



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution	DR. BHUPENDRA NATH DUTTA SMRITI MAHAVIDYALAYA
Name of the head of the Institution	DR. MD. SALAUDDIN KHAN
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03422584616
Mobile no.	9635437777
Registered Email	bhupendranathdutta@yahoo.com
Alternate Email	iqac2019_dbndsm@yahoo.com
Address	P.O. - Hatgobindapur
City/Town	Purba Bardhaman
State/UT	West Bengal
Pincode	713407

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Devamitra Chakraborty
Phone no/Alternate Phone no.	03422584616
Mobile no.	7980556290
Registered Email	iqac2019_dbndsm@yahoo.com
Alternate Email	bhupendranathdutta@yahoo.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://www.dbndsm.edu.in/images/uploads/AQAR%202016-17.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.dbndsm.edu.in/images/uploads/Academic%20Calendar%202017-2018.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.47	2008	16-Nov-2008	13-Sep-2013
2	B	2.61	2014	24-Sep-2014	23-Sep-2019

6. Date of Establishment of IQAC	08-Dec-2008
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

IQAC Meetings	25-Sep-2017 1	6
IQAC Meetings	08-Aug-2017 1	6
IQAC Meetings	15-Sep-2017 1	8
Tree Plantation	16-Aug-2017 1	30
Seminar on Women Empowerment	20-Sep-2017 1	117
Cake Making Workshop	27-Dec-2017 7	11
Regular submission of AISHE	07-Mar-2018 1	0
View File		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. Md. Salauddin Khan (Economics)	Minor Research Project	ICSSR	2017 730	40000
Dr. Anindita Basu (Mathematics)	Minor Research Project	UGC	2017 730	55000
Dr. Srikanta Samanta (Philosophy)	Minor Research Project	UGC	2017 730	107500
Dr. Bhupendra Nath Dutta Smriti Mahavidyalaya	Youth Parliament	Govt. of West Bengal	2017 1	6500
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report	View File												
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No												
12. Significant contributions made by IQAC during the current year(maximum five bullets)													
Organised seminar on women empowerment													
Organised one week cake making workshop in collaboration with the office of the District Project Officer (Kanyashree), Purba Bardhaman													
Upgradation of infrastructure through setting up of a Computer Lab and a Seminar Hall													
Initiatives for proper utilisation of RUSA fund													
Promotion of teachers through CAS													
View File													
13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year													
<table border="1"> <thead> <tr> <th>Plan of Action</th> <th>Achivements/Outcomes</th> </tr> </thead> <tbody> <tr> <td>To promote the cause of women empowerment in the college premises</td> <td>1. One week Cake Making workshop in collaboration with the office of the District Project Officer (Kanyashree), Purba Bardhaman was organised 2. A seminar on women empowerment was organised</td> </tr> <tr> <td>To upgrade infrastructure</td> <td>A computer lab and a seminar hall were set up</td> </tr> <tr> <td>To create facility for the welfare of the students</td> <td>Two purifiers cum water cooler machines were installed.</td> </tr> <tr> <td>To upgrade the green campus</td> <td>Trees were planted on 16.08.2017 in the college premises.</td> </tr> <tr> <td colspan="2" style="text-align: center;">View File</td> </tr> </tbody> </table>		Plan of Action	Achivements/Outcomes	To promote the cause of women empowerment in the college premises	1. One week Cake Making workshop in collaboration with the office of the District Project Officer (Kanyashree), Purba Bardhaman was organised 2. A seminar on women empowerment was organised	To upgrade infrastructure	A computer lab and a seminar hall were set up	To create facility for the welfare of the students	Two purifiers cum water cooler machines were installed.	To upgrade the green campus	Trees were planted on 16.08.2017 in the college premises.	View File	
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View File													
14. Whether AQAR was placed before statutory body ?	Yes												
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15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	07-Mar-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The college uses different Management Information System in admission, administration, library and financial sector. Admission: The entire admission procedure is carried out through online mode. Following the instruction of Higher Education Dept. notification of registration for admission is processed through college website. Student can select subjects under new CBCS system. Lists of eligible candidates seeking admission for different subjects are published in the web portal. The process of fee deposit for admission is managed online to keep the procedure cashless, smooth and hassle free. Administration: Student data related management is done through College Administrative Management System (CAMS). After admission all basic data of students including name, address, age, sex, caste category, religion category, subject chosen in different semesters are recorded. List of students enrolled to the university, details of students including subject choice going to appear examinations in each semester are available through this system. Library: The library Information System is operated through Koha which is an integrated library management software. The software is compliant to international standards for bibliographic format and networking protocols. It provides a strong support system through data acquisition, cataloguing and circulation. Searching and cataloguing are done through Online Public Access Catalogue (OPAC). Finance: Financial transactions of college is done through WBIFSM which is</p>

an integrated financial management system. Salary and PF of all staff are operated through this web portal.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

As an affiliated college of The University of Burdwan, the institution implements the curriculum notified by the university. Based on university notifications, the IQAC prepares academic calendar of the college which is uploaded in the college website. The vision, mission and objectives of the college are communicated to all stakeholders through college website and admission prospectus (uploaded in the college website). Credit Based Choice System course has been introduced in the present academic session. IQAC along with the academic departments chalks out the plan of action to meet the changes inevitable in the shift from annual system to semester system so as to help all the stake holders in outlining, comprehending, and assimilating the CC, GE, SEC, and DSE courses to be offered. Academic master routines are prepared according to the three streams [Humanities, Science and Commerce] for smooth conducting of classes. Routine committee of the college prepares the master routine and circulates it among different departments. Routine is prepared in accordance to the number of credit points mentioned in the prescribed university syllabus of each course offered by the departments. The routine committee prepares routine for all programs and honours classes of arts departments (since arts departments use shared classrooms). The master routine reflects the details of the classes in the scheduled time along with names of the teacher and the room number. The departments allocate assignments to teachers. The teaching module is prepared by respective departments. The Internal assessment which consists of internal tests, presentations, projects and assignments are conducted by the departments to evaluate the performance of students. The college level committees prepare guidelines and frameworks to suit the requirements of all the various courses at the departmental level. Feedback from teachers is taken on daily basis regarding the classes and other academic administrative and extension work. Academic sub-committees hold regular meetings to discuss and plan the execution. Different International and national days are observed by the different academic departments as part of integrated curriculum delivery for holistic development of all. Departmental meetings are held at regular intervals to assess the progress of the students. The college infrastructure and facilities are continuously being upgraded to meet the needs of changing curriculum and pedagogy. The college has well equipped laboratories and classrooms with projection facilities. The renovated well-stocked college library offers various web-based facilities and access to National online databases. Field tours are organized by Departments of Geography, Botany and Zoology to ensure effective implementation of the prescribed curriculum.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	General	01/07/2017
BSc	General	01/07/2017
BCom	General	01/07/2017
BA	Hons. in Bengali	01/07/2017
BA	Hons. in English	01/07/2017
BA	Hons. in History	01/07/2017
BA	Hons. in Sanskrit	01/07/2017
BA	Hons. in Music	01/07/2017
BA	Hons. in Mass Comm and Journalism	01/07/2017
BA	Hons. in Political Science	01/07/2017
BA	Hons. in Philosophy	01/07/2017
BA	Hons. in Geography	01/07/2017
BSc	Hons. in Mathematics	01/07/2017
BSc	Hons. in Botany	01/07/2017
BSc	Hons. in Chemistry	01/07/2017
BSc	Hons. in Nutrition	01/07/2017
BSc	Hons. in Zoology	01/07/2017
BCom	Hons. in Accountancy	01/07/2017

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

Certificate	Diploma Course
No Data Entered/Not Applicable !!!	

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nil	Nil
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Zoology (Hons)	6

BSc	Zoology(Gen)	5
BA	Geography (Hons)	17
BA	Geography (Gen)	26
BA	Physical Education (Gen)	39
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
<p>Students' feedback: Through teacher-students interactions. Each student is assigned a faculty member whenever necessary with whom they interact whenever they need or wish to. In addition, students can make their views known through their Class Representatives and Society and Students' Union office bearers.</p> <p>Parents' feedback: Through parent- teacher meeting conducted by departments.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Honours in Bengali, English, History, Sanskr, Music, MCJ, Political Science, Philosophy, Geography	462	Nill	273
BSc	Honours in Mathematics, Botany, Chemistry, Nutrition, Zoology	120	Nill	76
BCom	Honours in Accountancy	56	Nill	12
BA	General	1182	Nill	540
BSc	General	145	Nill	37
BCom	General	142	Nill	9

[View File](#)

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	2126	Nil	34	Nil	Nil

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
34	15	21	0	1	6

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The institution is yet to introduce a formal mentoring system. However, the full-time teachers are actively engaged in career counselling and guidance of the Hons Students for their holistic development.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2126	34	1:63

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
33	25	8	1	17

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	NIL	Nil	NIL
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end
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				examination
BA	AH	Year	02/05/2018	16/07/2018
BA	AP	Year	02/05/2018	16/07/2018
BSc	SH	Year	02/05/2018	16/07/2018
BSc	SP	Year	02/05/2018	16/07/2018
BCom	CH	Year	02/05/2018	16/07/2018
BCom	CP	Year	02/05/2018	16/07/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As part of Continuous Internal Evaluation different modes are adopted (Class tests, seminars and assignments) as prescribed by the University. The evaluation of the candidates shall be based on continuous assessment. The structure of evaluation shall be as follows: i. Each semester- assessment shall be divided into four (4) discrete components, viz. C1, C2, C3 and C4. Internal Assessment of each course will consist of C1, C2 C3 taken together. The students are to be informed about the modalities of continuous assessment activities well in advance. The first component (C1) of assessment shall be 5 (five) marks of each course having full marks 75 or 50 (except AECC - 2) as the case may be. It will be based on class test or assignment or seminar. During the first two months of each semester, 1/3 of the syllabus is to be completed. The continuous assessment of C1 will be consolidated during the 8 th week of the semester concerned. The second component (C2) of assessment shall be 5 (five) marks of each course having full marks 75 or 50 (except AECC - 2) as the case may be. It will be based on class test or assignment or seminar. During the second two months of each semester, 2/3 of the syllabus is to be completed and the continuous assessment of C2 will be consolidated during the 16th week of the semester concerned. Appearance in C1 C2 is mandatory. C3, wherever applicable, would comprise 5 (five) marks for attendance only in CC, DSE and GE. Award of 5 marks on class attendance shall be given in the following manner: Attendance 50 above but below 60 - 2 marks Attendance 60 above but below 75 - 3 marks Attendance 75 above but below 90 - 4 marks Attendance 90 above - 5 marks All records relating to C1, C2 C3 shall have to be preserved by the Colleges at least for a period of one year after the completion of the relevant Semester-end Examination.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic calendar is prepared for each session under the guidance of IQAC. Being an affiliated college the guidelines (holidays and other tentative schedules), provide by The University of Burdwan is generally adhered to. Besides, other guidelines issued by the State Government and local administrative bodies are also taken into consideration. The academic calendar is provided to students, teachers and non-teaching staff where they can maintain their daily work routine like classes allotted, classes taken. The academic calendar also gives the outline of the various academic and cultural activities that are carried out in the institution. The tentative days for continuous internal assessments are scheduled to help students and teachers for better academic environment. Special days observed in the institution are also marked in the calendar.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.dbndsm.edu.in/images/uploads/Programme%20Outcome.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

No Data Entered/Not Applicable !!!

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	730	UGC	300000	107500
Minor Projects	730	UGC	1550000	55000
Minor Projects	730	ICSSR	715000	40000
View File				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL
View File				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International

0	0	0
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3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
BENGALI	1
PHYSICAL EDUCATION	1
ENGLISH	1
SANSKRIT	2
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
View File						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	7	6	0	2
Presented papers	16	6	0	2
Resource persons	2	1	0	0
No file uploaded.				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Plantation in the college campus	NSS units	2	30
Exhibition of art and craft	NSS units	8	45
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	0
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Student Welfare Programs	College authority	Seminar on "Safe Drive Save Live"	12	75
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Research	Tandrima Chaudhuri	UGC DST	2922
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Sharing of Research facilities	Major research Project work	Chemistry dept. of B. U, C. U and Surface science dept. of J. U.	Nil	Nil	Nil
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nil	NIL	0
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
28.57	26.56

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Newly Added
Classrooms with LCD facilities	Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Seminar halls with ICT facilities	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Koha	Partially	16.04	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	16472	3933322	4	4134	16476	3937456
Reference Books	1207	376549	0	0	1207	376549
Journals	6	36851	0	2600	6	39451
e-Journals	1	10000	0	5900	1	15900

No file uploaded.

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NA	Null	Null
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	79	19	0	0	0	25	35	10	0
Added	4	2	0	0	0	0	2	0	0
Total	83	21	0	0	0	25	37	10	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
45600	34429	190000	170491

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The College ensures the optimal allocation and utilization of the funds for maintenance of infrastructure and purchase of new equipment. The proposal for the same is submitted to the College. The Purchase Committee of the College reviews the proposal, which is further approved by the Teacher-In-charge. The quotations are invited and the equipment is purchased from the vendor with the lowest quote (as per Govt. rule). The record of the equipment is maintained in the stock register. At the end of the financial year, the College carries out an external Financial Audit approved by Government of West Bengal. The various functions of the College are carried out by the committees constituted by the Teachers' Council. The garden is maintained by one Mali contract basis. The upkeep of library is done by the Librarian and staffs of library, guided by the Library Committee. The security of the College is maintained by the security guards. A number of CCTV cameras have been installed to monitor the

infrastructure. Physical verification of the laboratory equipment is done every year to ensure the maintenance of laboratories. Computers, Generators, Water Tanks, Motors and R.O System are maintained as and when it becomes necessary.

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link) The College ensures the optimal allocation and utilization of the funds for maintenance of infrastructure and purchase of new equipment. The proposal for the same is submitted to the College. The Purchase Committee of the College reviews the proposal, which is further approved by the Teacher-In-charge. The quotations are invited and the equipment is purchased from the vendor with the lowest quote (as per Govt. rule). The record of the equipment is maintained in the stock register. At the end of the financial year, the College carries out an external Financial Audit approved by Government of West Bengal. The various functions of the College are carried out by the committees constituted by the Teachers' Council. The garden is maintained by one Mali contract basis. The upkeep of library is done by the Librarian and staffs of library, guided by the Library Committee. The security of the College is maintained by the security guards. A number of CCTV cameras have been installed to monitor the infrastructure. Physical verification of the laboratory equipment is done every year to ensure the maintenance of laboratories. Computers, Generators, Water Tanks, Motors and R.O System are maintained as and when it becomes necessary. There is a separate company that takes care of all online systems, guided by the Website committee of the college. Fire extinguishers are installed and are checked regularly. For electrical maintenance works there is one contractual electrician in the Campus. There is a separate Sports committee for all sports related activities including maintenance of sports ground and sports equipment, gymnasium etc. This particular work is well guided by the Physical Education Department.

<https://dbndsm.edu.in/images/uploads/Procedures%20for%20Support%20Facility.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Tuition Fees (Half Free ship), Student Aid Fund, Internal Endowment Scholarship	455	174377
Financial Support from Other Sources			
a) National	Oasis Scholarship, Kanyashree, Swami Vivekananda Scholarship, Jindal Scholarship	1620	8044200
b) International	Nil	Nil	Nil
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability	Date of implemetation	Number of students	Agencies involved
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enhancement scheme		enrolled	
Role of Meditation in Capacity Building	10/01/2018	24	NA
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2017	NIL	Nil	Nil	Nil	Nil
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	90

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	2	B. Sc. (Chemistry)	Chemistry	Vidyasagar University	M.Sc. in Chemistry
2017	4	B. A. (Geography)	Geography	The University of Burdwan, Rabindra Bharati University, Chhatrapati Shivaji Maharaj University	M.A. In Geography
2017	2	B. Sc. (Nutrition)	Nutrition	The University of Burdwan,	M.Sc. In Nutrition

				West Bengal University of Health Sciences	
2017	22	B.A. (Physical Education)	Physical Education	PGGIPE, GCPEW, GPECW, Visva Bharati, Jadavpur University, Kalyani University, Model B. Ped. College	M.A. In Physical Education
2017	1	B.A. (Political Science)	Political Science	The University of Burdwan	M.A. In Political Science
2017	3	B.A. (Mass Communication and Journalism)	Mass Communication and Journalism	The University of Burdwan	M.A. In Mass Communication
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
SET	1
Any Other	2
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Freshers Welcome	College	250
College Annual Social and Departmental Exhibition	College	800
International Mother Language Day	College	110
Teachers Day	Departmental	185
Republic Day Celebration	College	36
Independence Day Celebration	College	41
Birth Anniversary Celebration of Dr. Bhupendranath Dutta	College	70
International Yoga Day	College	36
National Sports Day	College	65

College Annual Sports	College	95
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	Yoga: Silver Medal	National	1	Nil	Nil	Bibekanda Pal
2017	Yoga: Gold Medal	National	1	Nil	Nil	Group Championship (3 members)
2017	Football (Men): Gold Medal	National	1	Nil	Nil	Group Championship (18 members)
2017	Football (Men): Silver Medal	National	1	Nil	Nil	Group Championship (18 members)
2017	Football (Men): Gold Medal	National	1	Nil	Nil	Group Championship (18 members)
2018	Athletics (200 metres.): Gold Medal	National	1	Nil	Nil	Piya Gupta
2018	Athletics (400 mitrs.): Gold Medal	National	1	Nil	Nil	Piya Gupta
2018	Athletics (400 metres.): Gold Medal	National	1	Nil	Nil	Sk Suman

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

We follow the statute of The University of Burdwan and form students' union by the elected members from every classes. However, for the academic year 2017-2018, as per the direction of the department of higher education, Govt of West Bengal, the election of students' representatives was not permitted and thus the union could not be formed. Traditionally the students' union has played a very crucial role in the overall activities and enhances the

governance mechanism of the college with the primary focus of students' welfare. In earlier years students' union had been active in organising various welfare and cultural events like blood donation camp on the event of birth anniversary of Dr. Bhupendra Nath Dutta, college annual social, Rabindra-Nazrul Jayanti, departmental exhibitions, Republic Day celebration, Independence Day celebration, freshers' welcome, teacher's day celebration.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

5.4.3 – Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

NA

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institute gives emphasis on decentralization and participative management in order to fulfil the mission and vision of the institute by ensuring the participation of all the teaching and non-teaching staff. All contributes to the smooth functioning of the administrative machinery by performing their respective duties and responsibilities. The institution practices decentralization through active participation of different statutory and other bodies like the Governing Body, Teachers' Council, Committees and sub-committees (comprising both teachers and non-teaching staff), Departments under the charge of senior-most/responsible teacher(s), Purchase Committee, Finance Committee, Building Committee, RUSA committee, IQAC, Internal Complaints Committee. Two most functional bodies, upholding the values of decentralization and participative management and running successfully in the institution are namely the Finance Committee (FC), and Internal Complaints Committee (ICC). The FC is the finance controlling committee functioning under the aegis of the Governing Body (GB). The Committee members all nominated by GB. The committee has the authority of deciding the pros and cons of expenditure or its utilisation. The FC is assisted by Purchase sub-committee which gives the proposal of necessary purchase to be done. The various requisitions are taken from different stake holders of college that are assessed by the Purchase Committee. And are send up for the necessary perusal of FC. The FC also regulates the fees structure of the academic session and may make necessary modifications over the time. The FC monitors the different grants received by institution. In this context the RUSA sub-committee formed for proper utilisation of the RUSA fund also assists FC. Another sister wing of the FC is the Building sub-committee which on its turn gives suggestions for necessary developmental work on the institution. The Internal Complaints Committee (ICC) duly formed by the GB on 20/09/2017 complying with the UGC guidelines works independently towards the safety and security of Girls students and female employees of the institution. In order to effectively address the cases of sexual harassment at workplace and give justice to the victims, the Presiding

Officer, ICC plays the key role. She convenes meetings, organizes awareness programmes in consultation with other members of the Committee.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Being an affiliated college, the institution follows the syllabi designed by the University of Burdwan. However, few teachers of College are part of the Under-graduate Board of Studies (UGBS) of different UG programmes. The UGBS is instrumental in Curricular Planning and Syllabi design etc and are involved in framing guidelines for their respective courses and maintaining of standards of instruction, curriculum and examination. The teachers of the college often attend workshops organised by the UGBS where they give necessary feedback for the improvement of the curriculum. The faculty of the institution is responsible for fruitful deployment of the syllabi formulated by the UGBS and ratified by the Executive Council of the mother University.
Teaching and Learning	Apart of regular classrooms the college has one smart class room, three Projectors Laptops for ICT enabled classes. In addition to the new mode of teaching learning process, traditional mode of teaching learning is also carried out. The college has airy classrooms with mounted green boards, laboratories for respective departments equipped with instruments upgraded according to the modification of syllabi. System is developed in the library for the students to search their books available in the library and get access to e-resources. Teaching is supplemented with workshops, educational tours, laboratory visits, field trips. National and International Seminars and conferences.
Examination and Evaluation	Being an affiliated college, the institution follows the examination schedule designed by the University of Burdwan for semester-end examination. As part of CBCS, departments conduct Continuous Internal Evaluation (CIE). Different modes are adopted for CIE

(Class tests, seminars and assignments). The students are informed about the modalities of continuous assessment activities well in advance. The CBCS lays special emphasis on attendance and students are awarded marks accordingly. The teaching departments hold regular meetings to ensure that the teachers take regular class tests, assignment, presentations etc. Examination sub-committee ensures timely uploading of marks on the online platform in university portal.

Research and Development

The college boast of a faculty who are ardently involved in research work. Most of the faculty hold a PH.D degree. The rest are mostly registered scholars. The college has a Research Sub-committee headed by a senior teacher. This sub-committee provides guidance to faculty about funding agencies, promotes interdisciplinary research and monitors progress of ongoing projects.

Library, ICT and Physical Infrastructure / Instrumentation

The Library is equipped with 16476 books including 1207 reference books. Online Public Access Catalogue (OPAC), 03 computers and one printer for users, INFLIBNET e-journal facility: NLIST, e-journals and e-books. KOHA software installed for all administrative functions.

Human Resource Management

Performance Appraisals of the faculty are regularly done at the time of their promotion under CAS and Pension regularisation. Personal files are well maintained by the college office. The college has computerized account keeping and administrative system. The Pay slips and PF statements of employees are transmitted electronically as well as through hard copy. The superannuation benefits are provided promptly. Leave rules as per the University of Burdwan statutes are adhered to.

Admission of Students

: The monitors the admission process through the Admission sub-committee. The admission process is highly transparent. Rules and regulations of the University are strictly adhered to. Admissions are purely merit based. Candidates are required to fill the online form. Each application is processed and verified by the committee. The college strictly follows

the reservation policies of the State Government and Government of India for admissions. The college has a fully computerised admission management system.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Planning and Development</p>	<p>The college plans to 1. Prepare Pay-packet, pay roll, GPF Account etc. in digital form. 2. Maintain Stores ledger digitally, 3. The process of fees collection be made digitally, 4. All tendering and procurement activity be made online as per respective fund guidelines.</p>
<p>Administration</p>	<p>The institution follows partial e-governance policy. The college opts for e-tenders for RUSA purchases. Student admission software is being used for recording and maintaining the student data. Student data is maintained online. Service record of teaching and non-teaching staff is maintained. The salary of full-time employees are disbursed through WBIFMS of the West Bengal Government.</p>
<p>Finance and Accounts</p>	<p>All financial transactions of the college are accurately recorded in accordance with the accounting principles and policies. These are also properly documented in a timely manner. The college has maintained accounts both in digital and manual form. College is using College Administration and Management System (CAMS) to record the transactions, preparation of pay roll etc. in digital form. Every transaction is supported by adequate appropriate documentation. Most of the payments of the college are made through cheque. At the end of each financial year the college prepares an Income and Expenditure Account to present and report financial result. The Balance Sheet is also prepared to show the financial picture of the college. Taxation obligations are submitted and completed in time.</p>
<p>Student Admission and Support</p>	<p>E governance has been put to use to support the students in their process of admission, registration and enrolment. The entire process is carried out online. Even the process of fee deposit required for admission, examination etc. is managed online to</p>

keep the experience of the newcomers smooth and hassle-free. Helpline during admission is provided to address different enquiries of the students and guardians.

Examination

: Examination forms are filled online and their admit card is generated online. Academic class routine of the three streams and academic calendar is planned and uploaded on the website. Examination sub-committee ensures timely uploading of marks on the online platform in university portal.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	NA	Training on audit and accounts	05/04/2018	05/04/2018	Nil	6
2018	NA	Training on students' admission and fees collection	10/05/2018	10/05/2018	Nil	14
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
National workshop on Navya Naya	1	16/08/2017	19/08/2017	4

Interdisciplinary Refresher Course in Women's Studies: Social, Economic and Political Implications	1	18/02/2018	09/03/2018	20
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>Health services: The college has in its premises, a medical unit consisting of a registered Homeopathy doctor who visits regularly. Blood pressure and blood sugar is regularly checked in the medical unit. Health talks organized by the unit are delivered to the teaching, non-teaching staff and students as well as the people/beneficiary of the locality. Most of the medicines prescribed are provided by the medical unit. Medical Reimbursements: As per the guidelines of the Govt. of West Bengal Health Scheme for full time teachers . Group Insurance Scheme: GIS is available to all permanent employees of the college. Pantry: A well-maintained pantry for permanent teachers is successfully running in the staff room. College canteen provides separate facility for teaching, non-teaching, students and others. Academic Facilities: Computer</p>	<p>Health services: The college has in its premises, a medical unit consisting of a registered doctor who visits regularly. Blood pressure and blood sugar is regularly checked in the medical unit. Health talks organized by the unit are delivered to the teaching, non-teaching staff and students as well as the people/beneficiary of the locality. Medical Reimbursements: As per the guidelines of the Swasthasathi project. Group Insurance Scheme: GIS is available to all permanent members. Allowances: As per the state government rules the college gives various allowances to its employees. Uniforms are given to the guards. Leaves: Leave rules of the University and College are adhered to and employees are granted leave as per their entitlement. Thrift and credit society: A cooperative thrift and credit society managed by the staff is successfully</p>	<p>Career counselling are organized from time to time. The college has a Students' Welfare Committee that recommends and ensures timely implementation of fee concession scheme to the deserving candidates. A well-defined procedure is followed to scrutinize and select the candidates. Students' Welfare Committee extends help to students from economically weaker sections of society this year as well. The committee recommends students for relevant Government Schemes, scholarships, and other private organizations. This year as per the committee recommendation 18 needy students got half-free status. Internal Endowment Scholarship is provided to meritorious students including special meritorious girl student. The college assists the students in getting railway travel concession passes. There are 84 beneficiaries in 2017-18, who availed railway</p>

facility in library is available for the employees. Leaves: Leave rules of the University and uniform leave rule are adhered to and employees are granted leave as per their entitlement. Thrift and credit society: A cooperative thrift and credit society managed by the staff is successfully running in the college. Staff Quarters: The college provides temporary guest house for teaching faculty.

running in the college.

concession. The college provides photocopying facility at subsidized rates. Scholarships are given to meritorious and needy students. Kits, uniforms, and refreshment are provided to Physical Education department participating in competitions and events at various institutes and levels. Students are provided with gym facility for their health. There is a green generator for use during power cut. There is a cycle stand for students. There is enough arrangement for drinking water facility free of cost to the students. Sports kits are provided for those participating in various games and sports. In 2017-18 , 22 boys and 12 girls sports men are given jersey and pant sets and 20 boys and 02 girls are provided with tracksuit sets.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

College constitutes committees for smooth functioning of academic, administrative, and financial activities. The external financial audit is conducted in accordance with auditing standards accepted in India. The last audit was done for the financial year 2017-18 by the State Government nominated auditor. The auditor audited the Balance Sheet, General Fund, Income and Expenditure and Receipt and payment Account.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
An external examiner	300	Donation
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6.4.3 – Total corpus fund generated

5438008

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External	Internal

	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Nil	Nil
Administrative	Yes	Government of West Bengal	No	Nil

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The College does not have a formal Parent-Teacher Association. However, the college ensures a healthy interaction with the parents. Parents give suggestions and feedbacks in the parent-teacher meetings organised by individual departments.

6.5.3 – Development programmes for support staff (at least three)

1. The support staff is encouraged to attend workshops and training program conducted by competent authority outside the College. 2. IFMS training has been provided. 3. Staff are acquainted with E-tender system.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. One teaching post has been filled up in the department of Physics. 2. Faculty members are encouraged to undertake more research projects and publish regularly. As a result 3 teachers have been engaged with 3 Research projects, and 22 papers have been published. 3. Automation of library has been initiated in the year 2017 with the LMS Koha. Only cataloguing module has been functional.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	IQAC Meetings	25/07/2017	25/07/2017	25/07/2017	6
2017	IQAC Meetings	08/08/2017	08/08/2017	08/08/2017	6
2017	IQAC Meetings	15/09/2017	15/09/2017	15/09/2017	8
2017	Tree Plantation	16/08/2017	16/08/2017	16/08/2017	30
2017	Seminar on Women Empowerment	20/09/2017	20/09/2017	20/09/2017	117
2017	Cake Making Workshop	27/12/2017	27/12/2017	02/01/2018	11
2018	Regular submission of AISHE	07/03/2018	07/03/2018	07/03/2018	Nil

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Seminar on women empowerment	17/09/2017	17/09/2017	80	37

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The college flaunts a green campus with few indigenous plant species like Arjun, Palash, Gulancha and others. The college is deeply committed to promote environmental consciousness . Plantation programme is carried out in rainy season of every year which adds both to the ambience of the college and sustainability of the locality.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Rest Rooms	Yes	Nil
Scribes for examination	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	Nil	1	20/09/2017	1	Seminar on higher education and women empowerment	Awareness about Kan yashree, a govt. welfare scheme of West Bengal among feeder schools and college girl students and Awareness on the	117

						matter related against women's harassment	
2017	Nil	1	27/12/2017	7	Cake making workshop	Employability of the girl students	11
2018	Nil	1	06/02/2018	3	Annual fest	Educational stalls are given by the students which become point of interaction between the college and locality	800
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct (handbooks) for various stakeholders	04/09/2017	The Handbook gives information about the core values of the College including general code of conduct to be followed by the teaching, non-teaching staff and the students so as to satisfy the vision and mission of the college. Although the date is written here 04.09.2017, it is to be remembered that this institution has been cherishing this ethos since its inception.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Mother Language Day	21/02/2018	21/02/2018	110
Teacher's Day	05/09/2017	05/09/2017	185
Republic Day Celebration	26/01/2018	26/01/2018	36

Independence Day Celebration	15/08/2017	15/08/2017	41
Birth Anniversary Celebration of Dr. Bhupendranath Dutta	04/09/2017	04/09/2017	70
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. The college preserves indigenous and medicinal plants
2. The college has pond ecosystem adjacent to the heart land which is an ideal site for flourishing of local flora and fauna
3. The college observes plantation programme every year during monsoon
4. The College boasts a plastic free campus
5. The college is a tobacco free zone

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Title of the Practice: Emphasis on Physical Education and Participation in Sports Activities
Context: Swami Vivekananda affirms that playing football helps one to be closer to God than reading Bhagavat Gita. The Tradition of Patanjali Yoga dates back to millions of years before where the Indian tradition emphasises on a "Nirog" (fit) body as a prior need for Moksha, the actual fulfilment of the goal of Human Life. Both the Indian Tradition and the Western tradition have emphasised the necessity of Physical fitness as the platform on which the intellectual super structure may rest. The western saying "A sound mind in a sound body is an old saying" Or the History of Olympic Games testifies it. Holistic development of the students comprises the development of both intellectual and physical plane. In this context the institution has introduced a new curriculum of Physical Education in the academic session 2007-2008

The Objectives: 1. to open new opportunities for students through this curriculum 2. to promote the students from socially backward classes to institutional, district regional national level sports and games. 3. to build confidence among the students from marginalised sections so as to compete at all levels. 4. to make students competent to find jobs through sports reservations at Government level jobs

The Practice: Physical Education is part of the BA General Programme. Teachers and students are deeply involved in both in both theoretical and practical classes. Class hours for this department starts from 9 am when students are off to the field for their practical classes. Students are trained to participate in tournaments at various levels with full confidence. The college has realised the scope of better development of its academic environment through the development of this department and has purchased Laboratory and sports equipment worth Rs. 2500000 from RUSA fund with the vision of upgrading it to the Honours level. Evidence of Success: The hard labour of the students and the teachers have borne better fruits than the previous years. Thirteen players have distinguished themselves by winning medals at different levels in the present academic session.

- i. Handball: Suman Basu, Bikram Pal and Piya Gupta have played for the mother university in Inter-university championship (East Zone). Suman Basu has even moved up to play Federation Cup (Senior National level) and All India Inter- University Handball Tournament.
- ii. Kho-Kho: Sk.Suman has been selected for University team in All India Inter-University championship
- iii. Yoga: Vivekananda Pal and Chiranjit Mal have participated in National Yoga championship and have secured second position and seventh position respectively. the duo along with Kaustav Das have participated in All West Bengal Yoga Competition as a group and secured winner's position.
- iv. Football: Intra-district champion (Bardhaman), held at Chandrapur college. State Runner's up in All West Bengal College Championship. Semi-finalist in Inter-college Football championship (The University of

Burdwan) v. Athletics: Piya Gupta and Sk Suman, both, are District Champions in 200mts and 400mts each. Problems Encountered and Resources Required: Being located in a rural area dominated by marginalised ones the dream of representing the institution and winning a space is itself a great challenge indeed. The most inevitable problem faced by the institution is that the students come from impoverished families who do not get the amenities that a player is entitled to for better performance. Another major problem is the lack of faculty strength. The major resources utilised is college fund, however a great deal of upgradation has been possible out of RUSA fund. More Funding from various sources may further equip the players.

2. Title of the Practice: Women Empowerment and Harassment Free institution Context: The reformers of the Renaissance have emphasised the need for female education as the road to emancipation. "Ya vidya ya bimuktaya" upholds the Indian ethos of education. It is only with formal education and empowerment that women who constitute half of the society can shape their future on their own terms. The issue of Women empowerment has been the focus of Governments since independence. However, the ironical situation is that even standing in the 21st century, the elected Governments have to formulate laws to fight against violence perpetrated on women like child marriage, dowry deaths, honour killing, acid attack, rape molestation and other form of physical and mental harassment. Governmental efforts and policies like "Beti Bachao beti padao", Kanyashree, Rupashree all underscore the need of female education. Women have always relegated in the society and women from the socially and economically backward positions are doubly marginalised in Indian society. Our college situated in the rural area has female students from both the nearby town and the surrounding villages thus becoming a mixed bag.

The Objectives: 1. the primary objective is creating a sustainable society. 2. to assure greater enrolment of girl students in higher education. 3. to ensure proper disbursement of governmental funds for girl students 4. to maintain create scope for employability among girl students 5. to create awareness of women rights among all the students 6. to offer harassment free ambience to girl students and female employees.

The Practice: Being a coeducational college the students irrespective of their sex get admitted on the basis of their merit. However, the college monitors the position of its girl students since their admission. It has been the practice of the college to keep a record of number of Girl students admitted along with their category. Similar records are maintained regarding their results. the college publishes a handbook on Code of Conduct where rules are framed which ensure harassment free campus. it is clearly stated that all Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students. All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment. the college tries to arrange workshops for creating scope of employability. Evidence of Success: The issue of women empowerment is a continuous process which bears fruits over the years. However following milestones have been achieved in the current year 1. the office record shows that in the current academic session 47.9 were girl students. the percentage of girl students graduated from this institution is 52.71. 2. the college can set example of women leadership in a coeducational institution. there are 15 Honours programmes in this college of which 11 are headed by female teachers. other portfolios asserting leadership like representation in the College administration and IQAC coordinator is also held by female teachers. 3. the college has organised a seminar on women empowerment on 20/09/2017 4. the college has set up ICC abiding the UGC regulations to address any harassment related issue. one complaint was lodged in the current academic and immediately addressed by the institution. 5. two workshops have been organised – one of handcraft conducted by Pidilite and one

on cake making conducted by District administration—to train girl students. 6. the college has a three storied girl's hostel to provide accommodation. Problems Encountered and Resources Required: One of the major problems that lies before the college is in spite of the completion of the Girls' Hostel there are no applicants from the students. Coming off age many students are given into marriage some of whom continue studies even after marriage while others prefer to discontinue. More funds need to be raised to continue with other development works regarding women hygiene and upliftment. At present all is met out of college fund.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://dbndsm.edu.in/images/uploads/best%20practice.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The institution, located in one of the most prosperous blocks (Bardhaman II) of the Purba Bardhaman district of West Bengal in terms of agriculture, is a rural college catering to the need of spreading education to the local people who ironically has the poor and socially backward classes as the majority of the population. Prior to the establishment of the college, students seeking higher education have had to travel to the Bardhaman town, 14km away. And as a matter of fact, students belonging to the poor and socially backward classes have dropped out of higher education owing to economic and other social hazards. The college in the span of 21 years only have contributed much to provide scope for higher education not only to students of eleven feeder schools but has also been able to attract many students from the local town and other academic institutions outside the block fulfilling one of the important components of its mission and vision. It has successfully brought a significant section of the students belonging to the reserved category within the domain of higher education. The college stands unique for its beautiful green campus flattered with lush green ambience and medicinal and indigenous plants sprawling over an area of 7.29 acres of land with a standard field at its centre, a pond beside and academic and administrative buildings and two hostels on the sides. the college has been acclaimed for its discipline among all stakeholders. the college administration maintains zero tolerance towards ragging and harassments of all sorts. The students are regular braving odds like economic drawbacks and others. Special acclaim may be given to the department of Physical Education where students, mostly from these socially backward classes, comprising first generation learners, have not only come in the radar of higher education but have also added feathers to the hat. The college is proud of its players who have excelled in diverse sports events like Handball, Kho-Kho, Yoga, Football and Athletics. Football remains the crown.

Provide the weblink of the institution

<https://dbndsm.edu.in/images/uploads/Institutional%20distinctiveness.pdf>

8.Future Plans of Actions for Next Academic Year

Academic, administrative and proper environmental planning is required for smooth functioning of the college. The college plans to install solar energy system as a source of alternative energy in the college to promote green campus. It also proposes to install a green generator for a pollution free environment. In order to enhance the quality of academic environment the college aims to organise different seminars and conferences across all levels. Necessary arrangements need to be created for better women hygiene. The college also intends to implement e-governance in sectors of admission, administration,

purchase and finance. It also plans to complete utilisation on RUSA fund.