imbibe the ethics, culture and knowledge of parliamentary democracy.

The College magazine is published every year and read by all the students and employees.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

**D. Any 1 of the above**



File Description	Documents
Code of ethics policy document	<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

**1. Independence Day**

**2. International Women's Day**

**3. College Foundation Day**

**4. International Mother Language Day:**

Every year on 21st February the International Mother Language Day (Bhasha Dibosh) is celebrated in the college. Several programmes like songs, recitals and speeches are organised to mark the importance and the glory of the programme.

**1. Annual Cultural Programme:**

Every year the college organises the annual cultural programme which is celebrated with great enthusiasm among the students.

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.

### 1. "ICT enabled Teaching Learning and Office Management"

Quick communication of information to all stakeholders and practice of ICT in teaching learning and also in office management system. It serves to satisfy the growing quest for knowledge in the current educational scenario. Teaching, Learning and Evaluation through Google workplace during pandemic period were successfully done. Communication of staff with principal through emails and official whatsapp Group are in place. Online Admission process, office automation and Library automation are also maintained. In the pandemic period classes and Examination were conducted through online mode including uploading of marks in university portal.

### 2. E-helpdesk

To cater to the students' needs and queries during the time of institutional closure due to COVID pandemic. The COVID pandemic forced the administration to think out of box in order to bridge the last mile communication with the students vis a vis university directives, notices and other communications. The students were given the contact details of the members of the E-helpdesk through a notice and academic, administrative, exam-related issues are divided among the members. The students get in touch with the designated members according to their needs and requirements.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
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

During the pandemic, immediately after the announcement of the nationwide lockdown, our institution shifted to the online mode of education almost overnight. The various digital meeting interfaces were platforms of choice but lack of a proper internet connectivity on the part of the students was a serious challenge

for the institution. All other modes of communication that could be exploited for teaching-learning faced similar challenges. In this situation the LMS system on the college website provided a way out of the predicament. On the college website each department has its own 'Academic Resource' section where the teachers upload relevant study materials so that the students can access these resources at their own convenience. This offered the maximum affordable flexibility to the students with regard to the teaching-learning process.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

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

1. To complete the process of NAAC 3rd cycle accreditation.
2. To participate in NIRF rankings.
3. Purchasing more computers for Students.
4. Creating more ICT enabled classrooms.
5. To make our college website more user friendly.
6. Purchasing more books for the ongoing CBCS courses and other library furniture.
7. To install more CCTV in college premises.
8. To register an Alumni association.
9. Academic and Administrative Audit would be carried out.
10. External Audit of the accounts to be updated.
11. Promotion under CAS of the faculty members to be regularized.