



YEARLY STATUS REPORT - 2022-2023

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	
• Affiliated / Constitution Colleges	Affiliated College
• Type of Institution	Co-education
• Location	Rural

• Financial Status													
• Name of the Affiliating University	University of Kalyani												
• Name of the IQAC Coordinator	Partha Pratim Bandyopadhyay												
• Phone No.	9083231477												
• Alternate phone No.	9333214557												
• Mobile	9083231477												
• IQAC e-mail address	iqac@ammtcollege.ac.in												
• Alternate e-mail address	asannagar@ammtcollege.ac.in												
3. Website address (Web link of the AQAR (Previous Academic Year))	https://www.ammtcollege.ac.in/aqar.aspx												
4. Whether Academic Calendar prepared during the year?	Yes												
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.ammtcollege.ac.in/Academic-calendar.aspx												
5. Accreditation Details													
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>B</td> <td>2.09</td> <td>2016</td> <td>26/11/2016</td> <td>01/12/2021</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	B	2.09	2016	26/11/2016	01/12/2021
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.,													
<table border="1"> <thead> <tr> <th>Institutional/Department /Faculty</th> <th>Scheme</th> <th>Funding Agency</th> <th>Year of award with duration</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Nil</td> <td>Nil</td> <td>Nil</td> <td>Nil</td> <td>0</td> </tr> </tbody> </table>		Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	Nil	Nil	Nil	Nil	0		
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount									
Nil	Nil	Nil	Nil	0									
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
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
Introduction of Feedback system for teaching and non-teaching staff	
Creation of SOPs on Model conduct in campus, gender equity, tolerance and harmony	
Introduction of add-on courses in Education and Communication skill in English	
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
Extension of building for classrooms and library	2710 sq. ft. of classroom space created to add five classrooms
Extension and reframing of herbal garden	about 14 new species and 400 sq. ft. of space added
Construction of Yoga centre cum gymnasium	construction plan done and sent to DPI for approval
Organizing training program for NTS and Library staff	Training session on library software and cloud cataloging on 23.12.2022
Arrangements for rainwater harvesting	survey work done
13.Whether the AQAR was placed before	Yes

statutory body?	
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Governing Body	09/10/2023
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-22	02/01/2023
15. Multidisciplinary / interdisciplinary	
<p>The UG CBCS curriculum run by the college contains Generic Elective subjects/courses that enable students to learn across disciplines, and Ability Enhancement and Skill Enhancement alongside add-on courses that allow movement outside core subject/discipline of study. Apart from this, interdisciplinarity is encouraged by arranging talks/seminars across disciplines, The add-on courses open up scopes of multidisciplinary knowledge, and so the college has moved in this direction. Teachers arrange lectures on topics addressing diverse issues in the languages, literatures and social sciences, aimed to inspire the student to assess one discipline from viewpoints generated from others. Such interdisciplinary approach is tested in assigned projects and student seminars that are sometimes part of internal assessment.</p>	
16. Academic bank of credits (ABC):	
<p>The college had entered a dialogue with the affiliating university regarding ABC as per UGC directive and NAAC guidelines. Finally, the University of Kalyani issued a Circular dated 03.04.2023 directing all students under its purview to register for ABC via the specified website. Following this, the college took proper measures to circulate the notification among students, and the college office conducted assistance sessions for students attempting to register. Special emphasis was given to students in their 5th and 6th semesters, and the subsequent semesters have been directed to register for ABC since. The college authority has taken initiative to inform students taking admission since about the concept of ABC and credit transfer, and the office has offered service to those who wanted to register from the college. The college retains prints of ABC IDs of most of those who have registered</p>	

17.Skill development:

Within the CBCS curriculum, each discipline contains courses focussed on developing skills emerging from the theoretical areas of the discipline, under the name of SEC courses. These courses are mandatory for all students in Honours and P-rogram courses, aimed at equipping students with practical efficiency in some areas of the theoretical knowledge they acquire from the Core courses. Examples of such SECs are Proof reading, Business English, Soft Skills and Communication Skills of utility in corporate sectors. While such SEC courses are discipline-specific, the college has run an add-on course in Communication Skills in English in the curren5t session. Moreover, the college is in the process of setting up a Computer Center offering professinal computer courses at cheap rates in collaboration with a renowned private institute.

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

Apart from English, teaching in all other disciplines is carried out in Bengali, the local vernacular. The Department of Sanskrit imparts teaching in Sanskrit and engages students in eading Sanskrit texts and writing in the Devanagari script. Integration with the vast repertoire of ancient Indian knowledge is encouraged through co-curricular activity round the year, like the observance of anniversaries of great Indian spiritual leaders, cultural events like the Vasant Utsav and Sharad Utsav, and social service through the NSS. Republic and Independence Day are observed with due reverence. The Birth Anniversary of Madan Mohan Tarkalankar, the eponym of the institution and a forerunner of the Bengal Renaissance, is observed with a memorial lecture on some subject from within Indian history and culture. Regular academic activity is framed within a mentor-mentee system that ensures personal care and tutelage along ancient Indian academictadition. Since the pandemic, the college has been consistently using Google Classroom with an institutional subscription, imparting online teaching and evaluation combined with offline activity, especially during vacations and examination sessions.

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

The college is entrusted with delivering curricula designed by the university, with no published statement of outcome accompanying them. As such, the college is in no position to carry out outcome based education. However, the college has been in dialogue with the affiliating university through the session regarding course and program outcomes, with little result. During the current

session, teachers in all departments have begun framing Program and Course Outcomes in line with the courses offered, under the supervision of the IQAC, some of which are available on the college website.

20.Distance education/online education:

In May 2020, at the height of the pandemic, the college adopted online teaching-learning - first on Zoom platform and soon after through an institutional subscription of Google Classroom. An online routine was followed including teaching, assignment and evaluation, provision of study material, educational videos and Powerpoint illustrations. Since the resumption of offline activity in November 2021, academic activity has run on dual mode (online and offline) - classroom lectures alternating with Google meets, and support mechanism working online. This has helped enhance the contact hours with students in remote villages and facilitated evaluation and academic support.

The college hosts two distance education centres - Netaji Subhas Open University and DODL, University of Kalyani, which were set up in 18.11.2021 and 22.9.2021 respectively. These have been performing smoothly with students in two semesters pursuing studies (NSOU - 16 students admitted in 2021-22 and 08 in 2022-23; DODL, KU - 22 admitted in 2021-22 and 18 in 2022-23). The centres have been catering to the needs of working students in the vicinity.

Extended Profile

1.Programme

1.1	16
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1314
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	642
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	376
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	16
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	17
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	14
Total number of Classrooms and Seminar halls	
4.2	39.02856
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	19
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The following measures were adopted in the period (July 2022-June 2023) under discussion:

1. Following a master routine and departmental routines the offline classes are conducted
2. Using Google Classroom for offering study materials and conducting online classes during summer recess.
3. Using subject-wise and semester-wise WhatsApp Groups for offering study materials and circulating notices relating to curriculum delivery
4. INFLIBNET being offered both to the faculties and students
5. Two faculties functioning as members of UGBOS at the affiliating university contributing to the process of shaping/reshaping the curriculum

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)

In usual situations, the institution prepares an academic calendar based on the academic calendar offered by the affiliating university for running offline classes and making arrangement for internal evaluation. In the concerned period the institution prepared an academic calendar to let the students know the schedule of internal evaluation in due time, to enable the faculties to set questions and evaluate the scripts and send the score for internal evaluation to the appropriate authority.

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

A. All of the above

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

1.2 - Academic Flexibility

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

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

16

File Description	Documents
Any additional information	View File
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)

02

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

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

101

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

101

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

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

Relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, there are issues in course units contained in the curriculum solely designed by the appropriate authority and sent by the affiliating university. These course units are found in both the Honours courses (Sanskrit, History, English, Bengali) and the Programme courses (Philosophy, Education, Political Science, Physical Education, Defence Studies, Philosophy, Geography, Sanskrit, History, English, Bengali) offered to the students of the undergraduate level at our college.

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)	View File

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)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

C. Any 2 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)	View File
Any additional information(Upload)	No File Uploaded

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.ammtcollege.ac.in/Pdf/Feedback-analysis/Feedback Analysis 2022-2023.pdf

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

1430

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

280

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

Methods employed for the assessment of the learning levels of the students:

1. Internal assessments for students of each semester following the academic calendar
2. Evaluation of scripts and subsequent discussion in departmental meetings about slow learners in certain departments
3. Assigning project works in certain departments
4. Class tests and Surprise class tests in certain departments
5. Teachers individually take care of slow learners
6. Tutorial classes taken in certain departments

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

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

Number of Students	Number of Teachers
1374	32

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) Google Classroom for dissemination of study materials to students in general
- (b) Subject-specific WhatsApp Groups for dissemination of study materials
- (c) Movie show organized by Dept. of English 24/09/2022
- (d) The Dept. of English organized Online Lecture delivered by external expert on 21/09/2022 and students of the department took part in theatre workshop in the college in March 2023.
- (e) Add -on courses introduced by Dept. of Education and Dept. of English, on women empowerment and communication skills, respectively
- (f) Students of English department participating in district level inter collegiate debate competition
- (g) On 19/12/2022 Dept. of Bengali organized special lecture delivered by external expert and on 09/12/2022 the Dept. of Philosophy organized talk delivered by external expert with 56 student participants
- (H) On 05/06/2023 Dept. of Bengali organized theatre show on screen
- (e) On 05/06/2023 Dept. of Bengali organized special lecture delivered by external expert
- (f) On 30/03/2023 and 31/03/2023 the Dept. of History organized international seminar on a subject related to current syllabus
- (g) Special talk organized by Dept. of Philosophy on 09/12/2022
- (h) Dept. of Political Science organized a visual exhibition on human rights on 01/06/2023 and sent participants to District Level Youth Parliament Competition 2022 on 08/09/2022

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

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

- (a) Use of Google Classroom for dissemination of study materials
- (b) Use of Google Classroom for offering Youtube links and videos
- (b) PPT presentations

File Description	Documents
Upload any additional information	View File
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.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

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	No File Uploaded

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

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

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**

243

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

2.5 - Evaluation Process and Reforms

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

1. Internal assessments for students of each semester following the academic calendar
2. The mode of internal assessment is offline, and in certain departments project works are assigned which forms a component of internal evaluation
3. The evaluation is done by the teachers in the departments and the matter gets subsequently discussed in departmental meetings
4. Students in each semester faced one internal examination, the score of which along with the score for attendance are sent to the affiliating university. However, teachers in certain departments conduct class tests and surprise tests prior to internal examination.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The examination subcommittee fixes the schedule of internal evaluation and the concerned departments conduct the examination and evaluate the scripts. If the students have any complaint as to the schedule, the way exams are held and the score, they can submit complaints to the HODs of the departments or the group-specific mentors. No such complaints were received in the period under consideration.

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.

The affiliating university which has devised the curriculum and the course modules to be taught at the affiliated colleges has not centrally published any Programme Outcome and Course Outcome. However, the Departments of Education, History, Political Science and Bengali in our college have framed the Programme Outcome and Course Outcome, which, is not available in the college website right now.

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

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

Though the POs and Cos are not categorically framed and mentioned in the website, following are the measures adopted in the college to evaluate the Programme Outcome and Course Outcome: (a) conducting class tests and surprise tests to assess the skills of students (b) conducting internal evaluation (sometimes involving projects) to assess the skills of students (c) grooming students for the final term-end examination (d) Discussion of the students' performance in departmental 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

1226

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	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://www.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)	View File

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)	View File
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**

3

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

3.2 - Research Publications and Awards

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

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

0

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

16

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

3.3 - Extension Activities

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

Asannagar Madan Mohan Tarkalankar College has conducted a total of thirteen (13) extension and outreach programs from 01.07.2022 to 30.06.2023 through the NSS unit of the college, among which there is

a seven-day long special camp on 'Environment and Development', a one-day 'Blood Donation Camp' and a 'First-aid Camp' organized in Krishnagar on the occasion of Jagaddhatri Puja. Apart from celebrating and observing some nationally important days, awareness program on Dengue, AIDS, Physical fitness and Good Nutrition are also held during this period. College Foundation Day and Swachha Bharat Abhijan Day are observed by planting trees. By observing important national days, it is possible to inculcate the sense of patriotism and moral values among the students concerning the significance of the day. Through awareness programs on Dengue, AIDS and Physical Fitness, it is possible to impart social responsibility to students as well as develop social values by sensitizing people in different sectors of the society. Good nutrition is very important in increasing physical fitness. It can create the future ideal youth society who will dedicate themselves to the good of the society and nation. The NSS unit of our college has taken effective steps to increase awareness in this regard. The students were able to experience the of participating in a noble cause like blood donation through the Blood Donation Camp just as planting trees is essential to resist global warming, donating blood is of immense importance for life.

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)	View File
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

13

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

533

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

5

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

5

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

1. Number of classrooms: 15
2. No. of open air classroom: 01
3. No. of laboratories: 01(for Geography) with relevant maps and instruments
4. No. of seminar hall: 01(with LCD projection, public address system and the sitting capacity of 150 persons)
5. Most of the classrooms offer white boards as teaching-learning apparatus and a few classrooms offer green boards

6. The department of history and the department of Bengali offer infrastructure for displaying wall magazines

7. Reading room for students and teachers in the college library

8. Some of the departments developed infrastructure for running departmental libraries

9. There are a number of internet linked desktop computers, printers, laptops, scanners and copiers

10. There are 03 classrooms with projectors

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.ammtcollege.ac.in/College-infrastructure.aspx

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

1. A regularly functioning cultural subcommittee

2. There is a Sports and Games Subcommittee which conducts the annual sports of the institution and which played a key role in sending our girls students to the district level inter college sports event conducted by DPI, in which our girls stood second

3. There are 02 carrom boards for students

4. There is a playground and a jumping pit

5. The seminar hall with smartroom facilities is used for theatre workshop and cultural events

6. Sports Equipments: football(16 footballs), football gloves(04 sets) , volleyball(15 volleyballs), cricket(10 bats, 12 balls and 5 wickets), badminton(12 rackets), long jump, high jump, javeline(05), discuss (06), hand ball(03), picflow metre(1), shot put(12 iron balls), kho kho pole(01 pair)

7. A number of musical instruments

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.

16

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

04

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.ammtcollege.ac.in/College-infrastructure.aspx
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

6090734.00 (Sixty Lakh Ninety Thousand Seven Hundred Thirty Four Rupees only)

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

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The library is partially automated making use of ILMS software KOHA(version 22.05.07.000) updated in December, 2022.

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

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

D. Any 1 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

124074

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

36

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**

1. Windows software update for computers with the help of a certain agency
2. Updating of ILMS software KOHA in the library
3. Updating in the content of the college website
4. LCD projectors are maintained with the help of a certain agency

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.ammtclibrary.in/

4.3.2 - Number of Computers

19

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

A. ? 50MBPS

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)

581033

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.

1. Google Classroom is used as an already established system for conducting online classes during recess and for disseminating study materials

2. There is a building subcommittee to recommend activities, formulate policies and set principles relating to the expansion of building which is on the way.

3. There is a library subcommittee to make policies about the purchase of books in the library

4. Some of the departments like English, Bengali and History have developed capacities for running departmental libraries

5. There is a games and sports subcommittee to point out the need of sports equipments, to keep the current equipments in place and to

conduct the annual sports

6. Tender subcommittee, e-tender subcommittee and the purchase committee are activated to develop a system for purchasing new resources for support facilities which is finally monitored and approved of by the Governing Body, if needed

7. With a secure access to log in ID and password N-LIST INFLIBNET is offered to the students and the faculties alike

8. The Placement Cell conducted 02 seminars in collaboration with other agencies for enlightening students about emerging career opportunities

9. Stock verification of the books in library is regularly done

10. Maintenance of the water cooler and the water purifier is done

11. Cleaning of water tank and garbage disposal are done at regular intervals

12. The college has a Wi-Fi enabled campus

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

732

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

13

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

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

C. 2 of the above

File Description	Documents
Link to institutional website	https://www.ammtcollege.ac.in/Add-on-course.aspx
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

147

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

147

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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**

48

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

47

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**

51

File Description	Documents
Upload supporting data for the same	View File
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.**

1.	
File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File
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)	
<p>1. Provision for 1 student member in Governing Body, the supreme administrative segment in the institution</p> <p>2. Student representative in IQAC</p> <p>3. Student member in Womens' Cell, Cultural Subcommittee, Games and Sports Subcommittee, Magazine Subcommittee and Anti Ragging Cell</p> <p>4. There are opportunities to hone leadership skill for the students in NSS</p>	
File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File
5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)	
5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year	
2 (sports)	

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

5.4 - Alumni Engagement

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

There is a registered alumni association in the college (registered in 2022) which is engaged with inviting members and raising funds and which has taken part in a plantation programme in the college campus organised on June 5, 2023.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

- The institution maintains democracy in its governance.
- Teacher representatives are included in the Governing Body of the

Institution, and all committees.

3. Starting this academic year, feedback from both teaching and non-teaching staff is being collected to enhance transparency and contribute to policy-making.

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

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

The college organogram shows the decentralized structure of leadership, with staff members in all committees (including the governing body) and students in many. One instance of participative management are the cultural and sporting events round the year - students under subcommittees freely plan the mode and schedule and draw up budgets for the events. The use of student funds (cultural, sports, magazine etc.) is made available to student representatives. The GB seeks proposals from subcommittees entrusted with various aspects of administration and budget allocation is done accordingly - engaging all stakeholders in the leadership role.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The following plans were adopted at the opening of the year:

i) Extension of classroom space. ii) Furnishing Room No. 7 as a Seminar Hall. iii) The library catalog is now available online, allowing students to access it from home since December 2022.

Each of these plans was successfully completed under the supervision of the respective subcommittees.

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

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

The college is run by policies and decisions made by the Governing Body, which is the apex body as shown in the organogram. Statutory bodies like the Finance Committee, Teachers' Council assist the G.B. All decisions are implemented by various sub committees designated for particular activities. These committees comprise of teachers, non-teaching staffs and student members who actively participate in activities such as sports, culture, NSS etc. Appointment and service of staff is done and guided by rules framed by the state government which are followed by the G.B. Administration by the Principal is assisted by the Grievance Cell, ICC, Anti-ragging Cell and Women Cell, and effective implementation of decisions are judged by feedback from Stakeholders and the SSS.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.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	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

1. Credit Co-operative for the employees of the Institution.
2. Existing mechanism for offering travel expense/participation in seminar/conference/workshopto teachers is in place.

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

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

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

1

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)	View File

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

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)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

2

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	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

1. Biometric attendance for teaching and non-teaching staff.
2. Self-appraisal diary for the teaching staff.
3. Existing mechanism for sending to the appropriate authority performance appraisal duly approved of by the college for promotion of teachers under CAS.

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

1. Internal audit done and noted in the GB resolution.
2. External audit is conducted by auditing agency appointed by the DPI, the Govt of West Bengal, which has not been conducted during the present year.

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

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

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

Nil

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

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

1. There is a statutory finance sub-committee to set up policies for the mobilization of funds which is to be endorsed or modified or rejected by the Governing Body as the final administrative segment.
2. There is a purchase sub-committee to frame policies and monitor affairs in this regard.
3. The tender committee and e-tender committee play their roles in regulating the course of conduct to be followed in matters relating to purchase.
4. There is a portfolio of the Bursar to screen and check for detecting irregularities if any.

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

(a) Introduction of teaching & non-teaching staff feedback - analyzed, processed and placed before GB (b) Formulation and publication of 3 SOPs on gender equity, tolerance and harmony, and model conduct in campus

File Description	Documents
Paste link for additional information	https://www.ammtcollege.ac.in/Policy-of-institution.aspx
Upload any additional information	View File

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

I) IQAC has advised the departments to review both the results of internal exams and term-end exams for the identification of slow learners and to take remedial measures.

II) IQAC has advised all departments to continue online classes using Google Classroom and encourages teachers to use ICT.

File Description	Documents
Paste link for additional information	https://www.ammtcollege.ac.in/College-infrastructure.aspx
Upload any additional information	View File

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

C. Any 2 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

All curricular/co-curricular activity is co-educational - gender equity is ensured in terms of opportunities, rights and share of activity. Academic, cultural and sporting activity involves free participation of boys and girls. The IQAC has prepared a SOP on gender equity, displayed on the website and campus, which is reinforced by seminars, awareness programs and interactive sessions with girl students. These are conducted by the Women's Cell, Anti-Ragging Cell as well as external agencies. There is a complaint and redressal system regarding gender-related misconduct, overseen by the Anti-Sexual Harassment Cell and the Internal Complaints Committee. A separate common room for girls provides toilet facility and a sanitary napkin vending machine. The website provides helpline numbers for cases of sexual offence. A spirit of friendship and co-operation across genders is fostered through cultural performance and NSS work.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above
File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded
<p>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</p>	
<p>Functioning without Science departments/laboratories, the college has to manage three types of waste - food, paper and e-waste. Vegetable waste from the canteen is deposited in a pit and used as organic fertilizer after decomposition. Paper waste is periodically sold to vendors who take it away for recycling. E-waste (old computers and accessories) is given away to agencies/vendors in exchange for new ones at a bargained price, or else sold.</p>	
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	View File
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

C. Any 2 of the above

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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).

The college has published a detailed SOP for students and staff on tolerance and harmony in cultural, communal and socioeconomic aspects. The guideline provided there is implemented through cultural and sporting activity under the supervision of Cultural, Magazine, Sports subcommittees. Breaches of tolerance are addressed by the Anti-Ragging Cell, Anti-Sexual Harassment Cell, Women's Cell and the ICC. The NSS unit with its outreach activity and Special annual camp goes a long way in preaching tolerance and social balance. Departmental reunions and an annual social program are organized by the college, and the students' union arranges a Freshers' Welcome to accommodate newcomers to the student community. Officers from the police and civic administration are invited to deliver messages of social harmony and the role of government policies/schemes in fostering it.

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 college has a vibrantly functional NSS unit that engages students in social service to inculcate civic values and duties to fellow citizens. The Department of Political Science, through its various courses, impresses the rights and duties of citizenship enshrined in the Constitution. The departments of Political Science and History groom students and send them up to the Youth Parliament competition each year. The observance of days of national and international importance (Independence Day, Republic Day, World Environment Day, World Yoga Day and National Youth Day) and the anniversaries of national leaders provide value education and a national spirit. The Department of Philosophy holds classes on moral and social ethics and arranges special talk sessions on ethics by invited speakers.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
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

C. Any 2 of the above

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

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

The college celebrates Independence, Republic, NSS days led by its NSS unit, involving all stakeholders. The Department of Physical Education observes National Sports Day. Days of commemorative value like National Youth Day, World Environment Day, World Yoga Day are observed with appropriate student activity and seminars/webinars on relevant topics. The Teachers' Council organizes cultural competitions each December in the fine arts, and the Cultural subcommittee arranges Sharad Utsav, Vasant Utsav and birth anniversaries of R N Tagore, Kazi Nazrul Islam. The birthday of Madan Mohan Tarkalankar, after whom the institution is named, is celebrated with a memorial lecture by a distinguished speaker, and distributing scholarships in his name.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
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. Add-on Courses

Title: Introducing add-on courses

Objective: The intended outcome was to equip students with some practical skill-oriented knowledge in a short time-frame, in keeping with their regular courses.

Context: While students were given theoretical courses, they lacked training in life-skills that involved application of the acquired knowledge.

The Practice: Two add-on courses of 30-hour duration each were designed by the departments of Education and English and offered for enrolment.

Evidence of success: The course plans included evaluation measures such as mid-course and end-course tests, which were taken to assess progress. All the students enrolled in the course in Education successfully completed the course.

Problems encountered and Resources Required: The chief problems in implementing were lack of sufficient enrolment and poor internet connectivity, Resources required, and currently unavailable, are books and audio-visual material.

2. Feedback

Title: Collection of feedback from teaching and non-teaching staff.

Objective: To review the work experience.

Context: Inclusion of these stakeholders in policy revision and planning.

The Practice: Questionnaires and response options framed after discussion in the IQAC, and distributed after explanation of the purpose.

Evidence of success: Some lacs and discrepancies were pointed out.

No problems as such was encountered and no resources required.

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

In assistance to the blended mode of teaching-learning pursued since the pandemic, the college library has opened its OPAC to remote access from December 2022. This, together with the use of NLIST, opens up for students and teachers a wide vista of study in respective fields from their homes in remote locations. This extension of library service is expected to help continue studies for students in compromised conditions in the post-Covid socioeconomic scenario. Training sessions have been arranged for students to acquaint them with the use of NLIST and remote access of catalogues. Imparting education to disadvantaged sections of the student community has always been the priority of the college - this library service is expected to serve that purpose.

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

7.3.2 - Plan of action for the next academic year

1. Extension of classroom space
2. Infrastructure
3. HR to meet NEP
4. Add-on courses
5. Activity along MOU with other institutions.