YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	TURKU HANSDA LAPSA HEMRAM MAHAVIDYALAY
• Name of the Head of the institution	DR SUMAN MUKHERJEE
• Designation	Principal(in-charge)
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	919434582845
• Mobile No:	9126115159
• Registered e-mail	thlhmahavidyalay@gmail.com
• Alternate e-mail	tlmprincipal@gmail.com
• Address	Village- Madian, Post Office- Gonpur, Police Station- Mallarpur, Block- Mayureswar-I, District- Birbhum
• City/Town	Mallarpur
• State/UT	West Bengal
• Pin Code	731216
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	**Grants-in aid**
• Name of the Affiliating University	**THE UNIVERSITY OF BURDWAN**
• Name of the IQAC Coordinator	**DR SK NUR UPSAR**
• Phone No.	**919064862907**
• Alternate phone No.	**9434513579**
• Mobile	**9064862907**
• IQAC e-mail address	**iqac.thlhm2006@gmail.com**
• Alternate e-mail address	**thlhm.naac@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.thlhm.com/home/year-wise-aqar/2019-2020
4.Whether Academic Calendar prepared during the year?	**No**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.thlhm.com/home/academic-calender/2020-2021

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.13**	**2016**	**05/11/2016**	**04/11/2021**

6.Date of Establishment of IQAC	**01/08/2014**

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
NIL	**NA**	**NA**	**NA**	**00**

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

9.No. of IQAC meetings held during the year	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
• If yes, mention the amount	

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

Introduction of Online Class during the COVID-19 Pandemic and nation wide lockdown Introduction of Online Exam Organized various Webinars, Web lectures Organized COVID-19 vaccination camp

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

Plan of Action	Achievements/Outcomes
Introduction of Online Class during the COVID-19 Pandemic and nation wide lockdown	Online class using various platforms like Google Meet, Team Link, Zoom etc.
Organized COVID-19 vaccination camp	Vaccination camp organized by the Health Dept
Introduction of Online Exam	University conducts exam through online mode, Internal exam held through online mode
Organized various Webinars, Web lectures	Various webinars, web lecture was organized by various Departments

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

Name	Date of meeting(s)
Governing Body	09/12/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	22/02/2022

15.Multidisciplinary / interdisciplinary

College introduces interdisciplinary approach to enrich teachinglearning process that empowers students in developing knowledge, problem-solving skills and self-confidence.As per CBCS syllabus, every student has to read Environment Studies as AECC. So teachers of Department of Environmental science assume an important role in interdisciplinary Teaching-Learning process.Teachers from different Humanities departments also take classes in interdisciplinary approach.

16.Academic bank of credits (ABC):

Academic Bank of Credit (ABC ID) is a digital mechanism that the Govt of India originally envisioned in the National Education Policy (NEP) 2020. The scheme has the provisions of creating a digital infrastructure that will preserve the academic credits earned by the students of various higher education institutions across the country. Our college students have been creating ABC IDs under the University of Burdwan & almost ninety percent of them have created their unique IDs. Our college now has a separate acting body named ABC ID Cell which is back to all students about technical support and provides theoretical knowledge about ABC to all students. The college has made it compulsory for all students to perform any academic activities like applying for scholarships, university Exams, etc. Our college belongs to a rural background and there are certain infrastructural lacunas because of that Students had not gained some subject-specific expert knowledge earlier according to their wishes but now after creating ABC ID our many students (Arts & Science) have enrolled in various SWAYAM courses run by NPTEL and expand their knowledge in all field which has highly sought by New Education Policy 2020. So, ABC ID is a new way to gain academic knowledge as well as credits from various prestigious institutions from our college locality.

17.Skill development:

The college understands that the students passing out from here

should be graduate and simultaneously be skilled. The CBCS enables them to be skill developed as per the syllabus of it. In addition to that the college offers free certificate and Add-on courses to develop their skill.Each course has their own Skil Enhancement Courses under CBCS.Computer skill is enhanced by the teachers Environmental awareness is generated through ENVS (compulsorty courses) Career Counselling is organized time to time to generate awareness about the career.

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

This is one of the strong hold of the college. It offers Indian languages like Santali,Sanskrit and Bengali. A large number of students enrol and study these languages.UGC has provided guidelines for Indian Knowledge System(IKS). Burdwan University has not issued any mandate for the College and university teachers for undergoing compulsory training programmes in IKS.But through different programmes the spirit of this scheme is transmitted. The programmes include learning Chemistry in the light of Ayurveda, Mathematics in the knowledge bank of ancient India, learning History through the study of Mahabharata or Museology, Sanskrit through Tarkashastra, Smriti, Sruti the Arthashastra etc. Under CBCS, inter-displinary courses are available. Opportunity for integration of Indian Knowledge system can be opted. Sanskrit, Philosophy, History and to some extent Political Science provide such opportunity. Entire Sanskrit literature and Vedic traditon are taught: Philosophy provides the opportunity of studying Indian thinkers, ethics and values History keeps pages of the ancient Indian civilization open for the students Political Science through its Indian Poltical thinkers tries to instil the indian knowledge to the students. Kautilya, Gandhi, Vivekananda are taught in Political Science English department has to teach on Mahabharata.

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

Institution prepares PSOs, CSOs for the convenience of all the stake holders Better Outcome is the motto of the institution. Any academic exercise aspires better outcome. Result is one such measurement by which outcome can be gauged. IQAC with the help of the departments monitors the result and suggest for its betterment. Each department closely follows the performance of the students. Students seminar, participation in various academic and extra-currirular activities, various competition are another yardsticks of outcome. The courses of the college are designed by the University as per the CBCS curriculum and the course outcomes are guided by the curriculum. Since, the college is just an affiliated institution under the

University of Burdwan and governed by the Government of West Bengal it doesn't have any autonomy to design or delete it own curriculum except the certificate and add-on courses. The departments of the college calculates and analyses the attainment of course outcomes through a mechanism that involves direct and indirect method which is framed by the IQAC of the college. Through Outcome-based education, the college measures educational effectiveness based on results, evaluates and compares the outcome from the entry level and make a comparative statement throughout the academic sessions. This helps in identifying slow and advanced learners.Students' performance is evaluated in following phases: Class tests Tutorials Internal Assessment Final Examination.Through seminars, Certificate and Add-on courses, excursions the teachers transmit knowledge by going beyond conventional barriers and help students to get illuminated on the basis of OBE mode.

20.Distance education/online education:

The institution does not run any distance education. All courses are run offline and in campus. During covid situation we were forced to take online classes Still we do organize some events in online

During the recent pandemic the college offered its teachings through online mode.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**383**

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

2.Student

2.1 Number of students during the year	**2025**

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

2.2	**489**

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

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**265**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**42**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**42**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**33**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**44449**
4.3 Total number of computers on campus for academic purposes	**13**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The academic session of 2020- 2021 was one of the most complicated years as it had to plan and function in an unprecedented manner during the COVID 19 Pandemic by implementing the blended (online/ offline) mode of delivering the curriculum through the following ways:

- All the teachers and students were directed to become available over the virtual platform to respond towards the immediacy of the situation.
- The institution followed the academic calendar as developed by University of Burdwan and prepared a comprehensive structure of its own consisting of the tentative schedules for conducting admission, classes, internal assignments and other important programmes.
- The Departmental Routines and syllabus distributions were prepared and circulated to the students through the College website and communication groups on the virtual platform.
- Since it was not possible to visit the campus owing to the enclosure during this pandemic, teachers were diligent enough to fulfil their responsibilities by conducting online classes and conducting internal assessments through Google Meet, Zoom or by sending voice records in communication groups.
- The Head of the institution and the IQAC ensured that all kind of grievances arising out of this novel situation could be resolved with ease.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	[https://drive.google.com/file/d/1BnGz8vfNT3c5U3CS5KiO7-wDrUresw43/view?usp=sharing](#)

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

Due to the enclosure of educational institutions during the Pandemic, the process of Internal Evaluation could not be as smooth as the previous academic sessions in this year as physical presence in the Campus was limited. The College however made good use of the blended mode of conducting Internal Evaluation for all the Semesters

by using the online platforms most of the time in the following manner:

- After the syllabi were completed, the departmental teachers prepared a tentative schedule for conducting the internal evaluation for each Paper over the online platform.
- The students were informed about this decision and priority was given to those unable to access the network from their remotely located residential areas. Students unable to submit their assignments in the online mode were instructed to submit their assignments in the offline mode on pre- scheduled dates. Viva voce was also conducted by some departments.
- Since the Final University examinations were also to be held in the mixed mode, the internals conducted in a similar manner was a good practise for the students.
- The Internals were evaluated on time and results were discussed with the students to mentor them for their Final examination.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://www.thlhm.com/home/academic-calender/2020-2021

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	D. Any 1 of the above

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

1.2 - Academic Flexibility

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

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

12

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

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

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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)	View File

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

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

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000001
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File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

Being an institution affiliated to the University of Burdwan, the College strictly follows the Curriculum as designed by the University for various subjects. Students are able to learn about various cross cutting issues in the following manner:

- **The Skill Enhancement Courses of various subjects like English, Philosophy, and Physical Education etc have Papers relevant to the building of professional ethics among students in their curriculum.**
- **Gender and Society also forms an important concern in special Course papers from all the Language and Literature subjects taught in the institution. Subjects like History, Sanskrit, Philosophy and Political Science incorporates discussion on the complex issue of gender and sexuality by introducing basic ideological grounds on which the society functions in our country.**
- **Certain literary texts in the syllabus try to integrate human ethics and human values among the learners.**
- **A separate compulsory paper on Environmental Education provides the knowledge of maintaining Nature to the learners. Geography and other Science subjects ingrain a sense of maintaining sustainability among the learners of our institution.**
- **The NSS units, invited lectures and seminars make the participants aware of several out of the syllabus issues from the available curriculum.**

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

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

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

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

`840`

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution	A. All of the above

from the following stakeholders Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	[View File](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View File](#)
Any additional information(Upload)	[View File](#)

1.4.2 - Feedback process of the Institution may be classified as follows	**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://drive.google.com/file/d/19tW13yGi2DwMo73wpcmK0XMS8IEDtkKn/view?usp=sharing

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

1120

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

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

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

436

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

2.2 - Catering to Student Diversity

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

Although this institution does not believe in the concept of discriminating the learners on the basis of their merit or marks, special programmes are indeed arranged for all kind of learners throughout the year but this was not extensively possible in the 2020- 2021 academic year owing to the Pandemic phase.

The learning spirit of the students was carefully assessed through regular online classes and internal assessments were conducted over the virtual mode to know about their progress and understanding. The lack of motivation among a certain group of learners was addressed by taking remedial classes over the web in different hours. Informal sessions among teachers and students and arrangement of special online lectures helped all kind of learners.

Learning levels of students were assessed by conducting online Viva voce in few subjects and this process identified the slow learners and motivated the teachers to work on their progress with some more effort. Reading of texts and interdepartmental classes also helped in reducing the disparity between advanced and slow learners. Students were inspired to help each other through sharing of text books and reference materials as much as possible.

File Description	Documents
Link for additional Information	https://drive.google.com/file/d/1Yxr1TLW0epKM0C_q5nNsC1thQMOfKh4K/view?usp=sharing
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
1780	**42**

File Description	Documents
Any additional information	[View File](#)

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

The academic session of 2020- 2021 could not incorporate the desired amount of student centric methods owing to the constraints arising out of the enclosure of the educational institutions. Some departments were able to enhance their learning experiences through the following:

- **A significant number of online invited lectures by eminent personalities were organized by some departments for students who were encouraged to actively engage through questionnaire sessions with the speakers and thus participate directly and thus experience a boost in their learning experiences. Departmental webinars also added to this area.**
- **Student seminars were conducted by some departments with the help of available online platforms. This helped in enhancing their ability to engage in self study as they were unable to achieve much external support in this Pandemic phase and could thus improve their level of confidence by participating in public platforms over the internet.**
- **Since the newly admitted batch of 2020 could not get the chance of acquainting with the College campus or their departments, the online messenger Applications became immensely important for communication among teachers and students by coordinating the new learners into the institution by attending to their queries diligently.**

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://drive.google.com/file/d/1jaJhx2GaLf8hEa9Z2XvT3oeAXKS8RrG-/view?usp=sharing

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

maximum of 200 words

Effective teaching and learning could only be ensured through an efficient use of the ICT enabled tools in the academic session of 2020- 2021which suffered from the negative impacts of the COVID 19 Pandemic. Teachers used the following ICT enabled tools to reach for their students:

- The communication groups available over the internet were used to communicate about the class hours, syllabus distribution, internal examination and other relevant information.
- Regular classes were conducted through online platforms like Google Meet, Zoom and Telegram groups. Voice records were also send in the communication groups for convenience.
- Power Point presentations were prepared by teachers and supplied to the students for better understanding. Study materials and references were also provided over the communication groups and Google Classroom.
- The College had a ready supply of Computers in the IQAC room, the Science and Geography Laboratories and in the Library with proper internet connection to facilitate teaching through the internet during this period.
- Internal examinations, student webinars and invited online lectures were conducted by using the ICT system either in College or from home by teachers. Few departments had their own departmental channels circulated in the form of links to students.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://drive.google.com/file/d/1rhJpC4FUKNg UjtaNw_zE8c2a1lul_4gA/view?usp=sharing

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

42

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

42

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

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

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

12

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

124

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Internal assessments are an important area of the curriculum in the UG CBCS system of Semesters as 20% of the total marks is covered through the internal examinations. The institution tried to maintain transparency and robustness in the mechanism of internal assessment even during the Pandemic affected academic session of 2020- 2021 by making the maximum use of the online platforms like Google meet, Messenger and Communication applications like Google Classroom, Zoom and Skype. Internal Assessments such as Home assignments/ Term Papers were shared over the online platform in the form of question papers and answer scripts were taken back via Email or through communication groups in the virtual mode as well. Viva voce was also conducted by few departments of the College.

Although restrictions were imposed upon being physically present in the College, a group of teachers would remain available on the days of Internal Assessments to attend students who would come to submit their assignments physically in the College campus on being unable to avail the virtual platform. The Exam Cell and the IQAC did a close monitoring of the entire process to maintain uniformity in this field.

File Description	Documents
Any additional information	View File
Link for additional information	https://drive.google.com/file/d/14HAl4Kqyick_BYJIGPVkhWiRLye77nBu/view?usp=sharing

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

Since this session was being conducted in a blended online/offline mode due to the crisis of COVID 19, the internal examinations of the College was largely conducted through the virtual platforms. It was

however found that certain grievances were arising from the practise of excessive dependence on the virtual platforms. Parents along with few students who were not stable enough in getting hold of the digital technical aids were not satisfied with the system and on putting their grievances before the head of the institution; the matter was taken up by the Exam Cell of the College and it was decided that representatives from the Exam Cell along with one teacher of the department will be responsible for conducting the internal examinations through the distribution of questions and collection of scripts, at the same time and date in which the online examinations were handled. This process was handled efficiently under the guidance of the IQAC.

On completion of the examinations, the evaluation process is also conducted within a scheduled time and separate mark sheets for each Course is published and circulated widely through the College notice boards as well as virtual platforms of the College.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://drive.google.com/file/d/14pUjIZG8xEPbTUHzUQVhqOq9prSqObn4/view?usp=sharing

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.

Being an affiliated College, Turku Hansda Lapsa Hemram Mahavidyalay implements Course Outcomes (CO), Programme outcomes (PO) and Program Specific Outcomes (PSO) for all the courses as per the guidelines of the University of Burdwan. The CO, PO and PSO of each course which has been uploaded in the College Website helped the students to proceed with the pre- structured syllabus according to the mode of teaching and learning as adopted in the College. This was the last academic year of the Annual system of Curriculum as modeled by the University in which the students took the University Final Examination at the end of each year. The Program outcomes, Program Specific Outcomes and Course Outcomes of all the Courses allowed an efficient and flexible delivery of the entire curriculum to meet the needs of the students as well as to serve the mission and vision of the institution.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.thlhm.com/home/aqar-supporting-documents/cbcs-po-pso-co-w-e-f-2017-18
Upload COs for all courses (exemplars from Glossary)	[View File](#)

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

- **The overall performance of the learners are analysed by scrutinising their University and College examination performances. Result analysis helps in pointing towards the merits and demerits of the Undergraduate Course which is implemented under the guidelines of the University.**
- **Special care is given to the kind of project works and assignments submitted by the students on a different range of topics to check their capability of following instructions given by their teachers.**
- **Since classroom teaching was not possible during 2020- 2021, the success of this Course outcome was determined through online teaching by checking the creative responses received from students during experimental interactive sessions like group discussions, online student seminars, reading practice classes conducted to keep the students mentally and physically engaged during this traumatic phase of the Pandemic.**
- **A track record is also maintained by the College regarding the employment status of pass out students as well as their engagement in higher studies or research oriented projects in the district or outside it.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.thlhm.com/home/aqar-supporting-documents/cbcs-po-pso-co-w-e-f-2017-18

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

208

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	<u>View File</u>
Paste link for the annual report	<u>https://drive.google.com/file/d/1ZLm3zoj4pWy FCNELwYk8Emdl5gSq7yDz/view?usp=sharing</u>

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)

<u>https://www.thlhm.com/home/student-satisfaction-survey/2020-2021</u>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00

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

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

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

00

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

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

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

09

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

07

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

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

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

06

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

The institution has always been active in conducting extensive activities in the neighbourhood communities but the academic session of 2020- 2021 was different from that of the previous years. It was not possible to engage the students and teachers in any such activity as the educational institution was not open to any such possibilities due to the COVID 19 Pandemic. The institution however tried to spread awareness among the learners in the virtual mode regarding the maintenance of safety standards and precautionary measures during the Pandemic. Awareness was spread through departmental teachers in the virtual communication groups. They were made aware about the wearing of disposable masks, washing their hands with soap to avoid the virus and also maintain physical distancing as much as possible to avoid coming in contact with the disease.

Important contact numbers and governmental guidelines were shared in the communication groups and the necessity for vaccination was also discussed. The teachers also tried to look after the mental health of the students by engaging in informal conversations over the virtual mode and they were cautioned about the dangers of falling into despair and inaction during this difficult period.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1i-jxCNbAqg6NzI1G2wxER5pR9AY3uqX7/view?usp=sharing
Upload any additional information	No File Uploaded

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

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

00

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

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

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

00

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

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

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

00

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)	<u>View File</u>

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

00

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	<u>View File</u>
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

00

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

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.

- Student strength - 3360 and Teachers -42.

- College Campus - 24418 square meters, Built-up Area - 12789 square meters. There are classrooms-33 (3 with projectors and ICT). Laboratories - 03 and computer labs- 01. Gymnasium- 01.

- The college has 33 classrooms of different sizes from 20 to 200 seating capacities

- Classrooms are spacious well ventilated.

- An airy & lighted seminar hall and extra two smart classrooms are available with audio visual system with projector and has 100 seating capacities.

- Airy & lighted seminar halls for compulsory classes, seminars, workshops, special lectures, and various cultural programs.

- There is provision and space earmarked for an auditorium which will be undertaken as soon as fund is available.

- Our college has a central library and departmental library too with an advisory committee in the form of library sub-committee.

- The library is also enabled with internet connectivity and has computer desk for students to search database.

- Computer lab is equipped with 4 computers with LAN and Net connectivity.

- The library is fully digitized with SOUL 2.0 software and bar coding.

- There is provision of an inclusive classroom for differently-abled students equipped with web-cam and audio facility.

- Audio facility in smart class rooms, overhead LCD Projector in smart rooms seminar room, audio-visual facility through large LED TV.

- Color printer and scanner, laptops, webcam and audio for inclusive classroom for differently- abled students, computer lab, geography and science labs with modern instruments, access to BBC e-books and INFLIBNET on-line journals through library with internet connectivity, photocopier.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

- The college has a smart classroom with OHP and sound system,there is facility of microphone when necessary. Cultural activities took place in the open stage named as "Muktadhara" and sometimes in smart room too.
- Annual competitions in recitation, extempore speech,quiz, debate are regularly arranged by our students under supervision of Cultural Committee.
- Both outdoor and indoor recreation is provided for students and staff. Presently there is no full-fledgedGymanasium.
- The institution has a big play ground within the campus for football, cricket, and athletics. Badminton and volleyball are played in an inner court. There are provisions for indoor games like carom, TT for students and staff.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

33

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

0.14868

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

4.2 - Library as a Learning Resource

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

- **The Central Library has been automated with SOUL 2.0, bar coding, Data base etc.**
- **Installing INFLIBNET and subscription of E-Books.**
- **Subscribing employment news, daily newspaper and magazines.**
- **DVD collection, competitive exam books.**

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**A. Any 4 or more of the above**

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

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

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

0.00838

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

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

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

00

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

4.3 - IT Infrastructure

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

- **Most of the campus is covered by CCTV and all computers are LAN-connected.**
- **Providing internet to all teaching and non-teaching employees.**
- **Students can easily access the internet in the e-zone. For regular IT infrastructure maintenance, the college has a "IT,Website,CC TV , cyber security and computer maintenance committee"**

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

4.3.2 - Number of Computers

26

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

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

4.4 - Maintenance of Campus Infrastructure

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

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

0.28743

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

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

- **The building and infrastructure committee takes care of any building related issue and appropriate measures are taken accordingly.**
- **The institution has set up a number of committees to ensure proper maintenance and utilization of physical, academic and support facilities.**
- **The library committee periodically seeks book list from all the departments.**

The NSS units of the college has installed a number of dustbins throughout the§ campus and periodically conducts Swachh Bharat Mission to maintain the cleanliness of the institution.

- **The sports committee plans looks after sports and games.**
- **campus and periodically conducts Swachh Bharat Mission to maintain the cleanliness of the institution.**
- **The sports committee plans looks after sports and games.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

622

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

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

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

59

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**D. 1 of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	[View File](#)
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

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

00

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

00

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

10

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	**No File Uploaded**

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

5.2.2.1 - Number of outgoing student progression to higher education

57

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

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

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

examinations) during the year

`00`

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

`00`

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

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

According to the Govt. rule there is no active, democratically elected students' union in this college which functions as per the norms laid by the higher education department. Inspite of that college is not facing any problem for smooth running of the institution. The college ensures that the active class representatives participate in various activities. Under the guidance of faculty members they circulate the notice or any other information to the students about any co- curricular activities such as cultural programs, competitions, sports, Saraswati puja etc.The selected students are alwaysvery interested to lead the programs and

they do their best.

The students are also so active to execute the Fresher's Welcome. Without their immense support we are quiet unable to execute such programs. They take proper initiatives to organize NSSand NCC programs. They organizeSwachh Bharat program periodically and play active role in campus cleaning, They are also active in tree plantation and observance of special days.

Though there is no elected students union, they are so responsible to take the necessary steps to handle sudden occurring problems under the guidance of the teachers and sometimes they provide suggestions to the staff members. They show the right direction to the newly admitted students and help to maintain the hazards.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

00

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

5.4 - Alumni Engagement

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

The name of the alumni association of our college is 'THLH Mahavidyalay Alumni Welfare Association' and the registration no is S/21/60615 .It is under Mallarpur P.S and ModianMouja.

Our college is a rural and interior college. Many of them are first generation learner and they are belonging to agro based economy. As they are not sound financially they cannot contribute remarkably for this institution. A least amount of students contribute financially and a token amount is taken from the community.

Therefore, the college is involved cordially with this association. Alumni bridges the community- institution relation. Feeder schools and new students get sufficient inputs from the alumni. Sometimes they come to the college and participate in various activities. Sometimes they provide suggestions.

Some of the alumni are so active and always come forward to help the institution.

We have a plan to execute a re-union program for the alumni.

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

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision of the College is to provide higher education with extra care and commitment to these weaker students in a learner friendly atmosphere so that they can be raised to the privilege of the mainstream. Education so imparted will grow their competence and

confidence for attaining enlightenment of learning, entitlement for li changing world. The vision, as reflected in the emblem, is 'jyotirgamaya' i.e.Lead us to Light. This light, we hope, will direct our students to that state 'Where the mind is without fear and the head is held high'. In other words, our College wants to produce students who will work for himself as well as for the world – 'atmanahmoksharthamjagaddhitaya cha'.

The mission of the College is to

1. impart higher education among the rural people including a good number of backward SC, ST, OBC and minority students
2. create teaching-learning situation for them in a congenial atmosphere
3. organize tutorials, debates, seminars, discussions, excursions etc. outside the provision of the regular lectures in the time table
4. encourage innovative teaching- learning, researches and extension services
5. promote awareness on socio-economic and environmental issues
6. foster values and welcome information to make them culture conscious and competitive for facing the challenges of the world

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/11YxkdQkKkQayL6IoHPzl9RMtdTdrHJW_/view?usp=sharing
Upload any additional information	View File

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

Decentralized and participatory governance has made a foray to collaborative administration. These vibrant committees, NSS and NCC units are making delegation of power inclusive. At the helm we have the Governing body to formulate policies. The teaching, nonteaching and students' representatives, club to plan the course of action regarding any academic or administrative issue related to the institution, through meetings of the committees. Principal as chairperson of these committees motivates to promote quality education and training; plan of action related to placement, campus and infrastructure development, community service and finance management etc. are settled in appropriate committees and in IQAC.

Academic sub-committee and Finance committee are the statutory committees to assist the Principal to foster quality education.

The Teachers' Council supports authority in the mission of sustaining required standard of learning and teaching and cocurricular activities. Senior teachers act as nodal officers for different activities. The Principal meets students and parents regularly to seek their views and tries to act accordingly.

Project Monitoring Unit, Tender and Purchase committee, Finance committee and finally GB takes decisions regarding resource mobilization and effective utilization along with IQAC

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1YScUzOS4Cvo wjbJyofv1GGlUvycOzvT-/view?usp=sharing
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Conventionally all developmental initiatives are taken and implemented through rigorous planning which is mooted in different meetings specially IQAC, Finance Committee, Governing Body and Teachers' Council. After the plans are executed, the outcome is further analysed in the meetings and finally GB meeting. Thereafter the feedback is shared among all other teachers and staffs of the college.Academic and administrative plans, regular financial and academic audits, green audit and gender sensitization are our regular endeavours.

During pandemic, we continued the classesthrough online mode. The wellness of teachers & students was taken care of through webinars and other co-curricular activities. We entered into collaborative endeavours and MOU with the aim to be in tune with our vision. addition of new books and journals, addition of a museum, addition of an internet enabled auditorium, revamped network etc confirms the effective deployment of strategic plans in college.

Academic and administrative plans, regular financial and academic audits, green audit and gender sensitization are our regular endeavours; addition of new buildings, 3 new classrooms,2 laboratories,recruitment of teaching and non- teaching staff,

expansion and renovation of library, addition of new books and journals, addition of a museum, addition of an internet enabled auditorium, revamped network etc confirms the effective deployment of strategic plans in college.

During pandemic, we continued the classesthrough online mode. The wellness of teachers & students was taken care of through webinars and other co-curricular activities.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://drive.google.com/file/d/1GwuZ65fEYYnLba-umLROx4Zlr-kSDKzk/view?usp=sharing
Upload any additional information	View File

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

Most of the backlog for sanctioned posts were cleared by the College by 2021. Prayers have been sent to the government for further post creation.

Programme and course management, industry visit, research, publication, certificate courses etc are managed by the departments and committees. The policies are ratified by the GB.

Appointment and service rules of the institution are guided by West Bengal State Universities Act, 2017 and Statutes of 1979, West Bengal College Service Commission Rules, 2010.

The finance division conducts audits,prepares budget,incurs expenses,verifies asset and stock etc.

Administrative division, headed by the Head Clerk of the College is responsible for processing of all official works. Records of service are maintained by this division.

Maintenance division looks after essential services i.e. water, electricity, AC, minor civil work and procurement of maintenance items from local market, inviting & awarding AMC contract etc.

The Admission and Examination Cells keep flagship Programs run

smoothly.

Library: The assets comprise of documents, texts, references, ematerials, CDs-volumes, periodicals, and e-resources etc. N-List inflibnet platform, NPTEL, Newsletter, publications, academic resource bank etc. Automated library, equipped with SOUL 2.0version and with internet capacity of 150MBPS have kept us active.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1WtdEQpqP9mh fHGWi6_S-GPhxxVMLEh39/view?usp=sharing
Link to Organogram of the Institution webpage	https://drive.google.com/file/d/1WtdEQpqP9mh fHGWi6_S-GPhxxVMLEh39/view?usp=sharing
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The college has effective welfare measures in place for its teaching and non-teaching staff. The various welfare schemes are as follows: Medical assistance Maternity leave Child Care leave,Medical leave,Wi-Fi facility, Computing facility, Identity cards

The college fund is used to give Bonus to the casual non-teaching

staff to support them at the time of Durga Puja or Eid festival.

Institution does not have any liability of pay and allowance except adhoc employees. 3. Institution maintains Thrift Fund for meeting the expenses on emergency or any other purpose.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1pA52iImqIwZpNiJbR0Dvsv1R3iDSAlaE/view?usp=sharing
Upload any additional information	View File

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

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

02

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

27

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

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

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

27

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

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

Before the end of each last term, it is mandatory for the faculty members to fill & submit the Performance Based Appraisal System (PBAS) forms to the IQAC Coordinator for his/her final approval.

As a measure of performance appraisal, the feedback for the teachers is collected every year the current students. The feedback is

analyzed statistically by the IQAC every year so that the principal of our college appreciates and boosts the faculties accordingly.

The Non-teaching staff are subject to promotion in their respective fields after a period of service not less than ten years.

This institution conducts its AAA by the members of external agencies, affiliated universities, and government bodies but the report is yet to come.

Therefore, each task is completed with quality performance & documentation by the college. This college has well performed in all these and its. This institution has performance Appraisal System for the teaching and non teaching staff which aids in improvision of the standards of the faculty members.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1WxaO1PghvgTS7m48EfhaSWWBkoTtdPt7/view?usp=sharing
Upload any additional information	View File

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

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 .

All books of accounts are maintained in accordance with the Accounting Standards and as required by law and as per the conventional method. The external audit of the college is conducted by the government-nominated (enlisted) auditor appointed by the Department of Higher Education, Government of West Bengal.

The college maintains transparency in financial activities through submitting its regular audit reports to appropriate authorities.

The college has completed its external audit (Statutory Audit) for the financial year of 2019-20. The Department of Higher Education, government of West Bengal, has not yet nominated the auditor for the rest of the periods.

Regarding internal audit (2020-21), the head of the institution had already issued appointment letters to the concerned auditors for administrative and academic audit for 2020-21.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1ypIVCVCxpuZ6WVEkL5p8zc0AhGd93Y6M/view?usp=sharing
Upload any additional information	View File

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

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

00

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

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

A consistent source of income is the collection of student fees. A sizeable percentage of this collection is used for student welfare, paying for various maintenance expenses, and paying the wages of contractual non-teaching employees. 50 percent of tuition fees collected from students must legally be put into the government's offers (exchequer).

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/12mWvoOnNk0paK1nGu7dZx6v-RbbAnabJ/view?usp=sharing
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

`College IQAC is committed to quality assurance in academic development and curriculum execution.`

`After lifting the lockdown, students demanded more attention. Motivation for attending classes became the top priority of the institution. Faculties and the students needed to adjust and reorient with. New methodology for academic activities became the order of the day. Online platforms received greater attention.`

`Google meet and other social media were extensively used.`

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1NvYATuF6XeXZvi41uCNSLz_ZNw-JA697/view?usp=sharing
Upload any additional information	View File

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

`Online platforms received greater attention. Google meet and other social media were extensively used.`

`Lack of electronic gadgets, poor internet connectivity, lack of funds for regular recharge, lack of motivation and above all corona psychosis created major building blocks before the academic community of our institution.`

`Besides, academic sub-committee meetings are conducted for effective monitoring of teaching learning process, methodologies of operations and learning outcomes at periodic intervals and Parent-Teacher meetings are held to discuss the performance of their wards. Feedback is taken at regular intervals from all stakeholders and analysed for overall performance improvement.`

`Academic Administrative Audit is executed annually. Initially internal academic audit is performed by Senior Teachers, Academic sub-committee convener and IQAC coordinator.`

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1ZtSc1FIf_Sb 2BSYFASh-1VxprgiKUOM2/view?usp=sharing
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)	**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://drive.google.com/file/d/19tW13yGi2Dw Mo73wpcmK0XMS8IEDtkKn/view?usp=sharing
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

For the promotion of gender equity, the college committed to take several steps.

Gender-sensitive curricula help to generate awareness of gender issues through course contents and necessary teaching modules.

The college through its ICC and Gender Equity Cell (Nari Samsad) adopt policies to create a gender-friendly ambiance.

Separate toilets for women help them get refreshed and ensure comfort.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1FKhwm2YvV33R_atp4KfaaXS2COOwWyjl/view?usp=sharing
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	https://drive.google.com/file/d/1uz2JGacO7JK2Dsumx8nXr_JQroVumR1M/view?usp=sharing

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	**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

The institution has a number of dustbins installed across the whole campus and dustbins are marked and labelled properly for collection of biodegradable and non biodegradable wastes separately. N.S.S., N.C.C.sensitize the students for disposal of the two types of solid wastes.

The hazardous chemical and liquid wastes predominantly arise from the wet laboratories of the college including Chemistry is dealt with special care.

The institution takes special care for electronic waste management as many of the electronic equipment harbours toxicand harmful

chemicals which may cause various diseases. The institution has allotted a room for housing different kinds of e-wastes including desktops, laptops, printers, projectors, hard drives, ups etc. These wastes are either recycled from time to time as per need ordisposed. The whole process of maintenance is executed through an Annual Maintenance Contract (AMC) with a local vendor.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://drive.google.com/file/d/1H7J3Acx7I6XEt4o8unVDCOgGMEbPmDEm/view?usp=sharing
Any other relevant information	View File

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	C. Any 2 of the above

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

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

Observation of different national day like Independence Day, Republic Day where invited speakers emphasize on the issue national integrity and tolerance.

Observation of different programmes like Birth centenary of towering personality like Ganadhi Jayanti, Netaji Birthday.

Cultural programmes are organized to promote tolerance and harmony.

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	View File

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

The institution thrives to sensitize all the stakeholders about the constitutional obligations like rights, duties, responsibilities.

NSS and NCC through camps and activities promotes discipline, dutifulness and responsibilities Observation of Independence and Republic Day explicitly spread the constitutional values Awareness Generation drives undertaken by through out the campus by way of leaflets and postering Mentors in their mentoring classes shoulders similar responsibilities Special seminars/ webinars are organized to generate awareness among the students about the constitutional

rights and duties Human Rights programmes are also organized.

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

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

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

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

Due to COVID-19 Pandamic no physical activity held in the college campus.

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.

No 1

TITLE:

ONLINE LECTURES BY INVITED SPEAKERS

NO. 2

TITLE:

MAINTAING THE STANDARD OF THE INSTITUTION BY DEVELOPING AN ONLINE FEEDBACK SYSTEM FROM ALL STAKEHOLDERS

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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 location of this College is endowed with natural beauty, serenity and tranquility. This place is considered as a place of the cultural intersection of many cultures. This distinct characteristic enables the students to understand and respect the culture of each other.

The college has played a pivotal role in providing educational opportunities to the rural/tribal areas surrounding it as well.

Our college aspire at bringing together nations who wish to do their little in empowering the Scheduled Tribes of the country. Faculty members collectively seek solutions to address the issues relating to a comprehensive and allencompassing strategy for the development of tribal. This emphasis is to create an enabling ecosystem of equal opportunities for education, health and livelihood and to ensure sustainable development of the tribal community while preserving the unique identities and culture of these communities. With the belief of academic and technical excellence, Institution stimulates and support students to participate in various rural developmental activities. The rural area where a higher education institution of this magnitude can contribute greatly towards local development and promotion of the rural public. .

File Description	Documents
Appropriate web in the Institutional website	[View File]()
Any other relevant information	[View File]()

7.3.2 - Plan of action for the next academic year

To introduce more Certificate, Add-On and Value Added Courses

Promotion of sports and culture

Eco-friendly campus

More emphasis on job-oriented courses