



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

|                                               |                                |
|-----------------------------------------------|--------------------------------|
| 1. Name of the Institution                    | SUNDARBAN HAZI DESARAT COLLEGE |
| Name of the head of the Institution           | DR TARUN MANDAL                |
| Designation                                   | Principal                      |
| Does the Institution function from own campus | Yes                            |
| Phone no/Alternate Phone no.                  | 08777579943                    |
| Mobile no.                                    | 9434367053                     |
| Registered Email                              | shdcollege1961@gmail.com       |
| Alternate Email                               | iqacshdc@gmail.com             |
| Address                                       | AT- PATHANKHALI                |
| City/Town                                     | GOSABA                         |
| State/UT                                      | West Bengal                    |
| Pincode                                       | 743611                         |

#### 2. Institutional Status

|                                        |                                       |
|----------------------------------------|---------------------------------------|
| Affiliated / Constituent               | <b>Affiliated</b>                     |
| Type of Institution                    | <b>Co-education</b>                   |
| Location                               | <b>Rural</b>                          |
| Financial Status                       | <b>Self financed and grant-in-aid</b> |
| Name of the IQAC co-ordinator/Director | <b>DR UTTAM KUMAR GURU</b>            |
| Phone no/Alternate Phone no.           | <b>09434367053</b>                    |
| Mobile no.                             | <b>9083826879</b>                     |
| Registered Email                       | <b>shdcollege1961@gmail.com</b>       |
| Alternate Email                        | <b>rgurru@gmail.com</b>               |

### 3. Website Address

|                                                                          |                                                                                                                                                       |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Web-link of the AQAR: (Previous Academic Year)                           | <a href="https://hazidesaratcollege.ac.in/aqar-submissions">https://hazidesaratcollege.ac.in/aqar-submissions</a>                                     |
| <b>4. Whether Academic Calendar prepared during the year</b>             | <b>Yes</b>                                                                                                                                            |
| if yes,whether it is uploaded in the institutional website:<br>Weblink : | <a href="https://hazidesaratcollege.ac.in/pages/academic-calendar-1673593259">https://hazidesaratcollege.ac.in/pages/academic-calendar-1673593259</a> |

### 5. Accreditation Details

| Cycle    | Grade     | CGPA        | Year of Accreditation | Validity           |                    |
|----------|-----------|-------------|-----------------------|--------------------|--------------------|
|          |           |             |                       | Period From        | Period To          |
| <b>1</b> | <b>B+</b> | <b>2.51</b> | <b>2016</b>           | <b>05-Nov-2016</b> | <b>04-Nov-2021</b> |

|                                         |                    |
|-----------------------------------------|--------------------|
| <b>6. Date of Establishment of IQAC</b> | <b>03-Feb-2015</b> |
|-----------------------------------------|--------------------|

### 7. Internal Quality Assurance System

| Quality initiatives by IQAC during the year for promoting quality culture |                           |                                       |
|---------------------------------------------------------------------------|---------------------------|---------------------------------------|
| Item /Title of the quality initiative by IQAC                             | Date & Duration           | Number of participants/ beneficiaries |
| <b>Remedial Coaching Classes</b>                                          | <b>08-Aug-2019<br/>88</b> | <b>1347</b>                           |
| <b>GoGreen# Project -</b>                                                 | <b>14-Feb-2020</b>        | <b>709</b>                            |

|                                                                                                          |                  |     |
|----------------------------------------------------------------------------------------------------------|------------------|-----|
| Distribution of saplings to newly admitted students                                                      | 1                |     |
| Entry-Point Examinations                                                                                 | 21-Aug-2019<br>1 | 746 |
| Converting six more rooms into smart classrooms                                                          | 29-Apr-2020<br>1 | 482 |
| Organizing An Agricultural Produce Show and Training Programme on 'Mushroom and Dargon Fruit Cultivation | 18-Sep-2019<br>1 | 100 |
| ICSSR sponsored International Seminar in the Department of English                                       | 04-Jan-2020<br>2 | 123 |
| <a href="#">View File</a>                                                                                |                  |     |

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

| Institution/Department/Faculty | Scheme                                          | Funding Agency                           | Year of award with duration | Amount |
|--------------------------------|-------------------------------------------------|------------------------------------------|-----------------------------|--------|
| Department of English          | Funding for organizing International Conference | ICSSr (Eastern Regional Office, Kolkata) | 2019<br>2                   | 150000 |
| No Files Uploaded !!!          |                                                 |                                          |                             |        |

|                                                                                                                    |                           |
|--------------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>                                               | Yes                       |
| Upload latest notification of formation of IQAC                                                                    | <a href="#">View File</a> |
| <b>10. Number of IQAC meetings held during the year :</b>                                                          | 4                         |
| The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website       | Yes                       |
| Upload the minutes of meeting and action taken report                                                              | <a href="#">View File</a> |
| <b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b> | No                        |
| <b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>                    |                           |
| Add-on course are introduced. these courses are are of three kinds: Skill-based                                    |                           |

courses, courses based on ethics and courses on well-being and self-defence.

IQAC adopted its green policy, named, GoGreen# through which all newly admitted students were provided each with a sapling for plantation at home to inculcate in them environmental ethics. The Green Cell under IQAC has initiated a unique policy of giving a student a BPA free water bottle in exchange of 100 used plastic items in order to make the campus plastic-free zone

Organized under the rubric of 'Consortium of Science Teachers for Promotion of Science and Scientific Temper' Srinivas Ramanujan Talent Search Examination for school students of adjoining areas. IQAC also organized under its research wing 'Sundarban Research Society' a 'Krishi Mela and an Agricultural Training Programme' for farmers of adjoining villages

Under the aegis of IQAC, Departments of English and Botany organized two International conferences, one sponsored by ICSSR and the other financed by college.

Entry Point Examinations were taken to determine the quality of students and the ensuing policies to be adopted for their progression. Accordingly, a session of remedial classes were organized for 88 days. Again, through strict mentoring schedule, both manually and electronically, students with special cultural/sporting abilities are recognised and encouraged. Differently abled students are given all affordability through the Sudha Chandran Project. Girl students from minority Communities are given special counselling, affordability through Fatima Sheikh Project for Girl students from Minority Communities and savitribai Phule Project for Girl Students from SC/ST /OBC Communities.

[View File](#)

### 13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

| Plan of Action                                                                                 | Achivements/Outcomes                                                                                                                          |
|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| Remedial Coaching Classes (college funded)                                                     | More than thirteen thousand students benefited                                                                                                |
| Distribution of saplings to newly admitted students under GoGreen# Project                     | About seven hundred students were encouraged to plant sapling                                                                                 |
| Adoption of 'Sudhachandran Project for Differently-abled Students'                             | Three differently-abled students benefited from this project                                                                                  |
| Construction of six more classrooms into virtual classrooms                                    | More than four hundred students now accessing the benefits of virtual classrooms                                                              |
| Automation of library in a phased manner                                                       | 'Koha' Library software was introduced                                                                                                        |
| To establish a research society for promotion of research and community and extension services | 'Sundarban Research Society' was established, and the society organized an 'Agricultural Produce Display and Agricultural Training Programme' |

|                                                                                                                                                                                      |                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| To establish a consortium of science teachers of the college for encouraging adjoining school students to study science at college level                                             | The consortium was established, and it conducted a Science Talent Search Examination for school students (IX - XII)                                         |
| To encourage the organization of seminars and conferences                                                                                                                            | Two international conferences were organised - one by the Department of English (sponsored by ICSSR), the other by Department of Botany (college sponsored) |
| One Day State Level Workshop on 'Legal Assistance to Trafficking and Cyber crime with special reference to the Women of the Sundarbans' by Depts. of Political Science and Economics | About two hundred students participated                                                                                                                     |
| <a href="#">View File</a>                                                                                                                                                            |                                                                                                                                                             |

| 14. Whether AQAR was placed before statutory body ?                                                                                              | Yes          |                        |              |                |             |
|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------|--------------|----------------|-------------|
| <table border="1"> <tr> <th>Name of Statutory Body</th><th>Meeting Date</th></tr> <tr> <td>Governing Body</td><td>01-Apr-2022</td></tr> </table> |              | Name of Statutory Body | Meeting Date | Governing Body | 01-Apr-2022 |
| Name of Statutory Body                                                                                                                           | Meeting Date |                        |              |                |             |
| Governing Body                                                                                                                                   | 01-Apr-2022  |                        |              |                |             |
| 15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?                                  | No           |                        |              |                |             |
| 16. Whether institutional data submitted to AISHE:                                                                                               | Yes          |                        |              |                |             |
| Year of Submission                                                                                                                               | 2020         |                        |              |                |             |
| Date of Submission                                                                                                                               | 19-Feb-2020  |                        |              |                |             |
| 17. Does the Institution have Management Information System ?                                                                                    | No           |                        |              |                |             |

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

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

The institution ensures effective curriculum delivery by following the academic calendar and structure provided by the University of Calcutta. The students are inducted through an Entry-Point Merit Test. Accordingly, students are categorized as Brilliant, Good, Mediocre and Slow-learners, and necessary policies are adopted for all categories of students. Every Academic Department keeps track of students' progression and discuss the same in monthly meetings. Thereafter students are made aware of the rules and regulations of the college as well as the curricula through an Orientation programme. The faculties plan

the curriculum as prescribed by the University of Calcutta, where apart from regular routine classes, as per designated credit hours for each course, care is taken to include different activities which would make the learning process for every student much more interesting. The various departments, following the timetable conducts classes through not only classroom teaching, but also through various interactive activities like group discussions, student seminars, power point presentations, quiz, debates, among others. The students are provided with the necessary insight into the topics included in their curriculum through general insight and practical application that helps them to develop their higher order cognitive skills, such as critical analysis, problem solving, evaluation and synthesis. The students face stiff hurdles owing to the remote location of the college, daily conveyance problems and rising transport costs, increasing their financial burden which acts as a detriment in their attending regular classes. To address the problem, the college authority has increased the capacity of hostel accommodation, and cut down hostel charges. The institute has undertaken systematic steps to circumnavigate the problems faced by the students, who are mostly first-generation learners, by drawing and collating absentee reports and taking necessary actions, like i) The teachers undertake extra classes, outside their stipulated workload to aid the students ii) The College provides extra incentives for Hostel accommodation, iii) The Library is kept open till 7 pm, in the evening so that the students may access necessary materials. As per decisions of the IQAC, 9 Add-on courses were introduced. These courses were designed with a threefold purpose: to increase the students' skill, to inculcate in them ethical values and their well being and self-defence, especially for girl students. These courses were multidisciplinary in nature, and besides our regular faculty members, experts from industry and resource persons from other institutes were roped in to make these courses useful. Backward students, mostly first generation learners, were counselled by experts. A three-month session of Remedial Classes was arranged for all, but mainly for these slow learners. Each and every academic event is recorded manually by the faculties concerned in consultation with and under the guidance of Academic Sub-Committee and IQAC.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate                        | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entrepreneurship | Skill Development |
|------------------------------------|-----------------|-----------------------|----------|------------------------------------------|-------------------|
| No Data Entered/Not Applicable !!! |                 |                       |          |                                          |                   |

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course                   | Programme Specialization | Dates of Introduction |
|------------------------------------|--------------------------|-----------------------|
| No Data Entered/Not Applicable !!! |                          |                       |
| No file uploaded.                  |                          |                       |

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

| Name of programmes adopting CBCS   | Programme Specialization | Date of implementation of CBCS/Elective Course System |
|------------------------------------|--------------------------|-------------------------------------------------------|
| No Data Entered/Not Applicable !!! |                          |                                                       |

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

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

### 1.3 – Curriculum Enrichment

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

| Value Added Courses                            | Date of Introduction | Number of Students Enrolled |
|------------------------------------------------|----------------------|-----------------------------|
| Communicative English                          | 06/01/2020           | 42                          |
| Guidance Services for School Students          | 06/01/2020           | 28                          |
| Introduction to GST Taxation                   | 06/01/2020           | 18                          |
| Beautician Course for Girl Students            | 06/01/2020           | 42                          |
| Basic Mathematics for Competitive Examinations | 06/01/2020           | 22                          |
| Social Ethics and Democratic Citizenry         | 06/01/2020           | 24                          |
| Environmental Studies and Environmental Ethics | 06/01/2020           | 17                          |
| Yoga and Meditation                            | 06/01/2020           | 22                          |
| Self-Defense for Girl Students                 | 06/01/2020           | 16                          |
| No file uploaded.                              |                      |                             |

#### 1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title | Programme Specialization                                                                                  | No. of students enrolled for Field Projects / Internships |
|-------------------------|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| BA                      | Field Project of students of English Department on the Topic 'The Sundarbans: Its Environment and People' | 19                                                        |
| BSc                     | Field Project of students of Zoology Department                                                           | 3                                                         |
| BSc                     | Field Project of students of Botany Department                                                            | 3                                                         |
| BSc                     | Field Project of students of Anthropology                                                                 | 2                                                         |
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### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

|           |     |
|-----------|-----|
| Students  | Yes |
| Teachers  | Yes |
| Employers | Yes |
| Alumni    | Yes |
| Parents   | Yes |

#### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?

(maximum 500 words)

#### Feedback Obtained

Structured feedback is collected from all stakeholders in a concerted way and periodically. Since the digital platform for the purpose could not be developed as some stakeholders do not have access to android sets/computers, the Vigilance Cell decided to frame the Feedback forms for all stakeholders - students, teachers, non-teaching staff, parents and alumni - through forms. The periodic frames for each of all above-mentioned stakeholders are as follows: 1. Students' Feedback - twice a year, first in and around July - August and the other in and around March - April [in 2019-20 the college authority could collect only one in July because of COVID-19 pandemic] 2. Parents- once a year [around December-January] 3. Teachers- once a year at the beginning of every academic session, in and around July - August 4. Non-Teaching Staff - once a year at the beginning of every academic session, in and around July - August. 5. Alumni - Once a year in and around March. Mechanism of Feedback Analysis: Feedback is first collected and feedback forms of each section are forwarded for necessary action to different subcommittees. Students' feedback was forwarded to Academic Sub-Committee and Academic Review Committee for analyses and necessary action thereon. It was on the basis of this feedback collection in July, 2019, that the Academic Review Committee suggested to IQAC that remedial coaching classes should be arranged. Feedback forms collected from teaching and non-teaching staff were forwarded to IQAC for necessary actions. IQAC mulled over these forms and took necessary action. Feedback forms collected over one month were analysed by Teachers' Council along with IQAC. It was on the basis of parents' suggestions and recommendations that certain measures were taken in teaching-learning processes as well as hostel management. Students were encouraged by teachers, as suggested by most parents, to attend classes regularly. Security measures were tightened in the campus as few parents expressed their apprehensions. Alumni feedback was analysed by the office bearers of the Alumni Association, and few suggestions were forwarded to IQAC. The Library Extension facility for elderly people of this delta for accessing newspapers in the college campus was upgraded with enough lighting, ceiling fans and toilet facilities.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

| Name of the Programme     | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
|---------------------------|--------------------------|---------------------------|--------------------------------|-------------------|
| BA                        | Nill                     | Nill                      | Nill                           | Nill              |
| <a href="#">View File</a> |                          |                           |                                |                   |

### 2.2 – Catering to Student Diversity

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

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|------|-----------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|----------------------------------------------------|
| 2019 | 1502                                                | 0                                                   | 26                                                                                | 0                                                                                 | 0                                                  |

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-

learning resources etc. (current year data)

| Number of Teachers on Roll                                   | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Number of smart classrooms | E-resources and techniques used |
|--------------------------------------------------------------|-------------------------------------------------|-----------------------------------|----------------------------------|----------------------------|---------------------------------|
| 49                                                           | 38                                              | Nil                               | 6                                | 6                          | Nil                             |
| <a href="#">View File of ICT Tools and resources</a>         |                                                 |                                   |                                  |                            |                                 |
| <a href="#">View File of E-resources and techniques used</a> |                                                 |                                   |                                  |                            |                                 |

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

Mentoring system was introduced in the year 2019-20. And the mentoring policy was adopted in the 2nd meeting of the IQAC. The salient features of the policy are as follows. N. B.- Since most students are first generation learners, mentors try to

1. A mentor should a. monitor the educational progress of a student month-wise in a notebook or on computer and discuss with each mentee her/his strengths and weaknesses b. take the mentees once in a week for a certain time to the library to promote and encourage reading habits (During this lockdown, a mentor should give the mentees names of domains/sites for accessing study materials/story books etc) c. find out the co-curricular/creative qualities in a mentee, encouraging her/him to maintain both her/his regular studies and co-curricular/creative qualities d. monitor every mentee's orientation in terms of her/his job preferences, and encourage them accordingly e. maintain in the notebook a mentee's entry in service, if any, even one year after s/he leaves college on completion of her/his degree/programme/course f. enlighten the mentees about good manners and moral aspects of life and education g. take into account the mentees' age of 'storm and stress', and accordingly warn them of the dangers of misuse of phones and other electronic gadgets h. take special care for the differently-abled mentee, if any, by providing all affordability that the institution maintains.
2. A mentor should NEVER a. propagate any political, casteist or religious ideologies to the mentees b. get into any inter-personal relationship with any mentee c. enquire into personal matters of a mentee unless and until the mentor finds her/him neglecting studies for reasons unknown d. discuss any monetary matters with mentees.
3. A mentor may form her/his mentees into a cultural/study/sporting group etc for instilling in them values of cooperation and encouraging cultural sensibilities or the spirit of sportsmanship.
4. The Principal and the Coordinator, IQAC, would call a monthly review meeting with all mentors, online or offline, depending upon the circumstances.
5. The college authority will select three best mentors every year depending upon their performances.
6. A special window at the Ch?nakya app of the college is being developed for the mentor-mentee interface. It is where both would remain connected. Since most students in this institution were first-generation learners, mentors have been advised by the authority to inculcate ethical values and manners of civility. The Ethic Cell prepared its Ethics Policy, and mentors abided the policy in their mentoring schedule.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
|------------------------------------------------|-----------------------------|-----------------------|
| 1502                                           | 26                          | 1:58                  |

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
|-----------------------------|-------------------------|------------------|------------------------------------------|--------------------------|
| 30                          | 26                      | 4                | 6                                        | 12                       |

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

| Year of Award                      | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
|------------------------------------|---------------------------------------------------------------------------------------------------|-------------|------------------------------------------------------------------------------|
| No Data Entered/Not Applicable !!! |                                                                                                   |             |                                                                              |
| No file uploaded.                  |                                                                                                   |             |                                                                              |

## 2.5 – Evaluation Process and Reforms

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

| Programme Name    | Programme Code | Semester/ year | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
|-------------------|----------------|----------------|----------------------------------------------------------|-----------------------------------------------------------------------|
| BCom              | Nill           | 1              | 14/01/2020                                               | 04/05/2020                                                            |
| BA                | Nill           | 1              | 20/12/2019                                               | 10/04/2020                                                            |
| BA                | Nill           | 3              | 04/12/2019                                               | 26/03/2020                                                            |
| BA                | Nill           | 5              | 03/12/2019                                               | 11/03/2019                                                            |
| BSc               | Nill           | 1              | 08/01/2020                                               | 12/05/2020                                                            |
| BSc               | Nill           | 3              | 08/01/2020                                               | 12/05/2020                                                            |
| No file uploaded. |                |                |                                                          |                                                                       |

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous Internal Evaluation (CIE) For BA courses The Continuous Internal Evaluation (CIE) at the institutional level along with the Odd and Even Semester Examinations of the university are conducted with 100 marks in each course [Core courses (CC) Generic Electives (GE)] being divided in the following break-up as per the CBCS system of the University of Calcutta since 2018: Internal Examination Tutorial Project Attendance Theoretical Examinations 10 15 10 65 The Academic Sub-Committee under the recommendation of IQAC revamped the CIE for 35 marks in the following manner: Internal Examination [10 marks] Tutorial Project [15 marks] Attendance [10 marks] 30 marks [3 examinations, each of 10 marks and scaled down to 10 as per University rules] 15 marks [Kinesthetic Modes - Micro-teaching, group discussion, students' seminar, periodical quiz and assignment] 10 marks For the subjects of Zoology, Botany, Chemistry and Physics Internal Examination Attendance Theoretical Examinations Practical Examinations 10 10 50 30 For the subject Mathematics Internal Examination Attendance Theoretical Examinations Practical Examinations 10 10 The Academic Sub-Committee under the recommendation of IQAC revamped the CIE for 20 marks in the following manner: Internal Examination Attendance 40 marks [4 examinations, each of 10 marks and scaled down to 10 marks as per university rules] 10 marks B.Com Hons and General Internal Examination Attendance Theoretical Examinations 10 10 80 Note: 1. In Sem III: SEC 3.1 Chg "Information Technology Its Application in Business" Practical-50 marks are evaluated by External Examiner (sent from University) in the form of Project Work and Practical Computer Test. 2. In Sem. VI(B.Com Hons) : CC 6.1 Ch "Project Work"100 marks is evaluated by External Examiner(sent from University) in the form of Project Report Work and Viva-Voce Test. The Academic Sub-Committee under the recommendation of IQAC revamped the CIE for 20 marks of B. Com Hons and General in the following manner: Internal Examination Attendance 30 marks [3 examinations, each of 10 marks and scaled down to 10 as per University rules] 10 marks

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

Academic Calendar was prepared by the Academic Sub-Committee as per the instruction of the IQAC. All examinations were conducted as per the academic calendar given on the website <https://hazidesaratcollege.ac.in/uploads/1655385233.pdf>. The continuous evaluation process was maintained in accordance with the calendar. All curricular and co-curricular events were chalked out at the beginning of the academic session, and IQAC maintained that the academic calendar was adhered to

in all instances.

## 2.6 – Student Performance and Learning Outcomes

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

[https://hazidesaratcollege.ac.in/uploads/1675921663\\_POC02019-20.pdf](https://hazidesaratcollege.ac.in/uploads/1675921663_POC02019-20.pdf)

### 2.6.2 – Pass percentage of students

| Programme Code | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|----------------|----------------|--------------------------|-----------------------------------------------------------|-----------------------------------------------------|-----------------|
| Nill           | BA             | Bengali (Honours)        | 49                                                        | 36                                                  | 73              |
| Nill           | BA             | Education (Honours)      | 16                                                        | 15                                                  | 94              |
| Nill           | BA             | History (Honours)        | 25                                                        | 24                                                  | 96              |
| Nill           | BA             | General (Pass)           | 229                                                       | 49                                                  | 21              |
| Nill           | BSc            | General                  | 6                                                         | 2                                                   | 33              |
| Nill           | BCom           | Hons & General           | 0                                                         | 0                                                   | 0               |

No file uploaded.

## 2.7 – Student Satisfaction Survey

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

[https://hazidesaratcollege.ac.in/naac\\_sss/administrator/final\\_report.php?session=2019-20](https://hazidesaratcollege.ac.in/naac_sss/administrator/final_report.php?session=2019-20)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

| Nature of the Project | Duration | Name of the funding agency | Total grant sanctioned | Amount received during the year |
|-----------------------|----------|----------------------------|------------------------|---------------------------------|
|-----------------------|----------|----------------------------|------------------------|---------------------------------|

No Data Entered/Not Applicable !!!

No file uploaded.

### 3.2 – Innovation Ecosystem

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

| Title of workshop/seminar | Name of the Dept. | Date |
|---------------------------|-------------------|------|
|---------------------------|-------------------|------|

No Data Entered/Not Applicable !!!

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

| Title of the innovation | Name of Awardee | Awarding Agency | Date of award | Category |
|-------------------------|-----------------|-----------------|---------------|----------|
|-------------------------|-----------------|-----------------|---------------|----------|

No Data Entered/Not Applicable !!!

**No file uploaded.**

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

| Incubation Center | Name                                          | Sponsered By   | Name of the Start-up | Nature of Start-up | Date of Commencement |
|-------------------|-----------------------------------------------|----------------|----------------------|--------------------|----------------------|
| <b>1</b>          | <b>Amulya Ratan Bhowmik Incubation Centre</b> | <b>College</b> | <b>Nill</b>          | <b>Nill</b>        | <b>19/02/2020</b>    |

**No file uploaded.**

**3.3 – Research Publications and Awards**

**3.3.1 – Incentive to the teachers who receive recognition/awards**

| State                                     | National | International |
|-------------------------------------------|----------|---------------|
| <b>No Data Entered/Not Applicable !!!</b> |          |               |

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

| Name of the Department                    | Number of PhD's Awarded |
|-------------------------------------------|-------------------------|
| <b>No Data Entered/Not Applicable !!!</b> |                         |

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

| Type                     | Department          | Number of Publication | Average Impact Factor (if any) |
|--------------------------|---------------------|-----------------------|--------------------------------|
| <b>National</b>          | <b>Commerce2</b>    | <b>2</b>              | <b>Nill</b>                    |
| <b>National</b>          | <b>Botany</b>       | <b>1</b>              | <b>Nill</b>                    |
| <b>National</b>          | <b>Zoology</b>      | <b>2</b>              | <b>Nill</b>                    |
| <b>National</b>          | <b>Chemistry</b>    | <b>4</b>              | <b>Nill</b>                    |
| <b>National</b>          | <b>Economics</b>    | <b>2</b>              | <b>Nill</b>                    |
| <b>National</b>          | <b>Anthropology</b> | <b>3</b>              | <b>Nill</b>                    |
| <b>No file uploaded.</b> |                     |                       |                                |

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

| Department               | Number of Publication |
|--------------------------|-----------------------|
| <b>English</b>           | <b>2</b>              |
| <b>Economics</b>         | <b>1</b>              |
| <b>No file uploaded.</b> |                       |

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

| Title of the Paper                        | Name of Author | Title of journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
|-------------------------------------------|----------------|------------------|---------------------|----------------|-----------------------------------------------------------|---------------------------------------------|
| <b>No Data Entered/Not Applicable !!!</b> |                |                  |                     |                |                                                           |                                             |
| <b>No file uploaded.</b>                  |                |                  |                     |                |                                                           |                                             |

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

| Title of the Paper                        | Name of Author | Title of journal | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication |
|-------------------------------------------|----------------|------------------|---------------------|---------|---------------------------------------------|-----------------------------------------------------------|
| <b>No Data Entered/Not Applicable !!!</b> |                |                  |                     |         |                                             |                                                           |
| <b>No file uploaded.</b>                  |                |                  |                     |         |                                             |                                                           |

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

| Number of Faculty                  | International | National  | State      | Local      |
|------------------------------------|---------------|-----------|------------|------------|
| <b>Presented papers</b>            | <b>Nil</b>    | <b>12</b> | <b>Nil</b> | <b>Nil</b> |
| <b>Attended/Seminars/Workshops</b> | <b>Nil</b>    | <b>9</b>  | <b>Nil</b> | <b>Nil</b> |
| <b>No file uploaded.</b>           |               |           |            |            |

### 3.4 – Extension Activities

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

| Title of the activities                                                             | Organising unit/agency/ collaborating agency                                                   | Number of teachers participated in such activities | Number of students participated in such activities |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|----------------------------------------------------|----------------------------------------------------|
| <b>Krishi Mela and Training Programme on Mushroom Cultivation and Dragon Fruits</b> | <b>Sundarban Research Society, a research wing of the college</b>                              | <b>49</b>                                          | <b>Nil</b>                                         |
| <b>A K Ramanujan Talent Search Examination</b>                                      | <b>Consortium of Science Teachers for Promotion of Science and Scientific Spirit</b>           | <b>49</b>                                          | <b>88</b>                                          |
| <b>Plantation of Trees at the adjoining village of Tentultali, adopted by NSS</b>   | <b>NSS Unit of the college</b>                                                                 | <b>8</b>                                           | <b>54</b>                                          |
| <b>Workshop on Cyber Crime and Trafficking of Women</b>                             | <b>Depts. of Political Science and Economics in collaboration with Sudhu Sundarban Charcha</b> | <b>49</b>                                          | <b>250</b>                                         |
| <b>Health Awareness Camp at the village of Tentultali</b>                           | <b>NSS Unit of the college</b>                                                                 | <b>12</b>                                          | <b>22</b>                                          |
| <b>Experiential Learning on The Sundarbans: Its Ecology and Environment</b>         | <b>Department of English</b>                                                                   | <b>3</b>                                           | <b>12</b>                                          |
| <b>No file uploaded.</b>                                                            |                                                                                                |                                                    |                                                    |

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

| Name of the activity                      | Award/Recognition | Awarding Bodies | Number of students Benefited |
|-------------------------------------------|-------------------|-----------------|------------------------------|
| <b>No Data Entered/Not Applicable !!!</b> |                   |                 |                              |
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

| Name of the scheme              | Organising unit/Agency/collaborating agency | Name of the activity                                                                          | Number of teachers participated in such activities | Number of students participated in such activities |
|---------------------------------|---------------------------------------------|-----------------------------------------------------------------------------------------------|----------------------------------------------------|----------------------------------------------------|
| <b>Swachh Bharat Rally</b>      | <b>NSS Unit</b>                             | <b>Rally in the villages of Tentultoli and Pathankhali for spreading awareness about AIDS</b> | <b>6</b>                                           | <b>75</b>                                          |
| <b>Beti Bachao, Beti Padhao</b> | <b>Departments of English and Education</b> | <b>Skit titled Amar Garbo Amar Meye</b>                                                       | <b>7</b>                                           | <b>124</b>                                         |
| <b>No file uploaded.</b>        |                                             |                                                                                               |                                                    |                                                    |

3.5 – Collaborations

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

| Nature of activity                        | Participant | Source of financial support | Duration |
|-------------------------------------------|-------------|-----------------------------|----------|
| <b>No Data Entered/Not Applicable !!!</b> |             |                             |          |
| <b>No file uploaded.</b>                  |             |                             |          |

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

| Nature of linkage                         | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration From     | Duration To       | Participant |
|-------------------------------------------|----------------------|---------------------------------------------------------------------------------|-------------------|-------------------|-------------|
| <b>Financial and Corporate Assistance</b> | <b>Nil</b>           | <b>P C Chandra Groups - Radhamadhab Institution</b>                             | <b>18/04/2019</b> | <b>31/03/2020</b> | <b>Nil</b>  |
| <b>No file uploaded.</b>                  |                      |                                                                                 |                   |                   |             |

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

| Organisation                              | Date of MoU signed | Purpose/Activities | Number of students/teachers participated under MoUs |
|-------------------------------------------|--------------------|--------------------|-----------------------------------------------------|
| <b>No Data Entered/Not Applicable !!!</b> |                    |                    |                                                     |

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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|--------------------------------------------------|------------------------------------------------|
| 4600000                                          | 4800000                                        |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities                                                                               | Existing or Newly Added |
|------------------------------------------------------------------------------------------|-------------------------|
| Campus Area                                                                              | Newly Added             |
| Class rooms                                                                              | Newly Added             |
| Value of the equipment purchased during the year (rs. in lakhs)                          | Newly Added             |
| Number of important equipments purchased (Greater than 1-0 lakh) during the current year | Nil                     |
| Classrooms with Wi-Fi OR LAN                                                             | Nil                     |
| Others                                                                                   | Nil                     |
| No file uploaded.                                                                        |                         |

### 4.2 – Library as a Learning Resource

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

| Name of the ILMS software | Nature of automation (fully or patially) | Version | Year of automation |
|---------------------------|------------------------------------------|---------|--------------------|
| Koha Library Software     | Fully                                    | 22.05   | 2020               |

4.2.2 – Library Services

| Library Service Type | Existing |         | Newly Added |        | Total |         |
|----------------------|----------|---------|-------------|--------|-------|---------|
| Text Books           | 14473    | 3559290 | 485         | 134384 | 14958 | 3693674 |
| Text Books           | 525      | 271682  | 0           | 0      | 525   | 271682  |
| Text Books           | 337      | 0       | 7           | 0      | 344   | 0       |
| e- Journals          | 0        | 0       | 0           | 0      | 0     | 0       |
| Digital Database     | 0        | 0       | 0           | 0      | 0     | 0       |
| Digital Database     | 2        | 0       | 0           | 0      | 2     | 0       |
| Library Automation   | 1        | 74930   | 0           | 0      | 1     | 74930   |
| Library Automation   | 6471     | 0       | 0           | 0      | 6471  | 0       |

|                          |           |              |            |           |            |              |
|--------------------------|-----------|--------------|------------|-----------|------------|--------------|
| <b>Others(s pecify)</b>  | <b>49</b> | <b>13456</b> | <b>150</b> | <b>50</b> | <b>199</b> | <b>13506</b> |
| <b>No file uploaded.</b> |           |              |            |           |            |              |

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

| Name of the Teacher      | Name of the Module                                  | Platform on which module is developed                                                                   | Date of launching e-content |
|--------------------------|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>All Teachers</b>      | <b>Study Materials on LMS linked on the website</b> | <b>LMS at <a href="https://hazidesaratcollege.ac.in/lms/">https://hazidesaratcollege.ac.in/lms/</a></b> | <b>08/10/2019</b>           |
| <b>No file uploaded.</b> |                                                     |                                                                                                         |                             |

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

| Type             | Total Co mputers | Computer Lab | Internet | Browsing centers | Computer Centers | Office   | Departme nts | Available Bandwidt h (MBPS/ GBPS) | Others   |
|------------------|------------------|--------------|----------|------------------|------------------|----------|--------------|-----------------------------------|----------|
| <b>Existin g</b> | <b>0</b>         | <b>0</b>     | <b>0</b> | <b>0</b>         | <b>0</b>         | <b>0</b> | <b>0</b>     | <b>0</b>                          | <b>0</b> |
| <b>Added</b>     | <b>0</b>         | <b>0</b>     | <b>0</b> | <b>0</b>         | <b>0</b>         | <b>0</b> | <b>0</b>     | <b>0</b>                          | <b>0</b> |
| <b>Total</b>     | <b>0</b>         | <b>0</b>     | <b>0</b> | <b>0</b>         | <b>0</b>         | <b>0</b> | <b>0</b>     | <b>0</b>                          | <b>0</b> |

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

|                      |
|----------------------|
| <b>60 MBPS/ GBPS</b> |
|----------------------|

##### 4.3.3 – Facility for e-content

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

#### 4.4 – Maintenance of Campus Infrastructure

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

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurredon maintenance of physical facilities |
|----------------------------------------|------------------------------------------------------------|----------------------------------------|-----------------------------------------------------------|
| <b>780000</b>                          | <b>230000</b>                                              | <b>3000000</b>                         | <b>790000</b>                                             |

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

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>The college has clearly defined policies for maintaining and utilizing physical and support facilities for all stakeholders, and are published on the website for public viewing. As for laboratory, the students and teachers take precautions as defined in the policy, especially as chemicals, brittle items need careful handling. So far as library is concerned, every students, teachers and non-teaching staff can access library as noted in the policy. As for Gym and Sports facilities, all abide by the well-defined policies of the college.</b> |
| <b><a href="https://hazidesaratcollege.ac.in/uploads/1675922321_PhysicalFacilitiesUsagepolicy.pdf">https://hazidesaratcollege.ac.in/uploads/1675922321_PhysicalFacilitiesUsagepolicy.pdf</a></b>                                                                                                                                                                                                                                                                                                                                                                   |

**CRITERION V – STUDENT SUPPORT AND PROGRESSION****5.1 – Student Support****5.1.1 – Scholarships and Financial Support**

|                                             | Name/Title of the scheme           | Number of students | Amount in Rupees |
|---------------------------------------------|------------------------------------|--------------------|------------------|
| <b>Financial Support from institution</b>   | <b>Means-cum-Merit Scholarship</b> | <b>18</b>          | <b>114000</b>    |
| <b>Financial Support from Other Sources</b> |                                    |                    |                  |
| <b>a) National</b>                          | <b>Nil</b>                         | <b>Nil</b>         | <b>Nil</b>       |
| <b>b) International</b>                     | <b>0</b>                           | <b>0</b>           | <b>0</b>         |
| <b>No file uploaded.</b>                    |                                    |                    |                  |

**5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,**

| Name of the capability enhancement scheme           | Date of implementation | Number of students enrolled | Agencies involved                                                                                       |
|-----------------------------------------------------|------------------------|-----------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Communicative English Soft Skill Development</b> | <b>06/01/2020</b>      | <b>31</b>                   | <b>Department of English no other agencies could be roped in because of communicational bottlenecks</b> |
| <b>No file uploaded.</b>                            |                        |                             |                                                                                                         |

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

| Year                     | Name of the scheme                                                | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passed in the comp. exam | Number of students placed |
|--------------------------|-------------------------------------------------------------------|----------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------|---------------------------|
| <b>2019</b>              | <b>Training for Competitive Examinations (offline and online)</b> | <b>856</b>                                               | <b>212</b>                                                   | <b>4</b>                                             | <b>Nil</b>                |
| <b>No file uploaded.</b> |                                                                   |                                                          |                                                              |                                                      |                           |

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

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
|---------------------------|--------------------------------|---------------------------------------------|
| <b>17</b>                 | <b>17</b>                      | <b>15</b>                                   |

**5.2 – Student Progression****5.2.1 – Details of campus placement during the year**

| On campus |           |           | Off campus |           |           |
|-----------|-----------|-----------|------------|-----------|-----------|
| Name of   | Number of | Number of | Name of    | Number of | Number of |

|                                    |                       |                 |                       |                       |                 |
|------------------------------------|-----------------------|-----------------|-----------------------|-----------------------|-----------------|
| organizations visited              | students participated | stduents placed | organizations visited | students participated | stduents placed |
| No Data Entered/Not Applicable !!! |                       |                 |                       |                       |                 |
| No file uploaded.                  |                       |                 |                       |                       |                 |

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

| Year              | Number of students enrolling into higher education | Programme graduated from | Depratment graduated from | Name of institution joined  | Name of programme admitted to |
|-------------------|----------------------------------------------------|--------------------------|---------------------------|-----------------------------|-------------------------------|
| 2019              | 9                                                  | BA (Hons in Bengali)     | Bengali                   | Calcutta University         | MA                            |
| 2019              | 3                                                  | BA (Hons in Education)   | Education                 | Calcutta University         | MA                            |
| 2019              | 4                                                  | BA (Hons in History)     | History                   | Calcutta University         | MA                            |
| 2019              | 2                                                  | BA (Hons in History)     | History                   | Rabindra Bharati University | MA                            |
| No file uploaded. |                                                    |                          |                           |                             |                               |

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

|                   |                                         |
|-------------------|-----------------------------------------|
| Items             | Number of students selected/ qualifying |
| Any Other         | Nil                                     |
| No file uploaded. |                                         |

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

| Activity                               | Level            | Number of Participants |
|----------------------------------------|------------------|------------------------|
| Annual Sports                          | College Level    | 209                    |
| Inter-Departmental Football Tournament | College Level    | 111                    |
| Annual Cultural Festival               | College Level    | 32                     |
| Rabindra Jayanti                       | College Level    | 21                     |
| Vasanta Utsav                          | College Level    | 15                     |
| Inter-College Cultural Competition     | University Level | 6                      |
| No file uploaded.                      |                  |                        |

### 5.3 – Student Participation and Activities

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

| Year                               | Name of the award/medal | National/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|------------------------------------|-------------------------|------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
| No Data Entered/Not Applicable !!! |                         |                        |                             |                               |                   |                     |
| No file uploaded.                  |                         |                        |                             |                               |                   |                     |

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

As per order of the Government of West Bengal, students council election had been postponed, and the earlier council was declared defunct according to the same order. But for smooth functioning of the institute, the Governing Body of the college decided to co-opt students in statutory committees like Governing Body, IQAC, Academic Sub-Committees and Grievance Redressal Cell. IQAC Coordinator in consultation with Academic Sub-Committee and Principal referred names of students on the bases of their academic performance and behaviour for cooption in different sub-committees. These students offer suggestions and recommendations on the following: 1. If curricula delivery/examinations are in consistency with the Academic Calendar 2. If students are sensitized/made aware of the different facilities meant for them 3. To inform authorities about grievances of others Since the college has 6 hostels with accommodation facilities of about 1200 students, two committees had been formed with all student members who would report the grievances of hostellers to the authorities.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

112

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

N/A

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

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

Despite being located in a very remote area of the Sundarbans, the college maintains the policy of participative management as against vertical management. The college encourages its employees, teaching and non-teaching alike, participative management through these ways: 1. All members of the teaching and non-teaching staff are given opportunities through different sub-committees. All sub-committees function independently, and Principal takes decision only on the basis of the recommendations of sub-committees, making it all the more acceptable to the employees and students alike. IQAC has conducted a competition among the teaching faculty for ideas as how the college governance should be conducted. And almost all teachers have participated, and many of the ideas have been implemented. 2. Teachers Council: As per the rules of Government of West Bengal, the Teachers Council with all full-time teachers as members is another way of participative management in the institute. In its monthly meeting, every teachers opinion is taken into account as far as the question of college governance is concerned. Besides, students, teachers and non-teaching staff are encouraged to give feedback both manually and digitally so that the management can have access to different suggestions and recommendations.

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

**No**

## 6.2 – Strategy Development and Deployment

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

| Strategy Type                                                     | Details                                                                                                                                                                             |
|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Library, ICT and Physical Infrastructure / Instrumentation</b> | <b>KOHA Library Software was installed for automation of the library.</b>                                                                                                           |
| <b>Teaching and Learning</b>                                      | <b>Entry-Point Examinations were taken, Departmental Bi-Monthly Report (DBR) was initiated for registering students progression over a semester. Add-on courses were initiated.</b> |
| <b>Library, ICT and Physical Infrastructure / Instrumentation</b> | <b>6 ICT enabled classrooms were made available for audio-visual classes.</b>                                                                                                       |
| <b>Research and Development</b>                                   | <b>Teachers were given incentives for attending conferences/seminars</b>                                                                                                            |
| <b>Teaching and Learning</b>                                      | <b>Mentoring system is introduced</b>                                                                                                                                               |

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

| E-governance area           | Details                                                                                          |
|-----------------------------|--------------------------------------------------------------------------------------------------|
| <b>Finance and Accounts</b> | <b>Partly automated Finance and Accounts Section through Tally software.</b>                     |
| <b>Administration</b>       | <b>E-Connectivity of all computers in the office for synchronizing all administrative works.</b> |

## 6.3 – Faculty Empowerment Strategies

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

| Year        | Name of Teacher               | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|-------------|-------------------------------|----------------------------------------------------------------------------|--------------------------------------------------------------------|-------------------|
| <b>2019</b> | <b>Dr Bappaditya Naskar</b>   | <b>Nil</b>                                                                 | <b>Nil</b>                                                         | <b>500</b>        |
| <b>2020</b> | <b>Ms Granthana Sengupta</b>  | <b>The Sundarbans: Past, Present, and Future Possibilities</b>             | <b>Nil</b>                                                         | <b>500</b>        |
| <b>2020</b> | <b>Ms Pompa Bhattacharyya</b> | <b>The Sundarbans: Past, Present, and Future Possibilities</b>             | <b>Nil</b>                                                         | <b>500</b>        |
| <b>2020</b> | <b>Ms Chayanika Dutta</b>     | <b>The Sundarbans: Past, Present, and Future Possibilities</b>             | <b>Nil</b>                                                         | <b>500</b>        |

|                          |                                |                                                                |            |            |
|--------------------------|--------------------------------|----------------------------------------------------------------|------------|------------|
| <b>2020</b>              | <b>Dr Debottam Chakraborty</b> | <b>The Sundarbans: Past, Present, and Future Possibilities</b> | <b>Nil</b> | <b>500</b> |
| <b>2020</b>              | <b>Ms Madhumanti Panja</b>     | <b>The Sundarbans: Past, Present, and Future Possibilities</b> | <b>Nil</b> | <b>500</b> |
| <b>No file uploaded.</b> |                                |                                                                |            |            |

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

| Year                     | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date         | To Date           | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|--------------------------|------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-------------------|-------------------|-----------------------------------------|---------------------------------------------|
| <b>2019</b>              | <b>Nil</b>                                                                   | <b>Basic Computer Training Programme for Non-Teaching staff members</b>         | <b>10/09/2019</b> | <b>14/11/2019</b> | <b>Nil</b>                              | <b>5</b>                                    |
| <b>No file uploaded.</b> |                                                                              |                                                                                 |                   |                   |                                         |                                             |

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

| Title of the professional development programme | Number of teachers who attended | From Date         | To date           | Duration  |
|-------------------------------------------------|---------------------------------|-------------------|-------------------|-----------|
| <b>Orientation Programme</b>                    | <b>2</b>                        | <b>08/07/2019</b> | <b>05/08/2019</b> | <b>28</b> |
| <b>Orientation Programme</b>                    | <b>1</b>                        | <b>11/11/2019</b> | <b>07/12/2019</b> | <b>28</b> |
| <b>Refresher Course</b>                         | <b>1</b>                        | <b>02/12/2019</b> | <b>21/12/2019</b> | <b>21</b> |
| <b>No file uploaded.</b>                        |                                 |                   |                   |           |

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching  |           | Non-teaching |           |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent    | Full Time |
| <b>24</b> | <b>24</b> | <b>11</b>    | <b>11</b> |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|----------|--------------|----------|
|----------|--------------|----------|

|                                                                     |                                                                               |                                                                                                                       |
|---------------------------------------------------------------------|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Teachers can avail credit facilities from college upto Rs. 50,000/- | Non-teaching staff can avail credit facilities from college upto Rs. 40,000/- | Students can benefit from a slew of welfare schemes like free studentship, free hostel facilities for needy students. |
|---------------------------------------------------------------------|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|

#### 6.4 – Financial Management and Resource Mobilization

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

Both internal and external audits are conducted annually. And to ensure transparency in financial transactions, regular check-ups are conducted. Finance Subcommittee regularly holds meetings to discuss and adopt resolutions about financial transactions. All procurements, supply orders and construction works are selected through open bidding and proper tendering process.

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

| Name of the non government funding agencies /individuals | Funds/ Grnats received in Rs. | Purpose                                    |
|----------------------------------------------------------|-------------------------------|--------------------------------------------|
| P C Chandra Group - Radhamadhab Institution              | 100000                        | For developing Rainwater Harvesting System |
| No file uploaded.                                        |                               |                                            |

6.4.3 – Total corpus fund generated

|        |
|--------|
| 100000 |
|--------|

#### 6.5 – Internal Quality Assurance System

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

| Audit Type     | External |        | Internal |                                                                                                  |
|----------------|----------|--------|----------|--------------------------------------------------------------------------------------------------|
|                | Yes/No   | Agency | Yes/No   | Authority                                                                                        |
| Academic       | No       | Nil    | Yes      | One senior faculty member of the college and an external member<br>-Principal of another college |
| Administrative | No       | Nil    | Yes      | One senior faculty member of the college and an external member<br>-Principal of another college |

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

1. Parents give feedback for development of the college 2. Parent-teacher interface is regularly organized 3. Parents are invited to college on 16 August every year for a cultural programme.

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

1. Bonus and incentives are given to support staff during Durga Puja and Eid 2.

**No salary or wage is deducted during vacations/recesses 3. Support Staff are provided with proper apparels for conducting duties.**

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

**1. Emphases have been given to participative management among teaching and non-teaching staff 2. Formation of Academic and Administrative Review Committee to oversee any lacuna/e in the academic and office administration 3.**

6.5.5 – Internal Quality Assurance System Details

|                                        |            |
|----------------------------------------|------------|
| a) Submission of Data for AISHE portal | <b>Yes</b> |
| b)Participation in NIRF                | <b>Nil</b> |
| c)ISO certification                    | <b>Nil</b> |
| d)NBA or any other quality audit       | <b>Nil</b> |

6.5.6 – Number of Quality Initiatives undertaken during the year

| Year                     | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|--------------------------|------------------------------------|-------------------------|---------------|-------------|------------------------|
| <b>2019</b>              | <b>Nil</b>                         | <b>Nil</b>              | <b>Nil</b>    | <b>Nil</b>  | <b>Nil</b>             |
| <b>No file uploaded.</b> |                                    |                         |               |             |                        |

## **CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

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

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

| Title of the programme                                          | Period from       | Period To         | Number of Participants |           |
|-----------------------------------------------------------------|-------------------|-------------------|------------------------|-----------|
|                                                                 |                   |                   | Female                 | Male      |
| <b>A skit on Amar Meye Amar Garbo (My Daughter Is My Pride)</b> | <b>19/02/2020</b> | <b>19/02/2020</b> | <b>50</b>              | <b>22</b> |
| <b>Workshop on 'Nari Shakti' (Power of Feminity)</b>            | <b>27/08/2019</b> | <b>27/08/2019</b> | <b>123</b>             | <b>50</b> |
| <b>Programme on International Womens Day</b>                    | <b>09/03/2020</b> | <b>09/03/2020</b> | <b>250</b>             | <b>82</b> |

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

|                                                                                             |
|---------------------------------------------------------------------------------------------|
| Percentage of power requirement of the University met by the renewable energy sources       |
| <b>4 of the total power is generated through solar panels. Hostellers are encouraged to</b> |

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities            | Yes/No     | Number of beneficiaries |
|----------------------------|------------|-------------------------|
| <b>Physical facilities</b> | <b>Yes</b> | <b>1</b>                |
| <b>Ramp/Rails</b>          | <b>Yes</b> | <b>1</b>                |
| <b>Braille</b>             | <b>Yes</b> | <b>1</b>                |

|                                   |            |          |
|-----------------------------------|------------|----------|
| <b>Software/facilities</b>        |            |          |
| <b>Rest Rooms</b>                 | <b>Yes</b> | <b>1</b> |
| <b>Scribes for examination</b>    | <b>Yes</b> | <b>1</b> |
| <b>Any other similar facility</b> | <b>Yes</b> | <b>1</b> |

#### 7.1.4 – Inclusion and Situatedness

| Year                     | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date              | Duration | Name of initiative                                                                  | Issues addressed                                                                                                             | Number of participating students and staff |
|--------------------------|--------------------------------------------------------------------------|------------------------------------------------------------------------------|-------------------|----------|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| <b>2019</b>              | <b>Nil</b>                                                               | <b>1</b>                                                                     | <b>18/09/2019</b> | <b>1</b> | <b>Krishi Mela and Agricultural Training for local farmers</b>                      | <b>Farmers are sensitized about modern methods of cultivation of mushrooms and dragon fruits</b>                             | <b>250</b>                                 |
| <b>2019</b>              | <b>Nil</b>                                                               | <b>1</b>                                                                     | <b>22/11/2019</b> | <b>1</b> | <b>Ramanujan Talent Search Examination for school students of adjoining schools</b> | <b>Students studying science or having inclination towards science are encouraged through this talent search examination</b> | <b>122</b>                                 |
| <b>No file uploaded.</b> |                                                                          |                                                                              |                   |          |                                                                                     |                                                                                                                              |                                            |

#### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

| Title                                                              | Date of publication | Follow up(max 100 words)                                                                                                                                                                             |
|--------------------------------------------------------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Naitikat? ?ba? M?lyab?dha (A Handbook on Ethics and Values)</b> | <b>16/10/2019</b>   | <b>The Ethics Cell prepared this document by drawing upon several philosophical books, and to encourage students for adopting ethical ways of behaviour, it organized a programme on 16 October,</b> |

## 7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity                                                                                                                                                                                                 | Duration From | Duration To | Number of participants |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------|------------------------|
| Awareness Programme on Universal Values and Ethics                                                                                                                                                       | 16/10/2019    | 16/10/2019  | 350                    |
| Coaching Classes for underprivileged school students of the adjoining village of Tentultaliby students of English Department and NSS volunteers                                                          | 16/10/2019    | 07/02/2020  | 24                     |
| Distribution of educational stationeries to underprivileged school students of the adjoining village of Tentultali by students and faculty members of the Departments of Education and Political Science | 09/12/2019    | 09/12/2019  | 122                    |
| No file uploaded.                                                                                                                                                                                        |               |             |                        |

## 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. In addition to having two large water bodies, the college has constructed two rain-water harvesting pits 2. To make the campus plastic-free zone, the college has initiated Collect Plastics and Gift Yourself a Bottle, that is, if a student collects and gives one hundred used plastic items, s/he is given a BPA-free water bottle 3. The IQAC has adopted #goGreen policy through which a student is given a sapling for plantation free of cost on admission. Hostellers are encouraged to plant the trees given to them in the campus 4. The Green Cell routinely checks the carbon emission rates in the campus 5. The green resources of the campus are audited annually.

## 7.2 – Best Practices

## 7.2.1 – Describe at least two institutional best practices

1. Entry-point Examinations are taken immediately upon admission, and the students are segregated as per their performances in the examinations. The students' progressions are registered in Departmental Bi-Monthly Report (DBR) after entries of the students' types. They are marked as Brilliant, Good, Mediocre and Backward. Every department notes the progression of each student on bi-monthly basis. Mediocre and backward students are counselled by experts, and remedial coaching classes are arranged for all, but especially the slow learners. Teachers regularly upload study materials on the LMS for students to access. Since the college emphasizes increasing the employability of its

students, apart from the regular curricula, all students, from 3rd semester onwards, are registered for free coaching for various competitive examinations. They are given in-person coaching in the campus off the regular routine hours by teachers of the college. A window has been opened on the website where students can access practice papers free of cost. No charges are taken from students as most of them hail from economically challenged background. Besides, regular curricula, students are offered a number of add-on courses. These courses were meant not merely to complement the regular curricula of the University of Calcutta, but also to enhance skills among the students. Some of these courses are conducted by the IQAC itself through MOUs with some third parties, or by hiring expert resources from outside. The remaining courses are assigned to the Academic Departments. Departmental Teachers themselves prepare the course modules and arrange special sessions of class by expert resource persons from other departments and even from industries/other colleges/institutes. In fact the courses, eight in all, are of three types: skill-oriented, courses based on ethics and courses on well being: Skill - Based Courses: Communicative English (35 Hours) ,Guidance Services for School Students (32 Hours), Introduction to GST Taxation (30 Hours), Beautician Course for Girl Students, Basic Mathematics Course (30 Hours) Courses Based on Ethics: Social Ethics and Democratic Citizenry (30 Hrs.) Environmental Studies and Environmental Ethics (32 Hours) Courses based on Well-being and Self-Defence: Yoga and Meditation (40 Hours) Self-Defense for Girl Students (Karate) 2. iv. IQAC founded Consortium of Science Teachers for Promotion of Science and Scientific Temper for encouraging and promoting science studies in adjoining schools. The Consortium arranges A K Ramanujan Talent Search Examination on 22 November every year of students from class VII to XII of schools in adjoining areas. Process to get it registered as a society is underway. The express purpose is to encourage school students to study science at higher level, and take admission in science courses in the college. The larger aim of the consortium is to sensitize people of this remote area of the sundarbans about applicability of science and scientific knowledge in day to day life through various community outreach programmes.

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

<https://hazidesaratcollege.ac.in/page/best-practices-of-the-college>

### 7.3 – Institutional Distinctiveness

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

From the point of view of vision of the institute, a holistic educational atmosphere has been engendered. A three-fold mechanism is laid out by the IQAC for students' progression. After entry-point examinations, students of the remote Sundarban delta, mostly first learners and economically challenged backgrounds, are taken care of in a comprehensive manner by exposing them to vistas of higher education through curricula delivery as well as by instilling in them moral and social values through the mentoring system. Thirdly, to realize its vision of enabling them to attain equity with the advantaged groups, the college authority has introduced add-on courses. As per the resolution in the IQAC meeting dated 26 April, 2019, some Add-on Courses were introduced from August, 2019, for the session 2019-20. These courses were meant not merely to complement the regular curricula of the University of Calcutta, but also to enhance skills among the students. Some of these courses are conducted by the IQAC itself through MOUs with some third parties, or by hiring expert resources from outside. The remaining courses are assigned to the Academic Departments. Departmental Teachers themselves prepare the course modules and arrange special sessions of class by expert resource persons from

other departments and even from industries/other colleges/institutes. In fact the courses, eight in all, are of three types: skill-oriented, courses based on ethics and courses on well being: Skill – Based Courses: a) Communicative English (35 Hours) b) Guidance Services for School Students (32 Hours) c) Introduction to GST Taxation (30 Hours) d) Beautician Course for Girl Students e) Basic Mathematics Course (30 Hours) Courses Based on Ethics: a) Social Ethics and Democratic Citizenry (30 Hrs.) b) Environmental Studies and Environmental Ethics (32 Hours) Courses based on Well-being and Self-Defence: a) Yoga and Meditation (40 Hours) b) Self-Defense for Girl Students (Karate) 2. The values of ethics and social service are also instilled through NSS activities. 3. The college has hostel accommodation for about 1200 students. And the college authority ensures that no student from economically challenged areas is denied hostel accommodation or admission in college from financial reasons. And a number of measures are there for such students who benefit from these welfare measures maintained by the college as well as Teachers' Council.

Provide the weblink of the institution

[https://hazidesaratcollege.ac.in/uploads/1675924175\\_DISTINCTIVENESS20230209\\_11581341.pdf](https://hazidesaratcollege.ac.in/uploads/1675924175_DISTINCTIVENESS20230209_11581341.pdf)

### 8.Future Plans of Actions for Next Academic Year

The college has a number of plans for the future for the overall development of the college: 1. Since the drop-out rates are a matter of concern, the college authority pledges to forge a synergy among parents, local administration and IQAC to minimize the drop-out rates. Local administration would be roped in as most students leave home for earn a living elsewhere outside the area or even state. 2. To open Honours courses in the subjects of Mathematics, Botany, Zoology, Anthropology, Sanskrit, Philosophy and Physical Education from the next academic session. 3. More emphasis would be placed over kinesthetic modes of curricula delivery, that is, students would be encouraged to participate in debates, micro-teaching, students seminar for better grasp over the curricula. 4. More remedial coaching schedules would be organized, especially for the slow learners. 5. To develop a mobile app for registering all details about classes. The App would be developed in such a way that the students can access all details on it, 6. The college would collaborate with third-parties/other institutes/colleges for conducting Add-on courses. 7. Emphasis would be given to ICT based classes so that the first generation learners can easily memorize the syllabi. 8. To employ, on ad-hoc basis, a football coach and groom few chosen students into a good team for various levels of competition. 9. To open an NCC Unit in the college. 10. To open a second unit of NSS. 11. Emphasis would be placed on developing students co-curricular activities. 12. To procure funds from philanthropies, CSRs for providing more affordability to hostellers. 13. Since the college has a large number of students from SC/ST and Minorities communities, an Ambedkar Study Circle would be formed and registered as society. 14. To form a community centre for conducting community/extension services. 15. To allocate more funds for research under Sundarban Research Society. 16. To expedite the processes of registration of Consortium of Science Teachers, Sundarban Research Society and Alumni Association. 17. To emphasize community/extension services through the policy of Institutional Social Responsibility (ISR).