YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	ASANNAGAR MADAN MOHAN TARKALANKAR COLLEGE
• Name of the Head of the institution	Dr Asok Kumar Das
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	8001213212
• Mobile No:	7908268857
• Registered e-mail	collegemmt@gmail.com
• Alternate e-mail	iqac@ammtcollege.ac.in
• Address	Asannagar
• City/Town	Krishnagar
• State/UT	West Bengal
• Pin Code	741161
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**University of Kalyani**	
• Name of the IQAC Coordinator	**Dr Biswajit Podder**	
• Phone No.	**964171779**	
• Alternate phone No.	**9064330469**	
• Mobile	**9064330469**	
• IQAC e-mail address	**iqac@ammtcollege.ac.ijn**	
• Alternate e-mail address	**asannagar@ammtcollege.ac.in**	

3.Website address (Web link of the AQAR (Previous Academic Year)	https://ammtcollege.ac.in/aqar/2019-2020.pdf
4.Whether Academic Calendar prepared during the year?	**No**
• if yes, whether it is uploaded in the Institutional website Web link:	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.09**	**2016**	**26/11/2016**	**01/12/2021**

6.Date of Establishment of IQAC	**30/11/2013**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**NIL**	**NIL**	**NIL**	**NIL;**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**	
• Upload latest notification of formation of IQAC	View File	

9.No. of IQAC meetings held during the year	**4**
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been	**No**

uploaded on the institutional website?		
- If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**	
- If yes, mention the amount		

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

Use of Zoom and Google Meet for continuing classes online since lockdowns

Introduction of Google Classroom for regular teaching, learning and evaluation

Regular organization of webinars and online awareness events .

ICT enabled programmes undertaken for teaching and non-teaching staff

Activation of rooftop solar panels providing self sufficiency in energy .

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

Plan of Action	Achievements/Outcomes
Increasing number of books according to CBCS curriculum	**Books purchased**
Subscription of journals to be continued	**all subscriptions renewed**
Departments to organize webinars	**Webinars organized (list provided in appropriate criterion)**
Teachers requested to publish	**publications(list provided in appropriate criterion)**
Library and teachers' room to be extended	**plans sanctioned by governing body**

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, Asannagar Madan Mohan Tarkalankar College	14/12/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020	22/01/2020

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	2

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

2.Student

2.1 Number of students during the year	634

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

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	451

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

2.3 Number of outgoing/ final year students during the year	**277**

File Description	Documents
Data Template	[View File]

3.Academic

3.1 Number of full time teachers during the year	**16**

File Description	Documents
Data Template	[View File]

3.2 Number of Sanctioned posts during the year	**17**

File Description	Documents
Data Template	[View File]

4.Institution

4.1 Total number of Classrooms and Seminar halls	**17**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**2370000**
4.3 Total number of computers on campus for academic purposes	**13**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Since the regular offline academic activities were obstructed from

January 2021 to October 2021, instead of using traditional classroom situation, the college has adopted following measures.

1. Using the college website for issuing all relevant notices for the students relating to curriculum delivery
2. Using the college website to disseminate all necessary news relating to the examinations
3. Using Google Forms to create a mechanism for conducting the internal examinations on the basis of the curriculum delivery
4. Creating WhatsApp Groups for various subjects and various semesters to disseminate academic materials
5. Initiating academic activities based on Google Classroom for conducting online classes and supplying study materials
6. Arranging online quiz competitions
7. Arranging webinars some of which involve notable participation of students
8. Adherence to a master routine

9. Keeping in view the employability of the students, which is one of the objectives of curriculum delivery in a higher education institute, the college has maintained a WhatsApp Group titled 'Chase the Dream' to cater to the need of the existing and previous students preparing for government jobs

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

There being no academic calendar provided centrally by the affiliating university, the college has conducted teaching-learning activity along master routines, and internal evaluations (in keeping with the university examination schedules as available) throughexamination schedules devised by its routine subcommittee and academic committee.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

02

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

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

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

for year: (As per Data Template)

00

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

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

00

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

00

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

The institution closely follows the curriculum provided by the affiliating university that addresses crosscutting issues relevant to Professional Ethics, Gender, Human Values , Environment and Sustainability in order to empower the students in terms of dissemination of socially progressive contents.

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

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

0

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	**No File Uploaded**

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution	**D. Any 1 of the above**

from the following stakeholders Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**C. Feedback collected and analyzed**

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

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1160

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC,   ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

420

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

Though the institution has a mechanism to deliver awards for the best students in terms of academic performance and class attendance, no mechanism is available for the assessment of the learning levels of the students and, therefore no special programmes have been organized for the advanced learners and slow learners.

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

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

Number of Students	Number of Teachers
726	**31**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

(a)For enhancing learning experiences group discussions are encouraged instead of the traditional teacher-centric lecture method in certain online classes

(b) In online literature classes movie clips are used

© You tube links are used in Google Classroom

(d) During the online sessions with students discussions took place

on their performance and errors as evident in the assessment of internal examinations

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

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

For effective teaching-learning process in the period which has witnessed an absolute shut-down of offline academic activities caused by the spread of Covid 19, the teachers have adopted the following measures.

(a)Dissemination of study materials like scanned documents and hand-outs using Google classroom

(b)Providing appropriate Youtube links using Google classroom

(c) Selecting appropriate materials from NList and making those available for the students using Google classroom

(d) Making study materials available for the students on the college website

(e) Offering PPTs for the students using Google classroom

(f)Organizing webinars some of which have overlapping concerns with the curriculum

(g) Organizing quiz competition using Google Form on topics having overlapping concerns with the curriculum in certain departments

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

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

2.3.3.1 - Number of mentors

31

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

2.4 - Teacher Profile and Quality

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

32

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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

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

10

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

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

2.4.3.1 - Total experience of full-time teachers

149

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

2.5 - Evaluation Process and Reforms

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

Following the guideline of UGC, the Government of West Bengal and the affiliating university issued in the context of the spread of Covid-19, the college has abandoned the offline procedures for internal evaluation system. For a hustle-free management of the system, the students are made aware of the scope and nature of the examination using the concerned WhatsApp Group. The official notifications are also made available on the college website. The schedule and scope of the internal examinations are discussed in the online meetings convened by the Academic Subcommittee and Examination Subcommittee. All attempts are made to ensure that the recommendations of these committees do not violate the concerned guideline of the affiliating university. Finally, the internal evaluation is also done in the online mode making use of the Google Form. The questions are mostly set in the MCQ format.

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

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

There is a common Grievance Redressal Cell in the institution but no separate mechanism exists to deal with internal examination related grievances. However, the students feel free to talk to the mentors regarding all these, if required.

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

2.6 - Student Performance and Learning Outcomes

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

To make the students aware of the stated programmes, e-prospectus have been prepared and made available on the college website. The affiliating university publishes annual results of term-end examinations, sends it to the institution and the course outcome of the programmes in the form of results are made available for a brief period on the college website. Additionally, the results are conveyed to the students through concerned Whatsapp Groups.

The college runs three undergraduate courses directed to attainment of the B.A. Degree following a CBCS Curriculum under the University of Kalyani, and the college defines the intended outcomes of these courses as hereunder, in the absence of such statement/document from the affiliating university.

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

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

Programme outcomes and Course outcomes are evaluated by the college from the end-semester results, students' feedback reports and from progression to higher education or absorption into jobs or career-oriented courses. These are conducted by surveys, teacher-student interfaces and parent-teacher meetings.

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

2.6.3 - Pass percentage of Students during the year

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

318

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

2.7 - Student Satisfaction Survey

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

https://ammtcollege.ac.in/Pdf/SSS/SSS-2021.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

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

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

1

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

the year

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

4

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

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

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

2

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	<u>View File</u>

3.3 - Extension Activities

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

Activities addressing public health

1. **With the help of the Red Ribbon Club and the Students' Health Home the NSS unit e organized an Awareness Programme on HIV/AIDS on February, 2016, 2021.**

(b)During the special camp (from February 18, 2021 to February, 24, 2021) in a neighborhood community with 50 students efforts the hygine-related issues were addressed.

©Two online awareness programmes were organized on the spread of Covid 19(January 12, 2021 and April, 27, 2021) with 25 and 114 students, respectively.

(d) the NSS unit, along with the Dept. of Physical Education celebrated the online 'International Yoga Day' on June 21, 2021 involving 127 students.

(e) The NSS unit along with Dept. of Physical Education observed the 'National Sports Day' on August 29, 2021 by organizing one day national level webinar, involving 117 students.

(f) The NSS unit organized an online awareness programme on 'World No Tobacco Day'on May 31, 2021, involving 94 students.

Activities addressing environment

The NSS day observed through plantation programme on Sept. 28, 2021 involving 50 students.

Activities addressing education and society

(a) The NSS unit collaborated with the Anti-Ragging Committee to conduct an Awareness Programme against Ragging on September 25, 2021 with 110 students

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

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

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

0

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

3.3.3 - Number of extension and outreach programs conducted by the institution through

NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

11

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

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

827

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

0

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has 11 classrooms, apart from an open-air classroom. Judged in terms of the enrolment and subjects being taught, the classrooms are inadequate in numbers. There is one laboratory dedicated to the study of Geography. The institution has 3 projectors and a Library with Wi-Fi facility which is using KOHA. Out of 17 computers, 13 computers are meant for academic activities. These physical infrastructural facilities, however, largely remain unused as owing to Covid-19 related instructions, the institution had to run the academic affairs using Zoom, Google Classroom, Google Form and WhatsApp Groups.

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

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

The college has a regularly functioning cultural subcommittee, though because of the pandemic no offline cultural activities took place. There are excellent singers and orators among students in certain departments.

On 03/01/2021 the Cultural Subcommittee collaborating with IQAC organized a webinar as an act of remembering one of the cultural heroes of Bengal, Madan Mohan Tarkalankar. On 09/05/2021, however, the Cultural Subcommittee organized an online cultural programme celebrating the birthday of Tagore involving the participation of the students, a Google Form was distributed among the students to ensure a quiz competition on Tagore, on that occasion and on 07/08/2021 the Cultural Subcommittee along with the Dept. of Bengali organized another online cultural programme paying homage to Tagore. The Teachers' Council organized an online cultural programme on the Teachers' Day on 05/09/2021 and the students in general organized another cultural event in the evening on that very day. Though there is a functioning Department of Physical Education and there are sports equipments and a playground, because of the pandemic, no annual sports took place in the period.

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

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

0

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	**No File Uploaded**

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

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

3070000

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

4.2 - Library as a Learning Resource

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

The library is partially automated using ILMS software KOHA (version 3.18.06.000) , beginning in the year 2015 .

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-	**D. Any 1 of the above**

ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

36078

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

30

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

4.3 - IT Infrastructure

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

Since the college remained closed for most of the year due to Covid-19, offline classes and library facilities remained closed. IT

facilities existent from the previous year were kept active and updated, including the library software and computers used in teaching and office work. Since November 2021, offline activity resumed and maintenance and subscription of internet and computer hardware, projectors etc. were renewed. Certain purchase plans were also under way.

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

4.3.2 - Number of Computers

17

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

3070000

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	[View File](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

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

(a) The academic subcommittee in its online meetings (13/01/2021) initiated discussions on the procedures to be followed in the online mode in matters relating to teaching-learning

(b) Google Classroom is used for the effective delivery of teaching modules and dissemination of study materials

© The library has remained mostly closed because of the pandemic.

(d) The physical infrastructures remain mostly unutilized because of the pandemic, though various subcommitties organize online meetings for catering to the needs of the students. For instance, The Exam Subcommittee organized online meetings 20/01/2021 and 30/08/2021, the Bengali Dept. organized online meetings on 25/01/2021, 14/03/2021 discussing the procedures relating to internal evaluation and on 09/04/2021 discussing the ways to offer AMMT College scholarship to 1st and 3rd semester students, the Magazine Subcommittee organized an meeting on 28/04/2021 and on 06/07/2021 and the Placement Cell along with the Cultural Committee organized an online meeting on 04/05/2021. The online Admission Committee organized an online meeting on 16/06/2021 and 26/07/2021.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

2004

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

28

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**E. none of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

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

301

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

301

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

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

4

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

37

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

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

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

examinations) during the year

0

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

5.3 - Student Participation and Activities

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

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

0

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

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

In the absence of any officially elected Students Council and in spite of the constraints caused by the pandemic, the faculties have inspired the students to take part in the following co-curricular and extra-curricular activities:

(a) Assistance to students newly admitted when they come to the college for verification of documents or other work.

(b) Participation and organization of various cultural programs, webinars, observance of special days, plantation programs etc.

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

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

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

1

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

5.4 - Alumni Engagement

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

There is no registered Alumni Association.

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

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

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

In accordance with the mission and vision of the institution as recorded in the first SSR produced by the institution for Cycle 1 accreditation, the institution has adopted the following measures. To fulfill the academic aspiration of pupils belonging to caste minorities and other backward communities, the college not only runs the existing programmes but also offers various government and non-governmental scholarships

1. **To inculcate human values and rational spirit among its students and to offer quality education without making any religious and gender discrimination, as it is stated in the Vision of the institution, on 08/03/2021, a national level webinar was organized titled 'Women's Role in Indian Society: Past & Present' by the Women's Cell and the IQAC.**
2. **To fulfill the mission of reaching the community people through outreach activities, the college has successfully run the NSS unit in spite of the difficulties caused by the pandemic and organized a NSS special camp in a neighbouring village**
3. **To ensure participatory mode of management as one of the missions a considerable number of subcommittees regularly function to analyze the different aspects of the functioning of the institution**
4. **To generate environmental awareness, the NSS unit along with the Dept. of Physical Education celebrated the College Foundation Day on July 28, 2021 in the offline mode with a plantation programme involving 40 students.**

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

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

To follow decentralization and participative management in the functioning of the institution, the institution formed the following 29 subcommittees most of which were involved in the policy making process as they arranged meetings to resolve various matters and send recommendations. In most of the subcommittees, the Principal, the Secretary of Governing Body, acts as the Chairman, any of the full-time faculties acts as the Convener. The Governing Body, is, however, the final approving administrative segment which makes policies.

(i)IQAC Subcommittee

(ii)Building Subcommittee

(iii)Finance Subcommittee

(iv)Purchase Subcommittee

(v)Online Admission Subcommittee

(vi)UGC Subcommittee

(vii)E-Tender Subcommittee

(viii)Minor Research Subcommittee

(ix)Service Cell Subcommittee

(x)Leave Subcommittee

(xi)Academic Subcommittee

(xii)Library Subcommittee

(xiii)Examination Subcommittee

(xiv)Routine Subcommittee

(xv)Canteen Subcommittee

(xvi)Magazine Subcommittee

(xvii)NAAC Subcommittee

(xviii)RUSA Subcommittee

(xix)Research Subcommittee

(xx)Administrative Subcommittee

(xxi)Cultural Subcommittee

(xxii)Website Monitoring Subcommittee

(xxiii)Placement Cell

(xxiv)Internal Complaints Committee

(xxv)Women's Cell

(xxvi)Anti-Ragging Committee

(xxvii) Anti-Ragging Squad

(xxviii) Internal Academic Audit Committee

(xxix) GPF Subcommittee

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

```
1. Extension of College building
2. Extension of College Library
3. Formation of Covid 19 Management Committee
4. Book purchase in the College Library
5. Organizing webinars
6. Publication of the College Magazine
```

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

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

(a) The members of the various subcommittees, while attending the subcommittee meetings take part in the identification and analysis of problems, if any, and record their observations and as Chairman of most of the subcommittees, the Principal of the institution who is also the Secretary of the Governing Body, becomes aware of those observations. Thus, the policy of institutional decentralization is achieved in the structuring of administrative set-up.

(b) There is an administrative subcommittee to take care of day-to-day affairs in the absence of the Principal.

© There is a Service Cell that addresses issues relating to the preparation of the Service Books of the employees and the matters relating to the norms and modalities of the service of the incumbents apart from a Leave Subcommittee that keeps the leave account of the incumbents.

(d) As far as the appointment of the full-time faculties are concerned, the common practice is that the Governing Body of the college sends appointment letters to the candidates on the basis of the recommendation of The College Service Commission. Apart from the existing SACT (State-Aided College Teacher) s no other SACTs have been appointed by the college authority as per Government order.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	https://ammtcollege.ac.in/Pdf/6.2.2%20Organogram.pdf
Upload any additional information	**No File Uploaded**

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

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	[View File](#)

6.3 - Faculty Empowerment Strategies

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

(a) The institution has initiated the proceedings for introducing a cooperative for the welfare of the teaching and the non-teaching employees though it is yet to begin its journey in official terms.

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

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

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

0

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

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

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

0

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

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

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

4

File Description	Documents
IQAC report summary	[View File](#)
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

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

(a)The IQAC, while assisting the incumbents in preparing the performance based appraisal report needed for the Career Advancement Scheme, obtains the necessary documents and testimonials from the concerned incumbents.

(b) The annual academic audit prepared by the institution also reflects the performance of the faculties.

© Self –appraisal diaries, when duly filled-up by the teachers, are signed by the Principal

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

6.4 - Financial Management and Resource Mobilization

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

As far as the overall mechanism is concerned, the college does an internal audit and an external audit is also conducted by an auditor deputed by the Higher Education Department, Government of West Bengal. Anyway, due to restrictions imposed during the pandemic days, the college was not in a position to ensure these audits after the financial session 2019-2020.

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

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

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

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

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

Though the physical infrastructures of the college remained mostly unused following the shut-down caused by the pandemic, for the mobilization of funds and optimal utilization of resources in a stable situation the college has the following mechanism which was partially in action in an online mode during the pandemic-hit period:

1. **At regular intervals the Finance Committee holds its meetings to make a review of the financial circumstances in the institution offer necessary recommendations**
2. **The Purchase Subcommittee follows all the required protocols in matters relating to the purchase of commodities through tenders, whenever necessary**
3. **The Bursar is always in close contact with the Principal as to framing policies for the mobilization of funds with an appropriate sense of purpose and against a valid perspective**
4. **The Governing Body meetings, held regularly, offer opportunities for examining the proposals for purchase, approving of the plans for purchase, if found suitable, and also for approving of the expenditures**

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

6.5 - Internal Quality Assurance System

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

For institutionalizing the quality assurance strategies and

processes, the IQAC has adopted the following measures:

(a)On 03/01/2021 IQAC collaborated with Cultural Subcommittee in organizing webinar on the birthday of Madan Mohan Tarkalankar

(b)On 08/03/2021 IQAC collaborated with Women's Cell in organizing the national level webinar titled 'Women's Role in Indian Society: Past & Present'.

©On 01/08/2021 IQAC generated an online feedback form for 6th sem honours students

(d)On 03/08/2021 IQAC generated the online form for SSS (Students' Satisfaction Survey) for all the 6th sem students

(e)The IQAC has helped to process the career advancement papers of Dr. Amrita Sihi, Assistant Professor in Sanskrit and the meeting of the Screening Committee took place on 28/09/2021

(f)The IQAC played a role in the implementation of the Academic Audit of the institution

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

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

The IQAC arranged its online meetings on 25/02/2021, 17/03/2021, 11/09/2021 and one offline meeting on 12/04/2021 in most of which discussions took place on the management of the existing teaching-learning process using Google Classroom, the methods of managing the internal examination and the performance of the students in the university examinations.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	D. Any 1 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

(a)There is a functioning Women's Cell that tried to make its presence felt even amidst the pandemic days

(b)On 08/03/2021 IQAC collaborated with Women's Cell in organizing the national level webinar titled 'Women's Role in Indian Society: Past & Present'.

© In the online cultural programme celebrating the birthday of Tagore On 09/05/2021, in the online cultural programme paying homage to Tagore on 07/08/2021 organized by the Cultural Subcommittee along with the Dept. of Bengali and in the online cultural programme organized by The Teachers' Council on the Teachers' Day on 05/09/2021, the female student population had a strong presence.

File Description	Documents
Annual gender sensitization action plan	(a)There is a functioning Women's Cell that tried to make its presence even amidst the pandemic days (b)On 08/03/2021 IQAC collaborated with Women's Cell in organizing the national level webinar titled 'Women's Role in Indian Society: Past & Present'. © In the online cultural programme celebrating the birthday of Tagore On 09/05/2021, in the online cultural programme paying homage to Tagore on 07/08/2021 organized by the Cultural Subcommittee along with the Dept. of Bengali and in the online cultural programme organized by The Teachers' Council on the Teachers' Day on 05/09/2021, the female student population had a strong presence.
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	(a)There is a functioning Women's Cell that tried to make its presence even amidst the pandemic days (b)On 08/03/2021 IQAC collaborated with Women's Cell in organizing the national level webinar titled 'Women's Role in Indian Society: Past & Present'. © In the online cultural programme celebrating the birthday of Tagore On 09/05/2021, in the online cultural programme paying homage to Tagore on 07/08/2021 organized by the Cultural Subcommittee along with the Dept. of Bengali and in the online cultural programme organized by The Teachers' Council on the Teachers' Day on 05/09/2021, the female student population had a strong presence.

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	**No File Uploaded**

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

Though there is no concrete recycling system, for the management of waste the college has adopted the following measures:

(a)For the primary deposit of waste-materials there are adequate number of dustbins on the college premise

(b)The NSS volunteers discourage the students in general to throw away waste materials indiscriminately on the college premise

©To obstruct the process of paper-wastage, the authority encourages the practice of handling affairs in an online mode, as far as the circulation of notices and study-materials is concerned

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**E. None of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

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

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-	E. None of the above

reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Despite the official shut-down of the institution owing to the pandemic, the institution has taken the following steps:

1. **Mrs. Maitreyee Jana, Assistant Professor, Dept. of Sanskrit, Prabhat Kumar College, Contai, West Bengal and Dr. Rashmi Panjiyara, Assistant Professor, Dept. of Sociology, Radha Govind University, Ramgarh, Jharkhand in their lectures in the webinar titled 'Women's Role in Indian Societies: Past and Present' held on March 8, 2021, addressed the issue of gender discrimination**
2. **To recognize and value the socioeconomic diversities the institution has catered to the need of the underprivileged sections of the student population in terms of incorporating them in the existing courses as enrolled students and offering to them various scholarships**
3. **In his speech Dr. Pratip Kr. Chaudhuri, Retd. Prof. of Physics, Ex DPI, W.B.H.Ed. & Member of NAAC pointed out the necessity for developing strategies to re-engage the students in academic affairs in the context of an economic recession in the post-pandemic phase in the state-level webinar titled Higher Education: The Pandemic….and the Road Ahead held on 05/09/2021.**

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

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

The purpose of sensitizing the students and employees of the institution to the constitutional obligations has been partially fulfilled in terms of the webinar titled 'India's Internal Security Challenges: Covid Crisis and Role of External Actor', organized by Department of Defense Studies on 27/06/2021.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**E. None of the above**

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

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

As far as the commemorative days and events are concerned, the institution has organized the following events.

1. **In the one day national level webinar on 'National Sports Day' organized by the Dept. of Physical Education & NSS Unit on the occasion of the birth anniversary of Major Dhyan Chand Singh on 29/08/ 2021, 120 students participated as listeners**
2. **The NSS unit, along with the Dept. of Physical Education celebrated the 'International Yoga Day' on June 21, 2021 in the online mode involving 127 students**
3. **The NSS unit organized an awareness programme on 'World No Tobacco Day' in the online mode on May 31, 2021, involving 94 students**
4. **On 03/01/2021 the Cultural Subcommittee along with IQAC organized a webinar as an act of remembering Madan Mohan Tarkalankar, one of the pioneers in the field of educational and cultural endeavors in 19th century Bengal**
5. **On 09/05/2021, the Cultural Subcommittee organized an online cultural programme celebrating the birthday of Tagore**
6. **on 07/08/2021 the Cultural Subcommittee along with the Dept. of Bengali organized an online cultural programme paying homage to Tagore**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

1) The college has kept up regular and systematic online teaching and evaluation through use of Google Classroom, during the entire period of assessment when the campus remained closed by Government order. An exhaustive routine was maintained, comprising of classes, evaluations, award of grades, assignments. University examinations during the period were also conducted online, and students were better equipped than their peers in other colleges for them since they were in constant touch with online modes of evaluation. A large gamut of online learning resources was put to use, including YouTube videos, online film shows,provision of academic material available on the internet. While the general scenario of higher education in the state, and especially in rural colleges, was dismal with high dropout rates caused by the pandemic, the college was able to keep most students in its Honours and Program courses committed to study, thanks to the rigorous online pursuance of curriculum. Alongside, every effort was made to involve students in co-curricular activity, as will be evident from their participation in such programs round the year.

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

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

While the pandemic and closure of HEI's maimed many aspects of performance, the college as an institution running undergraduate course's in a rural base, remained committed to continuance of

teaching-learning on online platfroms, making utmost use of google classroom to rope in students often from poorer sections and pandemic - stricken familes and classes . The college extended all possible aid to students in terms of internet connectivily, study material madeavaliable online, fee waivers etc, the college libreary and the Inflibnet were kept open throughout the period for student use . All this activities aimed at students support are in line with the institution's priority to serve the cause of education in an underprivileged student community passing through a hard time

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

7.3.2 - Plan of action for the next academic year

A) To resume offline , teaching - learning in a full-fledged manner .

B) To move towards a blended (Online-Offline) system of teaching - learning - evaluation as indicated by UGC .

C) To organize the campus and work environment therein along Covid-19 protocol .

D) To recover from infrastructural losses due to closure of campus .