



## **YEARLY STATUS REPORT - 2021-2022**

### **Part A**

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

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>HALDIA GOVERNMENT COLLEGE</b>
• Name of the Head of the institution	<b>DR. PIJUSH KANTI TRIPATHI</b>
• Designation	<b>Principal (in-charge)</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>03224252044</b>
• Mobile No:	<b>9474347710</b>
• Registered e-mail	<b>hgchaldia@gmail.com</b>
• Alternate e-mail	<b>tripathi_pijush@rediffmail</b>
• Address	<b>P.O. Debhog, Dist: Purba Medinipur, - 721657</b>
• City/Town	<b>HALDIA</b>
• State/UT	<b>West Bengal</b>
• Pin Code	<b>721657</b>
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	
• Type of Institution	<b>Co-education</b>
• Location	<b>Urban</b>

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	VIDYASAGAR UNIVERSITY				
• Name of the IQAC Coordinator	Dr. Dipankar Sadhukhan				
• Phone No.					
• Alternate phone No.					
• Mobile	8017186625				
• IQAC e-mail address	hgchaldia@gmail.com				
• Alternate e-mail address					
3.Website address (Web link of the AQAR (Previous Academic Year)	<a href="http://www.haldiagovtcollege.org.in/wp-content/uploads/2023/02/AQAR-20-21.pdf">http://www.haldiagovtcollege.org.in/wp-content/uploads/2023/02/AQAR-20-21.pdf</a>				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://www.haldiagovtcollege.org.in/wp-content/uploads/2023/02/Academic-Calendar-21-22.pdf">http://www.haldiagovtcollege.org.in/wp-content/uploads/2023/02/Academic-Calendar-21-22.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	71.2	2007	31/03/2007	30/03/2012
Cycle 2	B+	2.52	2017	31/10/2017	30/10/2022
6.Date of Establishment of IQAC			21/07/2013		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NA	NIL	NA	NIL	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		

<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>	
<b>9.No. of IQAC meetings held during the year</b>	<b>3</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>The IQAC of the college regards the maintenance of a consistently good academic record as its first priority. For achieving this end regular monitoring of both students and teachers performance is carried out. Periodic collection of feedback from different stake holders is used to facilitate this.</p>		
<p>As an advisory body the IQAC offers suggestions for the development of the institutions intellectual property, linguistic competence of students, betterment of the teaching learning process infrastructure etc.</p>		
<p>The IQAC ensures a regular attendance of students and teachers round the year. The IQAC inspects and tries improve college infrastructure. The IQAC ensures that students' grasp over all areas of curriculum through periodical assessments. The teachers are encouraged to participate in Refresher Courses, Orientation Programmes, Research, Seminars and Workshops etc. for the upgradation of knowledge base. The IQAC regulates the processing of career advancement scheme of the teachers. All teachers are encouraged to take part actively in research work. They are encouraged to send proposals for major and minor research projects of UGC, DIST etc.</p>		

Departments are encouraged to regularly hold Tutorial and special classes and value added course to address the specific needs of students. The IQAC regulates the arrangements for holding seminars workshops etc. by individual departments/ multidisciplinary to upgrade the knowledge base of the students. Preparation and Submission of AQAR for the Session 20-21.

**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
Enhance the Green Initiatives on Campus	1. LED Bulbs, tube lights, energy savings fans, Star rated energy savings AC etc. installed throughout the Campus 2. Restricted entry of automobiles in the Campus 3. Landscaping with 3 natural ponds enrich ecological system of our college 4. Garbage removal system by Haldia Municipality. 5. Planning to conduct Green & Energy Audit. 6. Tree plantation Programme and sustainable practice in campus celebrated by NSS & NCC unit of the college in collaboration with local NGO Sutahata Jeevandeep voluntary blood doner's Association on 15th June. 6. Pollution checking system installed to the campus.
Decentralisation of Administration	For the smooth conduct of administration, different Sub-committees formed through Teachers' Council meeting for Admission, Examination, Seminar-workshop, Research, Career Counselling, Anti ragging, service matter related committee etc.
Celebration of college foundation day.	College Foundation Day was celebrated in the presence of students, teachers and non-teaching staff.
As is the practice of the college, all teachers were encouraged to take part in Orientation programmes and Refresher courses.	This session 5 teachers released for Refresher Course and 1 for Orientation, details are given in 6.3.4.
The college laid emphasis on the development of sports and cultural activities. Students	The Annual sports were held with the active help o the Physical Education department. Many

were encouraged to take part in inter-college and inter-university sports programmes. They were also encouraged to take part actively in sports events organised by the state government.	students also participated and won medals in sports tournaments outside the college. The college organized a Cultural programme in which participating students were awarded prizes and certificates.
During lockdown period for COVID-19, college face lots of difficulty for several fees collection like Tuition fees, examination fees etc. So IQAC decided to introduce online fees collection system.	Institution purchased an ERP software. Infotechlab is our service provider now.
CAS promotion for 5 teachers need to process during this session by IQAC.	IQAC arranged Screening for the CAS promotion of 5 teachers and duly forwarded to Director of Public Instruction, Govt. of West Bengal for Approval
IQAC planed for conducting value added courses in this Session.	19 Value Added Courses conducted by various department of the college and 477 students participated and successfully completed 30 hours courses on different topic.
IQAC plan for opening of research cell in the college specially for two Post-Graduate Departments.	Communication was made from Officer-in-Charge end with our affiliating Vidyasagar University and Director of Public Instruction Government of West Bengal.
Plan for starting offline classes as per Government directives following COVID-19 protocol.	In November when college open for offline classes every department discuss with their students regarding maintaining of COVID-19 Protocol. There were postering for Face mask , Hand Sanitisation, Social Distancing etc. all over the campus. Also local Municipality and College weekly done campus sanitisation for few weeks.

<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>				
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>					
<table border="1"> <tr> <td>Name</td> <td>Date of meeting(s)</td> </tr> <tr> <td><b>IQAC-MEETING</b></td> <td><b>28/06/2023</b></td> </tr> </table>		Name	Date of meeting(s)	<b>IQAC-MEETING</b>	<b>28/06/2023</b>
Name	Date of meeting(s)				
<b>IQAC-MEETING</b>	<b>28/06/2023</b>				
<b>14. Whether institutional data submitted to AISHE</b>					
<table border="1"> <tr> <td>Year</td> <td>Date of Submission</td> </tr> <tr> <td><b>2021-2022</b></td> <td><b>31/01/2023</b></td> </tr> </table>		Year	Date of Submission	<b>2021-2022</b>	<b>31/01/2023</b>
Year	Date of Submission				
<b>2021-2022</b>	<b>31/01/2023</b>				
<b>15. Multidisciplinary / interdisciplinary</b>					
<p>Haldia Government College, always actively worked to implement multidisciplinary teaching learning process towards panoramic development of students. Along with 13 Under Graduate Departments and 2 Post Graduate Courses, the multidisciplinary approach to education is implemented (a) through the general course of Physical Education. (b) Our institution offers several flexible and innovative curricula in the areas of community engagement and service through NSS, environmental education project and NCC. (c) Several seminars and webinars are conducted by individual departments, ICC cell, Women's cell, Career Counselling Cell etc in collaboration with IQAC cell on regular intervals covering wide array of topics across disciplines as well as on Socio-Cultural issues. (d) The institution always encourages students to enjoy multidisciplinary engagement of different semesters through one month Yoga training before Yoga day, participation in interuniversity sports events, intercollege cultural events etc.</p> <p>Our College anticipate all these drives will be very fruitful for implementing NEP 2020.</p>					
<b>16. Academic bank of credits (ABC):</b>					
<p>Our Affiliating Vidyasagar University has discussed about the approach for the implementation of NEP-2020. And thus we get more clarity regarding the academic bank of credits being proposed in the policy</p>					

shape up. The faculty members proposed welcome the for the change in the mindset of policy makers, which should help to create a framework for the smooth implementation of NEP-2020. We anticipate that this historic policy on education will yield positive results and too have pulled our socks to ensure its effective implementation. Faculties are encouraged in book writing according to curricula and further advanced research. Students also prepare study materials for their own use and also for their juniors.

#### **17.Skill development:**

Considering the recent days worldwide growing demand of Skilled work force in both public and private sector, Vidyasagar university has framed our curriculum accordingly. So many skill oriented courses are introduced in the curriculum following UGC guide lines. Need of the hour is to produce young generation obtaining degrees in their choice of subjects and additional skill course that will help them to start their own entrepreneurship after leaving the college. Other good practices of the institution for skill development are through scientific workshop, as well as the atheletic performances etc. The syllabus for each Subject is so designed that the students have to undertake application oriented compulsory modules of Skill Enhancement Course in Semester 3 and Semester 4 which relates to skill formation, problem solving, computer programming knowledge and analytical thinking which are core to STEM.

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

We believe in Integating Indian Knowledge system and the essence of our culture in our teaching along with the knowledge of their course curriculum. In today's continuous and rapidly changing global economy with the advancement in science and technology, knowledge of our tradition and culture helps in self-realisation and self motivation. In this context, we focuses on; yoga and meditation to de-stress and rejuvenate the mind and soul, and for this we have Gym centre in our college. Seminars yoga with emphasis on eat tradition bengali food, eat seasonal and eat traditional. Pous-parban celebration with bengali traditional rice cake preparation by different students. Celebration of Saraswati Puja, Rabindra Jayanti and Rakhi Bandhan in Campus. Our college organise Seminar on Bhasa Dibas to respect our Mother Language (s). Also in our annual



cultural programme students from different regions of West Bengal participate with different cultural activity like Bengali, Nepali, Adibasi etc. some time students from other states also participate with their traditional culture.

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

Our focus is on outcome based learning and we try to inculcate student centric methods of teaching and learning. Assessments through quizzes, Essay writing, debates are regularly done to monitor whether the outcomes are achieved or not. Every department mentor their students to work on their weak points, informed about different entrance examination, job oriented examination after graduation. We try to incorporate graduate attributes in our students.

#### 20.Distance education/online education:

From the beginning of lockdown for COVID-19 in March-2020, our college gradually developed online teaching learning process using google meet and Zoom platform. Also our institution conducted regular Internal and class test examination in online mode and upto 21-22 session Vidyasagar University conducted all the mid & end semester examination in online mode and our institution acted accordingly as per the direction of the University. Doubts also cleared through WhatsApp. Study materials and E-contents provided to students. YouTube videos were shared and students were encouraged to visit e- Pathshala and swayam courses.

### Extended Profile

#### 1.Programme

1.1 16

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

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

#### 2.Student

2.1 1352

Number of students during the year

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

2.2 **428**

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

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

2.3 **444**

Number of outgoing/ final year students during the year

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

### 3.Academic

3.1 **47**

Number of full time teachers during the year

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

3.2 **53**

Number of Sanctioned posts during the year

## Extended Profile

### 1.Programme

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

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

### 2.Student

2.1	1352
Number of students during the year	

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

2.2	428
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

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

2.3	444
Number of outgoing/ final year students during the year	

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

### 3.Academic

3.1	47
Number of full time teachers during the year	

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

3.2	53
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	36
Total number of Classrooms and Seminar halls	
4.2	40.89737
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	84
Total number of computers on campus for academic purposes	
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>The college regards effective delivery of curriculum as the most vital curricular aspect. The college follows the curriculum prescribed by the Vidyasagar University through its Boards of Studies. Our faculty members have worked on the Board of Studies and their sub-committees, substantially contributed to the curriculum development. But for this session due to pandemic situation Theaching-learning, question preparation and internal and university examinations are completed through hybrid mode. Upto November-2021 and January-2022 all academic part has been done through online mode then again from February Classes conducted through offline mode but examination were conducted through online mode as per the guideline of the Vidyasagar University.</p>	

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

Before the commencement of odd and even semester, University notifies an academic calendar for all the programs, which contains the tentative date of commencement, last working day of the semester. With the help of the University Academic calendar, College prepare the main academic calendar, containing internal assessment's tentative date/ week, field work schedule, Seminar & Workshops tentative week. The academic calendars help faculty members to plan their respective course delivery research work academic and co-curricular activities. Department heads closely supervise and monitor the completion of the syllabus as per the University Academic Calendar. Internal Assessment tests (IA), assignments and seminars are part of the Continuous Internal Assessment of students. There is a well-defined process for the conduct of IA as per the calendar of events. The course instructors prepare IA question papers and approved by the department Head. The internal assessment test timetable prepared by the Academic Sub- committee. Continuous evaluation and assessments are also done for laboratory course, project work & seminars. Conduction of laboratory experiments and viva, Submission of records are the major components of laboratory course evaluation.

The Principal, through the academic committee meetings, frequently reviews the semester's progress and provides suitable suggestions. In case of revision of academic calendar by the university, institute incorporates the necessary changes accordingly.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

### 1.1.3 - Teachers of the Institution participate in following activities related to curriculum

B. Any 3 of the above

**development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

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

16

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)**

19

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

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

417

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

417

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

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

The teaching-learning process incorporates discourses on gender, issues of professional ethics, importance of conservation of environment and the need for sustainability. This is effectively done in two ways: (a) Some departments offer CC, DSE and GE courses that address these issues directly as part of the CBCS curriculum. English: Women's Writing and Women's Empowerment, Human Values. In Sociology Honours CC-7 & CC-9 also GE-1, GE-2 contain gender studies, DSE-2 Environmental Studies, Gender & Sexuality etc. In Anthropology CC-2, 8,10, 12, 14, SEC-1, SEC-2, DSE-3, 4, GE-3 contains Human Values, Environmental Studies, Ethics etc. Also in Bengali DSE-1, there is Gender, Human Values, Environmental Studies, Ethics etc. (b) Also time to time College Woman's Cell, NSS, NCC organised different seminar and workshop on this kind of topics.

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

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

11

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

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

698

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System



<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>A. All of the above</b>
File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<b>No File Uploaded</b>
Any additional information(Upload)	<b>No File Uploaded</b>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>B. Feedback collected, analyzed and action has been taken</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<b>Nil</b>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of sanctioned seats during the year</b>	
<b>945</b>	
File Description	Documents
Any additional information	<b>No File Uploaded</b>
Institutional data in prescribed format	<a href="#">View File</a>
<b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)</b>	

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year****149**

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

**2.2 - Catering to Student Diversity**

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

For the Session 2021-22, due to COVID -19 pandemic situation teaching- learning had to be done online mode using google meet, Zoom, Google Meet, after pandemic offline class room teaching arranged at college. Tutorial classes were held for enabling proper understanding. Remedial classes were arranged for slow learners as per need. Individual interaction session done between students and teachers to discuss about any upcoming PG / Research institutes entrance examination, online form fillup procedure, time management, topic wise suggestion etc. The scopes of improvement have also been discussed with the students as well as with the parents. Doubt clearing sessions were also arranged for them.

Advanced learners encouraged to participate in various webinars, workshops and seminars so that they can listen to eminent scholars and experts to enhance their knowledge and skill. Advanced learners also advised to listen the topic wise classes from Open Course Module like MIT etc. Advanced learners of different departments were motivated to present their works in various students' seminars and often they were provided with advanced research articles and book chapters so that they can frame better answers to the questions. They were also motivated to participate in group discussion, essay, poster, quiz competitions organized by the college and other institutions.

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

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

Number of Students	Number of Teachers
1352	51

File Description	Documents
Any additional information	No File Uploaded

**2.3 - Teaching- Learning Process**

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

To enhance the learning experiences, all the teachers adopt many ways like usual lecture method, interactive method, project and field work method, computer-assisted ICT method, experiment method etc. Teaching and learning activities are made interesting and easy to understand by these practices. Many teachers use the conventional black-board presentation methods, especially in mathematics, economics, where they teach mathematics and statistics as numerical solving. Also, some teachers use power point presentations and computer-based materials and use animated simulation by YouTube to understand the graphical representation. Use of you-tube to make learning interesting besides the conventional oral presenting methods.

Some Student centric methods are as follows:

**Project methods:** The project work stimulate student's interest on the subject and provide student an opportunities of freedom of thoughts and free exchange of different views. As per the syllabus, the project work is done for Bengali Honours SEC-2 course, Bengali General SEC-4 course, DSE-4 course in Sociology & Statistics Honours, Field work in B.Sc. Geography & Anthropology and for the UG-Semester-2 Environmental Science. Also the Projects are done in PG classes M.Sc. in Chemistry and Geography.

**Interactive methods:** The faculty members make learning interactive with students by motivating student participation in group discussion, role-play, subject quiz, discussion and questions and answers on current affairs, etc. Class room discussion in various topics are done under features. Especially, NSS, NCC, Statistics and sociology department organize interactive methods many times

in a year.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

Form the time of COVID-19 pandemic situation, all teachers are use to with ICT. Our campus is wi-fi enabled, all class rooms, network resource centre, library are partially equiped with ICT devices. Online classes are arranged for some subjects like environmental science, english, education etc. where the streanth of the students are high. Some departments like Statistics uses students seminar for internal assessment, every students prepare their PPT for presentation through projector. Some department arrange extension lecture for their students through online mode by some external experts. All teachers encourage students to take help from YouTube lectures of different subject experts.

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

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

**2.3.3.1 - Number of mentors**

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

## 2.4 - Teacher Profile and Quality

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

51

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

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

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

28

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

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

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

437

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

## 2.5 - Evaluation Process and Reforms

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

There is a standard process of internal assessment in the college. For each semester, a student needs to appear in 2- internal examinations, in some departments/papers internal assessment conducted through seminar and assignment mode also. The tentative schedule of the internal assessment is decided at the beginning of the even and odd semesters, in the form of academic calendar. As per the academic calendar, a teacher has to take unit test, which may be in the form of written test, black-board presentation, power-point presentation, quiz on subject or by other method, which the subject teacher decides. If any students want to check marks and their answer script of internal test they can check from the concerned subject teacher. Marks obtained in Internal Assessments and class attendance are also recorded in Marks Register and also sent to the university. If there is any difference or discrepancy in their marks, it can immediately be corrected. Some teachers analyse the solution and method of solving the paper in the class-rooms.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

The college has a mechanism to deal with the internal assessment related grievances. First of all, every department tries that there should not be any grievance occur in internal examination. If so, then such students need to consult with the concerned subject teacher and HOD of the said department to overcome any examination

oriented grievance within one or two days.

And for any grievances oriented to University Examinations, students need to fill up a form supplied by Vidyasagar University and forwarded by the Principal of the college to the Controller of Examination, Vidyasagar University for any kind of review, resu;t cancellation etc. Students can also go for RTI to see their evaluated answer script also. For every case, University has som specified time frame to resolve the issue.

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

## 2.6 - Student Performance and Learning Outcomes

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

Our college adopts outcome based education as per the syllabus of affiliating university. Themechanism is followed by the institution to communicate the learning outcomes to the teachers and students as:

1. During the time of admission and verification, courses aredescribed to the first year students.
- 2.During the first week of the classteachersintroducethe subject to the Students.
- 3.Learning Outcomes of the Programs and Courses are observed and measured periodically in each semester.
- 4.Soft Copy and hard copy of Curriculum and Learning Outcomes of Programmes and Courses are communicated with the students.
- 5.The importance of the learning outcomes has been communicated to the HOD's inIQAC Meeting and T.C.Meeting.
- 6.The students aredemonstrate of thorough conceptual understanding in the core areas of all the subjects with the support of data.
7. Use software tools and coding at a level necessary to perform mathematical operations, statistical analysis and simulations in solving complex problems.
- 8.Use basic laboratory equipment correctly and effectively in order to conduct measurements, and analyze and interpret the results, including a quantitative understanding of uncertainties.
- 9.Locate existing scientific research relevant to a given topic, and evaluate its accuracy.
- 9.Communicate the results of scientific work effectively, making use of clear and well organized writing and presentation skills, and employ equations and visualization tools

as needed.

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

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

Our Institute is affiliated to Vidyasagar University, Medinipur. We offer Under Graduate, Post Graduate (Geography & Chemistry) and Physical Education programs and courses under the Faculty of Arts and Science. For these programs and courses, the institute followed the curriculum designed by our affiliated university. The Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution and the same are communicated to the students in the formal way of the discussion in the classroom.

After measuring attainment of POs and COs, it has been observed that the strength of the students as well as passing percentage of the students is increasing progressively. Besides, students' progression to the higher studies that is from Under Graduate to Post Graduate seems to be increasing consistently and rapidly in the last few years. We took utmost care of measuring the level of attainment of POs and COs and followed formal as well as informal mechanism for the measurement of attainment of the outcomes. Even we took feedback from all the stakeholders in this respect and try to take necessary steps accordingly.

Subsequently, the College took care of the attainment to measure the POs and COs and implemented the mechanism as follows:-

- The institute followed the Academic Calendar of our affiliated university.
- All the subject teachers discuss shortfall and outcomes after each Internal Examination.
- All the subject teachers prepared Semester-Wise Internal evaluation Reports.
- Internal examination committee analyzed evaluation reports



of results.

- Institute considered Feedback from the Stakeholders for the attainment of PO and CO.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.haldiagovtcollege.org.in/academics/syllabus/">https://www.haldiagovtcollege.org.in/academics/syllabus/</a>

### 2.6.3 - Pass percentage of Students during the year

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

460

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

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

<https://www.haldiagovtcollege.org.in/academics/students-feedback/>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

0

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

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

0

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

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

16

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

### 3.2 - Research Publications and Awards

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

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

27

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

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

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

9

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

### 3.3 - Extension Activities

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

The college organizes a number of extension activities to promote institute-neighborhood community to sensitize the students towards community needs. The students of our college actively participate

in social service activities leading to their overall development. The college runs effectively National Service Scheme and National Cadet Corps Units. Through these units, the college undertakes various extension activities in the neighbourhood community.

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

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

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

1

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
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

30

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

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

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

615

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

### 3.4 - Collaboration

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

3

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

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

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

0

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

**Physical facilities:** The Principal and PWD, Govt. of West Bengal looks after the development, maintenance and utilization of the College physical facilities. Two (Boys & Girls) 75 bedded Hostel are inside the campus along with Teachers' Hostel. For maintenance of a clean campus environment, Group-D staffs are assigned to various jobs and duties - cleaning of all rooms, corridors, toilets, compound, etc on regular basis. NSS students also clean the classrooms and corridors under Swachh Bharat mission.

**Laboratory:** There are 9 laboratories in the College including five computer lab. The computer laboratory used for Mathematics, Statistics, Physics and Chemistry Department. Value added computer courses are also organized for students from time to time. Geography & Chemistry Laboratory are used for both UG & PG students. The Anthropology and Physics lab are used as part of the under graduate programme.

**Library:** The Library Committee with the Principal as the chairperson and librarian as convenor along with all HODs tackle different issues relating to the smooth and efficient functioning of the library. At the time of admission students are issued library cards which will be valid till their final semester for central library as well as for seminar library. Photocopy facility is also available in the campus at nominal rates. It also has AC in the reading rooms and working area with power backup facilities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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 Institute has a separate department on Physical Education, that integrates sports and Yoga in its curriculum and extra-curricular activities as essential components. This is done not only for participation but also for assessment of students.

College has adequate facilities for sports, games and cultural activities. There are two large playgrounds inside and out side of Academic Building within the campus with provision for multiple games, such as, Athletics, Cricket, Football etc. Another field for outdoor badminton courts, Volleyball, Shot-Put and Kho-kho. A standard size gymnasium are also available.

Facilities for outdoor and indoor sports and games that include badminton, volleyball, basketball, carrom, table tennis and chess, gymnasium and cultural activities also exist in the Girls and Boys Hostels.

All faculties have well-equipped conference halls for organizing annual functions and cultural events. Major cultural events are organized at the play ground inside the academic building.

Every year Annual Athletic Meet organised by Sports committee in collaboration with the Department of Physical Education, during winter. All students & faculty take part in this event.

Cultural activity like inter departmental cultural competition, cultural programme during Independence Day, Republic Day, Rabindra Jayanti, International Mother Language Day, Teachers Day function, Freshers Welcome, Farewell ceremony occurs throughout the year organised by Cultural Committee, NSS, NCC.

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

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

26

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

26

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

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

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

153.732224

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

#### 4.2 - Library as a Learning Resource



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

Library still not fully automated but the library has Inlibnet N-List Membership for e-Journals. The Membership Fee is Rs. 5900/-. The annual expenditure of purchase of books/e-books and subscription to journals/e- journals.

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

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

A. Any 4 or more of the above

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

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

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

5900

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

## 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**

35

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

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

There are different digital technological facilities available in the college. There are 02- smart classrooms, 01-digitally equipped conference hall and 05-digitally equipped departmental computer laboratories available in the college along with a common Network Resource Centre. The students of the college are access to the common Network Resource Centre. The wholecollege campus ( Academic Building, Principal's Bunglow,Boys,Girls & Teachers Hostel) are facilitated with the Wi-Fi connectivity by RUSA 2.0. There is open access of Wi-Fi connectivity to all student and the staff members of the college. All the departments of the college are provided with computer and other related accessories. All teaching staff member use the ICT in the classrooms and laboratories, whenever needed. The different educational sites are usedfor the over all learning of thethe students with the help of digital equipments.

Almost all the official work is being done with the help of ICT. The college regularly maintains the IT facilities.Computer is formatted in regular basis.

College itself formats and updates the computer.

Anti-virus is regularly installed in computer. All computer has anti-virus

CCTV is installed inside the campus.

Website is maintained and updated in regular basis.

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

**4.3.2 - Number of Computers**

104

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

**4.3.3 - Bandwidth of internet connection in the Institution**

C.10 - 30MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**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)**

5.836724

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

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

**Physical facilities:** The Principal and PWD, Govt. of West Bengal looks after the development, maintenance and utilization of the College physical facilities. Two (Boys & Girls) 75 bedded Hostel are inside the campus along with Teachers' Hostel. For maintenance of a clean campus environment, Group-D staffs are assigned to various jobs and duties - cleaning of all rooms, corridors, toilets, compound, etc on regular basis. NSS students also clean the classrooms and corridors under Swachh Bharat mission.

**Laboratory:** There are 9 laboratories in the College including five computer lab. The computer laboratory used for Mathematics, Statistics, Physics and Chemistry Department. Value added computer courses are also organized for students from time to time. Geography & Chemistry Laboratory are used for both UG & PG students. The Anthropology and Physics lab are used as part of the under graduate programme.

**Library:** The Library Committee with the Principal as the chairperson and librarian as convenor along with all HODs tackle different issues relating to the smooth and efficient functioning of the library. At the time of admission students are issued library cards which will be valid till their final semester for central library as well as for seminar library. Photocopy facility is also available in the campus at nominal rates. It also has AC in the reading rooms and working area with power backup facilities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.haldiagovtcollege.org.in/facilities/">https://www.haldiagovtcollege.org.in/facilities/</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****1226**

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

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year****5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year****1226**

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

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

**A. All of the above**

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

5

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

5

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

3

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
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

141

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

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

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

**government examinations) during the year****37**

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.****1**

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

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 )

**Presently as per government directives no students council exist in the college, but students representative take part in arrangement of sports, cultural programme, they also organise Teachers' day programme, freshers' welcome &farewell ceremony for 1st semester and final semester students respectively. Students representative also take part to help the students during scholarship related, Examination form fill up related etc. issue arises.**



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

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

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

7

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

### 5.4 - Alumni Engagement

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

There is no registered Alumni Association, but ex-students regularly support the institution to organise any programme like Saraswati Puja, Independence day, Republic day, Sports Volunteer during Annual Athletics meet and cultural competition etc.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

The institution follows its vision and mission to serve better for students. The governance also matches vision and the mission of the college.

OUR VISION: Empowerment of common urban/rural students (mostly 1st generation learners) through quality education to meet the global challenges with the help of different welfare scheme like kanyashree for girls and other scholarship scheme directly from Government of West Bengal.

OUR MISSION: 1. To provide quality education to all students irrespective of caste, creed, religion and socio-economic status to uplift the society as a whole. 2. To maintain excellent academic standard through innovative and effective teaching learning method in a learner friendly and joyful environment. 3. To prepare the student as a responsible citizen. 4. To cherish skills and academic excellence in this urban area.

GOALS AND OBJECTIVES: a. To achieve academic excellence. b. To compete them at state and national level in all areas of life. c. To develop leadership qualities. d. To develop all round personalities of the students. e. To provide orientation to students towards research. f. To promote the faculty towards quality research and examination.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

As a Government college all the departmental academic activity as well as the administrative activity works under the direct supervision of Officer-in-Charge and over all monitored by Higher Education Department of Govt. of West Bengal. Day to day academic activities of the departments are taken care by the HODs and Academic Subcommittee. OIC encourages and cooperates the HODs and faculty members in ensuring a proper academic environment in the institute which may benefit the students. The Plans, Programmes and the Policies for fulfillment of the mission of the institute are executed by the active faculty members. For which different sub-committees have been formed by Teachers' Council meeting at the beginning of the each academic session. This way participative management and decentralized management operative process, runs the college in a smooth manner. Officer-in-Charge along with the IQAC and the staff are being involved in the process of decision making and its implementation with the consent of DPI, Govt. of West Bengal. Various departments and NSS, NCC, Career Counselling cell, Woman Cell etc. of the college organize online or offline Seminar through out the Session under the supervision of Seminar-Workshop sub-committee. All the important works like admission, examination etc. were done by the concerned committees and persons. Both the Boys and Girls Hostel monitored by Hostel Subcommittee. NSS takes care of the campus cleanliness, hygiene & ecofriendly environment. PWD monitored the building, electricity, playground & water pipelines infrastructure of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

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

Since our institution directly run by the state government, so all kind of strategic/ perspective plan must have to match with state governments policy on higher education. Still from the beginning, the college has shown tremendous growth in education sector in this urban industrial area. So for the sustainability and betterment of the institution in all respects some strategies must be formulated, communicated and implemented effectively with the consent of DPI. Both perspective and strategic plan documents are available in the institution.

The following plans are projected after a discussion on the basis of analysis, assessment and estimates. Keeping in mind, the short term, medium term and long term development plans, the college always adopts a bottom-up approach with a strategic directive given from the top administration management of Higher Education Department.

#### Strategic Plan

- Planned and executed to job oriented course like Tourism and Travel Management.
- To stop the early marriage and drop out from education for girls students, Govt. of West Bengal introduce Kanyashree Prakalpa for unmarried girls Students & this works to increase the enrollment of girls students in Higher Education.

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

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

The administration of the college runs as per rules and regulations laid down by the Department of Higher Education, Government of West Bengal. The Governing Body is the highest decision-making body of the college, comprising of the Principal, teaching, non-teaching and student's representatives, government and university's nominees. Principal is the administrative, financial and academic head of the institution. Under her/his stewardship following bodies or cell work. Office of the Principal is engaged in different administrative and financial functions. There are 13 academic departments in the college engaged in the teaching-learning process. Internal Quality Assurance Cell monitors a large number of issues associated with teachers and students, specially focusing on the academic affairs. Teachers' Council comprising of all the teachers of the college is engaged in different administrative, academic and co-curricular activities

through various committees. There are some Special Duty Cells, mostly defined or suggested by the constitutional bodies like UGC, such as Students' Grievance Committee, Anti-ragging Cell etc. These cells are engaged in works beyond the regular activities of the college. Library plays a pivotal role in the academic sphere of the college.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://www.haldiagovtcollege.org.in/departmenment/">https://www.haldiagovtcollege.org.in/departmenment/</a>
Upload any additional information	No File Uploaded

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

A. All of the above

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

## 6.3 - Faculty Empowerment Strategies

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

As all the teaching and non-teaching staff are direct employees of Government of West Bengal, so staffs and their dependent family members are the direct beneficiary of different welfare scheme of the state government like:

1. General Provident Fund. 2. Pension, Gratuity & leave encashment after retirement. 3. Family pension in case of death of the employee before or after retirement for dependent as per State

Govt. Service Rules. 4. Die in harness job for dependent in case of death of the employee before or after retirement for dependent as per State Govt. Service Rules. 5. Cashless Health insurance facility for employee and their dependents by West Bengal Health Scheme in different Government, Private empanelled hospitals inside and out the state. 6. Child Care Leave, Medical Leave besides Casual Leave. 7. LTC, twice during the service of the employee. 8. Government quarters are provided to employees based on need and availability. 8. The teaching and non-teaching staff are also granted On Duty Leave to attend Professional Development and Administrative Training Programmes respectively. 9. There is a Performance Appraisal System for teaching staff through the annual Self-Appraisal Report (SAR) and a separate appraisal of the non-teaching staff by the DDO. 10. Also our college employees are attached with the Sutamata Credit Cooperative Society, which offers us for emergency loans.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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

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

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

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

0

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

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

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

6

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

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

Teaching Staff of the college face two-fold appraisal system. First, there is a self-appraisal system for the teachers. They prepare a self-appraisal document daily, stating all the administrative and academic duties performed and all the leaves

taken by them. The Principal/Officer-in-Charge prepares a consolidated report on the basis of those self-appraisal report every month and submits it to the Department of Higher Education. Secondly the teachers have to submit a detailed Self-Appraisal Report (SAR) online once for every financial year. These reports are checked by Reporting Officer (Principal), verified by Reviewing Officer (DPI) and are accepted by the Accepting Officer (Principal Secretary). Annual Confidential Report of Teachers are prepared by Principal and sent to higher authority. This is required for Career Advancement/Promotion of Teachers.

There is no such appraisal system for non-teaching staff of the college. Performance of the non-teaching staff working in the Principal's office is scrutinized by the head clerk regularly. An overall monitoring and assessment is done by the Principal. Annual Confidential Report of non-teaching staff are also prepared by Principal and sent to higher authority

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

#### 6.4 - Financial Management and Resource Mobilization

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

Since our institution directly run by State Government so CAG audit done by the Government in 3-5 years interval, however college arrange external audit by some Agency time to time.

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

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

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



0

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

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

The institution is financed entirely and directly by the Government of West Bengal.

There are two main sources of funds for the institution.

State Government Allotment: These are utilized for: 1. Salary 2. Wages (Remuneration of State-Aided Contractual Teachers) 3. Allotment to West Bengal Health Scheme 4. Electricity Bill 5. Telephone Bill 6. Office expenses 7. Allotment to PWD (Civil and Electrical) for enhancement of infrastructure and Campus maintenance 8. Development Grant.

Central Government Allotment: 1. UGC Major/Minor research Project grant. 2. RUSA 2.0 grant. 3. UGC grant for equipments.

The Head of the Institution/DDO calls for a meeting of the Purchase Committee (having the heads of all departments and the Head Assistant from Principal's office) to discuss and finalize the requirements of these departments ranging from books and computers to laboratory equipment and chemicals, furniture etc. The Purchase Committee then prepares a budget which is scrutinized by the Principal and submitted to the Higher Education Department of the Government of West Bengal. The Govt of WB allots Development Grant to the College which is utilized to meet the needs of the College. The departments submit the bills and other documents of purchases made to the College Office.

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

## 6.5 - Internal Quality Assurance System

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

The IQAC has supervised the introduction of Value- Added Certificate Courses of 30 Hours on different topics by the departments. Discussed about the shortfall and preventive measures after completion of each semester with HOD's of all departments. Taken initiative for Green and energy audit. For doubt clearance of students departments are advised to use hybrid mode of class. Organised seminar in collaboration with career counselling cell to inform about the modern days job opportunities among the students. All these initiatives of the IQAC are essential steps towards quality enhancement of the teaching learning process. In the first part of 21-22 session due to COVID 19 norm all classes and examination conducted through online process, during that period IQAC conducted online meeting with HOD's for smooth functioning of classes.

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

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

The Internal Quality Assurance Cell (IQAC) continuously monitored the quality of the teaching learning process. In doing so, the IQAC has taken the following essential steps: IQAC with academic sub-committee monitors and reviews the teaching-learning process, infrastructural facilities & methodologies of operations and learning outcomes at regular intervals. Necessary steps and remedial measures have been taken by the individual teachers and academic departments on the basis of the students' feedback and recommendations made by the academic sub-committee. It also plays

an important role in collecting and analyzing feedback from students & teachers. These feedback reports are then analyzed to take necessary action on part of individual teaching/ non-teaching staff and Action Taken Reports are also monitored to mark necessary changes. It organizes seminars/webinars for students and encourage to attend training programmes for teaching and non-teaching staff. It conducts Internal Academic Audit on an annual basis to ensure that each department has conducted all curricular, co-curricular and extra-curricular activities as well as maintained proper documentation of these activities.

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

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

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://www.haldiagovtcollege.org.in/wp-content/uploads/2023/02/Submitted-Data-for-NIRF-2023.pdf">http://www.haldiagovtcollege.org.in/wp-content/uploads/2023/02/Submitted-Data-for-NIRF-2023.pdf</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

(a) **Safety and Security:** Well-trained and vigilant women appointed to the Girls Hostel in the campus. Security checkpoints are provided in campus main gate. Women faculty members for discipline and security are in charge for girls hostel committee. Strict implementation of Anti-Ragging measures and keeping the campus ragging free. Security guards are deployed at main gate and students with valid identity cards are allowed into the campus. Night guards are also deputed in Girls Hostels main gate. The college campus is under surveillance with CC cameras installed at prominent locations. The Disciplinary committee curbs indiscipline in the campus. A complaint box is arranged to receive grievances or suggestions from the students which are addressed by respective committees.

(b) **Counseling:** Faculty counsel the students during mentoring regarding academic performance, career plans and personal issues. ICC members enquire and counsel the students addressing their problems time to time.

(c) **Common Rooms:** Common rooms have been allocated for men and women, which also facilitate meetings and discussions.

(d) **Other Measures:** Other measures of Gender Sensitization include - ? Curriculum and Workshop. ? Co-curricular activities.

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

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

For solid waste form academic building as well as from hostels and canteen, everyday garbage collection trolly come to the college from Haldia municipality.

For liquid waste there are soak pit in the campus.

No provision for biomedical waste management as there is no such Biomedical waste in our college.

For E-Waste we need to contact PWD-IT department, as this is a Government college.

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

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

C. Any 2 of the above

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

### 7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

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

#### 7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

#### 7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment

C. Any 2 of the above

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

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
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).

Our believe in unity in diversity that's why students of our institution respect the different religion, language and culture. We feel the college is our second home as every students spend 6 to 7 hours in college and all faculties like a family member. We greet and wish each other at different festivals like Durga Puja, Eid, Saraswati Puja, Holi etc. As our college is direct government college with regular transfer policy, so teachers from all over Bengal from different cultures like Bengali, Nepali, Santhali etc work together here. Teachers are also celebrate their festival to get introduced with ones culture to have amicable relations and to maintain the religious, social and communal harmony.

Similarly our students also celebrate the different festivals with joy and enthusiasm which help them to implant the social and religious harmony. Our college organise cultural programme considering the culture of different part of Bengal as well as of India. This activity students get acquainted with the different culture of our nation and help to develop the tolerance and harmony towards cultural, regional, linguistic, communal

socioeconomic and other diversities. This also creates the inclusive environment in the college and society.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

values, rights, duties and responsibilities of citizens at Haldia Government College, we worked hard in giving holistic multidimensional education to our students. And sensitizing students on our constitutional rights, values, duties and responsibilities is one of the primary educations given at the institute through various means. Sensitization of students and employees of the Institution to the constitutional obligations is done through curriculum as well as through extra-curricular activities. Many of the subjects offered have topics which sensitize the students about the constitutional obligations. Also, all students take a course on Environment studies in their second semester which gives them insight into environment acts, wildlife protection act, forest act, global environmental concerns etc. Women cell of the institute to educate women about their rights. Also seminars and workshops are conducted on days of national importance on various rights, duties and responsibilities of citizen. Seminars on topics like Right to Information, Sexual Harassment, and Gender Equity are conducted periodically.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
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**

**C. Any 2 of the above**



**There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

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

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

**For each Session our college celebrate Independence Day, College foundation Day, World Aids Day, World Bicycle Day, Republic Day, International Mother language day, Woman's Day, Tagore's Birthday, International Yoga Day etc. Teachers, Students, NSS, NCC all take part in every programme.**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## **7.2 - Best Practices**

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

### **1. Green Campus Initiative:**

**Though the college is situated in an industrial-urban background**

on NH 41, the campus with its lush green vegetation and water bodies acts as a host to different species of flora and fauna. The greenery in the College campus effectively neutralizes the harmful carbon dioxide. Utmost care is taken to maintain the lush green environment by planting new trees and taking care of the older ones. Campus cleanliness drive is regularly organized by NSS Units of this college. Use of LED lights in the buildings contributes to lesser power consumption. Maintaining proper protocol for the disposal of all different categories of solid wastes such as biodegradable, non-biodegradable, e-wastes and hazardous wastes are done. The College has also installed a full-fledged Rain Water Harvesting System.

**2. Student centric all-round teaching-learning mechanism:** The student-centric teaching learning process is essentially required in the present scenario to keep at pace with the changes that are taking over the educational sector. While preparing the lesson plan learning outcomes have to be taken into considerations in order to provide a holistic student centric learning experience. The first step of assessing the learning levels of the students was done through interactive question-answer sessions during classes, formative assessments, and academic counselling. The slow learners were given specific attention through remedial classes and assistance beyond class hours. The critical thinking ability of the students are encouraged by giving them assignments on various topics that they can present in the form of Groups discussions, debates and power point presentations.

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

### 7.3 - Institutional Distinctiveness

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

The college, being a state government institution (the oldest public-funded college in East Medinipur district) has a minimal fee structure. Faculty members are appointed through Public Service Commission (PSC), Govt. of West Bengal, which ensures high quality of teachers, thus providing quality education under nominal fee structure. Several students get scholarships and Students Credit Card facility from State Government, which further ensures better education of the economically challenged students.

As there are many welfare scheme for girls students like Kanyashree etc. which motivates girls students for higher studied. Due to this kind of steps girls students ratio significantly increased in higher education progression and research. Also since our institution is situated in 19 acres area of land of Calcutta Port Trust within 2 km of Haldi river, so we have a very rich environment consisting lots of trees, plants, water bodies and green land scape which provide a very rejuvenating and motivational fresh environment for all of us. Since some teachers are staying in the campus Teacher's hostel, so hostel students get academic support like doubt clearance etc. beyond college hour from resident teachers.

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

### 7.3.2 - Plan of action for the next academic year

1. Preparation of Academic Calender. 2. Four IQAC meeting to be conducted. 3. Plantation all over the campus. 4. Installation of pollution measuring system. 5. Conduction of Green Audit, Energy Audit, Environment Audit and Gender Audit. 6. CAS promotion of eligible teachers. 7. Workshop, Seminar by IQAC, NSS, NCC, IIC, Anti-Ragging Cell, Career Counseling & Placement Cell, Equal Opportunity Cell, Grievance Redressal Cell, Sexual Harrasment Cell and other departments and committee. 8. Arrangement for timely attainment of OP/RC for teachers. 9. Parent teacher meeting conduction. 10. Annual sports and Cultural programme. 11. Course attainment and shortfall analysis. 12. Feedback analysis & Action taken Report preparation from all stakeholders. 13. Organising Blood Donation Camp by NSS-NCC. 14. Academic Audit by Academic Sub-Committee. 15. External Audit of different funds. 16. Reformation of Governing Body. 17. Plan for organising workshop on faculty development for both teaching and nonteaching staff. 19. Workshop/ Seminars on implementation of NEP-2020.