



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

MICHAEL MADHUSUDAN MEMORIAL COLLEE

**MICHAEL MADHUSUDAN MEMORIAL COLLEGE, KABIGURU SARANI, CITY
CENTRE
713216**

<https://michaelmadhusudancollege.ac.in>

SSR SUBMITTED DATE: 17-10-2022

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

October 2022

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Michael Madhusudan Memorial College laid a stone in 1996, with an initiative to spread education in a semi-urban industrial area surrounded by rural areas. The motto of the Institute is “Vidya Dadati Vinayam”, which reflects the focus of this college, on the life-building of the students with proper development of human resources. We believe that nothing within our capacity be spared in making this college one of the excellent centers of higher education in the region and district. It is our prime attention to develop humanity, morality, and ethics, which is essential in any human being in this society to its need.

Michael Madhusudan Memorial College was initially affiliated with the University of Burdwan and further transferred under the Kazi Nazrul University, Asansol, West Bengal in 2016.

Vision

Michael Madhusudan Memorial College was established in 1996. The college has a vision statement of the college is –

“Development through the Education for mass”

The college is participating in the task of imparting knowledge, and skills and creating attitudes and values among students. All the activities of the institute are planned and executed keeping in view the Vision, Missions, Goals, and objectives. The college conducted various activities to inculcate socio-economic, and cultural-environmental values among the students through student-centric groups which include NSS, NCC, Student Council, Sports, Culture, etc. The college has upgraded and strengthened the student center by creating various cells and centers after the second cycle of the NAAC. It includes Incubation facilities for entrepreneurs, YOGA programs, Skill Development Courses, Nursing Training, etc.

Mission

Statement of the college is -

To offer value-added Education in the semi-urban Region and Inculcation of moral characters and overall personality development of the students and the society

A college or for that matter, any institution without well-defined aims and objectives is like a ship without a rudder. The college was established in 1996 with the mission statement to spread education in semi-rural regions. Initially, the college started with undergraduate courses in Arts, Science, and Commerce. Michael Madhusudan Memorial College has a specific target and destination. The college aims at unfolding to the fullest potential of the students. We are motivated by the vision to produce good citizens, developed both in brain and brawn. The college offers a wide spectrum of courses like Honours in Bengali, English, Geography, History, Philosophy and Education in Arts, Accountancy in Commerce, Computer Science, Microbiology, Mathematics and Physics in Science, and Professional course like Bachelor of Computer Applications (BCA), Bachelor of Business Administration (BBA) equip the students to face the present-day world of professionalism

confidently. Apart from the academic aspects, the college endeavors to sensitize the students to the country's condition and its problems through various cultural programs, national events, state events, and local events etc. The institute always fosters the spirit of mutual tolerance, peaceful co-existence of different communities, castes, and creeds, and respect for the national heritage and national integration of our great country.

Different capacity-building programs groom the students into valuable human resources for nation building. The fee structure for general (aided) and professional (unaided) programs are charged according to norms framed by the Higher Education dept, Government of West Bengal & Kazi Nazrul University. Fees Concession is provided per the College Governing Body (GB) rules, Principal's discretion and financial assistance is provided as and when required to needy students and economically weaker students. Several students support schemes, Minority Scholarship, Swami Vivekananda Scholarship, Kanyashree for girls' students, CM scholarship, students' credit scheme, etc. are provided by the Govt of West Bengal. During special situations like the last Covid-19 pandemic, fee concession was offered irrespective of their eligibility in other financial support schemes. Outreach programs organized by the college for students of different departments contribute to students' overall skill and personality development for global competence to empower Excellency.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Teaching–Learning:- The college has a potential Teaching-learning system that includes; Well Qualified faculties ICT-familiar, 17 have Ph. D and 02 faculty with Post-Doctorate. A total of 22 ICT-enabled classrooms are available among a total of 46 classrooms and 12 laboratories are used regularly. The teaching-learning process is enriched after cycle 2, Advanced and slow learner campaign, Mentor-Mentee scheme, Remedial Coaching, 01 certificates, 34 value-added courses, Skill Development programs, Use of e-learning, etc.

During this assessment phase may be the most challenging work was to shift the teaching-learning and Evaluation to online mode, keeping a record of attendance, study materials etc., done with LMS portal.

Evaluation – A structured evaluation process has been designed and implemented under the Continuous Assessment (CA) system after accreditation. HODs control the activities of the internal evaluation.

Research and Extension: During the assessment period of assessment 3 projects were completed and 4 proposals were submitted to a different state and national funding agencies. The faculties of this college published around 101 research papers and 13 books/ chapters.

Infrastructural Facilitates- College has 15 Acres of land. Facilities include a separate administrative section, Science block, Commerce and Arts classes, Hostel, College Auditorium, college canteen with required facilities, Bank, NCC room, NSS room, Playground, Open stage for annual social and other college activities, distinct Waste disposal pits, etc. created to support the students and make the campus clean.

Students Support Services - Add-on courses were offered and excursions to relevant sites and industries were introduced. Cloud-based Learning Management System (LMS)-ERP portal was purchased and implemented from a company after signing MoU. Off-campus placements are promoted.

Governance and Management -The college authorities exercise full supervision of all service modules in the office through the ERP portal ISO certified by TUV, Austria. During this period total of 4 MoUs were signed

which are in function on regular basis.

Innovative Practices and values:

On campus, we established liquid **Solid Waste Management protocol. Sanitary Napkin Vending machine with the incinerator.** The institutional initiatives for greening the campus. The college has initiated the adoption of villages. NCC unit also involves girl students.

Institutional Weakness

Teaching- Learning- Evaluation: The weakness in teaching-learning methods is

1. Number of Assistant Professor recruitment has to be increased.
1. The students are from poor families and remote areas are not responded to the self-financed professional courses.
2. Students are from Rural and economically poor, may not generate resources properly

Infrastructure: The weakness in Infrastructure is

1. Need a separate Library building
2. Need a separate administrative building
3. Construction of Outdoor Stadium and solar system

Research & Extension - The weakness in Research & extension are

1. Lack of Minor and Major Research Projects
2. Lack of Patent registration
3. Lack of financial assistance by govt originations for research projects

Institutional Opportunity

Teaching- Learning- Evaluation: -The opportunities in teaching-learning and Evaluation are

1. The student's exaltation is full-fledge
2. The college has highly qualified and experienced staff
3. The Teaching and learning support facilities have a proper framework.
4. Students can avail Add-on courses in parallel to their regular curriculum.
5. Enriched Library contains about 21000 books and several e-books and e-journals
6. Well-equipped LAB of Microbiology, Physics, geography and Computer Science dept.

Infrastructure: -The infrastructural opportunities are

1. The drainage system was developed after following the 2nd cycle suggestion
2. The new building was built to meet the crunch of classrooms.
3. Well-equipped ICT enabled classrooms and laboratories
4. Student-centric activities and support services
5. off Campus placement Drives have attracted the students
6. ICT-based education helps students during Covid through the LMS portal

Research & Extension -The opportunities in Research & Extension is

Summer internship of students from different other institutes encourages in-house students to go for higher education

Institutional Challenge

Teaching-Learning- Evaluation: The Challenges in teaching-learning and Evaluation are

1. To increase the number of college service commission-recruited faculties
2. Improving the learner's Communicative English is one of the challenges before us, as students of Bengali medium.
3. Challenge of preparation of rural students to compete in the global market
4. To keep the students up to date in the flow of education

Infrastructure: The Challenges in infrastructure are

1. To develop the Sport Complex
2. To build a separate administrative building
3. To upgrade and regularize the existing hostel room

Research & Extension: The Challenges in Research & Extension activities are

1. Research and extension activities in the field of local culture natural resources and their utilization
2. Bring a good number of research projects
3. MoUs for research and extension activities
4. Authority has planned to develop a dedicated research fund of its own to promote research works on the campus.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

All the academic programs started were in line with the college's Vision, Mission, & objectives. The Durgapur surrounding region includes many backward regions. As per the need of the region, the college accepted to increase some more Honors subjects which were initiated post NAAC 2nd cycle period. The college introduced add-on courses, skill-based programs like nursing training, and summer internship programs for external

students. In the context of a mission statement, the college upgrades itself in terms of offering need-based courses to students and thus achieves the spread of education in a rural region. College also started 34 value-added courses. The curriculum is updated by University as CBCS and then LOCF. College having CBCS in all 1 PG programs and 33 UG after accreditation Cycle -2. College faculties made remarkable contributions to updating the syllabi by providing and approving suggestions as members of the Board of Studies (BoS) in the University.

The college has 33 UG, and 1 PG programs. The UG programs in B.Sc. Computer Science (Hons. & Program), Physics (Hons. & Program), Chemistry (Hons. & Program), Mathematics (Hons. & Program), Zoology (Hons. & Program), Microbiology (Hons.), Geography (Hons. & Program), Economics (Program) ; in B.A. Bengali (Hons. & Program), English (Hons. & Program), Sanskrit (Hons. & Program), Hindi (Hons. & Program), History (Hons. & Program), Philosophy (Hons. & Program), Education (Hons.), Music (Hons.) [Hindustani Music (Vocal)], Political Science (Program); B.Com. Accounting (Hons. & Program), Master of Arts in English and professional courses Bachelor in Business Administration (Hons) and Bachelor in Computer Application.

In addition to core faculty, Guest faculties are invited to deliver Guest lectures. Along with these traditional courses, the college has introduced more than 30 value-added courses e.g. Basic Communication, MS Office Basic, Leadership And Influence, Trust Building, Time Management, Leadership, Conflict Management, Virtual Team Building And Management, Anger Management, Motivation, Team Building, Work-Life Balance, Advanced MS Office (Word), Interview Skills, Goal Setting, Employee Motivation, Self-Leadership, Advanced, Communication, Group Discussion, Entrepreneurship, Creative Problem Solving And, Decision Making, Increasing Your Happiness, Career Counselling, etc. to broaden the exposure of the students.

Teaching-learning and Evaluation

Teaching learning and evaluation start after the admissions of students to the college. As our college is situated in a semi-urban and surrounded by rural areas, so we receive many first-generation learners from economically weaker sections. Students from financially weaker backgrounds may avail of the facilities of admission and tuition fee concessions based on prescribed assistance from the Government of West Bengal and regulation adopted by Governing Body of the college. The admission profile of the college 2020-21 shows that **50.23%** of students are from reserved categories belonging to SC, ST, and OBC. We also are trying our level best to achieve a **33%** women enrolment rate in a rural area by imbibing the importance of higher education in young minds. Financial Assistance is provided by Student Aid Fund, EBC, Free Ship & scholarship, etc.

The academic calendar is prepared at the beginning of the academic year. HOD distributes topics. Class schedules are prepared, following the academic calendar, on the departmental level and science arts and commerce stream. Following the curriculum, the number of Lectures (lecture), Tutorials (T), and Practical (Practical) are fixed in routines. In addition to the classical 'chalk and talk' teaching aids multimedia and LCD projectors, ICT enables classrooms and Digital platforms for the effective delivery of lectures. The college has created 22 ICT-enabled classrooms, including 1 smart classroom and 1 virtual classroom.

To develop student-teacher relationship college has introduced the Mentor-Mentee. Students of each department are equally divided among the faculties of the respective departments for effective monitoring of their individual academic, college-related, and even relevant personal issues, as and when required. The advanced and slow learner's mechanism is strengthened during post NAAC Assessment, under which a structured teaching-learning program is developed.

The continuous assessment is also upgraded. It helps to attain the outcome of programs and courses, more

precisely it helps the students to prepare on regular basis. Based on the evaluation and attainment of PO, and CO the achievement level of programs is analyzed. Our own LMS portal was fully utilized for online education and attendance-keeping platforms during the COVID-19 pandemic.

Research, Innovations and Extension

The College has a separate Research advisory committee to facilitate & monitor research activities. Though the affiliating University according to their policy does not recognize college faculties as Ph.D. supervisors, faculties of different departments publish papers, books, or book chapters on a regular basis. During the last five years, IQAC has noted that faculties published 101 papers, 1 book, and 12 book chapters on curriculum as well as research findings. The published by UGC CARE listed, national and/or international level journals. Our college is planning to establish a common facility center for research in science.

The college has signed MoU with CSIR-CMERI, Durgapur for three days workshop for the students of mainly science Departments. Signed MoU with CSIR- IICB for submission of the project at DST-SERB and has active collaboration with Rahara Ramakrishna Mission Vivekananda Centenary College for the same. The college has an MoU with a Company named Next Generation Scientist for the creation of a Bioinformatics center, which offers workshops and facility utilization by students and researchers of other institutes in addition to the students of our college. The main aim of the center is to extend a collaborative environment, in addition, to providing resources to our in-house students. Several seminars have been organized on fundamental research, it should be mentioned Dr. Anandamohan Chakraborty, inventor of oil-degrading “super-bug” graced one of those seminars with his excellent talk.

Infrastructure and Learning Resources

As per the NAAC Peer Team recommendations report of the second cycle of accreditation, the college drainage system was renovated, classrooms were increased by building a new building, the canteen is renovated, Play Ground leveling and Construction of Entrance gate, Campus was made a Green Campus and Clean Campus by installing proper bins and bio-waste pits wherever necessary, the campus beautification is done by landscaping wherever possible, ICT facilities strengthened from 02 ICT room to 22 ICT room, Wi-fi and LAN connections were installed in each department, to keep the campus green regular plantations with seasonal and other plant were done whose monitoring is done by appointing one gardener. As per the 2nd cycle peer team suggestion the multi-Gym Centre was upgraded and regularly utilized by maintaining a log book.

The College has 46 Class Rooms, of which 22 are ICT Based, 12 laboratories, and 1 dark room. There is 01 Conference room, and 1 Auditorium, with state-of-art facilities, We have 2 seasonal plant gardens, 20 Departments are connected with LAN+ wi-fi, a library study center, one open-air theatre, an IQAC office, a computerized administrative office, Students' Common rooms, etc.

All Class Rooms are utilized as per class schedules. UG Commerce courses run for in morning shift; UG & PG classes of the other streams run in the regular shift. On Saturday and Sunday college runs for a Nursing certificate course. The college conducts courses at Netaji Subhas Open University, and study materials are distributed through this college.

The Auditorium is utilized for organizing seminars. General meetings are organized in the Conference room. Departmental LAN & Broadband connectivity of 300 MBPS is used optimally by the staff for academic

and official purposes.

A hostel is available on campus, but due to some temporary renovation and up-gradation at present, it's closed. Gymnasiums & playgrounds are optimally used. The playground is utilized for regular sports and annual sports. The library subscribes to INFLIBNET for accessing online journals. We have recreational facilities at the library where magazines, Journals, newspapers, periodicals, audio video CDs etc, are made available for time of leisure.

Student Support and Progression

As an integrated part of the college student support infrastructure and services are made available on the campus. The physical infrastructures include well aerated 46 classrooms, well equipped and spacious 12 laboratories, 22 ICT enabled classrooms, Updated Computer labs, Microbiology, Geography (separate Geosensing Lab), Zoology and Chemistry, etc. support the teaching-learning process. College offers free WiFi facilities rendered by Local Internet providers. The college has a student Center, various student support cells and departments under one roof. The college shows a strong face towards ragging and any type of hassle. Students and staff are reminded of those through various posters and Grievance Redressal Cell is there to look after the issue as and when required. The **College Students groups** run the following student-centric services under the supervision of respective coordinator faculties:

1. National Service Scheme (NSS): two battalions are run with separate schedules. Battalion 5 is dedicated only for Girl students. Two of our NSS cadets participated in Republica day parade organized by Govt of WB in Kolkata and Govt of India at Rajpath, Delhi
2. National Cadet Core (NCC): our NCC received the best unit award within the state within this assessment period.
3. Sports & Physical Education
4. Student Council
5. Green Army

During the previous assessment evaluative observation was made under student support progression that- Facilities for sports and games should be further strengthened by appointing a director of sports, therefore, we have appointed 1 dedicated sports coordinator, improved sports infrastructure, and increased participation in sports events in different levels. During this period students have won International, National, and state-level medals in different sports competitions. The committee also suggested that attention be made to Toilets / Lavatories, which have been upgraded and increased in number for both male and female students. The College promptly acted upon the recommendations made by the peer team- Efforts should be made to improve college results and minimize the dropout rate and have taken concerted efforts to reduce the dropout rate and increase the success rate during the last five years. This has been reflected in the result and reduced dropout.

Governance, Leadership and Management

For an effective and efficient deal of teaching-learning process, the Principal and management provide complete support to the faculties as and when required. The commitment of the management is to provide the needful infrastructural requirements. The Principal motivates to organize Seminars / Conferences, and apply projects. In compliance with suggestions from the peer team - Research culture among teachers should be promoted and teachers are encouraged to take up research projects and organize seminars/conferences, faculties

applied for a number of projects and organized a good number of seminars and workshops in the last five years. Though the number could be increased due to pandemic it was reduced a bit. Monitoring of the learning process through hierarchy and automated feedback mechanism and also Cloud Based Accreditation Management and ERP Software offered by Kahan Technologies, a portfolio company of times internet, Bangalore, India. Principal and IQAC with management taken initiative for conducting, Internal Management Audit, Green Audit initiative, Environmental Audit and Energy Audit for maintaining the clean and green campus with conservation of nature. This helps in the improving learning environment on campus.

The institute has a well-defined hierarchical administrative structure (Top-Middle-Lower level management) as per the organization structure. The institute believes in participative management and thereby has constituted various college sub-committees which are composed of faculties, administrative staff, and student representatives. The management allocates responsibilities in consultation with the Principal, Course Coordinators, and Head of Departments. The Principal assigns duties in office administration, curricular and extra-curricular activities Library, and other student support services keeping in mind the ability, interest, and capacity of the individual staff member. The Principal allocates duties to administrative staff in consultation and assigns duties of curricular and extra-curricular activities Library and other student support services in consultation with the teachers' council, IQAC, Course coordinators, HODs, teachers, and Librarians, wherever required. Principal spells out the policies in the staff meeting and coordination committee meetings of all streams. These committees and associations work for curricular & extracurricular activities. The day-to-day work is smoothly carried out as per the powers and responsibilities defined by the various authorities, and academic and administrative bodies.

Institutional Values and Best Practices

Forty Five (45%) of total seats are reserved for the SC, ST, OBC and other Category according to the Govt. of West Bengal policy. The admission profile of the college 2020-21 shows a good percentage of SC, ST, OBC and other Category students were taking higher education at UG-PG level. This indicates the contribution of college towards National Development through social equity.

The college has functional Gender Sensitisation & Anti Ragging cell and Grievances Redressal Cell (GRC) to ensure gender and social equity and provide help. College imbibes patriotism through the Commemoration of the related Nationally acclaimed days. Outreach programs are conducted for the development of the students and society. To enhance the professional skills of the students we have started value-added and skill-based certificate course. The academic programs in Arts, Science & Commerce streams inculcate social & cultural values, scientific values and practical knowledge among the students.

The changes and the consequent shift in values in higher education is recognized by the college and are in line with core values suggested by NAAC and are the parameters of contribution to national development.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	MICHAEL MADHUSUDAN MEMORIAL COLLEE
Address	Michael Madhusudan Memorial College, Kabiguru Sarani, City Centre
City	Durgapur
State	West Bengal
Pin	713216
Website	https://michaelmadhusudancollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Golam Md. Helaluddin	0343-8944921347	8944921347	-	principalmmmc@gmail.com
IQAC / CIQA coordinator	Kirat Kumar Ganguly	0343-9830213495	9830213495	0343-9830213495	kirat.1982@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details

State	University name	Document
West Bengal	Kazi Nazrul University	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	10-06-1999	View Document
12B of UGC	10-06-1999	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Michael Madhusudan Memorial College, Kabiguru Sarani, City Centre	Semi-urban	15	85885.8

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No. of Students Admitted
UG	BA,Hindi	36	Must have passed Higher Secondary(10+2) or its equivalent Examination withat-least 45% Marks irrespective of the category of candidates.	English,Hindi,Bengali	40	39
UG	BA,Hindi	36	Must have passed a. Higher Secondary (10+2) or its equivalent Examination. OR b. Higher Secondary (10+2) Vocational examination. OR c. Higher Secondary from recognized Open Board	English,Hindi,Bengali	60	57
UG	BA,Sanskrit	36	Must have passed Higher Secondary(10+2) or its equivalent Examination withat-least 45% Marks irrespective	English,Hindi,Bengali	30	23

			of the category of candidates.			
UG	BA,Sanskrit	36	Must have passed a. Higher Secondary (10+2) or its equivalent Examination. OR b. Higher Secondary (10+2) Vocational examination. OR c. Higher Secondary from recognized Open Board	English,Hindi,Bengali	60	52
UG	BA,Philosophy	36	Must have passed a. Higher Secondary (10+2) or its equivalent Examination. OR b. Higher Secondary (10+2) Vocational examination. OR c. Higher Secondary from recognized Open Board	English,Hindi,Bengali	60	53
UG	BA,Philosophy	36	Must have passed Higher Secondary(10+2) or its equivalent Examination	English,Hindi,Bengali	30	24

			withat-least 45% Marks irrespective of the category of candidates.			
UG	BA,Political Science	36	Must have passed a. Higher Secondary (10+2) or its equivalent Examination. OR b. Higher Secondary (10+2) Vocational examination. OR c. Higher Secondary from recognized Open Board	English,Ben gali	100	80
UG	BA,Bengali	36	Must have passed Higher Seco ndary(10+2) or its equivalent Examination withat-least 45% Marks irrespective of the category of candidates.	English,Ben gali	65	40
UG	BA,Bengali	36	Must have passed a. Higher Secondary (10+2) or its equivalent Examination. OR b. Higher	English,Hind i,Bengali	100	73

			Secondary (10+2) Vocational examination. OR c. Higher Secondary from recognized Open Board			
UG	BA, Education	36	Must have passed Higher Secondary(10+2) or its equivalent Examination with at least 45% Marks irrespective of the category of candidates.	English, Hindi, Bengali	40	36
UG	BA, English	36	Must have passed Higher Secondary(10+2) or its equivalent Examination with at least 45% Marks irrespective of the category of candidates.	English, Hindi, Bengali	65	57
UG	BA, English	36	Must have passed a. Higher Secondary (10+2) or its equivalent Examination. OR b. Higher Secondary (10+2)	English, Hindi, Bengali	60	36

			Vocational examination. OR c. Higher Secondary from recognized Open Board			
UG	BA,History	36	Must have passed a. Higher Secondary (10+2) or its equivalent Examination. OR b. Higher Secondary (10+2) Vocational examination. OR c. Higher Secondary from recognized Open Board	English,Hindi,Bengali	80	61
UG	BA,History	36	Must have passed Higher Secondary(10+2) or its equivalent Examination withat-least 45% Marks irrespective of the category of candidates.	English,Hindi,Bengali	65	55
UG	BA,Hindustani Classical Vocal	36	Must have passed Higher Secondary(10+2) or its equivalent Examination withat-least	English,Hindi,Bengali	20	14

			45% Marks irrespective of the category of candidates.			
UG	BSc, Chemistry	36	Must have passed a. Higher Secondary (10+2) or its equivalent Examination. OR b. Higher Secondary (10+2) Vocational examination. OR c. Higher Secondary from recognized Open Board	English, Hindi, Bengali	15	2
UG	BSc, Chemistry	36	Must have passed Higher Secondary (10+2) or its equivalent Examination with at least 45% Marks irrespective of the category of candidates.	English, Hindi, Bengali	20	9
UG	BSc, Economics	36	Must have passed a. Higher Secondary (10+2) or its equivalent Examination. OR b. Higher Secondary	English, Hindi, Bengali	15	6

			(10+2) Vocational examination. OR c. Higher Secondary from recognized Open Board			
UG	BA, Geography	36	Must have passed a. Higher Secondary (10+2) or its equivalent Examination. OR b. Higher Secondary (10+2) Vocational examination. OR c. Higher Secondary from recognized Open Board	English, Hindi, Bengali	25	12
UG	BSc, Geography	36	Must have passed Higher Secondary(10+2) or its equivalent Examination with at least 45% Marks irrespective of the category of candidates.	English, Hindi, Bengali	40	36
UG	BSc, Mathematics	36	Must have passed Higher Secondary(10+2) or its equivalent Examination	English, Hindi, Bengali	25	8

			withat-least 45% Marks irrespective of the category of candidates.			
UG	BSc,Mathem atics	36	Must have passed a. Higher Secondary (10+2) or its equivalent Examination. OR b. Higher Secondary (10+2) Vocational examination. OR c. Higher Secondary from recognized Open Board	English,Hind i,Bengali	10	1
UG	BSc,Physics	36	Must have passed a. Higher Secondary (10+2) or its equivalent Examination. OR b. Higher Secondary (10+2) Vocational examination. OR c. Higher Secondary from recognized Open Board	English,Hind i,Bengali	10	1
UG	BSc,Physics	36	Must have passed Higher Seco ndary(10+2)	English,Hind i,Bengali	20	5

			or its equivalent Examination with at least 45% Marks irrespective of the category of candidates.			
UG	BSc,Zoology	36	Must have passed a. Higher Secondary (10+2) or its equivalent Examination. OR b. Higher Secondary (10+2) Vocational examination. OR c. Higher Secondary from recognized Open Board	English,Hindi,Bengali	15	5
UG	BSc,Zoology	36	Must have passed Higher Secondary(10+2) or its equivalent Examination with at least 45% Marks irrespective of the category of candidates.	English,Hindi,Bengali	20	8
UG	BSc,Computer Science	36	Must have passed a. Higher Secondary (10+2) or its equivalent	English,Hindi,Bengali	10	2

			Examination. OR b. Higher Secondary (10+2) Vocational examination. OR c. Higher Secondary from recognized Open Board			
UG	BSc, Computer Science	36	Must have passed Higher Secondary(10+2) or its equivalent Examination with at-least 45% Marks irrespective of the category of candidates.	English, Hindi, Bengali	40	22
UG	BSc, Microbiology	36	Must have passed Higher Secondary(10+2) or its equivalent Examination with at-least 45% Marks irrespective of the category of candidates.	English, Hindi, Bengali	40	30
UG	BBA, Business Administration	36	Must have passed a. Higher Secondary (10+2) or its equivalent Examination with at-least	English, Hindi, Bengali	75	41

			45% Marks [for BCA course Mathematics / Statistics /Business Mathematics / Computer Applications /IT/Electronics is			
UG	BCom,Accounting	36	Must have passed Higher Secondary(10+2) or its equivalent Examination with at least 45% Marks irrespective of the category of candidates.	English,Hindi,Bengali	85	81
UG	BCom,Accounting	36	Must have passed a. Higher Secondary (10+2) or its equivalent Examination. OR b. Higher Secondary (10+2) Vocational examination. OR c. Higher Secondary from recognized Open Board	English,Hindi,Bengali	150	132
UG	BCA,Computer Application	36	Must have passed a. Higher Secondary	English,Hindi,Bengali	75	53

			(10+2) or its equivalent Examination with at-least 45% Marks [for BCA course Mathematics / Statistics /Business Mathematics / Computer Applications /IT/Electronics is			
PG	MA,English	24	Must have passed BA Honors in English	English,Hindi,Bengali	15	8

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				5				14			
Recruited	0	0	0	0	3	2	0	5	10	4	0	14
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				19
Recruited	15	4	0	19
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				67
Recruited	33	34	0	67
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	3	0	0	5	5	0	13
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	5	0	0	5
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visiting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	5	6	0	11

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	500	0	0	0	500
	Female	601	0	0	0	601
	Others	0	0	0	0	0
PG	Male	2	0	0	0	2
	Female	6	0	0	0	6
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	97	109	134	124
	Female	135	132	110	141
	Others	0	0	0	0
ST	Male	27	26	21	25
	Female	32	28	25	34
	Others	0	0	0	0
OBC	Male	67	104	85	109
	Female	105	88	100	92
	Others	0	0	0	0
General	Male	316	354	320	434
	Female	341	290	392	340
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1120	1131	1187	1299

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	<p>This College offers a multi-disciplinary framework of Arts Commerce and Science streams along with interdisciplinary programs and courses following the Choice Based Credit System (CBCS) in the Learning Outcomes-based Curriculum Framework (LOCF). The flexible and progressive mentality of the Principal and Governing Body has already adopted a multidisciplinary approach and started student enrolments in certificate and add-on courses by some departments. Interdisciplinary certificate courses are introduced in Nursing training with affiliation from Rural Education And Medical Development Mission Of India, a government recognized board Established under The Indian Trust Act, An ISO 9001-2015</p>
---	--

	<p>Certified Organization Recognition and Affiliation; Register under Ministry of HRD, Govt of India, And Ministry of MSME under the Govt of India. NITI Aayog (National Institution for Transforming India), Govt. of India, Branch:- Dubrajpur, Birbhum. Many Add courses are offered by this college in collaboration with Kahan Technologies after signing MoU with them. Courses are designed to make them compatible and acceptable to the students of Arts, Science and Commerce. Generic Elective papers are also offered to increase cross-program choices. These courses are made available to students concurrently with their semesters. It aids in removing subject boundaries and giving students new perspectives. Through online (during the Corona Pandemic Disaster) and direct communication, students are given high-quality instruction and community participation opportunities. The improvement of the educational system is actively supported by departments of languages, literature, art, Mathematics, Microbiology, Geography, Zoology, History, and Sanskrit, among others. The students in rural areas benefit from this value-based education by developing humanistic, ethical, cultural, and universal human values such as truth, peace, virtuous behavior, and affection for humanities.</p>
2. Academic bank of credits (ABC):	<p>A component of the New Education Policy 2020 is the Academic Bank of Credit (ABC). It is a virtual or digital repository that holds data on the credits that certain students have earned during their academic careers. Whereby students will be able to create an account and have a variety of alternatives for enrolling and exiting colleges or universities. Students can select a program based on their interests and receive credit for doing so. However, the college that belongs to us is connected to Kazi Nazrul University, Asansol, WB. We are required to abide by the laws and rules outlined in the University Act and put into effect by the UGC through university ordinances. However, we are prepared to execute the ABC policy as soon as it is implemented through the proper channel.</p>
3. Skill development:	<p>Despite our rapid adoption of scientific and technical advancements, which has resulted in the automation of many occupations globally due to artificial intelligence, there will always be a need for qualified workers in the fields of basic and advanced sciences.</p>

	<p>This demand will be met with the aid of multidisciplinary skills from the humanities, social sciences, and natural sciences. With this in mind, the college initiated offering a skill development-based course. Additionally, the college is considering a logical decision to open an incubator center in order to raise awareness, which would be implemented in higher education. Since 2018–19, a different center on nursing training has been operating. The add-on courses, such as Computer Basics and MS Office, Soft Skill Development, Spoken and Communication English, Aptitude Test, Interview facing, etc., have been developed for skill development. The Gender sensitization cell, and the NSS, NCC are all actively involved in planning events to help students develop life skills including resilience, teamwork, and communication. We also observe annually Teachers Day to show our appreciation for educators and to recognize the prestige of the teaching profession.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>The ancient traditions and Indian Knowledge System have paved the road for our way of modern life. As a result, it is our moral obligation to work toward inspiring teaching, learning, and evaluation systems that are based on the Indian Knowledge System. which will assist the pupils in developing into responsible citizens. Since the majority of our stakeholders come from rural and distant areas, they must be instructed in Indian languages, particularly in their native tongue, in order to comprehend the subject's concepts. The college encourages everyone to explore the Swayam Portal, e-PG Pathshala, and NPTEL for a variety of online courses. On the website for our college, there is a link. College hosts annual cultural gatherings with a focus on performances based on Indian culture and traditions in order to instill Indian art and culture. Students are encouraged to participate actively in the university-organized youth festival.</p>
5. Focus on Outcome based education (OBE):	<p>By offering a well-structured, tight academic calendar, exam schedules, student-related notices, and connections to syllabi on the college website, the college has consistently worked to provide high-quality education. Additionally, the institution has created a mechanism for monitoring and improving students' academic performance. This mechanism is managed by the college's IQAC. Data collection, mentoring, and feedback are the assessment</p>

	<p>techniques utilized for this, and they are in line with the learning outcomes, capabilities, and dispositions that are stated for each subject in a given class. Through evaluation of fundamental ideas and knowledge from national and local curricula, as well as pertinent higher-order skills and application of knowledge in real-life situations, rather than rote memorization, tests, tutorials, and semester examinations help in the monitoring of their academic outcomes. The Choice Based Credit System (CBCS) is also adopted by all UG programs and PG, by reframing the syllabus as per the outcome-based framework (LOCF). It helped in instilling innovation and flexibility. This mechanism and process of attainment of each of the Program Outcomes and Specific Program Outcomes.</p>
6. Distance education/online education:	<p>The college IQAC has built a well techno-savvy environment and is very efficient in the use of ICT in teaching learning and evaluation processes. During the Corona pandemic, all subject theory lectures and practical instructions were delivered online mode. Virtual conferences and workshops were organized/attended during this pandemic period. Many departments have their own YouTube Channel to provide 24x7 access to the online lecture. Online video lectures conducted by using the apps viz. Zoom, GoogleMeet, WebEX, etc. All the class taking, study material supply, and attendance records were done during the online classes using our purchased LMS portal for a better learning experience and transparency for the students. There is a recognized study center of Netaji Subhas Open University (NSOU) through which distance education facilities in different streams are provided to prospective candidates.</p>

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2472	2658	2328	2250	2361

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 67

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
67	67	67	19	19

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
80.38	132.24	193.71	150.01	324.6

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

The Institution is affiliated with the Kazi Nazrul University, West Bengal and both the UG and PG Departments follow the CBCS Syllabi provided by the University. Faculties from many Departments are members of University Syllabus Committees, Boards of Studies, etc, and several Faculties participate actively in Curriculum & Syllabus Design Workshops where they give their valuable suggestions about the framed Syllabi, which are taken into account before finalizing the Syllabi. The Syllabi are then shared with the students of the respective Departments and are thoroughly followed in teaching, learning, and evaluations. The Learning Outcome-based Curriculum Format (LOCF) of the Syllabus was implemented from the Academic Session 2020-21.

The College prepares Academic Schedule for each session in line with the Calendar delivered by the University.

The Heads of the Departments arrange for meetings at the beginning of every semester to chalk out the plan of action. Subjects are distributed to the Departmental Faculties depending on each one's proficiency. Time table and Workload are set up in accordance with the curriculum prescribed by the University.

College classes, Continuous Assessments (CA), and End Semester Examinations (ESE) are conducted following both the University Academic Calendar and the Institutional Academic Calendar. Continuous assessment is maintained throughout the year by conducting Internal tests to monitor the academic progress of students.

File Description	Document
Upload Additional information	View Document

1.2 Academic Flexibility

1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years

Response: 39

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years**Response: 5.7****1.2.2.1 Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
403	163	122	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment**1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum****Response:**

The curriculum followed by the Institution effectively integrates cross-cutting issues relevant to professional ethics, gender, human values, environment, and sustainability, leading to a strong value-based holistic development of students. Various activities are organized throughout the year as part of the curriculum that helps in this endeavor.

- **Human Values and Professional Ethics**

The following activities are conducted which are mainly focused on the development of human values and professional ethics:

1. Quiz Programs are organized to enhance General Knowledge especially Current Affairs to nurture a scientific temper and arouse awareness of contemporary developments.
2. Rural Development: (to foster a fuller understanding of rural life by serving a village by the NSS Department).
3. To engender the spirit of brotherhood and to facilitate the establishment of a casteless and classless society, various Campus and off-Campus activities of the NSS Department are conducted.
4. Different Co-curricular Activities are organized annually like seminars, conferences, guest lectures,

exhibitions, rallies, and literary activities for the all-round development of the students' personalities.

- **Gender Sensitivity:**

Students are sensitized and encouraged to work towards gender equity from a cross-cultural perspective. Free Counselling services are provided through a Gender Sensitization Cell. Camps are organized in slums and rural areas that emphasize women's rights, human rights, child rights, gender justice, and gender equality.

Community outreach programs include health and hygiene camps, which enable exposure to real-life situations that help in gender sensitization.

- **Environment and Sustainability:**

The strong community-orientated work culture of the Institution is based on the Sigma-Six Q sustainable way of life, which involves the integration of water quality, air quality, education and healthcare, innovation, and human values.

A compulsory core course on Environment studies is included in all UG programs for environmental consciousness and its impact on everyday life.

Disaster Management is included in the LOCF Curriculum of Geography.

The Institution accords great importance to research in inter-disciplinary areas focused on environmental pollution and healthcare.

Environment awareness camps, seminars, workshops, guest lectures, industry visits, and field excursions are organized to stimulate environmental awareness among students. Environment Day, Earth Day, and Water Day are celebrated as well by the Institution.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 26.74

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 661

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)

Response: Yes

File Description	Document
Upload supporting document	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 78.34

2.1.1.1 Number of students admitted year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1154	1299	1187	1131	1120

2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1565	1535	1525	1445	1450

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the last five years (Exclusive of supernumerary seats)

Response: 69.83

2.1.2.1 Number of actual students admitted from the reserved categories year - wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
450	525	475	487	433

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
714	714	686	655	625

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2 Student Teacher Ratio

2.2.1 Student – Full time Teacher Ratio (Data for the latest completed academic year)

Response: 36.9

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 using ICT tools

Response:

Faculties of the college use various teaching aids.

Experiential learning:

Assignments are provided to the students after completion of a portion of the syllabus.

Field Work & Educational Excursions are organized to expand students' exposure.

Student seminars are organized where papers are presented by students on contemporary topics to enrich their learning experience.

Summer Internship Program: Students from other Institutions participate in the Microbiology & NSS arranged programmes. 'Swachh Bharat' program organized by NSS served for 100 hours in the villages.

Laboratory Experiments: Experimental method is used in science subjects to acquaint the students with the facts through experience individually.

Participative learning:

Project-based: Students from Departments of Microbiology, Geography, Physics, Chemistry, Computer Science, BCA, etc participate in Projects to induce interest in the subject.

Interactive methods: Group Learning & Interactive Learning are done to develop students' oration and

analytical skills.

Problem Solving Methodology: The students are given to come up with specific plans and strategies to solve problems through projects.

Unit tests and quizzes: Periodic tests and quizzes are taken. Surfing, searching and exploring new things and concepts on the subjects that stimulate deeper learning.

Case Study: BBA and BCA have case study analyses to provide an opportunity to have a profound understanding of the problem and apply their skills to arrive at a solution.

Blackboard presentation: In this method, each student is given a certain question. And student has to solve this problem on the blackboard.

ICT Enabled Teaching: College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education.

The following ICT tools are used by the Institute:

LMS- ERP is fully functional for taking online classes, attendances, sharing notes, online examination taking, faculty information updating, etc.

Projectors (22) are available in different classrooms/labs.

Desktop and Laptops- 60 Desktop/Laptops/tab are used for academic purposes. Other than those 7 are used for administrative purposes all over the campus.

Printers & Scanners are installed at Labs, HOD Cabins, and all prominent places.

Photocopier machines – Multifunction printers are available at the library, the Principal's chamber, and administrative offices in the institute.

Seminar Rooms- Auditorium, smart classroom, and virtual classroom are equipped with a digital board, high-definition sound systems, LCD projectors, etc.

Smart Board- 2 Smart boards are installed in the smart classroom and virtual classroom. The auditorium is digitally equipped with a mike, projector, cameras, sound system, and computer system. We have purchased NLIST- INFLIBNET.

Use of ICT by Faculty

Faculties use PowerPoint and computer-based materials like graphics or animations from YouTube, digital libraries, etc.

Industry & Research Institute Connections- Experts from different Industry and research institutes deliver lectures through. There are active student exchanges with Zydus Health care Ltd and CSIR-CMERI.

Students' seminar- Some departments take Students' seminars as a part of CA.

Workshops- College signed MoU with a company to arrange bioinformatics training, projects, and workshops. During the pandemic, Teaching -Learning method was ICT based. Online classes were held & Study materials were provided through the cloud-based ERP-LMS portal.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 100

2.4.1.1 Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:

2021-22	2020-21	2019-20	2018-19	2017-18
67	67	67	19	19

File Description	Document
Upload supporting document	View Document

2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 48.95

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
32	32	32	11	10

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system

is time- bound and efficient**Response:**

The mechanism of internal/ external assessment is transparent and the grievance redressal system is time-bound and efficient

The efficient and smooth conduct of examinations and timely declaration of the results can be ensured only with the cooperation of all the stakeholders. Schedules are followed as provided by affiliating universities for the End Semester Examination. Internal Examinations are arranged by the department itself.

Strategies, guidelines, various procedures, and time schedules for the offline examination which is expected to be followed by the students and invigilators are listed below:

1. Carrying mobile phones/electronic devices, or any reading material by the invigilators and students is strictly prohibited.
3. In case of any complex problem, the invigilator may bring the matter to the notice of the Principal.
4. Only teaching staff are to be drafted as invigilators with one supporting official of the College.
5. Insist the candidate in entering the examination hall on time. Candidate deposit their bags, books, laptops, etc. outside the examination hall.
6. Attendance should be taken at the first hour of the examination. The invigilator has to verify the details entered in the signature sheet, and answer booklets and affix your signature on the answer sheet, and signature sheet.

For online examination following guidelines are followed-

1. Online End Semester Examinations (Theory) are conducted strictly as per the Final Schedule published on the University website.
2. Without examination enrolment/approval, no result will be processed.
3. Question Papers will be distributed 30 minutes before the start of the examinations.
4. Group consists of all concerned Principal, Examination Coordinators, and all the heads of various disciplines to verify the same.
5. Students will receive the Question Papers from their respective Teachers/HODs of the respective departments of their Colleges 15 minutes before the starting of the examinations.
6. Students are informed to keep in touch with their HOD of the department for communications during examinations.
7. Students will submit the Answer Booklets online within 30 minutes after completion of Examinations.

Guidelines regarding End Semester Practical Examinations conduction and Evaluation process of Under Graduate Courses.

1. End Semester Practical Examinations for science subjects for 40% marks are held at the home center.
2. List of Convenors/HEs with contact details will be provided to all colleges from the Office of the Controller of Examinations.

Both External and internal examiners will be responsible for conducting the examinations and evaluating answer scripts. Finally, marks i.e continuous assessment (60% marks) and end semester assessment (40% marks) to be submitted to the online portal.

Grievance Redressal

To deal with Continuous Assessment (CA) related grievances a clear, time-bound, and efficient method is followed. CA like assignments, lab continuous evaluation, and project evaluations, are conducted.

CA is conducted basically following three modes-Written Examinations, Students' Seminar/ Viva-voce, and/or Practical.

Seminar: During the presentation, the students' positive attitudes are praised. All the discrepancies are resolved by faculties.

Assignments: The key features of assignments are timely submission, evaluation, and maintaining transparency.

Lab experiments: The experiments performed in the lab are evaluated by the faculties and the performance marks are assigned.

File Description	Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated

Response:

Learning Outcome Based Curriculum Framework (LOCF) is implemented in this Institute by the affiliating University. In keeping with LOCF Program Specific Outcomes (PSOs), Program Outcomes (POs) and Course Outcomes (COs) are evolved.

Communicating the Programme Outcome to Faculty and students

- The institution has a well-planned strategy to communicate the programs and course outcomes to the faculty and students and undertakes widespread publicity using media and other means. The institution has a well-designed website and handbook that gives an overview of the Programmes.
- The University conducts a workshop whenever there is a change in syllabus. The concerned subject Teachers ensure their participation in the Workshop without fail. A Lesson Plan is prepared by the teachers, taking into account the number of hours to be allotted to each unit. The teacher is completely aware of the requirement of the subject.
- The Heads of the Departments discuss various opportunities available to the students after the completion of the program with subject teachers during the departmental meeting.
- The orientation program is conducted at the beginning of every Academic year. After the introductory speech by the Secretary and Principal, stating the facilities available at the college the students are divided program-wise and sent to different venues.
- The Heads of the departments address the students explaining the scope of the program. The students are also informed about the marks allotment for each section of the course and the details of how the students are awarded the internal marks.
- The subject teacher in the first hour of the class explains in detail the different aspects of the subject that would be covered in the course. Further, the importance of that particular subject in relation to job opportunities and higher studies is also discussed in the class. There is a detailed discussion of the syllabus that is given by the university.
- The Parent Teacher Meeting enables the faculty members to interact with the parents and the students and paves way for the discussion of course outcomes.
- The college conducts various value-added programs, seminars, workshops, conferences, and industrial visits to make the curriculum more effective. The new programs to be offered and course outcomes are discussed at the annual planning meeting.

Attainment of program outcomes and course outcomes are evaluated by the institution:

Internal Examinations: To monitor the progress of the students and identify their specific learning needs, the College conducts continuous assessment (CA) every semester and ensures that the specified goals of the curriculum are achieved during the session.

Presentations: Students are assigned various topics for presentations whereby they are assessed. Some departments including Microbiology and Geography take a paper of internal examination in the mode of the seminar.

Proper Maintenance of Records and Evaluation of Outcomes: The outcome of the efforts made by the institution is properly recorded by the Departments.

Staff meetings at the department level: To review the progress of the students and to ensure the timely completion of the syllabus regular meetings are held so that optimum learning outcomes may be achieved.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2 Pass percentage of Students during last five years**Response:** 87.51**2.6.2.1 Number of final year students who passed the university examination year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
742	673	559	706	725

2.6.2.2 Number of final year students who appeared for the university examination year-wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
764	709	773	838	807

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:**

File Description	Document
Upload database of all students on roll	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

ECO SYSTEM FOR INNOVATION

- **Research Advisory Committee:**

The Research Advisory Committee endeavors to cultivate and accomplish research excellence in providing a platform in the College for various research ventures.

- **College Website:**

The college website is Developed and Maintained by the Webmasters (faculty) team of the college.

- **Placement Cell:**

Placement cell focuses on enriching students and developing skills required by the industry.

TRANSFER OF KNOWLEDGE

The Institution has taken several initiatives to arrange, create, capture, and propagate knowledge and to ensure its availability for future users. In our college, two mechanisms of knowledge transfer are adopted i.e.:-

- **Seminar and Conferences :**

Transfer of knowledge between two entities in person is done through Seminars, Workshops, interactions, and Group Discussions conducted by different Departments from time to time. Many Departments of the College have organized UGC and Self sponsored Seminars under the supervision of IQAC to add to the knowledge of the students. Resource persons are invited to conduct these and ignite the creativity of students to refine their innovativeness.

- **Guest lecture and workshop:**

All the Departments organize guest lectures inviting Subject Experts from different fields and our faculty are invited as Guest speakers

- **Student Seminar**

The act of converting knowledge into artifacts like documents, images, and videos is done by preparing PPTs by the Faculty and students which are shown to the knowledge receivers. It is considered an internal assessment.

- **Industry and Institute Visits :**

Students are also encouraged every year to visit Industries and to establish rapport with industrialists at various levels. In the process, they collect and analyze data and submit it as Project Report.

- **College Library :**

The library is a storehouse of Books and eBooks and students are often encouraged to access the books from the library and acquire knowledge.

- **College Magazine :**

Students who are interested in creative writing are encouraged by the language teachers to write for College Magazine. In addition dept like Microbiology formally create wall magazines on related topics.

- **Ad-On Courses :**

Various Ad-On Courses which deal with the latest socio-economic trends have been introduced during the Pandemic and Post-Pandemic periods. Some of these courses are Event Management, Advertisement and Sales Management, Journalism Management, Automation-Testing, and Selenium web driver, Fashion Designing and Tailoring in Girls section are offered to the students to imbibe them with the latest in their field of expertise.

- **Exhibition:**

The Departments conducted Exhibitions displaying creative models, posters depicting the various ideas, and interesting facts related to the respective Subjects which are exhibited to students and Faculties of various Institutions.

File Description	Document
Provide Link for Additional information	View Document

3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 137

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
21	25	23	29	39

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1 Number of research papers published per teacher in the Journals on UGC care list during the last five years

Response: 1.31

3.3.1.1 Number of research papers in the Journals notified on UGC CARE year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
14	13	3	14	44

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.24

3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
4	4	1	3	4

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

The Institution has a motto to accomplish effective social initiatives and service-oriented activities that cater to the advancement of human well-being, the holistic development of the students, and sensitizing them to the prevalent social issues. The college promotes social consciousness among students and for this purpose, the college has functional units of NCC and NSS where students are encouraged to participate in various community development programs to develop their all-around personalities. Some examples of these activities are as follows-

- Organizing Health Awareness and Blood Donation Camps
- Organizing Awareness Program on Women Health and Hygiene.
- Organizing Eye Check-up Camp for students and staff.
- Organizing COVID Vaccination camp for students.
- Awareness Program on Vector Borne Disease
- Clean and Green Activities and Awareness on Environment Protection.
- All the significant dates such as Independence Day, Republic Day, Yoga Day, Teachers Day, Youth Day, Hindi Divas, etc are celebrated to familiarize students with the value of our culture and

traditions.

- World Earth Day, and World Water Day, are observed by NCC students.
- Anti-Drug Day, Anti-Tobacco Day, Aids Day, and Environment day are observed.
- Literacy, Road Safety, Digital Literacy, and Fit India Programs are organized.
- Swatch Bharat Campaign at nearby Villages promoting cleanliness & removing unattended garbage, especially at River Bank.
- Self-discipline, loyalty, respect, and patriotism are nurtured among the students through Social Responsibility Programs.
- The environmentally friendly activities like planting saplings programs
- Distributing food and groceries to the needy during pandemics.
- NSS in collaboration with the Students' Union conducted community kitchens for 25 days in a row to provide food to the backward people of the society.
- College Students' Union in collaboration with NSS distributed essential items to the backward students of the college for 30 consecutive days and to the homes of the backward people of the society.
- Organizing Say No to Plastic Programs.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Year	Name of the award/ medal	Team / Individual	University/State/National/ International	Sports
2018	District Participate inter college district sport and games championship, Chandrapur college, 800mt, 1st position	Individual	State	Sports
2018	District Participate inter college district sport and games championship, Chandrapur college, 1500mt, 2nd position	Individual	State	Sports
2019	Inter College Athletic Meet, Running Board jump, 1st position	Individual	State	Sports
2019	Inter College Athletic Meet, High jump, 1st position	Individual	State	Sports

2019	Inter College Athletic Meet, Shot put, 2nd position	Individual	State	Sports
2019	Inter College Athletic Meet, Javleen, 3rd position	Individual	State	Sports
2019	Paschim Bardhaman Athletic, Short put, 3rd position	Individual	State	Sports
2019	Inter College Athletic Meet 400mt, 1st position	Individual	State	Sports
2019	Inter College Athletic Meet 100mt, 2nd position	Individual	State	Sports
2019	Paschim Bardhaman Athletic, high jump, 2nd position	Individual	State	Sports
2019	Paschim Bardhaman Athletic 400 mt, 3rd position	Individual	State	Sports
2019	Paschim Bardhaman Athletic 800 mt, 2nd position	Individual	State	Sports
2019	Paschim Bardhaman Athletic 400 mt, 2nd position	Individual	State	Sports
2019	Gold medal-8th national Chess Boxing championship 2019, Kolkata.	Individual	National	Sports
2019	Silver medal-3rd Amateur world Chess Boxing championship 2019, Antalya, Turkey	Individual	International	Sports
2020	3rd Amateur world chessboxing championship 2019, Antalya, Turkey, silver medal	Individual	International	Sports
2020	ALL WEST BENGAL OPEN KICK BOXING CHAMPIONSHIP 2020, Gold medal	Individual	State	Sports
2020	9th WEST BENGAL STATE CHESSBOXING CHAMPIONSHIP 2020-2021, gold medal	Individual	State	Sports
2020	WAKO India open international kickboxing championship, silver medal	Individual	International	Sports

2020	WAKO international kickboxing championship	Individual	International	Sports
2020	GOLD MEDAL- ALL WEST BENGAL OPEN KICK BOXING CHAMPIONSHIP 2020	Individual	National	Sports
2020	GOLD MEDAL- 9th WEST BENGAL STATE CHESSBOXING CHAMPIONSHIP 2020-21	Individual	National	Sports
2020	Silver Medal-WAKO India Open International Kickboxing Championship	Individual	International	Sports
2022	NSS Programme Officer AWARD	Individual	2020-2021- Dept. of Higher Education Govt. of W.B.	
2022	NSS Unit Award- 2020-2021- Dept. of Higher Education Govt. of W.B., WEST BENGAL STATE LEVEL NSS AWARD	Team	State	
2022	Best cadet Award, Best Performance Award, 10 Bengal Battalion Asansol, West Bengal	Team	State	

File Description	Document
Provide Link for Additional information	View Document

3.4.3 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 organised in collaboration with industry, community and NGOs) during the last five years

Response: 154

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

2021-22	2020-21	2019-20	2018-19	2017-18
53	6	16	27	52

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.5 Collaboration

3.5.1 Number of MoUs, collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research and other academic activities during the last five years:

Response: 5

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

Response:

Physical Facilities

Infrastructural facilities play a crucial role in teaching and learning process. The total campus area of the institution spread over 15 acres. The college has a set of established procedures to maintain and utilize its physical, academic, cultural and administrative facilities. The college infrastructure and development Committee headed by the Principal looks after the regular development, maintenance, utilization and sustainability of the college facilities. For maintenance of clean campus environment sufficient grade 4 staffs are recruited and assigned duties for cleaning on regular basis.

Classrooms

The college has 46 classrooms including seminar halls, smart room out of which 22 classrooms are ICT enabled. The classrooms are also used for different competitive examinations as per the requirement of the state commissions.

Laboratories

There are 12 laboratories in college. Each laboratory has one teacher as lab- in- charge, a Lab Assistant. The lab-in-charge is responsible to maintain and upgrade the laboratory. The laboratory equipment, specimens, and other necessary chemicals are purchased by the office of the Principal and the purchase committee members.

Computers/ICT Facilities

Most of the departments have computers with internet connection. Teacher's room has also been provided with a computer with internet connectivity. There are total 110 computers including 55 computers in the computer lab for academic purposes. Faculties are provided to use Power point presentations by using LCD and projectors. Seminar and Conference rooms are digitally equipped to organized lectures and experts talks. Video conferencing and video lectures are also available.

The college activities are administered under the guidance of the Principal. The college has also well-equipped administrative section with required ICT facility and software.

Library

The college has well equipped library which is fully automated with integrated library management system. The library subscribes to N-List INFLIBNET facility KOHA and computer connection. There is separate reading space for students and teachers. The textbooks, reference books, other journals, newspapers are provided to faculties and students.

Gymnasium and Yoga

The college has a playground and a separate basketball court. There is a separate gymnasium hall, equipped with various sports materials. The college provides almost all possible sports facilities. The college organizes sports, games, extra-curricular activities and annual cultural activities. College provides most of the infrastructural facilities for outdoor games like volleyball, basketball, cricket, badminton, football and Athletic equipment's for students. Yoga is also conducted in the college campus. State level workshop on yoga has also been attended by the students.

Cultural Activities

The cultural activity unit is a strong asset of the college.

There is an Auditorium with a big screen dais. Independence Day, Republic Day, Rabindra Jayanti, Vasha Dibash, Nazrul Jayanti, Teacher's Day and also programmes like 125 th anniversary of Swami Vivekananda. Co-curricular activities like annual exhibition, debates, quiz competition, posturing, tree plantation are organized. Different social awareness programmes like World health day, World environment day, Aids awareness programmes, rally for Swach Bharat, literacy drive programmes are successfully organized by the NSS and NCC unit of the college.

File Description	Document
Upload Additional information	View Document

4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

Response: 62.22

4.1.2.1 Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
34.05	95.56	127.61	70.36	220.5

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library

Response:

The college has a well-equipped library with 19969 books and additionally journals, CDs, and a digital database. The library is partially automated with an integrated library management system (ILMS). The library subscribes to the N-List INFLIBNET facility and computer connection. Through these facilities students and staff can get remote access to library holdings. The manual system is also applied for maintaining library records. There is a separate reading space for students and teachers. The textbooks,

reference books, other journals, newspapers, and periodicals are provided to faculty, students, and the community. New arrivals of books and journals are displayed on separate stands and racks.

The Library Advisory Committee with the Principal as the chairperson and Librarian as member secretary and three other staff manages all issues relating to the smooth and efficient functioning of the library. At the time of admission, students are issued digitalized

library cards which remain valid till their final semester. For the maintenance of library infrastructure and keeping pace with the changing syllabus and curriculum (CBCS), the library committee and administration have been given the responsibility to purchase and procure books, manuscripts, and other materials as per the

recommendations received from the various departments of the college. For enriching the library, the committee also procures some good publications from National and International Publishers. The library committee also applies to and organizes students, teachers, alumni, and guardians to donate books. The departments have a stock of text and references in their departmental libraries too.

The Institution has a subscription for e- resources.

The Average number of per day usage of the library by teachers and students in the last 5 years is 16.

File Description	Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Response:

The college has been updating its IT facilities from time to time. The college has a well-established mechanism for upgrading ICT infrastructure. The college is equipped 82 computers, 11 laptops, 17 tabs, 27 LCD projectors, 30 printers, 3 copiers, 28 Wi-Fi Routers, and 4 Audio systems. There are 16 CCTV Cameras including the library and the Principal's chamber for security and surveillance purpose. For making necessary arrangements for IT infrastructure college makes provisions in its budget to augment the required physical facilities.

Regular maintenance of Computers and other electronic devices is done by hiring an external agency. Wi-Fi connection, Licensed Anti-Virus software is installed annually.

Bandwidth for internet connection is provided with 300 MBPS connectivity centrally and 30 MBPS connectivity per department in the college. Internet connectivity is provided free of cost to Staff, Students, and all Stakeholders for assessing the relevant resources of information.

Educators now are combining technology with the previous mode of instruction to engage students in the long-term learning process. It is of immense use for imparting education in the subjects with procurement of information. The virtual classroom and smart classroom are equipped with digital boards, high-definition sound systems, and projectors. Online classes through Zoom, Google meet, and Microsoft Team is good academic support provided to the students in the teaching-learning process. Faculties are provided to use PowerPoint presentations in their teaching by using LCD projectors in their classroom. Facility for IT increases the familiarity of students with technical modalities of teaching which helps their abilities to interact and prepare projects.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3.2 Student – Computer ratio (Data for the latest completed academic year)

Response: 42.62

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 58

File Description	Document
Upload supporting document	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)

Response: 6.42**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
12.7	8	11.5	9.69	14.7

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

Response: 70.59

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2472	2658	1463	1065	861

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.2 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 0

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Upload supporting document	View Document

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 87.92

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
742	673	559	706	725

5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
746	709	773	838	807

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

5.2.2.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

5.2.2.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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 last five years

Response: 25

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at

national/international level (award for a team event should be counted as one) year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	8	13	2	2

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 1.6

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1	0	2	2	3

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

Response:

Initially, an Alumni group has been created with **132** members.

Now the number has been increased to **347**. Alumni Association is created to build an engaged supportive alumni committee. It plays an important role in shaping the future of the Institution.

The association is in the process of registration under the society registration act.

A good number of alumni are occupying eminent positions.

Alumni associations jointly believe in creating and maintaining associations with their alumni. The Alumni Association provides an interface for establishing a link between the alumni, staff, and students of the institute.

Alumni are currently working in various positions all over the globe and proving their mettle in all management spheres. The Alumni Association contributions through various means:-

1. Book Donation: Contribution by donating Books.
2. Alumni Interaction: Alumni of MMMC give input to aspiring graduates. They are invited as resource persons at various events, guest lectures, and panel discussions. They provide information and share their experiences regarding skills, recent technologies & trends in the corporate world, application of knowledge, and corporate working culture.
3. Placement & Career Guidance Assistance: Alumni are working in organizations at various capacities. They assist and guide the students to crack the interviews. They also share their experience with the students and motivate them for their career development in various domains.
4. Summer Internship Opportunities: in the Department of Microbiology
5. Entrepreneurship Awareness: Some of our Alumni have established startups in different sectors, and many of them are first-generation entrepreneurs. They decided to become entrepreneurs during their academic span at MMMC. Through the journey as an entrepreneur, they learned various skills & knowledge. They enlighten the students with their success stories and challenges faced.
6. Alumni Meet: In this meet, the alumni get a chance to reconnect with their Alma mater and old friends. This is the best platform for networking and sharing new trends and current happenings in the corporate world. These inputs are helpful to academicians in molding aspiring students. The latest meeting was held on 13th of February 2022.

Meeting Link: <https://meet.google.com/ejj-hhsi-xar>

Alumni felicitation was done in the annual program on the 6th of March, 2022

The next Offline Alumni meet will be held on November 2022.

8. Institute Social Responsibility: Our Alumni in association with MMMC are engaged in conducting social activities for the welfare of society through Donations in the form of Books, Blankets, Chairs, Mats, Storage containers, stationery, etc.

Alumni are also engaged in providing placement support and Research activities. They are helpful in promoting innovation and patenting alumni and enhancing the college industry interface.

Some of our Alumni joined the faculty in our college in departments like Computer Science, BCA, Education, Bengali, etc.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance

Response:

Michael Madhusudan College is a West Bengal Govt. Aided coeducational institution. The College is located in the heart of the City Durgapur has produced thousands of graduates. The College ensures decentralized and participatory governance. It emphasises on Collaborative administration by incorporating all its stakeholders. The College functions under the chairmanship and guidance of the Committee Governing Body President, Principal, and other stakeholders of the college. The College functions in compliance with the directions given by UGC, the Government of West Bengal, and Kazi Nazrul University to which it is affiliated.

The mission statements are :

1. To develop and empower students as future citizens through imparting education that promotes values and ethics.
2. To improve teacher-student relationships through mutual trust
3. To create the proper ambiance for the overall growth of the Institution
4. To establish the Institution as the center of excellence
5. To make the students aware of sustaining the traditions of the Institution and value orientation.

We believe it is our responsibility as educators to nurture and develop every student to his/her maximum potential.

The Institution is inspired by its vision of “Serve & Develop students and society”. IQAC monitors to activities of different subcommittees. Notable sub-committees include- anti-ragging, gender sensitization, academic and exam committees, research advisory committees, grievance redressal cell placement committees, etc. Students also participate in the governance of the Institution through effective representation through Student Council. The Student Council acts as an interface between the administration and the students. The college offers a wide spectrum of courses like Honours in Bengali, English, Hindi, Sanskrit, Geography, History, Philosophy and Education, Arts, Accountancy in Commerce, Computer Science, Microbiology, Zoology, Chemistry, Mathematics, and Physics in Science, Professional course like BCA, BBA equip the students to face the present-day world of professionalism. The college always fosters the spirits of mutual tolerance, peaceful co-existence of different communities, castes, and creeds, and respect for the national heritage and national integration of an institution to provide a scholarly and professional environment to the faculty members, students, staff, and all stakeholders to make lasting contributions to the advancement of knowledge. Everybody should be dynamic, innovative, and flexible in devising academic programs, structures, and mechanisms as they may be globally competent graduates

having creative skills and ethical values and they must carry out cutting-edge research and development for the benefit of society.

Link for Additional Information

- **Governing body composition-** <https://michaelmadhusudancollege.ac.in/governing-body/>
- **IQAC Composition-** <https://michaelmadhusudancollege.ac.in/iqac-naac/>
- **About us: History, Vision & Mission-** <https://michaelmadhusudancollege.ac.in/mission-vision/>

File Description	Document
Upload Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

Response:

Michael Madhusudan College is committed to the creation, archiving, and dissemination of knowledge in Science, Arts, Business Administration, and Computer Application for the service to humanity. The Institution has undertaken a mission to carry out high-quality education as well as develop adequate powers and autonomy. All the academic bodies are composed of teaching faculty along with external experts. Students are empowered to express their academic concerns through a mentorship program. The institute promotes a culture of participative management by involving the staff and students. Professionally groomed manpower with sound knowledge and skill, respect for the profession, social and national values, and ethics. The administrative officers and faculty members are involved in defining the policies and procedures, framing guidelines and rules & regulations pertaining to admission, placement, discipline, grievance, counseling, training & development, library services, etc. Students also play a role in the conduction of academic events such as seminars, exhibitions, and extracurricular activities.

1. Several committees have been formed, like:

- a) Curriculum Development: complete CBCS curriculum for each course has been developed by respective syllabus committees
- b) Regular theoretical and practical classes are taken by classical chalk & talk system as well as multimedia coaching with ICT-based techniques.
- c) Guardians' and Students' feedback is taken yearly
- d) Extra classes are taken for the slow learners

2. Examination and Evaluation:

- a) Semester system examinations are taken according to university guidelines. Internal examinations for both. Theory internal are taken as short answer type questions, seminar presentations, assignments, and viva-voce.
- b) Dept. of Microbiology has organized a summer internship research for two months. Four students from different universities like BHU, WB State University, Tripura University, and Dehradun University have carried out their research under the guidance of Dr. Kirat Kumar Ganguly, Asst. Professor, Dept. of Microbiology.
- c) Teachers are encouraged to submit minor and major research projects.
- d) Information about Seminars and Workshops is provided to Teachers and they are encouraged to participate in them and for publications of papers.
- e) Faculties are advised to arrange National and International level seminars, workshops and conferences, etc.

3. Library facilities

- a) NLIST-INFLIBNET service has been purchased for browsing publications.
- b) Central Library has been computerized installing KOHA software and Digital Space (D-Space), and journals.
- c) Online applications process is conducted and students' records are maintained on a software basis.

The administrative head has discretionary power to sanction the allocated amounts for expenditures and purchases. The details of financial planning, investments, budgeting, and audits are discussed, planned, and Monitored by several committees and thereafter placed before Finance Committee for finalizing the budget, after approval of the finance committee the details are placed before the Governing Body for deliberations and final approval for implementation. This commitment is translated into practice through:

Ensuring topical and relevant curriculum;

Adapt excellent service mechanism;

Professional and intellectual fulfillment of faculty and staff Involving all stakeholders in the growth and development of the College; Continuous augmentation and renewal of infrastructure and facilities; Creating a friendly and conducive work environment.

File Description	Document
Provide Link for Additional information	View Document

6.2.2 Implementation of e-governance in areas of operation

- 1.Administration**
- 2.Finance and Accounts**
- 3.Student Admission and Support**
- 4.Examination**

Response: A. All of the above

File Description	Document
Upload supporting document	View Document

6.3 Faculty Empowerment Strategies**6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff**

Response:

The institution effectively implements welfare schemes for the teaching and Non-teaching faculties. The College makes arrangements for availing all the government schemes such as

- Gratuity,
- Earned Leave encashment,
- Maternity Leave,
- Medical Facility,
- Health Fund Scheme,
- Permission to attend FDP such as Orientation programs and Refresher courses, short-term courses, etc.
- Teaching and non-teaching staff are directly benefited from financial support from the college. This includes Festival advance and PF loan.

Besides the above, the following benefits are given to the teaching and non-teaching staff. Financial Support

- To the staff to attend workshops and conferences both at the national and international level
- For children's education of the non-teaching staff
- For celebrating festivals, festival advance to the non-teaching and domestic staff
- The self-financed staff of the institution also receives Provident Fund, permission to attend Faculty Development Programme, and Maternity and paternity leave with salary.
- Two sets of uniforms for the domestic staff every year
- Wi-Fi facility for the staff inside the college campus
- Cater to Emotional Needs o Staff Grievance Redressal Cell to address the issues and grievances of the staff
- Indoor games facility for the staff to relax and to refresh physically and mentally
- Financial assistance to the conduct of staff exposure programs and tour (Both teaching & Non-teaching).

Avenues for Career Development and Progression o Annual orientation, workshops for teaching staff at the beginning of every academic year of Initiation, and training programs for the newly recruited staff

Other than these in urgent need of any staff, financial support is made upon the discussion in the finance committee and from the Principal's end, as and when required.

West Bengal health scheme and Sathya Sathi is offered where it's applicable. Other than Financial support college extends support for developing academic and professional aspects of staff by allowing them to attain several Programs arranged by Govt. as well as Non-Gov bodies. For the Students' WB student credit cards are offered along with other different Govt. and No-Govt financial supports (Swami Vivekananda Scholarship (SVMCM), Kanyashree (K1, K2) Aikyashree, West Bengal Backward Class, Chief Ministers Scholarship). Financial Aid to BPL students financially weak and meritorious students. Due to Covid-19 Pandemic Principal recommends 2658 (2020-21 session) and 2472 (2021-22 session) students for BPL equivalent Concession.

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 15.48

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
00	01	05	07	24

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

Response: 10.42

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
8	5	5	3	4

6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1	0	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

Internal financial audits are done after discussion with governing body and finance committee. The external audit is done by WB Govt., nominated personnel. The final report is submitted to the Directorate of Public Instruction, Government Of West Bengal.

The GB members and Finance committee have mandated –

- Optimum utilization of assets i.e. land, buildings, equipment, furniture, etc. which are already in place and to be created in the future. Feasibility studies are done before the start of new programs and institutions lay emphasis on the quality of Education, before venturing into new programs/institutions. Effective administration that nurtures quality and promotes a competitive environment that results in additional revenue generation.
- carrying out a financial resource mobilization strategy includes the following steps:
- Identifying potential sources of funds,
- Actively soliciting
- Following up on pledges to obtain funds,
- Depositing these funds, and
- Recording the transactions and any restrictions on their use.
- Financial resources are mobilized by fees collected from the students.
- The donations are invited for the purpose of instituting endowments.
- Attracting Govt. / Private Grants and CSR funds to the maximum extent possible.

- Additional revenue generation by way of conducting new programs/courses/training schemes and in coordination with the industry.
- Cultivation of Alumni and philanthropists to generously donate to the university.
- Overhead charges from research grants received from various government and non-government funding agencies.
- Institutional Consultancy Charges through consultancy services provided by faculty members.
- E-Content creation.
- Renting the auditorium, conference room, sports ground, guest house, and similar such facilities to the faculties, department, and outside agencies for organizing academic and non-academic activities like conferences, seminars, lectures, workshops, and personal functions.
- To facilitate the above initiatives, the University provides space on lease to various commercial utility facilities for the students, faculty members, and officials of the University, such as Banks, Canteen, Xerox Centre, etc.

OPTIMUM UTILIZATION OF RESOURCES:

- Funds generated from the above sources are principally used for Institutional Development, Fund for maintenance, and for the overall development of the College.
- All the expenditures are allocated according to the sections, namely Infrastructure maintenance, salaries of the staff, research incentives, seed money, staff welfare, student welfare, and budget for the various events such as students' annual program, Saraswati puja, Independence Day, etc... Accounts of the institution are audited regularly and balance sheet and other financial statements drawn annually pre audit objections are taken care of and cleared. The Finance committee passes the annual budget put forth in the committee meetings.

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

Curriculum Development: Complete CBCS (up to 6th Sem) curriculum for each course has been developed by the respective syllabus committee.

LOCF (Learning Outcome-based Curriculum framework) has been implemented for the 1st Sem for all the courses.

Teaching and Learning: a) Teaching, learning, and internal assessment all are done through Canvas Technology b) Guardian and student feedback is taken yearly c) Extra classes are taken for slow learners through multimedia coaching techniques for all semesters.

Examination and Evaluation: Semester system examinations are taken according to University Guidelines as per University's academic calendar. Internal examination for both practical and theory is

taken as a continuous assessment procedure. The internal examination online has been done in the period of lockdown including viva-voce.

LOCF has been introduced.

Research and Development: a) Teachers are encouraged to submit minor and major research projects. b) Information about seminars and workshops is provided to teachers and they are encouraged to participate in them. c) Faculties are advised to arrange national

and international levels seminars, workshops, and conferences.

Library, ICT, and Physical Infrastructure / Instrumentation: a) NLIST- INFLIBNET service has been renewed b) 18000 books have already been converted into e-books through KOHA. c) Students' records are maintained on a software basis d) e-cataloging of books is on the verge of automation.

Human Resource Management: a) Faculties are motivated to develop themselves by participating in different workshops. b) The college encourages them for qualifying in the NET and SET examinations and to participate in Ph.D. programs. c) The college releases the teachers concerned for Refresher Courses, Orientation Courses, Workshops, Seminars, and Conferences d) Professional development finance like HRM e) Health development scheme like WBHS, SS f) All faculties and student details have been registered in Institutional LMS portal in Campus Technology g) student's attendance is recorded in Campus Technology also.

Industry Interaction / Collaboration: Students of the Dept of Microbiology were sent to CSIR-CMERI in regular intervals to attain a two/three-day workshop.

Admission of Students: Fully online through the college online portal, verifications, counseling, and publication of merit list all have been done as per guidelines provided by Kazi Nazrul University and Higher Education Department, WB.

6.5.2 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)/ membership of international networks**
- 3.Participation in NIRF**
- 4.any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc**

Response: A. All of the above

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

NAAC

Criterion 7 - 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 and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

Response:

NSS unit of this college started exclusively to encourage the girl students and the unit is successfully conducting various activities to serve society. e.g. Slum Development and up-gradation process at Arhai Chanda village near Durgapur, WB. Gender equity awareness is implemented. The main objectives of this endeavor were to study the education, basic hygiene, and sewage level of people who live in these slums, what can be done to improvise their living standards, supply drinking water, and living and sanitation standards. The health center is provided on the campus with a separate medical room and basic emergency first aid. Kanyashree, Beti Bachao, and Beti Padhao-like programs are implemented through the college NCC unit and also involve girl students (5th Battalion), Separate Ladies', a common room with an attached toilet is available. The Sanitary Napkin Vending machine is placed in an easily accessible place and the linked incinerator is placed toilet of the girls' common room.

Institution celebrates/ organizes national and international commemorative days, events and festivals. National festivals play an important role in planting seeds of Nationalism and Patriotism among the people of India. The Faculty, Staff, and Students of the institution all come together under one umbrella to celebrate these occasions and spread the message of Unity, Peace, Love, and Happiness throughout.

- i) Republic day: The institution celebrates Republic day on the 26th of January every year, commemorating the adoption of the Indian constitution and spreading the message that India is the largest democratic country in the world. This is a day to remind the students about the constitution of the country and the need to abide by it at all times. The celebration includes the hoisting of the national flag and the spreading of a warm message of nationalism in a speech by the Principal.
- ii) Independence Day: is celebrated every year on the 15th of August, parades and flag hoisting are organized and are celebrated to mark the freedom of India from British rule. The institution encourages students to remember our national leaders and their sacrifices.
- iii) Gandhi Jayanti: is celebrated every year on the 2nd of October as a holiday to pay our respect to him.
- iv) Martyr's Day: is observed to salute the Father of the Nation and the other martyr soldiers on 31st October every year.
- v) Netaji Jayanti or Netaji Subhas Chandra Bose Jayanti: officially known as Parakram Divas (lit. 'Day of Valour'), is a national event celebrated in India to mark the birthday of the prominent Indian freedom fighter Netaji Subhas Chandra Bose. It is celebrated annually on 23rd January. He played a pivotal role in the Indian independence movement. He was the head of the Indian National Army (Azad Hind Fouz). He was the founder-head of the Azad Hind Government.
- vi) International Yoga day: is celebrated on 21st June every year. In this session, yoga was organized

online. In previous years it was celebrated on campus with the yoga instructors.

File Description	Document
Upload Additional information	View Document

7.1.2 The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Response: C. 2 of the above

File Description	Document
Upload supporting document	View Document

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. Green audit / Environment audit
2. Energy audit
3. Clean and green campus initiatives
4. Beyond the campus environmental promotion activities

Response: E. None of the above

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Our motto signifies our commitment to the development of society with continuous traditional values

Om Saha Naav[au]-Avatu

Saha Nau Bhunaktu

Saha Viiryam Karavaavahai

Tejasvi Naav[au]-Adhiitam-Astu Maa Vidvissaavahai

Om Shaantih Shaantih Shaantih

“Let us together be protected and let us together be nourished by God’s blessings / Let us together join our

mental forces in strength for the benefit of humanity /Let our efforts at learning be luminous and filled with joy, and endowed with the force of purpose/Let us never be poisoned with the seeds of hatred for anyone / Let there be peace and serenity in all the three universes.”

- Invocation from Taittiriya Upanishad

To build a nation of youth who are noble in their attitude and morally responsible, MMM college organizes and conducted several activities to build and promote an environment for ethical, cultural, and spiritual values among the students and staff. To develop the emotional and religious feelings among the students and the faculty, commemorative days are celebrated on the campus with the initiative and support of the management for not only recreation and amusement but also to generate the feeling of oneness and social harmony.

Harmony of Genders, religions, and ideologies is maintained and transmitted to the students, to build their moral characters. The college and its teacher and staff jointly celebrate the cultural and regional festivals, like Independence Day, Republic Day, Saraswati Puja, New-year's day, Fresher day, Teacher's day, orientation and farewell program, Induction program, rally, Annual social, plantation, Youth day, Women's day, Yoga day, Holi Milan celebration, religious ritual activities are performed in the campus.

Motivational lectures of eminent personalities from different fields are arranged for all-round development of the students for personality development and to make them responsible citizens following the national values of social and communal harmony and national integration. Besides academic and cultural activities, we have built up many strong infrastructures for a variety of sports activities for the physical development of the students.

In this way the institute's efforts/initiatives in providing an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic, and other diversities. Annual sports are organized on the college's own grounds to develop disciplines.

File Description	Document
Provide Link for Additional information	View Document

7.2 Best Practices

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

Response:

A] Dealing with wastes on the campus.

Objectives of the practice:

A group to deal with waste management on the campus is formed constituting of students and staff of the college including the NSS Department.

The objectives of this group are:

1. To generate awareness among students about managing waste.
2. To involve the students in cleaning their college campus.
3. To set up waste bins in sufficient numbers to avoid littering.
4. To generate consciousness among students about e-waste accumulation and disposal of e-waste from the college campus.
5. To promote a sense of hygiene among students.

Practice:

The activity was carried out to clean the campus and the area around it every Saturday.

There are different types of wastes disposed of in the college for which there is a proper system functioning.

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and waste management

There are different types of waste disposed of in the college. The following wastes are being disposed of by the college:

1. **Solid Waste Management:** The College has two big dumping carts provided by Durgapur Municipal Corporations for Solid wastes. Those carts are conveyed at regular intervals to the particular dumping ground.
2. **Liquid Waste Management:** The wastewater is carried out through the organized drainage system and pipeline. This system is made by the Public Welfare Department.
3. **Biomedical Waste Management:** Biological wastes from the science departments of the college are first incinerated and disinfected and then disposed of.
4. **E-waste Management:** Initially, those are dropped in a dedicated room in college. There is no e-waste management system in the college yet.
5. **The e-medical Waste Management:** There is no e-medical waste management system in the college.
6. **Hazardous chemicals waste management-** There are dedicated pits on the college campus where Hazardous chemical waste is disposed of underground.

B] Encouraging faculty members and students to do online courses.

Objectives of the practice:

The faculty members and students are encouraged to do online courses like NPTEL, SWAYAM, etc.

The Context:

To encourage the students, the college authority is emphasizing online courses.

Practice:

Necessary infrastructure including smart boards and LCD projectors, Wi-Fi, and e-resources have been enhanced/created to use ICT facilities optimally.

Evidence of success: -

The number of students as well as faculty members pursuing these courses increasing steadily.

Some other best practices are:

1. The college has taken steps to minimize energy consumption.
2. This Govt. aided College has taken a firm resolve to extend all possible financial support to the deserving.
3. The slow learners and advanced learners in this college are addressed with the following policies.
 - Advanced learners Students are encouraged and supported by Project Work, Assignments, Seminars, Extended Library Use, engagement in Peer to Peer Teaching, small Academic recognition, and more.
 - Slow Learners are supported with Extra mentoring classes, compensatory teaching classes, remedial teaching, developing self-learning materials, teaching-learning skills such as note-taking, outlining, and more.

File Description	Document
Best practices as hosted on the Institutional website	View Document
Any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

The prime motto of this college is to teach students to Gain and Giving Back to society and the Environment. This society should sincerely serve the cause of education and fulfill the needs of the common man of this cosmopolitan city. We believe in high standards of academic, professional, and societal performance. We believe that college life is not all about academics, games, friends, and fun. It is also about learning to interact with other people and being aware of social, environmental, and gender issues, and inequities in society. We provide opportunities to every student for contributing to a society in which they live a better place and grow as better individuals.

First of all, this college provides Bachelor's and Master's degrees to a large pool of first-generation learners of Paschim Burdwan, Birbhum, and Bankura districts. The location of this college is at the prime position of Durgapur city with the easiest communication. The location of this college makes it best connected to all parts of Durgapur by cheap transport and its proximity to the City Centre bus stand to make it easily accessible to Asansol, Burdwan, and Kolkata as well. This institute has produced many toppers of the affiliating Kazi Nazrul University. Industry interaction and liaison is an ongoing process by making MoU with premier institutions of this region and other parts of the country. Activities that happen year-round in the form of student industrial training, placements, Industrial visits, guest lectures, demonstrations, evaluation of competition, etc. To give the students a first-hand update on the current practices, academicians and researchers from different national and international organizations visit and deliver seminars/webinars which increases the exposure of the students both to academia and industry.

Faculty members attend refresher training programs in various star hotels every year which intern help students to broaden their thinking capacities and current situations in academia and research as well as industry. A number of faculties are involved in the BOS of the respective subject which enables students to understand the flow of academics at this institute. Faculty members are regularly appointed on committees like the Board of Studies 'Syllabus Revision' and 'Examination' of the Universities. Faculty members are invited as resource persons for seminars, guest lectures, and workshops on Career Counseling, Research Methodology, and Accreditation procedures. The Principal was also appointed as a peer-review team member of NAAC. This helps in the overall quality increase of the college.

The microbiology department of this College welcomes students from different pioneer universities to do summer internships. The students are given extra training to participate in the competitions for which dedicated faculty members are assigned in each department. During COVID pandemic Students' council and the NSS department organized a number of social activities to teach students to serve the thriving people next to them. Last but not the least; College solicits feedback from a student on teaching, facilities, and Infrastructure, providing extra emphasis on advanced and slow learners.

Michael Madhusudan Memorial College (MMMC) has the environment for twin upliftment: Knowledge and Self-development. In addition to this, MMMC has always taken up social responsibility from time to time. To inoculate the value of generosity and a sense of social responsibility among the students, our institution helps the needy and poor students in any manner. Well maintained huge campus area of this college creates a good balance of greenery and structural facilities. The free campus area has created future provisions for new structural facilities like hostel and stadium, the initiative of which has already started with the construction of a new academic and administrative blocks. As there are first-generation learners who belong to financially backward sections, MMMC always tries to serve them. A significant number of students of this college come from rural areas with low economic backgrounds. Super cyclone storm Amphan hit West Bengal in the month of May 2020 in addition to the COVID-19 pandemic. By giving general concession in admission and examination fees even up to 75%, college helped students to come into the arena of higher education. Moreover, all the staff decided to contribute to the Government fundraising for the COVID-19 pandemic. Our college donated to the Government fund. To manage a huge number of students and to help students with proper infrastructural and academic facilities this college runs in two shifts –The morning session for Commerce streams and the General shift for other streams. This help students for necessary interaction with teachers and office staff.

File Description	Document
Appropriate web in the Institutional website	View Document

NAAAC

5. CONCLUSION

Additional Information :

Highlights of the college:

1. Prime location within the town with good communication
2. Well-equipped faculties and ICT facilities for multimedia teaching
4. Add-on courses are offered to all the students
5. Extracurricular activities are promoted
6. Clean campus with lush green field and identified trees.
7. Different Govt and Institutional scholarship, freeship, WB Gov Student Credit Card are offered.

Concluding Remarks :

In compliance with NAAC suggestions remarkable changes-

1. **Vacant teaching posts should be filled-up by regular full-time faculty:** 12 WBCSC recruited Assistant Professors and 55 State Aided College Teacher have been recruited.
2. **PG programs and job-oriented certificate and diploma courses should be introduced:** Applied for total 4 PG courses, MA English was approved. Diploma in Nursing is offered in collaboration with Rural Education & Medical Development Mission of India, on Saturday and Sunday.
3. **Infrastructural facilities should be augmented for teaching-learning:** New Academic building of 28000 sq ft was built in addition to the previous 42942.42 sq. ft building.
4. **Research culture among teachers should be promoted and teachers are encouraged to take up research projects and organize seminars/conferences:** 4 projects were applied and faculties attained a total of 367 seminars among which 5 international and 362 national/state/college level seminars were organized by IQAC with respective departments.
5. **Language Lab should be established and the administrative office should be fully computerized-** The language lab setup is under processing, and the administrative office is computerized in parallel with the maintenance of hard copy.
6. **ICT facilities should be used more extensively in the teaching-learning process-** among 46 classrooms 22 is equipped with ICT facilities. LMS-ICT portal- during the pandemic all classes were conducted online through that portal, and attendance was recorded automatically.
7. **Steps should be taken to improve the drainage system in the college campus-** The drainage system of the entire college campus was redesigned and renovated successfully.
8. **Women's study centers and coaching centers for competitive exams should be set up-** Nursing diplomas, NCC 5th Battalion (Girls') and NS Open University has introduced.
9. **Facilities for sports and games should be further strengthened by appointing a director of sports-** A Sports instructor has been appointed and his function is regularly monitored.
10. Library facilities should be further strengthened in terms of more books, and journals, INFLIBNE is

purchased and renewed yearly basis. PFMS is functional. A waste management system has been created to segregate Biodegradable, Non- Biodegradable and Biohazardous waste.

NAAC