



## **YEARLY STATUS REPORT - 2020-2021**

### **Part A**

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

<b>1.Name of the Institution</b>		<b>Malda Women's College</b>
• Name of the Head of the institution	<b>Dr. Mandira Chakraborty</b>	
• Designation	<b>Principal</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>03512252597</b>	
• Mobile No:	<b>9474024275</b>	
• Registered e-mail	<b>mwc.m70@gmail.com</b>	
• Alternate e-mail	<b>mwc.iqac@gmail.com</b>	
• Address	<b>Pirojpur, Shanti Gopal Sen Sarani, Malda, West Bengal, 732101</b>	
• City/Town	<b>Malda</b>	
• State/UT	<b>West Bengal</b>	
• Pin Code	<b>732101</b>	
<b>2.Institutional status</b>		
• Type of Institution	<b>Women</b>	
• Location	<b>Urban</b>	
• Financial Status	<b>UGC 2f and 12(B)</b>	

• Name of the Affiliating University	University of Gour Banga				
• Name of the IQAC Coordinator	Dr. Uma Basak				
• Phone No.	03512252597				
• Alternate phone No.	9474024275				
• Mobile	9593527055				
• IQAC e-mail address	mwc.iqac@gmail.com				
• Alternate e-mail address	umabasak@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	<a href="http://www.mwc.ac.in/wp-content/uploads/2022/01/AQAR-2019-2020.pdf">http://www.mwc.ac.in/wp-content/uploads/2022/01/AQAR-2019-2020.pdf</a>				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://www.mwc.ac.in/wp-content/uploads/2022/01/Academic-Callender-2020-2021.pdf">http://www.mwc.ac.in/wp-content/uploads/2022/01/Academic-Callender-2020-2021.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.28	2007	22/12/2007	21/12/2012
Cycle 2	B+	2.59	2017	30/10/2017	29/10/2022
6.Date of Establishment of IQAC			07/03/2014		
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	
Philosophy	lecture on philosophy of Yoga	ICPR	18th June, 2020	7500	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>2</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>No</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
Preparation of AQAR 2019-2020 Approval of CAS for the promotion of 5 Teachers Webinar Organized.		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		
Plan of Action	Achievements/Outcomes	
Preparation and Submission of AQAR 2019-20	Could not be prepared due to lockdown	
Special lectures to be organized	Webinar conducted	
Vacant teaching posts to be filled up	Achieved	
Initiation for Promotion of Teachers (CAS)	Achieved	
<b>13.Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>		

Name	Date of meeting(s)
Administrator	26/01/2022

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

Year	Date of Submission
No	Nil

**Extended Profile****1. Programme**

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

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

**2. Student**

2.1	2744
Number of students during the year	

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

2.2	709
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

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

2.3	765
Number of outgoing/ final year students during the year	

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

<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>28</b>
File Description	Documents
Data Template	<a href="#">View File</a>
3.2 Number of Sanctioned posts during the year	<b>31</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	<b>15</b>
4.2 Total expenditure excluding salary during the year (INR in lakhs)	<b>18.62 lakhs</b>
4.3 Total number of computers on campus for academic purposes	<b>57</b>

## 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

1. In the effective teaching learning process, a well-planned curriculum is a matter of great concern. The Institution ensures effective curriculum following the academic calendar provided by Gour Banga University. Teachers are actively involved in curriculum design through members of Board of Studies, participation in syllabus revision workshop and meetings. The curriculum has been regularly upgraded to

maintain flexibility and responsiveness of changing environments. The head of every department submits a workload statement at the beginning of every semester, over which the general time-table is prepared. Accordingly, each department prepares its own teaching plan allotting term-wise topics to be taught within the stipulated time. For implementation of curriculum and comprehensive understanding of specified syllabus among the students, different seminars, special lecture series are organized by the departments of the college. Through a series of interactive activities like classroom teaching, group discussions, debate, the students are being given practical insight into the curriculum. The tutorial and class test examinations are conducted in order to assess the understanding of the students. The examination results are reviewed and the weaker students are taught again in extra classes.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

The institute is affiliated to University of Gour Banga. Before the commencement of the semester, the IQAC prepare an academic calendar based on the calendar prepared by the affiliating Gour Banga University. This academic calendar includes the dates for internal examinations, seminars, workshops, special lecture series and other co curricular and extra-curricular activities. Academic Calendar contains tentative dates of registration, commencement of classes, examinations. Following this calendar each department prepares the class timetable and course plan for the semester. The course plan containing class timetable, semester calendar and syllabus is given to all the students. At the beginning of the semester, faculty members informed students about various components in the assessment process. Internal assessment test schedule are communicated to the students well in advance. In the online mode, the internal assessments are conducted through the online platforms like Google Meet or Zoom where the students have to go through the viva or seminar paper presentation. For the tutorial part, students have to

submit their assignments to the departmental mails. For the better communication and the transparency of the assessment each department has its different mail id and WhatsApp groups for the students' submission of their internal assignments or projects. IQAC periodically monitors the coverage of syllabus, quality of question papers and assignments.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in B. Any 3 of the above 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**

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

## 1.2 - Academic Flexibility

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

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

2

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)	No File Uploaded

### 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)

0

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

0

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

0

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

We cannot design the curriculum. But we integrate various issues related to gender, environment and sustainability, human values and



professional ethics. We organize various programmes and webinars focusing on these issues. Department of English has organized a webinar on gender sensitization. Department of Geography has organized webinar on environment and sustainability.

Environment and sustainability are taught in Environmental studies, Geography and Economics. The college offers Women's Studies as an optional subject in B.A. general course. In Economics (hons and general courses), DSE 5.1 is related to Environmental Economics. DSE 5.2 is related to gender and development. Environment sustainability (DC-6.2) and gender budgeting have also incorporated in the syllabus of Economics. The present CBCS syllabus (both English honours and general courses) has extensively incorporated texts and topics related to gender, professional ethics and environment sustainability. There are several papers which have focussed on women writers from various ages of English literature as well as Indian and other non-English literatures. From Aphra Behn to Jackie Kay and from Kamala Das to Jhumpa Lahiri, the syllabus highlights issues related to women. Besides, a plethora of texts are widely read from gender lens. Ruskin Bond's "The Cherry Tree" has been specifically introduced to imbibe sympathetic values towards nature and environment sustainability.

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Cocurricular and Extracurricular Activities also. Programs conducted under N. S. S., N.C.C., and help to inculcate human values among students.

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	No File Uploaded

### 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 from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**D. Any 1 of the above**

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

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

#### D. Feedback collected

File Description	Documents
Upload any additional information	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

1478

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

523

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

### 2.2 - Catering to Student Diversity

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

This institution is the only women's institution in the district. Many of our students are from various socio-economic backgrounds. The college conducts every possible measure to assess the learning levels of its students. The students are oriented at the beginning

of the session to make them aware about the course, mode of internal assessment, external assessment, curricular and co-curricular activities, rules and regulations of the institution as well as facilities available in the college. At the beginning of each course teachers assess the learning levels of the students in the class, their knowledge about the course and accordingly special programs for advanced learners and slow learners are planned. Extra classes are conducted for slow learners. After the completion of syllabus, some related topics are also repeated for slow learners and late admitted students. In the CBCS system, students are required to select course subjects based on their core competence, aptitude and skills. The teachers from all departments counsel the students regarding the scope of different courses being offered as well as provide guidance in relation to the student's aptitude and competence. Opportunity is also given to the students for changing their options if they are not able to cope with the courses they selected. Teachers remain available beyond class. Advanced learners are encouraged by study materials and reference books. Special lectures are arranged to integrate various issues with the syllabus.

File Description	Documents
Link for additional Information	<a href="#">NIL</a>
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
2744	28

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

Being affiliated to the Gour Banga University, the teaching-learning process of the institute goes in following the curriculum and guidelines of the university. In the teaching-learning process, the teachers use the student centric methods such as experiential learning, participative learning and problem-solving methodologies

in the classroom. In both the online and offline mode, for the conceptual understanding of a subject matter the teachers use the examples related to the students' everyday experience. In CBCS curriculum, the students are involved in the participative learning in terms of the interdisciplinary mode of teaching-learning process. In keeping mind the interdisciplinary mode of learning, special lectures are organised. The students are also involved in the problem-solving method of learning in terms of their participation in the different survey projects or field activities. But this is could not be conducted this year due to the present circumstances

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="#">NIL</a>

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

In the teaching-learning process, the teachers of the college use different ICT enabled tools in the classroom, such as, projector, laptop etc. In the present circumstance, as the teaching-learning method is entirely operated through online mode, the ICT tools are used in the forms like computer, laptop, Smartphone etc. Within these electronic devices, the teachers of the college most preferably use Google Meet, Zoom, Google classroom etc. For the better communication with the students the mediums like WhatsApp, Gmail are also used by the teachers. In keeping mind the present circumstance, these are the ICT based mediums used for the effective teaching-learning process in the institute. Apart from that, there are different webinars and lecture series have been organized for the students by the respective departments through online mode for better understanding of the subject matters. At present, as per the criterion of NEP 2020, the institute follows the mode of blended teaching-learning process in terms of conducting classes both in the offline and online mode for the effective teaching-learning act.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">NIL</a>

### 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

0

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

28

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

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

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

13

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



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

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

28

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

### 2.5 - Evaluation Process and Reforms

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

As per the guidelines of CBCS pattern, students of the college must go through the internal assessment which is of 18 marks. The internal assessment is divided into two parts, i.e., internal assessment and Tutorial assessment. The part of internal assessment is again divided into two parts where the students face a Contact Evaluation Test (CET) carrying 6 marks and are also evaluated on the basis of her attendance out of 4 marks. The tutorial part covers the rest 8 marks where the students face a written test or are given class assignments, projects etc. as per the different criterion of different subjects. In the part of internal assessment, the departments like English, Bengali, Sanskrit, History etc. conduct viva, seminar paper presentation, and power point presentation for the students' evaluation. On the other hand, the departments like Geography, Sociology etc. conduct laboratory-based activities and field activities respectively. In the online mode, the internal assessments are conducted through the online platforms like GMeet or Zoom where the students have to go through the viva or seminar paper presentation. For the tutorial part, students have to submit their assignments to the departmental mails. For the better communication and the transparency of the assessment each department has its different mail id and WhatsApp groups for the students' submission of their internal assignments or projects.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">NIL</a>

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

The internal assignments are given to the students within a set time frame. The students are given enough time to prepare project report and seminar papers. The Institution carries out effective planning to solvediscrepancies or grievances of the students regarding internal assessment. These are assessed and resolved by departments before submission to the College Monitoring Committee. Each department has a Monitoring Committee that verifies the internal assessment data of the students before it is put for display for the students to check. It was kept open for Student Grievances and Redressal. Students can also inform about their grievances directly to their respective departmental mail address or can inform their teachers by making a phone call. Internal Assessment Data was sent to the University as it would have in normal times subsequent to the approval of the College Monitoring Committee. The College has a system of Student Feedback, which facilitates effective implementation of evaluation processes. Internal Assessment Data was uploaded and displayed on the College Website with complete regularity and efficiency for all stakeholders. Ensuring transparency, the system of evaluation is effectively implemented.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">NIL</a>

## 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 vision and mission of the institution emphasizes on promoting value education through motivated trained faculty to help the student in acquiring life-long skill and achieving success in life. The College has a proper mechanism of communication of the learning



outcomes of the Programs and Courses. Hard Copy of syllabi is available in library and in the respective department. Students are well aware of the stated programme. We take initiative so that the student will be able to evaluate the need of knowledge in future life. They will be able to use technology in the delivery of assessment.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="#">NIL</a>
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

Programme and course are well defined. We take initiative to complete the task within the time frame. To assess the effectiveness of the programme we arrange group discussion within classroom. Through internal assessment we try to evaluate the programme outcome. The result of the university final examinations is uploaded in the website of the institution.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="#">NIL</a>

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

758

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

## 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)**

[NIL](#)

## 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)**

100000

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

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

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

1

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

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

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

7

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

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

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

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

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

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

5

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

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

#### NCC Camp in Darjeeling

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
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

1

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

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

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

10

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

### 3.4 - Collaboration

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

NIL

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

1

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The institution has adequate infrastructure and physical facilities for teaching-learning process. There are total eight departments in the college. Every department has its own classrooms. In the Geography department, there is a laboratory along with the separate classrooms. There are lab attendants in the college to properly maintain the laboratory. There are computer devices and projector in the every department and classrooms which are used for the effective teaching-learning process. The classrooms of every department are well-structured and it has the sitting capacity as per the required seats of the different subjects. There are also computers in every department for the departmental activities. In the library, there have also been added computer devices in the reading room for the students' effective self-learning. In the present circumstance, the teaching-learning process is affected due to its complete shift to the online mode where the adequate college infrastructure cannot be used as used earlier in the effective teaching-learning process.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

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

The institute has adequate facilities for cultural activities and games. There is an auditorium in the college for conducting the cultural programmes and other institutional activities. It is also used as a seminar hall where the different national and international seminars are organized by the various departments. The auditorium has the sitting capacity for around 300 people with a well-organized stage and other necessary equipments. There is a small ground within the college campus which is used as a playground. In this playground, both the students and teachers equally participate in the games like badminton. The student-teacher participation in these activities encourages the students to learn not only through the classroom education but also through participative learning outside the classroom. The cultural activities are also influential in case of students' participative learning. In the present crisis, these modes of learning are affected as those platforms of the institute could not be used since March, 2019.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

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

16

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>
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)

7.97

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

#### 4.2 - Library as a Learning Resource

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

- Name of ILMS software-KOHA
- Nature of Automation-Partially
- Version-20.11
- Year of Automation-2016

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://mwc-opac.kohacloud.in/cgi-bin/koha/opac-main.pl">https://mwc-opac.kohacloud.in/cgi-bin/koha/opac-main.pl</a>



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

**B. Any 3 of the above**

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

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

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

0

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

**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**

25

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

**4.3 - IT Infrastructure**

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

The college IT infrastructure was upgraded when financial assistance was accorded to the college in 2019 after receiving RUSA grant. There is one smart classroom, 14 projector based classrooms. Smart classroom is equipped with, LCD projector. Microphone system and speakers were installed. A well equipped computer laboratory is also functioning in the college with fully internet connectivity. The college library building is also facilitated with Wi-Fi connectivity and users can search their required documents through WEB-OPAC. The library is enriched with rich collections, well managed library documents, providing DATABASE, E-Journal/E-books through N-List database, WEB-OPAC facilities. In the college library there are 10 computers with internet connectivity for the students. The number of computers has been increased after getting RUSA grants. All the staff, students and teachers can access Wi-Fi according to their requirements. The whole college campus is under CCTV surveillance. All the teaching staff uses the ICT tools in the classroom whenever they needed. The teaching-learning process and the best practice have been done through digital mode with the help of online portals. Most of the official works being done with the help of ICT. The college is regularly maintaining the IT facilities by updating computers. Anti-virus is regularly installed in computers. Wi-Fi connectivity is available in all departmental rooms.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

#### 4.3.2 - Number of Computers

57

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

#### 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	No File Uploaded

#### 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)

2.28

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

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

In the college campus, there are different established systems for maintaining and utilizing the physical, academic and support facilities such as, laboratory, library, computers, classrooms and sports ground. In the institute, there is a laboratory in the Geography department. The laboratory is well maintained by the faculty member and the lab attendant as well. The minor faults of laboratory equipments (if any) are attended and repaired by the concerned department staff or hired technician whenever necessary. The minor faults related to the electricity and repairing of building are attended and repaired by the college electrician, hired technician, carpenters etc In the library reading room, computers are also available for the students. Within the college campus there is a small play ground. In this small sports ground, the students along with the teachers participate in badminton. Due to paucity of space, the annual sports competition is organized in other ground of the district. The classrooms of every department are well structured

and there are projectors in the classrooms for the effective teaching-learning process. There are also computers in every department for the departmental activities. For the maintenance of toilets college sweepers have been engaged for cleaning the toilets, washrooms, and buildings. Every department maintains stock registers for keeping the list of seminal library books.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

## 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

1392

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

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

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

12

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

**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**

File Description	Documents
Link to institutional website	<a href="#">NIL</a>
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**

**NIL**

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

**NIL**

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)	No File Uploaded

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

**D. Any 1 of the above**

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
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**

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
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**

169

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

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

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

6

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

The college encourages active students' participation in day to day work. The representation of students acts as a bridge between principal and students. At present we have no student representatives. They are mostly attached with different departments and committees like cultural committee, hostel committee and NSS and NCC wing. They put the grievances of students (if any) to the principal, who orders the convener of respective committee to handle that in a nice way. Most of teachers try to convey their message to other students via whatsapp group.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
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**

4

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

## 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



The college has started the process of registering the Alumni Association.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

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

The vision of the college is to become an institution of excellence leading to enlightening of minds of students and help them to become active participants in shaping the future world. This institution is the only institution for women in and around Malda district. Since its inception in 1970 it has significantly provide ample scope for women's education in different fields. The mission of the college is to impart quality education for all round development of students, to develop community sense through extension work and to inculcate moral values and leadership qualities among students. In following the vision of the institute it has been governed by a female principal for the better understanding of the female students. In keeping mind the vision and mission of the college the subject of Women's Studies is included as a separate discipline or subject in the college curriculum. The Principal as a governing authority of the college is student friendly in terms of dealing with the women student related issues. In order to serve the vision of the institute there has been formed an Anti Ragging Cell committee. There is also a female NCC unit in the institute which serves the vision and mission of the college in terms of breaking the gender stereotype or women's overall development and participation in the public service of the country.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
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 Higher education department gives sufficient freedom to the Principal, as an academic head of the institution to function in order to fulfill the vision and mission of the institution. Academic responsibilities are fairly divided among all the staff members. Committees are formed in the teachers' council meetings of the institution for the various academic and co curricular activities to be conducted during the academic year. Subcommittees consist of both teaching and non teaching members. Non teaching members are included in the committee after discussion with them. This ensures decentralization and participative management in the institution. The list of committees is displayed at the beginning of the academic year on the staff notice-book. The Principal of the College holds regular meetings with the teaching and non-teaching staff. In these meetings, various issues are taken up for discussion before arriving at a final decision. The institution always encourages a participative atmosphere to conduct activities in smooth and satisfactory manner.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Institution has a perspective plan. The institution gives emphasis on quality enhancement, healthy teaching-learning environment and enhancement of student support systems. The institution takes initiatives to implement Kanyashree, Ekyashree and minority development facilities provided by the government of West Bengal for the students. The institution takes initiatives to improve student success rate with a strong emphasis on effective integration of

technology in the teaching-learning process. We have successfully implemented RUSA 2.0 under component 9; grant for updating technology in the institution. This has been utilized in renovation of student's hostel, staff quarter and administrative building and purchasing various equipments, books, desktops, laptops, kitchen equipments for student's hostel.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>
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.

The institution is under government undertaking by Higher Education Department of West Bengal Govt. Accordingly we follow appointment and service rules as made by the Higher Education Department, government of West Bengal. Full time teachers are appointed by West Bengal College Service Commission. In the institution, the Principal is involved in the implementation of plans of the College through various subcommittees comprising teaching and non-teaching staff. The committees are formed at the beginning of the year and are assigned the tasks according to the institutional plans. For the smooth conduct of all administrative activities various administrative committees are formed to conduct Admissions, Examinations, Sports, Purchase, maintaining Discipline. Committees are also formed for curricular and extracurricular activities. All the committees conduct meeting and make their own action plan within the frame work of institutional plan.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Link to Organogram of the Institution webpage	<a href="#">NIL</a>
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

C. Any 2 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)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

Being a government undertaking, the institution enjoys all facilities of welfare scheme for employees provided by the Govt. of West Bengal. The Government Order is strictly followed in case of maternity leave, earned leave, casual leave, pay fixation, provident fund etc. Teachers and nonteaching staff is also entitled to get financial assistance from prudent fund in case of dire need. The institution also provides staff quarter for faculty members on rented accommodation Teachers' Council also maintain a fund contributing annual subscription. In addition to this non-teaching Staff of the institution enjoys Puja Bonus during Durga Puja.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
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)	<a href="#">View File</a>

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

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

0

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

8

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

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

The institution strictly follows UGC regulation in monitoring performance appraisal for teaching staff. Appraisal system of teaching staff is done through Career Advancement Scheme for promotion to higher stages. The procedure is supervised by IQAC. The Principal takes initiatives reviewing the performance appraisal of the concerned teacher. Annual Progress Report reflects details of performance of teachers including participation in orientation course/ workshop/ presentation of papers in seminar. The teaching performance is also graded considering participation of the teacher in curricular, co-curricular and extracurricular activities. Nominees of the government and from University are invited to assess the performance appraisal of the concerned teacher. After necessary scrutiny all papers are submitted to the Directorate of Public Instruction, Government of West Bengal. For non teaching staff Appraisal is done with the internal members of the IQAC and the Principal. The proposal is then sent to DPI.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
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



The institution strictly conducts internal and external audit regularly. All the process in the college is monitored by the principal. The copies of the audit are also preserved in the college for records. Audit has done for the financial year 2019-20 by D.P.I. appointed auditor Mr. Chayan Guptan and Associates on 7th & 8th Dec, 2021. Internal auditor is done by P. Chakraborty and Associates.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
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

Optimum end use of the funds is made as per the rules and regulations and is subjected to audit by DPI, government of West Bengal. Money collected from students and different fees are part of college fund (after depositing 50% to government fund through TR form-7 every year). These funds are utilized for the benefit of students and for meeting other minor expenses of the college. The college also receives fund as seat rent for external examinations conducted by other agencies. To ensure the optimum end use of these funds purchasing committees are formed.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
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

In order to enhance the quality of the institution in all spheres, various quality assurance strategies are initiated by the IQAC of the institution. All the faculty members are encouraged and supported to participate in Orientation, Refresher courses, Workshops, Seminars and conferences related to the teacher-learning process and research. They are also motivated to develop their leadership qualities and administrative skills. Meetings of teachers Council are conducted under the chairmanship of Principal with the fixed agenda and suggestions are taken from all the members for improvement and better implementation of curriculum. All the teachers are encouraged to use audio-visual teaching aids, charts, models etc. for effective teaching-learning processes. LCD's are installed in all the classrooms of the college. IQAC takes initiatives to organize seminar, special lecture conducted by various departments. The institution also provides guidelines to the students to get the post- Matric scholarships. The poor and needy students are provided with financial aid out of the college local fund Under CBCS several skill enhancement ability courses have been introduced for various subjects. Students are free to choose any one as per their preference. The students are also encouraged to participate in various activities to acquire knowledge and life skill.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
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 institution reviews its teaching learning process, structure and**



methodologies of operations and learning outcomes at periodic intervals. The whole process of monitoring is maintained by IQAC. IQAC has taken initiatives to use ICT in teaching learning process.

Teachers are encouraged to use ICT enabled classroom. General students are using computers in library reading room. They are encouraged to prepare project (as prescribed by different departments) and take active part in presentation of paper at the time of internal assessment.

WE have received first installment from RUSA 2.0 under component 9, infrastructural grants to college and Universities. We have purchased books for central library, Desktops, Laptops and projectors for all the departments.

In addition we have received grants of Rs 3 lakhs for purchasing equipments for multi-gym. It has been already installed.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
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	<a href="#">NIL</a>
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)	No File Uploaded

## 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

The institution is the only women college in the district and provides safety and security for the young women in the college campus. We believe that gender sensitized academic environment is required for women empowerment. We offer women Studies as an optional subject in B.A general subject. We also organize seminar, webinar on gender sensitized topics. Our NSS unit has organized a talk on 'love for life', a moral discussion on suicide. This is highly appreciated by the young women students. The Department of English has also organized a gender sensitized webinar. The webinar intends to explore the gender dynamics and related shifts probable post Covid-19,

We always take care of our girl students and maintain a cordial relation so that they are free to express their personal problem. There is no report of ragging and sexual harassment by the student. The institute also provides a common room with TV facilities for the students. The institute provides first aid facilities for the students. In case of emergency, we get help from Malda Medical college Hospital situated very adjacent to our campus.

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

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

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

**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**

**Our college is devoted solely to the study of humanities group. We have no such toxic chemical wastes. Most of the waste collected is biodegradable. For collecting the solid waste from every corner of the campus substantial number of dustbins are installed. Solid wastes are deposited in the municipality van. The solid biodegradable waste dumped for decomposition to be used as a source of bio fertilizer. All the liquid waste from washroom, bathroom is disposed off through systematic drainage. We always take care that there is no waste of water in the campus, and hostel. The college has minimum e-waste. The waste if any is sold to vendors.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">NIL</a>
Any other relevant information	No File Uploaded

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

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:**

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

- 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**

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
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**

**D. Any 1 of the above**

**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

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

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

**D. Any 1 of the above**

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).**

**Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic,**

communal socio economic and other diversities. Annual sports and cultural activities are organized to promote harmony towards each other. In our institution students from different community participate in Saraswati Puja and other commemorative days like Independence Day, Republic Day, and Foundation Day. WE take initiative to maintain healthy environment through our NCC and NSS units. Students are given opportunity to avail minority scholarship, SC ST OBC Scholarship provided by the government of West Bengal

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

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

In order to sensitize both the students and employees of the institute there are different programmes organized by the college and the respective departments as well. In the Political Science department, a team of Youth Parliament is formed out of the departmental students to participate in the District or State level Youth Parliament competition. There are NSS and NCC units in the college where different programmes have been organized to inculcate the different values related to the constitutional obligations in the students and the employees as well. In the NCC unit the activity of cleaning the historical place (Jaharatala Temple) was influential in inculcating the constitutional values and duties regarding to preserve the historical monuments which was happened in January, 2019. In the college ground there are also celebrated the national ceremonial days like Republic Day, Netaji's Birthday, Independence day etc.

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

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

Institute celebrates national commemorative days like Republic Day and Independence Day. We also celebrate our Foundation Day on 10th August, every year. WE also celebrate Saraswati Puja in our campus. In addition to that we arrange different seminars to instill academic interest. The Department of Philosophy had organized seminars on Yoga. The department of Geography had arranged seminar on Environment. Department of English had arranged seminar on Gender sensitization.

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	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.

**TITLE OF THE BEST PRACTICE:**

**1. Use of ICT**

**Goal:** Objective of the practice is to enable us to face the unprecedented situation. In the context of pandemic, almost everything was closed. It was impossible to continue the teaching-learning process in offline mode. The challenging issues is to upgrade ourselves with this situation. There is a big gap between teachers and students and with other stake holders. However, this challenge was dealt with efficiency by our College administration. There is dearth need of ICT knowledge to continue teaching- learning process. And we all try to deal with it in our day to day activities with online mode. Our institution, following the instruction of Higher Education Department, opens off line class after a long time. The impact was severe for some students as they had lost from the learning periphery. Our objective is to use basic ICT in teaching-learning process.

**The practice & the evidence of the success:** The college administration prepares the list of students with mobile number given in the admission form. We had made group in WhatsApp and try to contact our students. It's a laborious work since a number of students are coming from remote areas. And we are practicing ICT tools in online mode to achieve our goal.

**Problem:** The lack of basic technical knowledge. Our challenge is to provide the necessary facilities to our students living in distant area. The institution has limited fund to organize basic training to such students. We have limited fund to provide mobile to the students.

**Success:** In spite of limitations, students are gradually adopting with the current situation and trying to achieve the goal.

**2. Involving students in co-curricular activities:**

**Goal:** To develop team spirit, and leadership quality and self confidence.

**Context:** Developing team spirit is the pillar of success in life.

**The practice:** Our students regularly practiced for youth parliament

and other activities.

**Success:** Our student participated in Youth Parliament contest at local level, district level and State level in 2019-20. They had achieved success. Our teacher Dr. Juthika Banerjee had guided them and they won prizes, money and prestige.

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

The notion that women should only remain restricted to the domestic sphere was challenged by the college. With a vision to empower women and to involve them in decision making processes, the institution imparts value based education to women and to make them progressive and responsible citizen of India. Starting with only 35 students in 1970, we are now near about 3000 women students aimed to achieve excellence in education. Our Mission is to build a life of the mind and sensitize and orient its students to the service of the community. The institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal, socio economic, and other diversities. We encourage our students to participate in different programs, events, festivals, and other activities to maintain a healthy environment in academic sphere.

## 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

1. In the effective teaching learning process, a well-planned curriculum is a matter of great concern. The Institution ensures effective curriculum following the academic calendar provided by Gour Banga University. Teachers are actively involved in curriculum design through members of Board of Studies, participation in syllabus revision workshop and meetings. The curriculum has been regularly upgraded to maintain flexibility and responsiveness of changing environments. The head of every department submits a workload statement at the beginning of every semester, over which the general time-table is prepared. Accordingly, each department prepares its own teaching plan allotting term-wise topics to be taught within the stipulated time. For implementation of curriculum and comprehensive understanding of specified syllabus among the students, different seminars, special lecture series are organized by the departments of the college. Through a series of interactive activities like classroom teaching, group discussions, debate, the students are being given practical insight into the curriculum. The tutorial and class test examinations are conducted in order to assess the understanding of the students. The examination results are reviewed and the weaker students are taught again in extra classes.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

The institute is affiliated to University of Gour Banga. Before the commencement of the semester, the IQAC prepare an academic calendar based on the calendar prepared by the affiliating Gour Banga University. This academic calendar includes the dates for internal examinations, seminars, workshops, special lecture series and other co curricular and extra-curricular activities. Academic Calendar contains tentative dates of registration, commencement of classes, examinations. Following this calendar each department prepares the class timetable and course plan for the semester. The course plan containing class timetable, semester calendar and syllabus is given to all the students. At the beginning of the semester, faculty members informed students about various components in the assessment process. Internal assessment test schedule are communicated to the students well in advance. In the online mode, the internal assessments are conducted through the online platforms like Google Meet or Zoom where the students have to go through the viva or seminar paper presentation. For the tutorial part, students have to submit their assignments to the departmental mails. For the better communication and the transparency of the assessment each department has its different mail id and WhatsApp groups for the students' submission of their internal assignments or projects. IQAC periodically monitors the coverage of syllabus, quality of question papers and assignments.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

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

2

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)	No File Uploaded

### 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)

0

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

0

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

0

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

We cannot design the curriculum. But we integrate various issues related to gender, environment and sustainability, human values and professional ethics. We organize various programmes and webinars focusing on these issues. Department of English has organized a webinar on gender sensitization. Department of Geography has organized webinar on environment and sustainability.

Environment and sustainability are taught in Environmental studies, Geography and Economics. The college offers Women's Studies as an optional subject in B.A. general course. In Economics (hons and general courses), DSE 5.1 is related to Environmental Economics. DSE 5.2 is related to gender and development. Environment sustainability (DC-6.2) and gender budgeting have also incorporated in the syllabus of Economics. The present CBCS syllabus (both English honours and general courses) has extensively incorporated texts and topics related to gender, professional ethics and environment sustainability. There are several papers which have focussed on women writers from various ages of English literature as well as Indian and other non-English literatures. From Aphra Behn to Jackie Kay and from Kamala Das to Jhumpa Lahiri, the syllabus highlights issues related to women. Besides, a plethora of texts are widely read from gender lens. Ruskin Bond's "The Cherry Tree" has been specifically introduced to imbibe sympathetic values towards nature and environment sustainability.

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Cocurricular and Extracurricular Activities also. Programs conducted under N. S. S., N.C.C., and help to inculcate human values among students.



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	No File Uploaded

### 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



<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>D. Any 1 of the above</b>								
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>URL for stakeholder feedback report</td><td><a href="#">View File</a></td></tr> <tr> <td>Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)</td><td>No File Uploaded</td></tr> <tr> <td>Any additional information(Upload)</td><td>No File Uploaded</td></tr> </tbody> </table>	File Description	Documents	URL for stakeholder feedback report	<a href="#">View File</a>	Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded	Any additional information(Upload)	No File Uploaded	
File Description	Documents								
URL for stakeholder feedback report	<a href="#">View File</a>								
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded								
Any additional information(Upload)	No File Uploaded								
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>D. Feedback collected</b>								
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Upload any additional information</td><td>No File Uploaded</td></tr> <tr> <td>URL for feedback report</td><td>Nil</td></tr> </tbody> </table>	File Description	Documents	Upload any additional information	No File Uploaded	URL for feedback report	Nil			
File Description	Documents								
Upload any additional information	No File Uploaded								
URL for feedback report	Nil								
<b>TEACHING-LEARNING AND EVALUATION</b>									
<b>2.1 - Student Enrollment and Profile</b>									
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>									
<b>2.1.1.1 - Number of sanctioned seats during the year</b>									
<b>1478</b>									
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Any additional information</td><td>No File Uploaded</td></tr> <tr> <td>Institutional data in prescribed format</td><td><a href="#">View File</a></td></tr> </tbody> </table>	File Description	Documents	Any additional information	No File Uploaded	Institutional data in prescribed format	<a href="#">View File</a>			
File Description	Documents								
Any additional information	No File Uploaded								
Institutional data in prescribed format	<a href="#">View File</a>								
<b>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)</b>									

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

523

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

**2.2 - Catering to Student Diversity**

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

This institution is the only women's institution in the district. Many of our students are from various socio-economic backgrounds. The college conducts every possible measure to assess the learning levels of its students. The students are oriented at the beginning of the session to make them aware about the course, mode of internal assessment, external assessment, curricular and co-curricular activities, rules and regulations of the institution as well as facilities available in the college. At the beginning of each course teachers assess the learning levels of the students in the class, their knowledge about the course and accordingly special programs for advanced learners and slow learners are planned. Extra classes are conducted for slow learners. After the completion of syllabus, some related topics are also repeated for slow learners and late admitted students. In the CBCS system, students are required to select course subjects based on their core competence, aptitude and skills. The teachers from all departments counsel the students regarding the scope of different courses being offered as well as provide guidance in relation to the student's aptitude and competence. Opportunity is also given to the students for changing their options if they are not able to cope with the courses they selected. Teachers remain available beyond class. Advanced learners are encouraged by study materials and reference books. Special lectures are arranged to integrate various issues with the syllabus.

File Description	Documents
Link for additional Information	<a href="#">NIL</a>
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
2744	28

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

Being affiliated to the Gour Banga University, the teaching-learning process of the institute goes in following the curriculum and guidelines of the university. In the teaching-learning process, the teachers use the student centric methods such as experiential learning, participative learning and problem-solving methodologies in the classroom. In both the online and offline mode, for the conceptual understanding of a subject matter the teachers use the examples related to the students' everyday experience. In CBCS curriculum, the students are involved in the participative learning in terms of the interdisciplinary mode of teaching-learning process. In keeping mind the interdisciplinary mode of learning, special lectures are organised. The students are also involved in the problem-solving method of learning in terms of their participation in the different survey projects or field activities. But this is could not be conducted this year due to the present circumstances

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="#">NIL</a>

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

In the teaching-learning process, the teachers of the college use different ICT enabled tools in the classroom, such as, projector, laptop etc. In the present circumstance, as the teaching-learning method is entirely operated through online mode, the ICT tools are used in the forms like computer, laptop, Smartphone etc.

Within these electronic devices, the teachers of the college most preferably use Google Meet, Zoom, Google classroom etc. For the better communication with the students the mediums like WhatsApp, Gmail are also used by the teachers. In keeping mind the present circumstance, these are the ICT based mediums used for the effective teaching-learning process in the institute. Apart from that, there are different webinars and lecture series have been organized for the students by the respective departments through online mode for better understanding of the subject matters. At present, as per the criterion of NEP 2020, the institute follows the mode of blended teaching-learning process in terms of conducting classes both in the offline and online mode for the effective teaching-learning act.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">NIL</a>

### 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

0

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

28

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

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

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

13

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

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

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

28

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

#### **2.5 - Evaluation Process and Reforms**

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

As per the guidelines of CBCS pattern, students of the college must go through the internal assessment which is of 18 marks. The internal assessment is divided into two parts, i.e., internal assessment and Tutorial assessment. The part of internal assessment is again divided into two parts where the students face a Contact Evaluation Test (CET) carrying 6 marks and are also evaluated on the basis of her attendance out of 4 marks. The tutorial part covers the rest 8 marks where the students face a written test or are given class assignments, projects etc. as per the different criterion of different subjects. In the part of internal assessment, the departments like English, Bengali, Sanskrit, History etc. conduct viva, seminar paper presentation, and power point presentation for the students' evaluation. On the other hand, the departments like Geography, Sociology etc. conduct laboratory-based activities and field activities respectively. In the online mode, the internal assessments are conducted through the online platforms like GMeet or Zoom where the students have to go through the viva or seminar paper presentation. For the tutorial part, students have to submit their assignments to the departmental mails. For the better communication and the transparency of the assessment each department has its different mail id and WhatsApp groups for the students' submission of their internal assignments or projects.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">NIL</a>

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

The internal assignments are given to the students within a set time frame. The students are given enough time to prepare project report and seminar papers. The Institution carries out effective planning to solve discrepancies or grievances of the students regarding internal assessment. These are assessed and resolved by departments before submission to the College Monitoring Committee. Each department has a Monitoring Committee that verifies the internal assessment data of the students before it is put for display for the students to check. It was kept open for Student Grievances and Redressal. Students can also inform about their grievances directly to their respective departmental mail address or can inform their teachers by making a phone call. Internal Assessment Data was sent to the University as it would



have in normal times subsequent to the approval of the College Monitoring Committee. The College has a system of Student Feedback, which facilitates effective implementation of evaluation processes. Internal Assessment Data was uploaded and displayed on the College Website with complete regularity and efficiency for all stakeholders. Ensuring transparency, the system of evaluation is effectively implemented.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">NIL</a>

## 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 vision and mission of the institution emphasizes on promoting value education through motivated trained faculty to help the student in acquiring life-long skill and achieving success in life. The College has a proper mechanism of communication of the learning outcomes of the Programs and Courses. Hard Copy of syllabi is available in library and in the respective department. Students are well aware of the stated programme. We take initiative so that the student will be able to evaluate the need of knowledge in future life. They will be able to use technology in the delivery of assessment.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="#">NIL</a>
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

Programme and course are well defined. We take initiative to complete the task within the time frame. To assess the effectiveness of the programme we arrange group discussion within



classroom. Through internal assessment we try to evaluate the programme outcome. The result of the university final examinations is uploaded in the website of the institution.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="#">NIL</a>

### 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

758

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

### 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)

[NIL](#)

### 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)

100000

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

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

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

1

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

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

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

7

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

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

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

5

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

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

**NCC Camp in Darjeeling**

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
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**

1

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

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

10

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

### 3.4 - Collaboration

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

NIL

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**

1

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The institution has adequate infrastructure and physical facilities for teaching-learning process. There are total eight departments in the college. Every department has its own classrooms. In the Geography department, there is a laboratory along with the separate classrooms. There are lab attendants in the college to properly maintain the laboratory. There are computer devices and projector in the every department and classrooms which are used for the effective teaching-learning process. The classrooms of every department are well-structured and it has the sitting capacity as per the required seats of the different subjects. There are also computers in every department for the departmental activities. In the library, there have also been added computer devices in the reading room for the students' effective self-learning. In the present circumstance, the teaching-learning process is affected due to its complete shift to the online mode where the adequate college infrastructure cannot be used as used earlier in the effective teaching-learning process.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

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

The institute has adequate facilities for cultural activities and games. There is an auditorium in the college for conducting the cultural programmes and other institutional activities. It is also used as a seminar hall where the different national and international seminars are organized by the various departments. The auditorium has the sitting capacity for around 300 people with a well-organized stage and other necessary equipments. There is a small ground within the college campus which is used as a playground. In this playground, both the students and teachers equally participate in the games like badminton. The student-teacher participation in these activities encourages the students to learn not only through the classroom education but also through participative learning outside the classroom. The cultural activities are also influential in case of students'

participative learning. In the present crisis, these modes of learning are affected as those platforms of the institute could not be used since March, 2019.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

#### 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

16

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>
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)

7.97



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

## 4.2 - Library as a Learning Resource

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

- Name of ILMS software-KOHA
- Nature of Automation-Partially
- Version-20.11
- Year of Automation-2016

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://mwc-opac.kohacloud.in/cgi-bin/koha/opac-main.pl">https://mwc-opac.kohacloud.in/cgi-bin/koha/opac-main.pl</a>

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

**B. Any 3 of the above**

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

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

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

0

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

**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**

25

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

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

The college IT infrastructure was upgraded when financial assistance was accorded to the college in 2019 after receiving RUSA grant. There is one smart classroom, 14 projector based classrooms. Smart classroom is equipped with, LCD projector. Microphone system and speakers were installed. A well equipped computer laboratory is also functioning in the college with fully internet connectivity. The college library building is also facilitated with Wi-Fi connectivity and users can search their required documents through WEB-OPAC. The library is enriched with rich collections, well managed library documents, providing DATABASE, E-Journal/E-books through N-List database, WEB-OPAC facilities. In the college library there are 10 computers with internet connectivity for the students. The number of computers has been increased after getting RUSA grants. All the staff, students and teachers can access Wi-Fi according to their requirements. The whole college campus is under CCTV

surveillance. All the teaching staff uses the ICT tools in the classroom whenever they needed. The teaching-learning process and the best practice have been done through digital mode with the help of online portals. Most of the official works being done with the help of ICT. The college is regularly maintaining the IT facilities by updating computers. Anti-virus is regularly installed in computers. Wi-Fi connectivity is available in all departmental rooms.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

#### 4.3.2 - Number of Computers

57

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

#### 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	No File Uploaded

#### 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)

2.28

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

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

In the college campus, there are different established systems for maintaining and utilizing the physical, academic and support facilities such as, laboratory, library, computers, classrooms and sports ground. In the institute, there is a laboratory in the Geography department. The laboratory is well maintained by the faculty member and the lab attendant as well. The minor faults of laboratory equipments (if any) are attended and repaired by the concerned department staff or hired technician whenever necessary. The minor faults related to the electricity and repairing of building are attended and repaired by the college electrician, hired technician, carpenters etc In the library reading room, computers are also available for the students. Within the college campus there is a small play ground. In this small sports ground, the students along with the teachers participate in badminton. Due to paucity of space, the annual sports competition is organized in other ground of the district. The classrooms of every department are well structured and there are projectors in the classrooms for the effective teaching-learning process. There are also computers in every department for the departmental activities. For the maintenance of toilets college sweepers have been engaged for cleaning the toilets, washrooms, and buildings. Every department maintains stock registers for keeping the list of seminal library books.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

#### 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****1392**

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

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year****5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year****12**

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

**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**

File Description	Documents
Link to institutional website	<a href="#">NIL</a>
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

NIL

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

NIL

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

**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**

D. Any 1 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
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

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
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

169

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

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

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



government examinations) during the year

6

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
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 )**

The college encourages active students' participation in day to day work. The representation of students acts as a bridge between principal and students. At present we have no student representatives. They are mostly attached with different departments and committees like cultural committee, hostel committee and NSS and NCC wing. They put the grievances of students (if any) to the principal, who orders the convener of respective committee to handle that in a nice way. Most of teachers try to convey their message to other students via whatsapp group.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
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

4

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

### 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

The college has started the process of registering the Alumni Association.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

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

The vision of the college is to become an institution of excellence leading to enlightening of minds of students and help them to become active participants in shaping the future world. This institution is the only institution for women in and around Malda district. Since its inception in 1970 it has significantly provide ample scope for women's education in different fields. The mission of the college is to impart quality education for all round development of students, to develop community sense through extension work and to inculcate moral values and leadership qualities among students. In following the vision of the institute it has been governed by a female principal for the better understanding of the female students. In keeping mind the vision and mission of the college the subject of Women's Studies is included as a separate discipline or subject in the college curriculum. The Principal as a governing authority of the college is student friendly in terms of dealing with the women student related issues. In order to serve the vision of the institute there has been formed an Anti Ragging Cell committee. There is also a female NCC unit in the institute which serves the vision and mission of the college in terms of breaking the gender stereotype or women's overall development and participation in the public service of the country.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
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 Higher education department gives sufficient freedom to the

Principal, as an academic head of the institution to function in order to fulfill the vision and mission of the institution. Academic responsibilities are fairly divided among all the staff members. Committees are formed in the teachers' council meetings of the institution for the various academic and co curricular activities to be conducted during the academic year. Subcommittees consist of both teaching and non teaching members. Non teaching members are included in the committee after discussion with them. This ensures decentralization and participative management in the institution. The list of committees is displayed at the beginning of the academic year on the staff notice-book. The Principal of the College holds regular meetings with the teaching and non-teaching staff. In these meetings, various issues are taken up for discussion before arriving at a final decision. The institution always encourages a participative atmosphere to conduct activities in smooth and satisfactory manner.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

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

Institution has a perspective plan. The institution gives emphasis on quality enhancement, healthy teaching-learning environment and enhancement of student support systems. The institution takes initiatives to implement Kanyashree, Ekyashree and minority development facilities provided by the government of West Bengal for the students. The institution takes initiatives to improve student success rate with a strong emphasis on effective integration of technology in the teaching-learning process. We have successfully implemented RUSA 2.0 under component 9; grant for updating technology in the institution. This has been utilized in renovation of student's hostel, staff quarter and administrative building and purchasing various equipments, books, desktops, laptops, kitchen equipments for student's hostel.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>
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.

The institution is under government undertaking by Higher Education Department of West Bengal Govt. Accordingly we follow appointment and service rules as made by the Higher Education Department, government of West Bengal. Full time teachers are appointed by West Bengal College Service Commission. In the institution, the Principal is involved in the implementation of plans of the College through various subcommittees comprising teaching and non- teaching staff. The committees are formed at the beginning of the year and are assigned the tasks according to the institutional plans. For the smooth conduct of all administrative activities various administrative committees are formed to conduct Admissions, Examinations, Sports, Purchase, maintaining Discipline. Committees are also formed for curricular and extracurricular activities. All the committees conduct meeting and make their own action plan within the frame work of institutional plan.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Link to Organogram of the Institution webpage	<a href="#">NIL</a>
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**

C. Any 2 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)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

Being a government undertaking, the institution enjoys all facilities of welfare scheme for employees provided by the Govt. of West Bengal. The Government Order is strictly followed in case of maternity leave, earned leave, casual leave, pay fixation, provident fund etc. Teachers and nonteaching staff is also entitled to get financial assistance from prudent fund in case of dire need. The institution also provides staff quarter for faculty members on rented accommodation Teachers' Council also maintain a fund contributing annual subscription. In addition to this non-teaching Staff of the institution enjoys Puja Bonus during Durga Puja.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
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)	<a href="#">View File</a>

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

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

0

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

8



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

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

The institution strictly follows UGC regulation in monitoring performance appraisal for teaching staff. Appraisal system of teaching staff is done through Career Advancement Scheme for promotion to higher stages. The procedure is supervised by IQAC. The Principal takes initiatives reviewing the performance appraisal of the concerned teacher. Annual Progress Report reflects details of performance of teachers including participation in orientation course/ workshop/ presentation of papers in seminar. The teaching performance is also graded considering participation of the teacher in curricular, co-curricular and extracurricular activities. Nominees of the government and from University are invited to assess the performance appraisal of the concerned teacher. After necessary scrutiny all papers are submitted to the Directorate of Public Instruction, Government of West Bengal. For non teaching staff Appraisal is done with the internal members of the IQAC and the Principal. The proposal is then sent to DPI.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
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

The institution strictly conducts internal and external audit regularly. All the process in the college is monitored by the principal. The copies of the audit are also preserved in the college for records. Audit has done for the financial year 2019-20 by D.P.I. appointed auditor Mr. Chayan Guptan and Associates on 7th & 8th Dec, 2021. Internal auditor is done by P. Chakraborty and Associates.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
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

Optimum end use of the funds is made as per the rules and regulations and is subjected to audit by DPI, government of West Bengal. Money collected from students and different fees are part of college fund (after depositing 50% to government fund through TR form-7 every year). These funds are utilized for the benefit of students and for meeting other minor expenses of the college. The college also receives fund as seat rent for external examinations conducted by other agencies. To ensure the optimum end use of these funds purchasing committees are formed.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
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

In order to enhance the quality of the institution in all spheres, various quality assurance strategies are initiated by the IQAC of the institution. All the faculty members are encouraged and supported to participate in Orientation, Refresher courses, Workshops, Seminars and conferences related to the teacher-learning process and research. They are also motivated to develop their leadership qualities and administrative skills. Meetings of teachers Council are conducted under the chairmanship of Principal with the fixed agenda and suggestions are taken from all the members for improvement and better implementation of curriculum. All the teachers are encouraged to use audio-visual teaching aids, charts, models etc. for effective teaching-learning processes. LCD's are installed in all the classrooms of the college. IQAC takes initiatives to organize seminar, special lecture conducted by various departments. The institution also provides guidelines to the students to get the post- Matric scholarships. The poor and needy students are provided with financial aid out of the college local fund Under CBCS several skill enhancement ability courses have been introduced for various subjects. Students are free to choose any one as per their preference. The students are also encouraged to participate in various activities to acquire knowledge and life skill.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
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 institution reviews its teaching learning process, structure and methodologies of operations and learning outcomes at periodic intervals. The whole process of monitoring is maintained by IQAC. IQAC has taken initiatives to use ICT in teaching learning process.

Teachers are encouraged to use ICT enabled classroom. General students are using computers in library reading room. They are encouraged to prepare project (as prescribed by different departments) and take active part in presentation of paper at the time of internal assessment.

WE have received first installment from RUSA 2.0 under component 9, infrastructural grants to college and Universities. We have purchased books for central library, Desktops, Laptops and projectors for all the departments.

In addition we have received grants of Rs 3 lakhs for purchasing equipments for multi-gym. It has been already installed.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
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	<a href="#">NIL</a>
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)	No File Uploaded

## 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

The institution is the only women college in the district and provides safety and security for the young women in the college campus. We believe that gender sensitized academic environment is required for women empowerment. We offer women Studies as an optional subject in B.A general subject. We also organize seminar, webinar on gender sensitized topics. Our NSS unit has organized a talk on 'love for life', a moral discussion on suicide. This is highly appreciated by the young women students. The Department of English has also organized a gender sensitized webinar. The webinar intends to explore the gender dynamics and related shifts probable post Covid-19,

We always take care of our girl students and maintain a cordial relation so that they are free to express their personal problem. There is no report of ragging and sexual harassment by the student. The institute also provides a common room with TV facilities for the students. The institute provides first aid facilities for the students. In case of emergency, we get help from Malda Medical college Hospital situated very adjacent to our campus.

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

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

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

**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**

**Our college is devoted solely to the study of humanities group. We have no such toxic chemical wastes. Most of the waste collected is biodegradable. For collecting the solid waste from every corner of the campus substantial number of dustbins are installed. Solid wastes are deposited in the municipality van. The solid biodegradable waste dumped for decomposition to be used as a source of bio fertilizer. All the liquid waste from washroom, bathroom is disposed off through systematic drainage. We always take care that there is no waste of water in the campus, and hostel. The college has minimum e-waste. The waste if any is sold to vendors.**



File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">NIL</a>
Any other relevant information	No File Uploaded

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

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	No File Uploaded
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**

**D. Any 1 of the above**



**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

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

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

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

**D. Any 1 of the above**

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).**

**Institution provides an inclusive environment for everyone with**

tolerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities. Annual sports and cultural activities are organized to promote harmony towards each other. In our institution students from different community participate in Saraswati Puja and other commemorative days like Independence Day, Republic Day, and Foundation Day. WE take initiative to maintain healthy environment through our NCC and NSS units. Students are given opportunity to avail minority scholarship, SC ST OBC Scholarship provided by the government of West Bengal

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

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

In order to sensitize both the students and employees of the institute there are different programmes organized by the college and the respective departments as well. In the Political Science department, a team of Youth Parliament is formed out of the departmental students to participate in the District or State level Youth Parliament competition. There are NSS and NCC units in the college where different programmes have been organized to inculcate the different values related to the constitutional obligations in the students and the employees as well. In the NCC unit the activity of cleaning the historical place (Jaharatala Temple) was influential in inculcating the constitutional values and duties regarding to preserve the historical monuments which was happened in January, 2019. In the college ground there are also celebrated the national ceremonial days like Republic Day, Netaji's Birthday, Independence day etc.

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.**

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**

Institute celebrates national commemorative days like Republic Day and Independence Day. We also celebrate our Foundation Day on 10th August, every year. WE also celebrate Saraswati Puja in our campus. In addition to that we arrange different seminars to instill academic interest. The Department of Philosophy had organized seminars on Yoga. The department of Geography had arranged seminar on Environment. Department of English had arranged seminar on Gender sensitization.

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	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.

### TITLE OF THE BEST PRACTICE:

#### 1. Use of ICT

**Goal:** Objective of the practice is to enable us to face the unprecedented situation. In the context of pandemic, almost everything was closed. It was impossible to continue the teaching-learning process in offline mode. The challenging issues is to upgrade ourselves with this situation. There is a big gap between teachers and students and with other stake holders. However, this challenge was dealt with efficiency by our College administration. There is dearth need of ICT knowledge to continue teaching- learning process. And we all try to deal with it in our day to day activities with online mode. Our institution, following the instruction of Higher Education Department, opens off line class after a long time. The impact was severe for some students as they had lost from the learning periphery. Our objective is to use basic ICT in teaching-learning process.

**The practice & the evidence of the success:** The college administration prepares the list of students with mobile number given in the admission form. We had made group in WhatsApp and try to contact our students. It's a laborious work since a number of students are coming from remote areas. And we are practicing ICT tools in online mode to achieve our goal.

**Problem:** The lack of basic technical knowledge. Our challenge is to provide the necessary facilities to our students living in distant area. The institution has limited fund to organize basic training to such students. We have limited fund to provide mobile to the students.

**Success:** In spite of limitations, students are gradually adopting with the current situation and trying to achieve the goal.

## 2. Involving students in co-curricular activities:

**Goal:** To develop team spirit, and leadership quality and self confidence.

**Context:** Developing team spirit is the pillar of success in life.

**The practice:** Our students regularly practiced for youth parliament and other activities.

**Success:** Our student participated in Youth Parliament contest at local level, district level and State level in 2019-20. They had achieved success. Our teacher Dr. Juthika Banerjee had guided them and they won prizes, money and prestige.

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

The notion that women should only remain restricted to the domestic sphere was challenged by the college. With a vision to empower women and to involve them in decision making processes, the institution imparts value based education to women and to make them progressive and responsible citizen of India. Starting with only 35 students in 1970, we are now near about 3000 women students aimed to achieve excellence in education. Our Mission is to build a life of the mind and sensitize and orient its students to the service of the community. The institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal, socio economic, and other diversities. We encourage our students to participate in different programs, events, festivals, and other activities to maintain a healthy environment in academic sphere.

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

The college proposes following future plan for the year 2021-22

1. Submission of AQAR for the year 2021-22.
2. Preparation for submission of AISHE.
3. Continuation of work related to RUSA.
4. Preparation for Academic calendar 2021-22.
5. Organize parent teachers meeting.
6. Organize Seminar /webinar.