



YEARLY STATUS REPORT - 2020-2021

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 its own campus?		Yes
• Phone no./Alternate phone no.		8777579943
• Mobile No:		8777579943
• Registered e-mail		shdcollege1961@gmail.com
• Alternate e-mail		shdcollege1961@gmail.com
• Address		AT- PATHANKHALI
• City/Town		South 24 Parganas
• State/UT		WEST BENGAL
• Pin Code		743611
2.Institutional status		
• Type of Institution		Co-education
• Location		Rural
• Financial Status		Grants-in aid

• Name of the Affiliating University	UNIVERSITY OF CALCUTTA				
• Name of the IQAC Coordinator	DR UTTAM KUMAR GURU				
• Phone No.	9434367053				
• Alternate phone No.	9083826879				
• Mobile	9434367053				
• IQAC e-mail address	iqacshdc@gmail.com				
• Alternate e-mail address	rgurru@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://hazidesaratcollege.ac.in/site_viewfiledesc/167/47				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://hazidesaratcollege.ac.in/pages/academic-calendar-1673593259				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.51	2016	05/11/2016	04/11/2021
6.Date of Establishment of IQAC			03/02/2015		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
N/A	N/A	N/A	N/A	NIL	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			5		

Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
If yes, mention the amount		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
1. Despite the protracted lockdown, the IQAC took measures for online classes for all courses of all semesters. Poor internet connectivity or students having no android sets notwithstanding, IQAC made all efforts for online classes so that students did not go out of the teaching-learning curve altogether. In spite of Lockdown, IQAC organized Special Online Lectures, Cultural activities via digital mode and even publishing online Wall Magazines.		
2. IQAC wrote to ERNET India, an autonomous scientific society under the administrative control of the Ministry of Electronics & Information for registration and rechristened the web address of college as www.hazidesaratcollege.ac.in instead of hazidesaratcollege.org.		
3. IQAC initiated a research Grant under a scheme titled 'Acharjya Prafulla Chandra Research Grant' for encouraging research among its faculty members, in which two grants were sanctioned to Dr Sanjoy Kumar Mondal, Associate Professor of Chemistry (Rs. 25,000/-) and Ms Pompa Bhattacharyya, Ms Granthana Sengupta and Dr Debottam Chakraborty, Assistant Professors of Political Science, Economics respectively (Rs. 20,000/-) for research on the basis of their research proposals. Details of the research projects awarded are as follows: i. Dr Sanjay Kumar Mondal - Investigating Groundwater Arsenic Level in Gosaba Block ii. Ms Pompa Bhattacharyya et al.- A Study on Problem and Prospect of ASHA Workers		
4. The setting up of N(ational) I(nnovation) and S(tart-up) P(olicy) Cell for encouraging students to come up with bright entrepreneurial ideas and foster and nurture entrepreneurial culture among learners of this insular region.		

5. IQAC took measures to open a separate window on the web portal of college to upload question papers of internal and University question papers for students to access them. Again, an online Examinations Grievance Window was also opened for students to lodge complaints/grievances if any.

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

Plan of Action	Achievements/Outcomes
An Entry-Point Test would be taken of all students taking admission in Semester 1, 2020-21	No test could be taken because of COVID - 19 and the consequent Lockdown
Students' Progression would be recorded bi-monthly in Students' Bi-Monthly Report (DBR)	Because of Lockdown, no such recording of progression of students could be made
To change the name of college website from hazidesaratcollege.org to www.hazidesaratcollege.ac.in by writing to ERNET-India	The name was successfully changed to www.hazidesaratcollege.ac.in
In each semester (for both Honours and General courses), students should take part in any form of experiential/kinesthetic learning like Field Trips/Surveys/Performance of skits/parts of a drama as part of 15-mark Projects of Calcutta University and related to the curricula	On account of the Lockdown, this policy could not be implemented. But students of Semester 4 in the Department of English led by its Head conducted a surveys in their locality on issues of ecology, local beliefs and, especially, the shambolic educational systems in Pandemic affected Sundarbans.
Organizing online lecture series, programmes through virtual modes and publication of wall magazines by all academic departments	Department of Education organized an online lecture series by Ms Sumita Chatterjee; Departments of Political Science and Education jointly organised Guest Lecture on "Legal Rights of Women and Children: Special Emphasis on Domestic Violence and POCSO" on 13 Nov, 2020; IQAC organized a Special Invited Lecture for its faculty and students online; on September 5,

	2020, Department of Commerce organized an online Poster Competition; a collage of wall magazines was made digital and was made available online; Teachers' Day Programme was celebrated online, and is available on YouTube at the link: https://youtu.be/xUAg63b_Sd4.
To keep students engaged in different kinds of activities online during the scourge of COVID - 19, webinars on popular science and important days would be organised	IQAC along with Departments of Botany and Zoology organized 'Contemporary Issues in Biological Sciences' was organized on 27 September, 2020. World Environment Day (WED), 2020 was organised by IQAC through virtual mode.
An online or telephonic survey to be conducted for assessing how many students could not come online for classes or attend virtual programmes	Ms Granthana Sen Gupta and Dr Debottam Chakraborty conducted a survey on this
To provide incentives to teachers participating in seminars/conferences	Since participation in webinars were made made free, no such incentive was provided
NSS to adopt the village of Tentultali and work for its development	NSS adopted the adjoining village of Tentultali. During the severe Lockdown, the NSS volunteers distributed masks and sanitisers among villagers. Even amid the Lockdown, the volunteers planted 25 mango saplings on sides of the main road of village
To open Honours courses in the subjects of Philosophy, Sanskrit, Geography, Physical Education, Geography, Botany, Zoology and Anthropology	Necessary papers could not be submitted to the West Bengal State Council of Higher Education for COVID-19 protocol
To adopt measures/provide financial support/scholarships	No such support could be provided because of the closure

to needy and meritorious students, especially Kapil Das Guru Memorial Scholarship (Rs. 18,000/- annually to one boy hosteller) and Tapasi Haldar Scholarsh (Rs. 6000/- annually to a girl hosteller), free studentship to one day scholar and Hostel fees wavering to one student in an Academic Session.	of college and hostels
To provide financial support to ministerial staff/casual staff or support staff during illness or financial constraints as advance or credit basis	Sri Dilip Mondal, the support staff in charge of Electrical equipment and services, was provided assistance of Rs. 50,000/- (Rupees fifty thousand) only on credit basis
To organise two memorial lectures, the one in memory of Prof Debesh Roy Chowdhury and the other Arabinda Panda Memorial Lecture	Arabinda Panda Memorial Lecture was held online on June 5, 2021 (World Environment Day)
To award 'Iyyanki Venkata Ramanayya Award' to one or more student(s) who access(es) the Central Library most	No such award could be given because of COVID-19 and the Lockdown
To get the Alumni Association registered under Societies Registration Act of West Bengal, 1961	Because of Lockdown the registration process could not be initiated
To conduct Ramanujan Talent Search Examination of school students of adjoining areas in November under Consortium of Science Teachers for Promotion of Science and Cultivation of Scientific Temper	No such examination could take place on account of COVID-19 protocols and lockdown
13. Whether the AQAR was placed before statutory body?	Yes
Name of the statutory body	

Name	Date of meeting(s)
Governing Body	21/03/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	17/02/2022

15. Multidisciplinary / interdisciplinary

Sundarban Hazi Desarat College pledges to transform itself into a holistic multidisciplinary institution by incorporating salient points of the vision of NEP 2020. The vision of college for the integration of Humanities and Science with STEM would be as follows:

Sl. No.	Core Course	Generic Elective	SEC/Vocational Courses	Ethics Course	
1.	English (Honours & General)	Philosophy/ Mathematics	Academic Writing/ Journalism/Linguistics/Technical Writing/Creative Writing	Social Ethics and Democratic Citizenship/Ethics in Indian Philosophy	
2.	Philosophy (Honours & General)	Political Science/ Psychology/ Sanskrit/ Folklore/ Sociology	Sustainable Development in Circular Economy/Environmental Ethics	Social Ethics and Democratic Citizenship/Ethics in Indian Philosophy	
3.	Bengali (Honours & General)	Women Studies, Philosophy, History, Sanskrit, Linguistics,	Academic Writing/ Journalism/Linguistics/Technical Writing/Creative Writing	Social Ethics and Democratic Citizenship/Ethics in Indian Philosophy	

4.	Comparative Literature and Cultural Studies (Honours & General)	MIL (Bengali etc), English, Folklore Research, Linguistics, Persian, History, Mass Communication, Political Science, Sanskrit, Sociology, Women studies	Academic Writing/ Journalism/Linguistics/Technical Writing/Creative Writing/ Script Writing/Media Manage	Social Ethics and Democratic Citizenry/Ethics in Indian Philosophy	
5.	Commerce (Honours & General)	Economics, Business Administration	Capital Market/Retain Market Management	Social Ethics and Democratic Citizenry/Ethics in Indian Philosophy	
6.	Sanskrit (Hons & Gen)	Folklore, History, Education, Philosophy	Indian Philosophy	Social Ethics and Democratic Citizenry/Ethics in Indian Philosophy	
7.	History (Hons & Gen)	Hindi, Political Science, Economics, Philosophy, Anthropology, Education, English	History of Indian Philosophy/History of Medieval Bengal	Social Ethics and Democratic Citizenry/Ethics in Indian Philosophy	
8.	Geography (Hons & Gen)	Environmental Science, Anthropology, Political Science, Bio-Sciences, History,	Disaster Management/ Demography Studies	Social Ethics and Democratic Citizenry/Ethics in Indian Philosophy	

		Economics			
9.	Economics (Hons & Gen)	Open for all subjects	Capital Market/Retain Market Management	Social Ethics and Democratic Citizenry/Ethics in Indian Philosophy	
10.	Anthropology (Hons & Gen)	Anthropology, Folklore	Women studies, Demography,	Social Ethics and Democratic Citizenry/Ethics in Indian Philosophy	
11.	Botany (Hons & Gen)	Environmental Science, Physiology(Plant), Horticulture, Floriculture, Life Sciences, Anthropology and Zoology	Mushroom Cultivation, Pisciculture, Honeybee Cultivation	Social Ethics and Democratic Citizenry/Ethics in Indian Philosophy	
12.	Zoology (Hons & Gen)	Anthropology, Botany, Environmental Science	Mushroom Cultivation, Pisciculture, Honeybee Cultivation	Social Ethics and Democratic Citizenry/Ethics in Indian Philosophy	
		History, Economics,	Counselling & Guidance to School Students	Social Ethics and	

13.	Education (Hons & Gen)	Political Science		Democratic Ci tizenry/Ethic s in Indian Philosophy	
14.	Physics (Gen)	English, Chemistry, Mathematics	Computer Science, ICT	Social Ethics and Democratic Ci tizenry/Ethic s in Indian Philosophy	
15.	Physical Education (Gen)	English, Yoga and Meditation, Indian Philosophy	Gym Instructor, Physical Fitness Trainer	Social Ethics and Democratic Ci tizenry/Ethic s in Indian Philosophy	
16.	Political Science (Hons & Gen)	History, Anthropology, Political Economy, Environmental Studies,	Political and Investigative Journalism/ Political Analysis and International Journalism	Social Ethics and Democratic Ci tizenry/Ethic s in Indian Philosophy	

All these subject options are flexible inasmuch that a student can opt out of a course after one year with her/his credits deposited in Academic Bank of Credits (ABC) so that when s/he leaves this institute to pursue her/his studies elsewhere.

The college has already initiated 'Acharjya Prafulla Chandra Research Grant' for its faculty members for undertaking researches on pressing issues of the local society.

16.Academic bank of credits (ABC):

Since the credits of students are now archived by the University of Calcutta to which the college is affiliated, and as there is still no provision for the institute to register in the Academic Bank of Credits (ABC) maintained by the initiative of Ministry of Electronics and Information Technology (MeitY) and Ministry of Education (MoE), the college authority has no role to play in this regard. But the college has initiated efforts to register the marks scored by students digitally, and a student is assessed on the basis of her/his scores at the end of each semester.

17.Skill development:

1. The college introduced few skill-enhancing add-on courses in 2019-20 session as per the resolution in the IQAC meeting dated 26 April, 2019. These courses were meant not merely to complement the regular curricula of the University of Calcutta, but also to enhance skills among the students as per the vision of the National Occupational Standards (NOS) that ensures that an individual is sufficiently trained and skilled to execute her/his performance in their workplace as per the metrics of global standards of the duties concerned.
2. The courses that the college offered and which seem to conform to the vision of National Skills Qualifications Framework are as follows:
 1. Communicative English (35 Hours) (Dept. of English)
 2. Guidance Services for School Students (32 Hours) (Dept. of Education)
 3. Course On Web-Designing (35 Hours) (IQAC)
 4. Introduction to GST & Taxation (30 Hours) (Dept. of Commerce)
 5. Beautician Course for Girl Students ((IQAC)
 6. Basic Mathematics Course (30 Hours) – Department of Mathematics
1. Because of its location in the riverine and outlying areas of the Sundarbans where students are hardly groomed in ethical atmosphere, the college strove to introduce 2 (two) courses on Ethics, one on '*Social Ethics and Democratic Citizenry*: and the other '*Environmental Studies and Environmental Ethics*'. The second course was introduced in respect of the delicate ecological status of the Sundarbans amid which the institute is located and the blithe ignorance of people of the areas about its gradual destruction because of many factors ranging from politics to localized needs. From the next session, that is, 2021-22, the institute would go into collaborations with other colleges for running these courses.

2. The University of Calcutta to which Sundarban Hazi Desarat College is affiliated is yet to provide a credit structure to ensure all students enrolled in the college take ONE vocational course before graduation. Still the institute pledges to come up with the following plans:
 1. Engage services of industry veterans to provide vocational skills to learners (in all four year courses).
 2. O(pen) D(istance) L(earning) course would be introduced for such vocational courses as theory classes (30%) can be delivered on online mode of the total number of classes as the remaining classes constituting the practical components of such courses have to be delivered in in-person mode.
 3. No planning has been done in this regard.
 4. The college would prepare a framework as per the provisions of National Skill Development Corporation (NSDC) through which a unified platform would be created to manage learner enrolment as well as to map their skill so that the college can digitally keep records of the map of skill development over a period of course/training.
 5. Sundarban Hazi Desarat College is planning to offer the following skilling courses in near future - a) Soft and Communication Skills b) Web Designing Courses c) Course on French or German Language d) Course on Beautician Training and Make-Up artist e) Course on Python Language programming f) Course on Tourism and Tourist Guide g)

e. The college established an Incubation and Skill Development Centre for fostering skill and entrepreneurial culture among students.

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

a) In order to implement this provision of NEP 2020, Sundarban Hazi Desarat College would frame a well-delineated policy for promoting bilingual/multilingual mode of curriculum delivery. All course - both offline and online - would be delivered online in order to address the language divide in students of these areas of the Sundarbans where proficiency of the English language especially among the learners is deplorable, to say the least. Teaching in the vernacular helps facilitate to connect students with their locale,

and the college aims to integrate dissemination of knowledge into the cultures in which students live.

b) All the present faculties of the institute deliver lectures in bilingual mode given the poor English language skills of students hailing from Bengali medium schools of these areas. But few of them may not be aware of the Santhali dialects which many people speak in these areas. Sundarban Hazi Desarat College pledges to organize workshops for sensitizing its faculties of these Santhali languages spoken by few communities here.

c) The college presently offers Honours and General courses in 17 subjects in all. Among them English, the remaining 16 subjects are taught bilingually.

d) i. Sanskrit is taught as General/Minor subject in the institute already, and the process is already on to introduce Honours course from the next session. The institute would like to preserve some Santhali dialects in its Language Laboratory and introduce these engendered spoken languages to students studying Modern Indian Languages in the college.

ii. iii. iv. As for introduction of Indian ancient traditional knowledge, Indian Arts and Indian Cultural Traditions, the college would introduce a 10-month course on Indological Studies in collaboration with Centre for Indological Studies and Research, Ramakrishna Mission Institute of Culture, Kolkata. The course spread across 10 months would be delivered in blended mode. The college plans to offer the course from the session 2022-23.

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

i) From 2019-20, IQAC emphasized that at the beginning of every academic session all academic departments would prepare a workable Programme Outcome and Course Outcome (PO & CO), taking into account the following points:

1. Purpose of the course in the curricula;
2. Learning capabilities of the students;
3. Aptitude enhancing aspects in a course concerned should be explored through special projects like experiential learning modules like performance/field works/surveys/poster making etc.

The same PO & COs are made available online for students to access.

ii) The college has initiated measures to keep digital records of students' progression in an app called *DBR* (Departmental Bi-Monthly Report) where a student's progression is recorded in every two-month. Scores of all periodic tests (PTs) are also recorded in the same app. This platform would calculate both a student's progression as well as scores of Continuous Internal Examinations (CIE).

The Chairman, IQAC, mandated the Coordinator to ensure every Department should carry out one experiential learning module like performance/field works/surveys/poster making in an academic session (two semesters). And the teachers concerned should digitally record these learning practices in the said application. All these would be calculated at the end of Semester for calculating their Internal Examinations (10 marks) and Projects (15 marks) scores.

iii) The college maintains Departmental Bi-Monthly Report (DBR) to keep records of students' learning progressions and their performances in Continuous Internal Examinations (CIE). Not only a student is assessed in terms of her/his performance in the examination, but also her/his class performance and participation in special projects. 2 (two) periodic tests are taken in the gap of every 2 (two) months along with the Internal Examinations. Each Periodic Test (PT) carried full marks of 20. And, as for Internal Examination, the full mark is 10.

A student is assessed in terms of the following modality:

Name of Test	Full Marks
1st Periodic Test	20
2nd Periodic Test	20
Internal Examination	10
TOTAL	50

This total of 50 is scaled down to 10, that is, if a student has scored 30 out of 50, her/his score at the end of a semester for uploading in the examination portal of university is 6 out of 10.

20.Distance education/online education:

1. Sundarban Hazi Desarat College switched over to online mode of curriculum delivery during the protracted lockdown. The online mode threw up possibilities of offering different courses, and by using Google Meet platform the college offered even mentoring classes.

The possibility of offering Vocational Education and Trainings (VETs) in online mode, especially the theoretical components of such

courses, is to be explored by the college, provided the college gets the approval to run such courses in ODL mode from the competent authority, i.e., All India Council for Technical Education (AICTE) and the University of Calcutta.

Provided that the college receives funding from central/state agencies to run such courses, Virtual Laboratories in the broad areas of Physical Sciences (Basics of Physics Lab), Chemical Sciences (Physical Chemistry Lab) and Electronics and Communications (Basic Electronics Lab) would be established in the campus. Courses related to and feasible upon these labs would be provided to outstation participants in ODL mode. But students have to remain present to perform Practical components, if any, of these courses.

1. Educationist Charles B. Hodges and et al used the term 'Emergency Remote Teaching' (ERT) in 2020 during the devastating COVID - 19 Pandemic during which, all of a sudden, all institutes had to resort to online teaching-learning platforms like Google Meet, Merithub, Zoom, Microsoft Team etc. Hodges and other highlighted the necessity of use of technological tools for continuing teaching learning activities during times of emergency.
1. Google Classroom - Although initially planned by Google as a teaching tool for school students, it is now used in higher education also. It is free and accessible. Teacher can upload assignments, study materials and even class schedule in G Classroom.
2. Microsoft Teams - Another easy-to-use computer application where a class can share their opinions/suggestions as if they are engaged in some group activity in person in the classroom.
3. Google Meet - The platform used most for online teaching-learning and for ERT. Its features are easier to use than any other online application available free of cost. An android set/laptop/pc and a sound system is all that one needs for using this platform.
4. Zoom Classroom - For managing small to big classrooms many teachers used this. Still one of the most used and most favourite platforms, Zoom Classroom caters still to many students taking online courses.
5. Easy Class - One of the free online applications, Easy class is best for those students who cannot attend online classes when organized/held, but who can assess the assignments, notes

and study materials for accessing later. Students can post their queries in that platform for teachers to clarify later.

6. YouTube – YouTube has become a very powerful source of teaching-learning. Teachers can upload their online/in-person teaching on YouTube for students so that they can access them later/repeatedly. A powerful resource of knowledge, YouTube helps many to acquire skills during time epidemic/pandemic etc.
7. Interactive Smart Board: Online courses on MOOCs/e-PATHSHALA are streamed/recorded through this technological tool. Students across institutes can access classes being held in any one place through this or many other technological devices like Digital Pen Tablet.
8. UGC has changed adopted a lot of measures to promote online teaching-learning by developing platforms like SWAYAM Online Courses, UG/PG MOOCs, e-PG Pathshala, e-Content courseware in UG subjects, SWAYAMPRAKHA and etc.

Best Practice of the Institute in terms of its Preparedness for Distance Education/Online Education: The institute constantly encourages its faculties to take online classes during vacations/recesses or before semester examinations for revision of its syllabus. 4 of its classrooms are digital with well-equipped interactive smart boards.

Extended Profile

1.Programme

1.1	25
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1522
Number of students during the year	

File Description	Documents
Data Template	No File Uploaded

2.2	685
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	No File Uploaded
2.3	
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	No File Uploaded
3.Academic	
3.1	25
Number of full time teachers during the year	
File Description	Documents
Data Template	No File Uploaded
3.2	29
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	No File Uploaded
4.Institution	
4.1	41
Total number of Classrooms and Seminar halls	
4.2	26.2
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	100
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Sundarban Hazi Desarat College is affiliated to the University of Calcutta and adheres to its curriculum.

- The college prepares an academic calendar at the beginning of the year with details of the commencement of classes and marks the possible dates of examination which are correlated with the University Notices and schedules. The Academic calendar also marks out the details of the academic activities that are planned by the College. The Academic Calendar is uploaded in the college website.

The college's faculty and staff worked to reach out to students during the Covid 19 pandemic's disruption of the regular academic schedule. Apart from classes, relevant study materials were uploaded online, including lecture videos, class notes, PPTs and e-books that are available in the college LMS and taking into consideration the disruptive nature of the students' internet connections, as many of them come from the farthest reaches of the country, the faculty and staff collaborated to maintain the CBCS model of curriculum in accordance with university standards.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://hazidesaratcollege.ac.in/pages/academic-calendar-1673593259

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

The college centrally creates an academic calendar in accordance with that of the University of Calcutta. It contains significant dates like the start of classes and exam dates. It also contains other activities include parent-teacher meetings, field trips, excursions, invited talks, tutorial and remedial classes, commencement, and result announcements of internal college evaluations. The college makes every effort to ensure that the

scheduled events are held on time.

- Before each semester begins, an academic calendar is created based on the University of Calcutta's calendar. The calendar reflects the period for classes according to the CBCS Curriculum and Credit Hour format, as prescribed by the university. It also includes dates for CIE, tutorial project submissions, seminars, add-on programs, and other academic and non-academic activities. At the start of the first semester, the college conducts a central orientation class to introduce students to the course structure and college life. Following this, each department organizes an orientation class to inform students about the semester calendar, class plan, and syllabus.
- The college Learning Management System (LMS) contains the uploaded syllabus and detailed teaching plan, which students can access (Report) an application through which each student's progression is made bi-monthly. But because of the devastating COVID - 19 Pandemic, this test could NOT be taken. The college however strove to make use of online resources to take classes regularly.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	https://hazidesaratcollege.ac.in/pages/academic-calendar-1673593259

1.1.3 - Teachers of the Institution participate in A. All of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility

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

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

3

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

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Within the stipulated norms of the University Syllabi, the institute offers courses that integrates crosscutting issues that are relevant to the sensitization towards gender, professional ethics, human values, Environment, and sustainability.

- **Environment and Sustainability:** Environmental studies are integrated into the curriculum through the AECC Course in Semester II and integrated in the UG Syllabi of Botany, Zoology, Anthropology, English, Economics and Geography.
- Issues on General Health and Nutrition as part of sustainable development are integral to the UG curriculum of Education, History, Zoology, and Anthropology.
- Gender sensitization and relevant issues are included in the UG Syllabi of Political Science, Bengali, English, Education and History amongst others. Issues on Gender has been also actively integrated into the curricular activities through seminars and inter-departmental lectures.
- Issues related to Professional Ethics is integrated in the UG courses of English, Education and Commerce subjects. The Institute also conducts an add-on course in Ethics integrating it within the main curriculum.
- The students take classes in Bengali, Political Science, Education, English, and Commerce, which also contain lessons on moral principles and Human Values.

The Institution also integrates cross-cutting issues through various programmes, and co-curricular activities like film shows, that were conducted through an online platform during the pandemic. The Institution also undertakes various activities like seminars, conferences, and commemorates many important days like International Day of Forests and International Women's Day in the calendar through student centric programmes that inculcate ideas of social and moral

ethics, gender equality and environmental awareness amongst its students.

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

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

0

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

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

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

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

D. Feedback collected

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

980

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

2.1.2.1 - Number of actual students admitted from the reserved categories during the year**280**

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

2.2 - Catering to Student Diversity

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

The college has arranged online evaluation process of students during lockdown. Through this process, the advanced learners and the slow learners have been identified. For the slow learners online remedial classes have been arranged and through a process of continuous mentoring by the group mentors, the slow learners were given necessary inputs for their advancement. For advanced learners, the mentor group had explored different career options for them and through continuous consultations advanced career options were suggested for them. Online lecture series have been organized for the advanced learners on "Educational thoughts of Great Educators" in collaboration with Bamanpukur Humayun Kabir Mahavidyalaya on September 23 and 30, 2020. Other online seminar was also organised by the academic department to encourage the advanced learners. Different add on courses were designed for the advanced learners and other interested students, who found it helpful in making careers in alternative fields. For career in academics, advanced learners were provided the guidance for acquiring higher academic degrees. Online coaching classes for competitive examinations have been organized for them as well.

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

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

Number of Students	Number of Teachers
1506	49

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

In this year because of lockdown, the experimental learning process was hampered. Though, through online mode participative learning activities were encouraged. Students engaged themselves in microteaching, group discussion in the online class on topics of their interest within the curriculum. Different webinars were organized by academic departments where students of the college participated proactively. Inter-departmental online classes were organized by the department of Political Science, Education and Economics. Students actively participated in making digital wall magazine on topics of their own interest on the occasion of Teacher's Day. Educational Excursion was organized by the Department of Botany, on March 27, 2021. Online tutorial classes were especially useful for undertaking problem solving exercises.

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

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

In this covid affected year digital medium was the only mode of teaching. College has prepared a central portal where teachers of different departments used to post electronic study material (pdf/ ppt/ audio/ video) which students accessed from their home. Online classes through Google platform was also carried out throughout the year, as per the class routine. Many teachers have uploaded lectures in youtube, which was accessed by the students.

For evaluation process also separate portal has been prepared where students can access university question papers and upload their answer scripts after the examination. Teachers uploaded the marks in university portal after checking the answer scripts online.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://eshikshak.hazidesaratcollege.ac.in/

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

2.3.3.1 - Number of mentors

48

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

2.4 - Teacher Profile and Quality

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

26

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

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

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

14

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

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

2.4.3.1 - Total experience of full-time teachers

187

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The Chairman, IQAC, mandated the Coordinator to ensure every Department should carry out one experiential learning module like performance/field works/surveys/poster making in an academic session (two semesters). And the teachers concerned should digitally record these learning practices in the said application. All these would be calculated at the end of Semester for calculating their Internal Examinations (10 marks) and Projects (15 marks) scores.

iii) The college maintains Departmental Bi-Monthly Report (DBR) to keep records of students' learning progressions and their performances in Continuous Internal Examinations (CIE). Not only a student is assessed in terms of her/his performance in the examination, but also her/his class performance and participation in special projects. 2 (two) periodic tests are taken in the gap of every 2 (two) months along with the Internal Examinations. Each Periodic Test (PT) carried full marks of 20. And, as for Internal Examination, the full mark is 10.

A student is assessed in terms of the following modality:

Name of Test

Full Marks

1st Periodic Test

20

2nd Periodic Test

20

Internal Examination

10

TOTAL

50

This total of 50 is scaled down to 10, that is, if a student has scored 30 out of 50, her/his score at the end of a semester for uploading in the examination portal of university is 6 out of 10.

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

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

The college has separate Examinations Committee, which is entrusted with conducting the examinations and a separate grievance cell for ensuring redressal of any exam related grievances. To maintain the process transparent, the answer scripts of internal class tests and assignments are shared with students, and in case corrections in the total of marks or assessment of answers are identified by students themselves, they are immediately addressed by the faculty members. Besides this, the college has a portal for readdressing student's grievance and its immediate remedy. This link for this portal was pasted on the home screen of college website.

The attendance record in online classes which is part of the internal examination, has been notified to students. Adequate concession is given in attendance of students on medical grounds or for those who could not afford an android set to attend these online classes.

The college made concessions for students who could not write papers from home because of lack of digital infrastructure at their end, and consequently the faculty and ministerial staff of college made arrangements of a boat/ferry to collect hard copies from students from different nodal points/ferry ghats.

The usual in-person mode of collecting/receiving grievances related to Examinations was not available because of Lockdown, but students could call their Departmental teachers/Convener, Examinations Sub-Committee and even the IQAC Coordinator to seek redressal of their grievances or seeking clarifications.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://hazidesaratcollege.ac.in/pages/home

2.6 - Student Performance and Learning Outcomes

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

The college offers 25 undergraduate programmes in BA, B Sc and B Com. The college explicitly states all the programme and course outcomes, displays them on college website. The curriculum of all the programmes is framed by the University of Calcutta. The outline of the program outcomes is mentioned in the Online Orientation Programme for the newly admitted students on the day of commencement of an academic session. Students are encouraged to ask questions and are imbued in critical thinking so as to enable them to understand and analyse contemporary societal, environmental and cultural problems. Online Seminars on different socio-economic problems have been arranged to provide the students a platform for brainstorming. Efforts are taken to enhance their communication skills to allow them to exchange ideas, thoughts, and information effectively. Students develop leadership qualities and learn to embrace plurality, respect others' views and opposite genders, mediate in

disagreements, while maintaining professional and life ethics. Students are also made aware to be responsible towards maintaining sustainability in our environment. Environmental day celebration was organized by IQAC on June 5, 2021.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://hazidesaratcollege.ac.in/uploads/1675921663_POC02019-20.pdf
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

Because of the protracted Lockdown, no such evaluation was possible through the conventional mechanism, but the college had put in place an offline/telephonic mode of collecting students' opinions.

The link on the website is pasted below.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://hazidesaratcollege.ac.in/site_viewfiledesc/203/67

2.6.3 - Pass percentage of Students during the year

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

372

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://hazidesaratcollege.ac.in/naac_sss/administrator/final_report.php?session=2020-21

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

3.2 - Research Publications and Awards

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

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

10

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

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

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in

national/ international conference proceedings during the year**3**

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.3 - Extension Activities

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

Extension activities as such could not be conducted for the long drawn-out Lockdown due to COVID - 19 Pandemic. But even amid the Lockdown NSS Unit planted 25 (twenty five) mango saplings in the adopted village of Tentultali, and NSS volunteers distributed masks and sanitisers to the villages, sensitizing villagers about the COVID - 19 pandemic and about the necessity of using masks and sanitizing lotions.

The activities of 'Sundarban Research Society' and the 'Consortium of Science Teachers for Promotion of Science and Cultivation of Scientific Temper' were kept in abeyance for the lockdown.

File Description	Documents
Paste link for additional information	https://hazidesaratcollege.ac.in/pages/sundarban-research-society
Upload any additional information	No File Uploaded

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

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

0

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

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

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

0

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

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

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

24

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

3.4 - Collaboration

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

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

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

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

1. There are 40 (forty) classrooms out of which 4 (four) are equipped with interactive smartboards with LAN connectivity. For ease of hearing by the students microphone and sound box are installed in all large classrooms. All classrooms are well-lighted. All main entrance to the Academic Blocks are paved with ramps with hand railings for the benefits of differently challenged students.

2. The science laboratories in subjects of Physics, Chemistry, Botany, Zoology, Anthropology and Geography are well-equipped with all modern gadgets and devices despite poor or virtually no funding from state government. All laboratories are accessed by students during stipulated hours under the guidance of teachers concerned. Although it is true that these laboratories may not have all state of the art infrastructure, but the arrangements are helpful to the learners as per the necessity of their syllabi.

3. The college boasts of three modest sized computer laboratories - one at the 1st floor of the Humanities Academic Block, and the other two in the Science Block. Despite being located in the hinterland of the Sundarbans, the College has nearly 70 computers (Desktop and; Laptop). The total number of nodes present in the College campus is 50 which includes 7 Wi-Fi access points. Since the number of users are increasing day by day the existing Internet Bandwidth has been upgraded to 50 Mbps.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://hazidesaratcollege.ac.in/pages/library-1674124403

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

1. The college has two playgrounds - one of about 2 (two) acres of football ground, and the other of about 0.25 acre ground adjacent the large one. And students play volleyball in the small one. The Sports unit of the college under Sports Sub-Committee mentor students for practicing football and volleyball. Volleyball facilities are provided in the Boys' Hostel also.

2. Indoor games and sports facilities include Table Tennis and Carrom. Hostellers are provided with Table Tennis and Carrom Boards for recreational facilities. But these facilities were kept in abeyance due to COVID -19 Pandemic as the campus was shut off during the entire Lockdown.

3. The college has 2 (two) Gymnasiums, one at the Boys' Hostel and the other at the Girls' Hostel for the hostellers. About an average of 30 students access them on daily basis.

4. Although there is no Yoga Centre as of now, the college plans to develop one from the next session, that is, 2021-22.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://hazidesaratcollege.ac.in/pages/gymnasium

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

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

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

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

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

31.4

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

4.2 - Library as a Learning Resource

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

Despite the lockdown and the consequent haurdles, the Library was fully automated in 2020-21 with Koha as customised by Avior Technologies. TheKoha in-cloud version link is : <https://shdc-staff.kohacloud.in/cgi-bin/koha/mainpage.pl>. Earlier it was partly automated withLIBPLUS software. The full automation was done for issuance and collection of books with any hassles and to keep the library operations fully digital.

Plans were on to improvise library operations by incorporating techological upgradation.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://hazidesaratcollege.ac.in/library/

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

B. Any 3 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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

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

0

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

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

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

156

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

4.3 - IT Infrastructure

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

The college has 70 computers with WiFi facilities. In fact, the entire campus is Wi-fi enabled with high speed internet connection. All building blocks including main Academic Building, New-Academic Building, Science Block, Both Boys & Girls Hostels (with some restrictions), Guest Rooms are Wi-fi enabled. Both Wi-Fi System and LAN Internet Connections has been implemented/extended for smooth functioning of both academic and administrative sections. Both students and teachers can use internet for their academic purposes. The total number of nodes present in the College campus is 70 which includes 10 Wi Fi access points. Since the number of users are increasing day by day the existing Internet Bandwidth has been upgraded to 50Mbps.

It is frequently updated to meet the needs of students, teachers and

non-teaching staff alike.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://hazidesaratcollege.ac.in/pages/wi-fi-campus

4.3.2 - Number of Computers**70**

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

4.3.3 - Bandwidth of internet connection in the Institution B. 30 - 50MBPS

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

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****34.5**

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

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

The institution adopted a well-delineated policy for maintaining and utilizing its physical, academic and support facilities like library, laboratories, sports facilities, computers as well as classrooms. It is uploaded on the website for all stakeholders to see and do the needful. It is uploaded here, and the link of the same has been pasted also.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://hazidesaratcollege.ac.in/uploads/1675922321_PhysicalFacilitiesUsagepolicy.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1492

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

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

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

0

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

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

E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

4

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

4

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

4

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

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

5.2.2.1 - Number of outgoing student progression to higher education

35

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

1

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

0

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

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

As per the notification of West Bengal Governemnt, no Students' Council Election was held for the last 8 (eight) years. But students are roped into various committees/activities as stipulated by the West Bengal College and University Acts, 2017. Students are selected on the basis of a notification issued by the Princiapl to be engaged in various committees for the smooth functioing of college. Few students are selected from across all disciplines to to become members of several Administrative Committees Like Development Sub-Committee, Students' Welfare Sub-Committee, Anti-Ragging Cell and Hostels Sub-Committee. But because of the lockdown these adminstrative committees were not formed as these administrative units operate at normal times.

in usual times, students not merely participate in co-curricular/extracuarricular activities, but they themselves take leading roles for organising sports/cultural events. But no such event could take place. Although students' participation in online programmes was heart-warming despite a large number of students having no Android sets.

File Description	Documents
Paste link for additional information	https://hazidesaratcollege.ac.in/pages/co-curricular-activities
Upload any additional information	View File

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

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

2

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

5.4 - Alumni Engagement

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

The Alumni Association was formed in 2020-21, but the registration process was in abeyance because of the lockdown.

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

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The governance of the institution reflects and in tune with the vision of the college, that is, to engender and foster a holistic, ethical and entrepreneurial culture in the campus where a student would grow into a citizen of the world. The governance is truly of that vision enshrined in the vision. Truly speaking, the governance of the institution is participative and democratic with few checks at some nodal administrative points. Key features of the healthy governance are as follows:

1. Formation of different sub-committees for managing and maintaining different aspects/sections of college;

2. Regular meetings of these committees for smooth governance of the entire system;

3. Quick disposal of grievances of any stakeholder - students/teachers/employees/guardians- by holding meetings of related sub committees;

4. Regular meetings of Teachers' Council where all grievances or complaints of teachers are addressed;

5. Principal, as Head of Office, holds meetings of members of non-teaching staff in every month;

6. In order to engender/foster a democratic set-up, the college authority has made it a point to give free access to even Principals.

During the Lockdown when these grievances could not be heard/resolved in in-person mode, the college authority emphasized that any stakeholder could call even the Principal for redressal of any grievances.

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

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

participative management.

The effective leadership is evidenced in the ways the college intends to decentralize its operations, that is, empowering different sub-committees to adopt resolutions and implement them according as per existing rules and provisions stipulated for the same committees. It was decided by the Teachers' Council that minutes of a meeting of any sub-Committee would be made available to stakeholders concerned so that anyone who is not a member is welcome with her/his opinions/grievances/complaints that would be redressed in the next meeting before its confirmation. Some key features of participative management are:

1. Making available to all related stakeholders minutes of meetings of any sub-committees for anyone to suggest/recommend any valuable and feasible changes;
2. these meeting minutes are not confirmed until and unless one's suggestions/recommendations are not addressed.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In view of the pandemic that forced the entire system into Lockdown, the college framed its strategic plan to address the situation through the following ways:

1. Purchase of G-Suite for conduct of webinars/meetings/programmes/special lectures;
2. Regular online class under the monitoring of Academic Sub-Committee
3. Admission and examination procedure was made online, even an online grievance window was opened for students to lodge complaints, if any;

4. Entire administrative section which was partly digitised in 2019-20 was fully encompassed into the digital form by installing ERP SHD 0.1 software in all its operations.

5. Library was fully automated with Koha Library software with digital assistance from Avior Technologies;

6. IQAC organized training through the Google platform.

7. The website was registered with ERNET with its name changed to www.hazidesaratcollege.ac.in

8. Webinars, invited lectures, etc were held online to keep the students and staff engaged and motivated throughout the year;

9. Organized free vaccination camps for staff and students in collaboration with District Health Office;

10. NSS performed various outreach activities to combat the pandemic.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The college has framed and adopted thereon well-delineated policies on different aspects of administration from Accounting to Gender to Ethics and etc with the express emphasis on the operational orientation and clarity of governance.

The administrative set-up of different cells and committees from the apex body - Governing Body - to the non-statutory cells is reflective of the proper functioning of the administration.

As for appointment and service rules, the college abides by the . As per the statutes of these rules, West Bengal College Service Commission recommends names of teachers for appointment which are approved/ratified by the Governing Body as a routine affair after examining the roster point of vacancy against which the candidate

has been recommended. The process at the end of college is open and transparent.

Appointment of non-teaching staff is made on the basis of a Selection Committee formed by Governing Body. The Committee consists of 2 (two) members of the Governing Body and 1(one) expert from the Director of Public Instruction, Government of West Bengal. There is, however, no appointment made in the session 2020-21.

The Services Rules as laid down in the College and University Act 1961 and as improvised upon it in 2017 are followed by the college as devolves upon the institute.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://hazidesaratcollege.ac.in/pages/organogram
Upload any additional information	View File

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

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

There are welfare measures for both members of teaching and non-teaching staff:

a) Teachers can avail themselves of a loan of Rs. 10,0000/- at a time to be refunded in 18 months in instalments;

b) Non-Teaching staff including casual support staff can seek financial assistance of Rs. 50, 000/- as loan to be refunded in 18 months in instalments; c) Some employees, including both teachers and non-teaching staff, have formed the Co-operative Society of the Employees of Sundarban Hazi Desarat College d) Any application for PFLoan is sanctioned in two works days' time. e) Because of the locational hazards of the college, the authority has made arrangements for lodging facilities for both Teaching and Non-teaching staff in the campus itself at very subsidized rates; f) Teachers are provided with incentives for attending conferences/seminars/colloquia.

File Description	Documents
Paste link for additional information	https://hazidesaratcollege.ac.in/pages/facilities-for-teching--non-teaching
Upload any additional information	No File Uploaded

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

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

0

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

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

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

0

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

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

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

2

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

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

IQAC routinely encourages teachers to enhance their skills by participating in seminars/conferences or by undertaking research projects. And it also collects Performance Based Appraisal System (PBAS) which all teachers submit to IQAC annually on or before 30 June every year. The IQAC examines all the PBASs and forwards them with necessary observations to the Governing Body for proper and

necessary action.

The IQAC routinely collects Annual Performance Report from each of the non-teaching staff on or before 30 June every year. The IQAC examines all the PBASs and forwards them with necessary observations to the Governing Body for proper and necessary action.

File Description	Documents
Paste link for additional information	/https://www.ugc.gov.in/oldpdf/regulations/webnotification_pbas.pdf
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

The college conducts internal financial audits regularly, and this auditing is done by Vigilance Cell bi-annually. As for external audits, the Director of Public Instruction, Government of West Bengal sends lists of External Auditing Firms for the college to get its audit done by one of them. But because of Pandemic and the ensuing lockdown, no internal auditing was done in the session 2020-21. The external audit was not also done as the DPI sent no list of approved firms. But the college authority was preparing for audit on its own soon.

As per the policy of college, any audit objections are settled in 24-hours time jointly by the Finance Sub-Committee and Vigilance Cell under the strict monitoring of Principal (DDO).

The Income-Expenditure report for 2020-21 is uploaded.

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

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

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

0

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

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

This strategic plan program outlines key initiatives and objectives aimed at enhancing academic efforts at Sundarban Hazi Desarat College. The plan recognizes the unique environmental and social challenges of the Sundarbans and aims to leverage them as opportunities for innovative and impactful academic programs. By integrating sustainable practices, community engagement, and interdisciplinary approaches, this program seeks to foster academic excellence, ecological conservation, and holistic development of learners

- **Program Implementation:**

1. Inculcate within the students, through the academic programmes issues, that address the region's environmental challenges, sustainable development, and social issues through the curricula

- **Faculty Development:**

Encourage faculty members to engage in research and publication activities that contribute to the understanding and preservation of the Sundarbans ecosystem.

- **Student-Centric Learning:**

1. Implement student-centred learning methodologies, such as experiential learning, problem-based learning, and project-based assignments.
2. Foster a culture of critical thinking, creativity, and

innovation among students through interactive classroom activities.

- **Research and Innovation:**
- Establish research centres or institutes or schemes dedicated to utilizing the Sundarbans' ecosystem, biodiversity, and environmental challenges. And IQAC instituted 'Acharjya Prafulla Chandar Research Grant' to two faculties in an academic session for undertaking research upon area-specific issues.
- **Academic Collaboration and Exchange Programs:**

a. Establish collaborations with other institutions of Higher Education and organizations to promote knowledge exchange, joint research projects, and faculty/student exchanges. To realise this vision the college has collaborated with Domkal Girls' College in 2020-21 for mobilising intellectual resources of both institutions.

File Description	Documents
Paste link for additional information	https://hazidesaratcollege.ac.in/pages/resource-mobilization
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

Despite the devastating COVID - 19 Pandemic and the ensuing lockdown, the IQAC contributed significantly for the quality assurance strategies and processes. The strategies of quality assurance and processes of follow-up were effective. Although because of the lockdown, no Entry-point Test could be taken, the IQAC put forward the following three-pronged strategy and process of follow-up: 1. To set up a goal in miniscule form, that is, in two-months' time, for each academic department for organising online classes/webinars/online programmes; 2. To set up a goal equally for the Cell to hold programmes online/webinars/online special lectures; 3. To follow those goals up with the assistance of Academic Review Committee and Vigilance Cell by holding online meetings with departments concerned and with meeting of IQAC. Despite concerted goals and strategies, some of the plans could not be carried out. Still the following goals were achieved: 1. Regular online classes; 2. Organising state/national level webinars; 3. Online Orientation

Programme of newly-admitted students with the presence of Hon'ble President of the Governing Body; 4. Celebration of Teachers' Day on virtual mode;

5. Publication of Online Wall Magazine

6. Celebration of World Environment Day with 'Arabinda Panda Memorial Lecture'

7. Initiation of the Registration process of Alumni Association, Sundarban Research Society and Science Consortium;

8. Change of name of website to www.hazidesaratcollege.ac.in

9. Initiation of process for opening Honours courses in the subjects of Philosophy, Sanskrit, Physical Education, Zoology, Anthropology, Botany and Geogra

File Description	Documents
Paste link for additional information	https://hazidesaratcollege.ac.in/site_viewfiledesc/208/70
Upload any additional information	No File Uploaded

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

IQAC introduced Entry-Point Tests to all newly-admitted students and assess them as 'Brilliant', 'Good', 'Mediocre' and 'Slow Learners'. To keep a record of students especially the last two kinds, every Department maintained a Departmental Bi-Monthly Report (DBR). where teachers of a department would make entries of a students' progression/deterioration of a student's performance in every two-month. Accordingly, at the recommendations of IQAC, all Departments organise Remedial Classes through a curative class Schedule (CSS). On account of the protracted lockdown this methodology could not be implemented as many students of these areas still had no android

sets to attend online classes. IQAC, however, periodically held meetings with teachers to ascertain as how to circumvent the obstacles caused by the pandemic.

The feedback which was earlier collected in in-person mode could not be switched to online system because of the lack of android sets among of many students as well as poor internet connectivity in these regions.

File Description	Documents
Paste link for additional information	https://hazidesaratcollege.ac.in/site_viewfiledesc/208/70
Upload any additional information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

In the Sundarban Hazi Desarat College, efforts towards gender equity are prioritized and maintained. The institution is committed to creating an inclusive and supportive environment that empowers individuals of all genders. This is achieved through various initiatives, including:

- **Promoting equal opportunities:** Ensuring equal access and opportunities for all genders in academic programs, scholarships, and leadership positions.
- **Gender-sensitive policies:** Implementing policies that address issues like sexual harassment, discrimination, and gender-based violence, with a focus on prevention, reporting mechanisms, and support systems.
- **Gender-aware curriculum:** Integrating gender perspectives and promoting gender studies across disciplines to foster understanding and challenge gender stereotypes.
- **Creating safe spaces:** Establishing safe and inclusive spaces on campus where individuals can express themselves freely, seek support, and engage in dialogue on gender-related topics.
- **Awareness and training:** Conducting workshops, seminars, and awareness campaigns to educate the community about gender equity, consent, and respectful behaviour.

File Description	Documents
Annual gender sensitization action plan	GENDER AUDIT REPORT 2020-21 SUNDARBAN HAZI DESARAT COLLEGE, PATHANKHALI, WEST BENGAL-743611 (Self-Assessment for Being Fair to Either Gender through Social Transformation) INTERNAL QUALITY ASSESSMENT CELL CONTENTS Sl. No Title Page No 1 Executive Summary 1 2 Statement of Assurance 1 3 Acknowledgement 2 4 Introduction 3 5 Why Gender Audit is Necessary 4 6 About the College 4 7 Audit Framework and Research Methodology 5 8 Results and Discussion 6 9 Summary of Findings 10 10 Recommendation 11 11 Declaration 11 EXECUTIVE SUMMARY: The Internal Quality Assurance Cell (IQAC) of SundarbanHaziDesaratCollge, Pathankhali, WB has felt the need to conduct Gender audit for understanding the gender discrimination and biases (if any) on the college campus. The Management of SundarbanHaziDesaratCollge has realized that the gender policy of

mainstreaming is to be spell out to make the college campus gender bias free and safe to all genders. The practice which promotes gender equality are to be followed consciously and efforts are to be made to understand the gaps between what ideally thought for gender equality and the reality on college campus. The college campus should be safe and free to all genders. And hence, it was necessary to understand the attitudes of the campus stakeholders towards students of all the genders. Gender mainstreaming (sensitive) is a systematic inclusion of women's and men's concerns, experiences, and needs. It is a process of incorporating gender just approach in all the levels such as governance, decision-making, policy, needs analysis, institutional offices and operating mechanisms, planning, budgeting, implementation, monitoring and evaluation in institutions so as to create an organization that is gender equitable. Gender mainstreaming promises to bring a gender dimension into all higher education policies. Gender analysis is an essential first step of collecting and analysing gender-disaggregated information in order to understand gender differences and how these differences may have an effect on policies' effectiveness. Gender audit is an evaluation process aimed at figuring out whether set policies or interventions are doing that which they are meant to be doing. It is an institution's self-assessment, monitoring and evaluation of interventions with the broad aim diagnosis and transformation. During the initial planning of the audit, an analysis was conducted to identify, evaluate and prioritize the risk associated with Gender issues. The analysis was based upon an examination of the policies, manuals, and standards that govern the gender sustainability, on data analysis. The 'Questionnaire' (Google Form) method of primary data collection has been used to conduct the survey on Gender Audit

Report2020-21. STATEMENT OF ASSURANCE: This audit has been conducted in accordance with the International Standards for the Professional Practice of Internal Auditing. In our professional judgement, sufficient and appropriate audit procedures were completed and evidence gathered to support the accuracy of the conclusions reached and contained in this report. The conclusions are based on a comparison of the situations as they existed at the time of the audit with the established criteria.

ACKNOWLEDGEMENT: We are thankful to Internal Quality Assurance Cell(IQAC) for providing us an opportunity to conduct aGender audit on our college campus. We are also thankfulto the Principal (Dr.Tarun Mandal) Sir and the Management for the

freedomprovided to conduct audit the way it should be. We are thankful to our students for their contribution towards conducting surveyand data analysis. Signed by Gender Audit Committee Members IQAC Coordinator Dr.Uttam Kumar Guru INTRODUCTION: Audit is the examination or inspection of various books of accounts by an auditor followed by physical checking of inventory to make sure that all departments are following

documented system of recording transactions. It is done to ascertain the accuracy of financial statements provided by the organisation.Audit can be done internally by employees or heads of a particular department and externally by an outside firm or an independent auditor. The idea is to check and verify the accounts by an independent authority to ensure that all books of accounts are done in a fair manner and there is no misrepresentation or fraud that is being conducted.There are four main steps in the auditing process. The first one is to define the auditor's role and the terms of engagement which is usually in the form of a letter which is duly signed by the client.The second step is to plan the audit which would include details of deadlines and

the departments the auditor would cover. Is it a single department or whole organisation which the auditor would be covering? The audit could last a day or even a week depending upon the nature of the audit. The next important step is compiling the information from the audit. About 20 years ago, in 1983, the Australian parliament made a precedent-setting decision. At the initiative of "femocrats" from the Labor Party, the political party then in power, a resolution was passed to look into how the national budget of Australia was likely to affect the status of women in the country. A year later that resolution was implemented, when the national budget was presented to the Australian parliament together with the first Women's Budget Statement. Since then, the reports analysing the effect of national budgets on the status of women have been published in some 40 countries around the world. Some of them, like the ground-breaking Australian report, were composed at the initiative of the government. Others, like the Canadian Alternative Budget Exercise, were initiated by non-governmental organizations. A "gender audit" is one aspect of what is referred to as "mainstreaming"- analysing mainstream public policy, including legislation, regulations, allocations, taxation and social projects, from the point of view of their effect on the status of women in a given society. Gender audits analyse the income and expenditures of the government from a gender perspective. The basic assumption of gender audits is that public policy impacts differently on men and women. The variance stems from the different roles of women and men in the family and from the lower economic status of women. The purpose of gender audits is to lead to changes in public policy that contribute to an increase in gender equality. Three international agencies -- the United Nations Development Fund for Women, the Commonwealth Secretariat

and the International Development Research Centre encourage governments and social advocacy organizations around the world to do gender audits. WHY GENDER AUDIT IS NECESSARY IN COLLEGE: It is necessary for the following reasons: • It creates cognizance that women's reconsidered important part of the organization i.e. college. • A concrete information about the status of gender in the organization can be obtained. • It helps in formulating policies in the organization. • A sense of belongingness towards the organization can be felt by using this report. • Gender (Women) empowerment can be promoted by using this report. ABOUT THE COLLEGE: SundarbanHaziDesarat College was founded on 14th August, 1961, in Pathankhali village of Gosaba block, a small riverine island of Sundarbans delta, with the main occupation of the people being fishing and collecting honey and wax. The people had to battle everyday with innumerable odds - abject poverty and hunger; natural adversities like frequent cyclones and periodical inundation of the area with saline water of rivers and creeks; dangers from crocodiles and snakes; deplorable infrastructure plagued by lack of transportation system, drinking water and health facilities; lack of education that led to superstitions and made their life even worse. In this situation, the task of the college was extremely difficult and challenging - first, to convince the people that only education was a panacea to their wretched life, and secondly, to provide them facilities so that they can overcome their geographical and financial hurdles to attend the college. Initially, the college started with a few general degree courses in the subjects of Humanities, extending its academic service to further include Commerce in 1973 and science subjects in 1980. In 1996, Honours courses were introduced in Bengali, History and Accountancy. Presently the college has

17 subjects, with Honours in 5 subjects. The college has been able to academically empower some of its students, who are now at the helm of the society. The college proudly celebrated its Golden Jubilee in 2011. The long journey has been interspersed with various hurdles – geographical, infrastructural, and financial. Nonetheless, the college has been in consistent pursuance of upgradation and improvement. With the view to make at least one graduate in every household in the backward locality, the college strives not only to attain academic excellence, but also to ensure a holistic development of students, that may empower them by enhancing their capability.

AUDIT FRAMEWORK AND RESEARCH METHODOLOGY: The following approach has been taken to conduct the study in the college for the session 2020-21.

OBJECTIVE OF THE STUDY: To examine and ensure that the Gender Policy is followed and implemented in the college campus, across all departments, administrative bodies and among students.

RESEARCH METHODOLOGY: A questionnaire (Google Form) was prepared to record the response from the students with the help of the google form and data were collected from the various stake holders and students of the college. For the purpose of the audit the Gender Policy of the institute was reviewed. Other relevant documents and standards were also reviewed.

Following questionnaire in Google Form has been used to record the response from the students and other respondents:

SCHEDULE (Gender Audit Study 2020-21)

Sl No Control Objectives of the Study Opinion Agree Disagree No Opinion

1 Gender related issues are discussed or included in the part of your course curriculum

2 College conducts Gender awareness programmes

3 Necessary number of Girl's Toilet are available in the College campus.

4 Adequate water facility is available inside the Girls Toilet along with disposal bins.

5 Girl's students are feel

same at night in the hostel and college campus. 6 Technical issues faced and noticed during the online classes 7 Able to contact the women cell of the college during the pandemic Covid 19 8 Whether awareness programme related to Covid 19 has been conducted? 9 Female Faculty Members are part of the Women Cell. 10 College also has a Grievance Redressal Cell. 11 The college offers equal opportunities to all genders. 12 The college Library offers equal opportunities to all genders 13 Attitude of laboratory staff is appropriate. 14 Timing of the laboratory is appropriate. 15 Have you been a victim of sexual harassment at class by faculties? 16 Have you been a victim of sexual harassment at class by fellow students? 17 Have you reported the incident? 18 If you reported the incident, was it resolved to your satisfaction? 19 A committee has been set up to redress all complaints related to sexual harassment. You are aware about the process and believe that the process is appropriate. 20 Entry and exit timing of the hostel are appropriate for the hostel. 21 Healthcare facilities are available to girl students at the campus. 22 Do you Recommend Gender sensitization program must be conducted for security personnel deployed at the campus? 23 Laboratory infrastructure is appropriate for safety of the girl students RESULTS AND DISCUSSIONS: Table: 1 Gender Classification of Teaching Staff (Regular) for the Year 2020-21. Division/Total Numbers In Percentage (%) Male *19 76 Female 6 24 Total 25 100 Source: College Records, * Include the post of Demonstrator and Principal. Table 1 Represents the Gender Classification of Teaching (Regular) staff for the Year 2020-21, 20.76 per cent of the regular teaching staff consists of Male members and the rest i.e. 24 per cent is Female staff (Regular) for the session 2020-21. Table: 2 Gender Classification of Teaching Staff (Part Time Teacher/ Ad-Hoc) for the Year

2020-21. Division/Total Numbers In Percentage (%) Male 19 83 Female 4 17 Total 23 100 Source: College Records. Table: 2 Represents the Gender Classification of Teaching (Part time/Ad Hoc) staff for the Year 2020-21. 83 per cent of the teaching staff consists of Male members and the rest i.e. 17 per cent is Female staff for the session 2020-21. Table: 3 Represents the Gender Classification of Non-Teaching staff for the Year 2020-21. 8r per cent of the non-teaching staff consists of Male members and the rest i.e. 15 per cent is Female non-teaching staff for the session 2020-21.

TABLE: 3 GENDER CLASSIFICATION OF NON-TEACHING STAFF FOR THE YEAR 2020-21.

Division/Total Numbers In Percentage (%) Male 11 85 Female 2 15 Total 13 100 Source: College Records. Table 4 represents the gender wise records of the all the students enrolled in all the courses {BA(all subjects), BSC(all subjects) and B.Com Pass and general}run in the college during the academic session 2020-21. 61 per cent female students have opted the BA courses in the college as compared to 39 per cent of male students. Which is higher than any other courses run in the college during the academic session. The percentage of Female students are enrolled were found nil in the B. Com course. The percentage of female students are found only 25 per cent in BSc courses run in the college. Combing all the courses there are approx. 60 per cent female students enrolled in the college and rest are male students i.e. 40 per cent combining all the courses. TABLE: 4 GENDER CLASSIFICATION OF STUDENTS ENROLLED DURING THE ACADEMIC SESSION 2020-21 IN ALL THE COURSES {BA(ALL SUBJECTS, B.SC (ALL SUBJECTS) AND B.COM (including Old & New Course)} Division/ Total B.A. (All Courses Pass+ Hons) BSc (All Courses Pass+ Hons) B.Com (Pass + Hons) Total Students Enrolled in the all the Courses. Male 580 (39) 21 (75) 10 (100) 611 (40) Female 909 (61) 7

(25) 0 (0) 916 (60) Total 1489 (100) 28
 (100) 10 (100) 1527 (100) Source: College
 Records, (figures indicates percentage)
 TABLE: 5 SURVEY REPORT 2020-21 Q. No.
 Questions Agree Disagree No. Opinion Total M
 F M F M F 1 Gender related issues are
 discuss or included in the part of your
 course curriculum 53 339 42 19 162 26 641 2
 College conducts Gender awareness programmes
 43 417 9 27 127 18 641 3 Necessary number of
 Girl's Toilet are available in the College
 campus. 23 407 27 69 93 22 641 4 Adequate
 water facility is available inside the Girls
 Toilet along with disposal bins. 9 517 16 88
 6 5 641 5 Girl's students are feel same at
 night in the hostel and college campus. 127
 467 8 27 8 4 641 6 Technical issues faced
 and noticed during the online classes 13 27
 117 479 2 3 641 7 Able to contact the women
 cell of the college during the pandemic
 Covid 19 0 548 17 27 14 35 641 8 Whether
 awareness programme related to Covid 19 has
 been conducted? 119 471 3 13 16 19 641 9
 Female Faculty Members are part of the Women
 Cell and students are aware of that. 56 533
 11 7 29 5 641 10 College also has a
 Grievance Redressal Cell and students are
 aware of that 21 481 7 46 37 49 641 11 The
 college offers equal opportunities to all
 genders. 258 277 3 9 15 79 641 12 The
 college Library offers equal opportunities
 to all genders 289 317 2 17 14 2 641 13
 Attitude of laboratory staff is appropriate.
 234 291 16 39 23 38 641 14 Timing of the
 laboratory is appropriate. 217 326 13 43 18
 24 641 15 Have you been a victim of sexual
 harassment at class by faculties? 0 0 339
 274 9 19 641 16 Have you been a victim of
 sexual harassment at class by fellow
 students? 0 0 182 416 11 32 641 17 Have you
 reported the incident? 0 0 0 0 254 387 641
 18 If you reported the incident, was it
 resolved to your satisfaction? 0 0 0 0 237
 404 641 19 A committee has been set up to
 redress all complaints related to sexual
 harassment. You are aware about the process

and believe that the process is appropriate. 114 426 39 27 23 12 641 20 Entry and exit timing of the hostel are appropriate for the hostel. 216 358 17 2 11 37 641 21 Healthcare facilities are available to girl students at the campus. 121 417 15 23 47 18 641 22 Do you Recommend Gender sensitization program must be conducted for security personnel deployed at the campus? 171 419 15 25 7 4 641 23 Laboratory infrastructure is appropriate for safety of the girl students 207 393 11 18 7 5 641 Source: Primary Survey using questionnaire (Google Form) Table 5 represents the overall survey report of 2020-21 held in college. The reports reflect that majority of the students mainly the female students are aware of the students programme. And the most remarkable fact found in the survey is that there is no case of sexual harassment has been recorded during the period of 2020-21. The students mainly the female students are satisfied with security related issues asked during the survey. The results related to students' academic activities during the pandemic season has also been taken care of by the college and maximum efforts has been taken to carry the smooth functioning related to the classes and examination. SUMMARY OF FINDINGS: Following are the major findings of the study: • Only 6 per cent reported that during the pandemic i.e. Covid 19 they face technical issues related to online classes and other academic activities. • 85 per cent of the female students have able to contact the women cell during the pandemic i.e. Covid 19. • 65 per cent students are satisfied about the health care facilities available inside the college campus. • Adequate water and drinking water facility is available inside the college campus. • It is also found sufficient lighting facility is available inside the college campus. • No incidence of sexual harassment from faculties and fellow students has been recorded during the session 2020-21. •

	<u>Female students are well aware of the functioning of the women cell working in the college. • College library and laboratory provide equal opportunities to all the gender. RECOMMENDATION: Any major recommendation has not been suggested by the committee but following point has been suggested for better functioning of the college: • More online awareness programme at regular basis should be conducted by the collegerealted to women safety issue and how to tackle the pandemic mentally. • Female teachers must encourage the students especially the girl's students not to discontinue their study and other academic activities during the pandemic season. • More awareness programme related to Covid protocols should be issued to the girl's students. • Students should be ensured by the authorities about the health care facilities and other safety features which have been taken by the college on time to time basis to reduce the effect of Covid 19 during the pandemic season. DECLARATION: I agree with all the recommendation and observation mentioned in this report. Signature of the Principal with Seal</u>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://hazidesaratcollege.ac.in/pages/gender-equity

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

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

The college emphasizes on the solid, waste and E-waste management system in order to keep the campus clean and pollution-free.

1. The solid and liquid waste is segregated at source, and the Green Cell and IQAC sensitise through awareness programme about the necessity of that segregation of solid and waste material at source. Separate bins are placed at important nodal points.

2. There are support staff in college for collecting these solid and waste materials in separate carrier bins for disposal at pits earmarked for the same.

3. There is also a lid-covered e-disposal pit in the campus, and all e-waste material are disposed there.

4. The Green Cell regularly inspects these pits as well as the entire operation of waste disposal.

5. in 2019-20, IQAC planned to construct a vermicomposting pit in the campus, but on account of COVID - 19 pandemic, the plan was kept in abeyance,

In 2020-21, from March 2020 to October, 2021, the campus being shut off due to Lockdown, no waste was generated from people accessing the campus.

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

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

C. Any 2 of the above

campus

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

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

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

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

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

E. None of the above

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

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

B. Any 3 of the above

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

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

In Sundarban Hazi Desarat College, significant efforts are taken to promote tolerance and cultural inclusivity across caste, creed, and economic backgrounds. The institution recognizes the importance of diversity and strives to create an environment that respects and celebrates differences. Efforts include:

- **Diversity awareness:** Organizing cultural festivals, events, and workshops that highlight the rich heritage and traditions of various communities, fostering appreciation and understanding. In the cultural activities conducted at the College, no discrimination with respect to gender, caste or custom is practiced.
- **Inclusive policies:** Implementing policies that prohibit discrimination based on caste, creed, or economic background, ensuring equal access to education, scholarships, and opportunities.

- **Student clubs and organizations:** Encouraging the formation of student-led groups that promote cultural diversity, inclusivity, and dialogue, providing a platform for cross-cultural exchange.
- **Curriculum integration:** Incorporating diverse perspectives, histories, and cultural studies across academic disciplines, fostering a broader understanding of the world, and promoting empathy. All students are equally encouraged, and the curriculum-based activities are also conducted in an inclusive manner.
- **Financial assistance:** Providing financial aid and scholarships to students from economically disadvantaged backgrounds, ensuring equal opportunities for quality education.
- https://hazidesaratcollege.ac.in/site_viewfiledesc/211/73

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

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

IQAC, every Academic Department as well as NSS organise from time to time different programmes and events to sensitize students as well as employees about constitutional obligations. In 2019-20, IQAC mandated the Department of Political Science to conduct an Add-on Course on Social Ethics and Democratic Citizenry in collaboration with Ethics Cell.

1. NSS organises programmes like Constitution Day every year. However, no such celebration took place in 2020-21 because of COVID - 19.

2. IQAC routinely organises 2 (two) programmes for this purpose every year as per its policy. But no such efforts could be materialised in 20-21.

3. Department of Political Science has conducted a webinar on social exclusion to the students of Department in October, 2020.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff **C. Any 2 of the above**

4. Annual awareness programmes on Code of Conduct are organized

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

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

Different national and International days are celebrated by various units of college under the guidance of IQAC. Usually the following days are celebrated:

- a) Birthday of Vidyasagar**
- b) Republic Day**
- c) Independence Day**
- d) Birthday of Netaji Subhas Chandra Bose**

e) Constitution Day

f) Women's Day

g) International Day of Forests

h) World Environment Day

i) Rabindra Jayanti

j) National Mathematics Day & International Science Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Despite the devastating Lockdown during the entire tenure of 20-21, the college has implemented the following two best practices:

1. From 3rd semester onwards, all students are registered for free-coaching for various competitive examinations, both in-person coaching and online mode of practice papers integrated in the website. Even amid the lockdown, IQAC encouraged students to access from home the portal for go through the study materials and practice papers (more than 100 hundred practice/mock test papers).
2. To instil environmental ethics among students, the college has adopted #goGreen Project through which every newly admitted student is gifted with a sapling for planting at home. Hostellers are encouraged to plant their saplings in the campus itself. Besides, IQAC has adopted the policy of 'Collect Plastics and Gift Yourself A BPA Free Water Bottle'. That is, in exchange of 100 pieces of used plastics in the campus, the student would get a BPA free water bottle. Though

this best practice could not be implemented properly for lockdown, IQAC organised World Environment Day on June 5, 2020 to foster the spirit of greening the globe.

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

7.3 - Institutional Distinctiveness

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

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 from 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.

These visions could not be materialised because of the Lockdown. But during the lockdown, it was decided that a committed placement cell would be opened to see over the placement of students. Besides, the college would get itself registered on NATS (National Apprenticeship Training Scheme, Government of India) for this purpose.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Sundarban Hazi Desarat College is affiliated to the University of Calcutta and adheres to its curriculum.

- The college prepares an academic calendar at the beginning of the year with details of the commencement of classes and marks the possible dates of examination which are correlated with the University Notices and schedules. The Academic calendar also marks out the details of the academic activities that are planned by the College. The Academic Calendar is uploaded in the college website.

The college's faculty and staff worked to reach out to students during the Covid 19 pandemic's disruption of the regular academic schedule. Apart from classes, relevant study materials were uploaded online, including lecture videos, class notes, PPTs and e-books that are available in the college LMS and taking into consideration the disruptive nature of the students' internet connections, as many of them come from the farthest reaches of the country, the faculty and staff collaborated to maintain the CBCS model of curriculum in accordance with university standards.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://hazidesaratcollege.ac.in/pages/academic-calendar-1673593259

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

The college centrally creates an academic calendar in accordance with that of the University of Calcutta. It contains significant dates like the start of classes and exam dates. It also contains other activities include parent-teacher meetings, field trips, excursions, invited talks, tutorial and remedial classes, commencement, and result announcements of internal college

evaluations. The college makes every effort to ensure that the scheduled events are held on time.

- Before each semester begins, an academic calendar is created based on the University of Calcutta's calendar. The calendar reflects the period for classes according to the CBCS Curriculum and Credit Hour format, as prescribed by the university. It also includes dates for CIE, tutorial project submissions, seminars, add-on programs, and other academic and non-academic activities. At the start of the first semester, the college conducts a central orientation class to introduce students to the course structure and college life. Following this, each department organizes an orientation class to inform students about the semester calendar, class plan, and syllabus.
- The college Learning Management System (LMS) contains the uploaded syllabus and detailed teaching plan, which students can access (Report) an application through which each student's progression is made bi-monthly. But because of the devastating COVID - 19 Pandemic, this test could NOT be taken. The college however strove to make use of online resources to take classes regularly.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	https://hazidesaratcollege.ac.in/pages/academic-calendar-1673593259

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

A. All of the above

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

1.2 - Academic Flexibility

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

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

3

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

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Within the stipulated norms of the University Syllabi, the institute offers courses that integrates crosscutting issues that are relevant to the sensitization towards gender, professional ethics, human values, Environment, and sustainability.

- **Environment and Sustainability:** Environmental studies are integrated into the curriculum through the AECC Course in Semester II and integrated in the UG Syllabi of Botany, Zoology, Anthropology, English, Economics and Geography.
- **Issues on General Health and Nutrition** as part of sustainable development are integral to the UG curriculum of Education, History, Zoology, and Anthropology.
- **Gender sensitization** and relevant issues are included in the UG Syllabi of Political Science, Bengali, English, Education and History amongst others. Issues on Gender has been also actively integrated into the curricular activities through seminars and inter-departmental lectures.
- **Issues related to Professional Ethics** is integrated in the UG courses of English, Education and Commerce subjects. The Institute also conducts an add-on course in Ethics integrating it within the main curriculum.
- **The students take classes in Bengali, Political Science, Education, English, and Commerce**, which also contain lessons on moral principles and Human Values.

The Institution also integrates cross-cutting issues through various programmes, and co-curricular activities like film shows, that were conducted through an online platform during the pandemic. The Institution also undertakes various activities like seminars, conferences, and commemorates many important days like International Day of Forests and International Women's Day in the

calendar through student centric programmes that inculcate ideas of social and moral ethics, gender equality and environmental awareness amongst its students.

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

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

0

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

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

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	D. Any 1 of the above
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File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	D. Feedback collected
---	------------------------------

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

980

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

280

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

2.2 - Catering to Student Diversity

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

The college has arranged online evaluation process of students during lockdown. Through this process, the advanced learners and the slow learners have been identified. For the slow learners online remedial classes have been arranged and through a process of continuous mentoring by the group mentors, the slow learners were given necessary inputs for their advancement. For advanced learners, the mentor group had explored different career options for them and through continuous consultations advanced career options were suggested for them. Online lecture series have been organized for the advanced learners on "Educational thoughts of Great Educators" in collaboration with Bamanpukur Humayun Kabir Mahavidyalaya on September 23 and 30, 2020. Other online seminar was also organised by the academic department to encourage the advanced learners. Different add on courses were designed for the advanced learners and other interested students, who found it helpful in making careers in alternative fields. For career in academics, advanced learners were provided the guidance for acquiring higher academic degrees. Online coaching classes for competitive examinations have been organized for them as well.

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

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

Number of Students	Number of Teachers
1506	49

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

In this year because of lockdown, the experimental learning process was hampered. Though, through online mode participative learning activities were encouraged. Students engaged themselves in microteaching, group discussion in the online class on topics of their interest within the curriculum. Different webinars were organized by academic departments where students of the college participated proactively. Inter-departmental online classes were organized by the department of Political Science, Education and Economics. Students actively participated in making digital wall magazine on topics of their own interest on the occasion of Teacher's Day. Educational Excursion was organized by the Department of Botany, on March 27, 2021. Online tutorial classes were especially useful for undertaking problem solving exercises.

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

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

In this covid affected year digital medium was the only mode of

teaching. College has prepared a central portal where teachers of different departments used to post electronic study material (pdf/ ppt/ audio/ video) which students accessed from their home. Online classes through Google platform was also carried out throughout the year, as per the class routine. Many teachers have uploaded lectures in youtube, which was accessed by the students.

For evaluation process also separate portal has been prepared where students can access university question papers and upload their answer scripts after the examination. Teachers uploaded the marks in university portal after checking the answer scripts online.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://eshikshak.hazidesaratcollege.ac.in/

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

2.3.3.1 - Number of mentors

48

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

2.4 - Teacher Profile and Quality

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

26

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

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

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

14

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

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

2.4.3.1 - Total experience of full-time teachers

187

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The Chairman, IQAC, mandated the Coordinator to ensure every Department should carry out one experiential learning module like performance/field works/surveys/poster making in an academic session (two semesters). And the teachers concerned should digitally record these learning practices in the said application. All these would be calculated at the end of Semester for calculating their Internal Examinations (10 marks) and Projects (15 marks) scores.

iii) The college maintains Departmental Bi-Monthly Report (DBR) to keep records of students' learning progressions and their performances in Continuous Internal Examinations (CIE). Not only a student is assessed in terms of her/his performance in the examination, but also her/his class performance and participation in special projects. 2 (two) periodic tests are taken in the gap of every 2 (two) months along with the Internal Examinations. Each Periodic Test (PT) carried full marks of 20. And, as for Internal Examination, the full mark is 10.

A student is assessed in terms of the following modality:

Name of Test

Full Marks

1st Periodic Test

20

2nd Periodic Test

20

Internal Examination

10

TOTAL

50

This total of 50 is scaled down to 10, that is, if a student has scored 30 out of 50, her/his score at the end of a semester for uploading in the examination portal of university is 6 out of 10.

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

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

The college has separate Examinations Committee, which is entrusted with conducting the examinations and a separate grievance cell for ensuring redressal of any exam related grievances. To maintain the process transparent, the answer scripts of internal class tests and assignments are shared with students, and in case corrections in the total of marks or assessment of answers are identified by students themselves, they are immediately addressed by the faculty members. Besides this, the college has a portal for readdressing student's grievance and its immediate remedy. This link for this portal was pasted on the home screen of college website.

The attendance record in online classes which is part of the internal examination, has been notified to students. Adequate concession is given in attendance of students on medical grounds or for those who could not afford an android set to attend these online classes.

The college made concessions for students who could not write papers from home because of lack of digital infrastructure at their end, and consequently the faculty and ministerial staff of college made arrangements of a boat/ferry to collect hard copies from students from different nodal points/ferry ghats.

The usual in-person mode of collecting/receiving grievances related to Examinations was not available because of Lockdown, but students could call their Departmental teachers/Convener, Examinations Sub-Committee and even the IQAC Coordinator to seek redressal of their grievances or seeking clarifications.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://hazidesaratcollege.ac.in/pages/home

2.6 - Student Performance and Learning Outcomes

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

The college offers 25 undergraduate programmes in BA, B Sc and B Com. The college explicitly states all the programme and course outcomes, displays them on college website. The curriculum of all the programmes is framed by the University of Calcutta. The outline of the program outcomes is mentioned in the Online Orientation Programme for the newly admitted students on the day of commencement of an academic session. Students are encouraged to ask questions and are imbibed in critical thinking so as to enable them to understand and analyse contemporary societal, environmental and cultural problems. Online Seminars on different socio-economic problems have been arranged to provide the students a platform for brainstorming. Efforts are taken to enhance their communication skills to allow them to exchange ideas, thoughts, and information effectively. Students develop leadership qualities and learn to embrace plurality, respect others' views and opposite genders, mediate in disagreements, while maintaining professional and life ethics. Students are also made aware to be responsible towards maintaining sustainability in our environment. Environmental day celebration was organized by IQAC on June 5, 2021.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://hazidesaratcollege.ac.in/uploads/1675921663_POC02019-20.pdf
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

Because of the protracted Lockdown, no such evaluation was

possible through the conventional mechanism, but the college had put in place an offline/telephonic mode of collecting students' opinions.

The link on the website is pasted below.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://hazidesaratcollege.ac.in/site_view_filedesc/203/67

2.6.3 - Pass percentage of Students during the year

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

372

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://hazidesaratcollege.ac.in/naac_sss/administrator/final_report.php?session=2020-21

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year****10**

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year****3**

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

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

Extension activities as such could not be conducted for the long drawn-out Lockdown due to COVID - 19 Pandemic. But even amid the Lockdown NSS Unit planted 25 (twenty five) mango saplings in the adopted village of Tentultali, and NSS volunteers distributed masks and sanitisers to the villages, sensitizing villagers about the COVID - 19 pandemic and about the necessity of using masks and sanitizing lotions.

The activities of 'Sundarban Research Society' and the 'Consortium of Science Teachers for Promotion of Science and Cultivation of Scientific Temper' were kept in abeyance for the

Lockdown.

File Description	Documents
Paste link for additional information	https://hazidesaratcollege.ac.in/pages/sundarban-research-society
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year****0**

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

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year****0**

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year****24**

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

3.4 - Collaboration**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year****0**

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year****1**

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

1. There are 40 (forty) classrooms out of which 4 (four) are equipped with interactive smartboards with LAN connectivity. For ease of hearing by the students microphone and sound box are installed in all large classrooms. All classrooms are well-lighted. All main entrance to the Academic Blocks are paved with ramps with hand railings for the benefits of differently challenged students.

2. The science laboratories in subjects of Physics, Chemistry, Botany, Zoology, Anthropology and Geography are well-equipped with all modern gadgets and devices despite poor or virtually no funding from state government. All laboratories are accessed by students during stipulated hours under the guidance of teachers concerned. Although it is true that these laboratories may not have all state of the art infrastructure, but the arrangements are helpful to the learners as per the necessity of their syllabi.

3. The college boasts of three modest sized computer laboratories - one at the 1st floor of the Humanities Academic Block, and the other two in the Science Block. Despite being located in the hinterland of the Sundarbans, the College has nearly 70 computers (Desktop and; Laptop). The total number of nodes present in the College campus is 50 which includes 7 Wi-Fi access points. Since the number of users are increasing day by day the existing Internet Bandwidth has been upgraded to 50 Mbps.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://hazidesaratcollege.ac.in/pages/library-1674124403

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

1. The college has two playgrounds - one of about 2 (two) acres of football ground, and the other of about 0.25 acre ground adjacent the large one. And students play volleyball in the small one. The Sports unit of the college under Sports Sub-Committee mentor students for practicing football and volleyball. Volleyball facilities are provided in the Boys' Hostel also.

2. Indoor games and sports facilities include Table Tennis and Carrom. Hostellers are provided with Table Tennis and Carrom Boards for recreational facilities. But these facilities were kept in abeyance due to COVID -19 Pandemic as the campus was shut off during the entire Lockdown.

3. The college has 2 (two) Gymnasiums, one at the Boys' Hostel and the other at the Girls' Hostel for the hostellers. About an average of 30 students access them on daily basis.

4. Although there is no Yoga Centre as of now, the college plans to develop one from the next session, that is, 2021-22.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://hazidesaratcollege.ac.in/pages/gymnasium

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

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

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

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)****31.4**

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

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Despite the lockdown and the consequent haurdles, the Library was fully automated in 2020-21 with Koha as customised by Avior Technologies. TheKoha in-cloud version link is : <https://shdc-staff.kohacloud.in/cgi-bin/koha/mainpage.pl>. Earlier it was partly automated withLIBPLUS software. The full automation was done for issuance and collection of books with any hassles and to keep the library operations fully digital.

Plans were on to improvise library operations by incorporating technological upgradation.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://hazidesaratcollege.ac.in/library/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	B. Any 3 of the above
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File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)
0

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)
4.2.4.1 - Number of teachers and students using library per day over last one year
156

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

4.3 - IT Infrastructure

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

The college has 70 computers with WiFi facilities. In fact, the entire campus is Wi-fi enabled with high speed internet connection. All building blocks including main Academic Building, New-Academic Building, Science Block, Both Boys & Girls Hostels (with some restrictions), Guest Rooms are Wi-fi enabled. Both Wi-Fi System and LAN Internet Connections has been implemented/extended for smooth functioning of both academic and administrative sections. Both students and teachers can use internet for their academic purposes. The total number of nodes present in the College campus is 70 which includes 10 Wi Fi access points. Since the number of users are increasing day by day the existing Internet Bandwidth has been upgraded to 50Mbps.

It is frequently updated to meet the needs of students, teachers and non-teaching staff alike.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://hazidesaratcollege.ac.in/pages/wi-fi-campus

4.3.2 - Number of Computers

70

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

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

34.5

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

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

The institution adopted a well-delineated policy for maintaining and utilizing its physical, academic and support facilities like library, laboratories, sports facilities, computers as well as classrooms. It is uploaded on the website for all stakeholders to see and do the needful. It is uploaded here, and the link of the same has been pasted also.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://hazidesaratcollege.ac.in/uploads/1675922321_PhysicalFacilitiesUsagepolicy.pdf

STUDENT SUPPORT AND PROGRESSION	
5.1 - Student Support	
5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
1492	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
0	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

4

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

4

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

4

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

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

5.2.2.1 - Number of outgoing student progression to higher education

35

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

government examinations) during the year**1**

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.****0**

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

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

As per the notification of West Bengal Governemnt, no Students' Council Election was held for the last 8 (eight) years. But students are roped into various committees/activities as stipulated by the West Bengal College and University Acts, 2017. Students are selected on the basis of a notification issued by the Princiapl to be engaged in various committees for the smooth functioning of college. Few students are selected from across all disciplines to to become members of several Administrative Committees Like Development Sub-Committee, Students' Welfare Sub-Committee, Anti-Ragging Cell and Hostels Sub-Committee. But

because of the lockdown these administrative committees were not formed as these administrative units operate at normal times.

in usual times, students not merely participate in co-curricular/extracurricular activities, but they themselves take leading roles for organising sports/cultural events. But no such event could take place. Although students' participation in online programmes was heart-warming despite a large number of students having no Android sets.

File Description	Documents
Paste link for additional information	https://hazidesaratcollege.ac.in/pages/co-curricular-activities
Upload any additional information	View File

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

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

2

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

5.4 - Alumni Engagement

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

The Alumni Association was formed in 2020-21, but the registration process was in abeyance because of the lockdown.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The governance of the institution reflects and in tune with the vision of the college, that is, to engender and foster a holistic, ethical and entrepreneurial culture in the campus where a student would grow into a citizen of the world. The governance is truly of that vision enshrined in the vision. Truly speaking, the governance of the institution is participative and democratic with few checks at some nodal administrative points. Key features of the healthy governance are as follows:

1. Formation of different sub-committees for managing and maintaining different aspects/sections of college;

2. Regular meetings of these committees for smooth governance of the entire system;

3. Quick disposal of grievances of any stakeholder - students/teachers/employees/guardians- by holding meetings of related sub committees;

4. Regular meetings of Teachers' Council where all grievances or complaints of teachers are addressed;

5. Principal, as Head of Office, holds meetings of members of non-teaching staff in every month;

6. In order to engender/foster a democratic set-up, the college authority has made it a point to give free access to even Principals.

During the Lockdown when these grievances could not be heard/resolved in in-person mode, the college authority emphasized that any stakeholder could call even the Principal for redressal of any grievances.

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

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

The effective leadership is evidenced in the ways the college intends to decentralize its operations, that is, empowering different sub-committees to adopt resolutions and implement them according as per existing rules and provisions stipulated for the same committees. It was decided by the Teachers' Council that minutes of a meeting of any sub-Committee would be made available to stakeholders concerned so that anyone who is not a member is welcome with her/his opinions/grievances/complaints that would be redressed in the next meeting before its confirmation. Some key features of participative management are:

1. Making available to all related stakeholders minutes of meetings of any sub-committees for anyone to suggest/recommend any valuable and feasible changes;

2. these meeting minutes are not confirmed until and unless one's suggestions/recommendations are not addressed.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In view of the pandemic that forced the entire system into Lockdown, the college framed its strategic plan to address the situation through the following ways:

1. Purchase of G-Suite for conduct of webinars/meetings/programmes/special lectures;

2. Regular online class under the monitoring of Academic Sub-Committee

3. Admission and examination procedure was made online, even an online grievance window was opened for students to lodge complaints, if any;

4. Entire administrative section which was partly digitised in 2019-20 was fully encompassed into the digital form by installing ERP SHD 0.1 software in all its operations.

5. Library was fully automated with Koha Library software with digital assistance from Avior Technologies;

6. IQAC organized training through the Google platform.

7. The website was registered with ERNET with its name changed to www.hazidesaratcollege.ac.in

8. Webinars, invited lectures, etc were held online to keep the students and staff engaged and motivated throughout the year;

9. Organized free vaccination camps for staff and students in collaboration with District Health Office;

10. NSS performed various outreach activities to combat the pandemic.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The college has framed and adopted thereon well-delineated policies on different aspects of administration from Accounting to Gender to Ethics and etc with the express emphasis on the operational orientation and clarity of governance.

The administrative set-up of different cells and committees from the apex body - Governing Body - to the non-statutory cells is reflective of the proper functioning of the administration.

As for appointment and service rules, the colleges abide by the . As per the statutes of these rules, West Bengal College Service Commission recommends names of teachers for appointment which are approved/ratified by the Governing Body as a routine affair after examining the roster point of vacancy against which the candidate has been recommended. The process at the end of college is open and transparent.

Appointment of non-teaching staff is made on the basis of a Selection Committee formed by Governing Body. The Committee consists of 2 (two) members of the Governing Body and 1(one) expert from the Director of Public Instruction, Government of West Bengal. There is, however, no appointment made in the session 2020-21.

The Services Rules as laid down in the College and University Act 1961 and as improvised upon it in 2017 are followed by the college as devolves upon the institute.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://hazidesaratcollege.ac.in/pages/organogram
Upload any additional information	View File

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

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

There are welfare measures for both members of teaching and non-teaching staff:

a) Teachers can avail themselves of a loan of Rs. 10,0000/- at a time to be refunded in 18 months in instalments;

b) Non-Teaching staff including casual support staff can seek financial assistance of Rs. 50, 000/- as loan to be refunded in 18 months in instalments; c) Some employees, including both teachers and non-teaching staff, have formed the Co-operative Society of the Employees of Sundarban Hazi Desarat College d) Any application for PF Loan is sanctioned in two works days' time. e) Because of the locational hazards of the college, the authority has made arrangements for lodging facilities for both Teaching and Non-teaching staff in the campus itself at every

subsidized rates; f) Teachers are provided with incentives for attending conferences/seminars/colloquia.

File Description	Documents
Paste link for additional information	https://hazidesaratcollege.ac.in/pages/facilities-for-teching--non-teaching
Upload any additional information	No File Uploaded

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

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

0

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

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

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

0

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

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

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

2

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

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

IQAC routinely encourages teachers to enhance their skills by participating in seminars/conferences or by undertaking research projects. And it also collects Performance Based Appraisal System (PBAS) which all teachers submit to IQAC annually on or before 30

June every year. The IQAC examines all the PBASs and forwards them with necessary observations to the Governing Body for proper and necessary action.

The IQAC routinely collects Annual Performance Report from each of the non-teaching staff on or before 30 June every year. The IQAC examines all the PBASs and forwards them with necessary observations to the Governing Body for proper and necessary action.

File Description	Documents
Paste link for additional information	/https://www.ugc.gov.in/oldpdf/regulations/webnotification_pbas.pdf
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

The college conducts internal financial audits regularly, and this auditing is done by Vigilance Cell bi-annually. As for external audits, the Director of Public Instruction, Government of West Bengal sends lists of External Auditing Firms for the college to get its audit done by one of them. But because of Pandemic and the ensuing lockdown, no internal auditing was done in the session 2020-21. The external audit was not also done as the DPI sent no list of approved firms. But the college authority was preparing for audit on its own soon.

As per the policy of college, any audit objections are settled in 24-hours time jointly by the Finance Sub-Committee and Vigilance Cell under the strict monitoring of Principal (DDO).

The Income-Expenditure report for 2020-21 is uploaded.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)****0**

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

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

This strategic plan program outlines key initiatives and objectives aimed at enhancing academic efforts at Sundarban Hazi Desarat College. The plan recognizes the unique environmental and social challenges of the Sundarbans and aims to leverage them as opportunities for innovative and impactful academic programs. By integrating sustainable practices, community engagement, and interdisciplinary approaches, this program seeks to foster academic excellence, ecological conservation, and holistic development of learners

- Program Implementation:**

- 1. Inculcate within the students, through the academic programmes issues, that address the region's environmental challenges, sustainable development, and social issues through the curricula**

- Faculty Development:**

Encourage faculty members to engage in research and publication activities that contribute to the understanding and preservation of the Sundarbans ecosystem.

- Student-Centric Learning:**

- 1. Implement student-centred learning methodologies, such as**

experiential learning, problem-based learning, and project-based assignments.

2. Foster a culture of critical thinking, creativity, and innovation among students through interactive classroom activities.

- Research and Innovation:
- Establish research centres or institutes or schemes dedicated to utilizing the Sundarbans' ecosystem, biodiversity, and environmental challenges. And IQAC instituted 'Acharjya Prafulla Chandar Research Grant' to two faculties in an academic session for undertaking research upon area-specific issues.
- Academic Collaboration and Exchange Programs:

a. Establish collaborations with other institutions of Higher Education and organizations to promote knowledge exchange, joint research projects, and faculty/student exchanges. To realise this vision the college has collaborated with Domkal Girls' College in 2020-21 for mobilising intellectual resources of both institutions.

File Description	Documents
Paste link for additional information	https://hazidesaratcollege.ac.in/pages/resource-mobilization
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

Despite the devastating COVID - 19 Pandemic and the ensuing lockdown, the IQAC contributed significantly for the quality assurance strategies and processes. The strategies of quality assurance and processes of follow-up were effective. Although because of the lockdown, no Entry-point Test could be taken, the IQAC put forward the following three-pronged strategy and process of follow-up: 1. To set up a goal in miniscule form, that is, in two-months' time, for each academic department for organising online classes/webinars/online programmes; 2. To set up a goal equally for the Cell to hold programmes online/webinars/online special lectures; 3. To follow those goals up with the assistance of Academic Review Committee and Vigilance Cell by holding online

meetings with departments concerned and with meeting of IQAC. Despite concerted goals and strategies, some of the plans could not be carried out. Still the following goals were achieved: 1. Regular online classes; 2. Organising state/national level webinars; 3. Online Orientation Programme of newly-admitted students with the presence of Hon'ble President of the Governing Body; 4. Celebration of Teachers' Day on virtual mode;

5. Publication of Online Wall Magazine

6. Celebration of World Environment Day with 'Arabinda Panda Memorial Lecture'

7. Initiation of the Registration process of Alumni Association, Sundarban Research Society and Science Consortium;

8. Change of name of website to www.hazidesaratcollege.ac.in

9. Initiation of process for opening Honours courses in the subjects of Philosophy, Sanskrit, Physical Education, Zoology, Anthropology, Botany and Geogra

File Description	Documents
Paste link for additional information	https://hazidesaratcollege.ac.in/site_view_filedesc/208/70
Upload any additional information	No File Uploaded

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

IQAC introduced Entry-Point Tests to all newly-admitted students and assess them as 'Brilliant', 'Good', 'Mediocre' and 'Slow Learners'. To keep a record of students especially the last two kinds, every Department maintained a Departmental Bi-Monthly Report (DBR). where teachers of a department would make entries of a students' progression/deterioration of a student's

performance in every two-month. Accordingly, at the recommendations of IQAC, all Departments organise Remedial Classes through a curative class Schedule (CSS). On account of the protracted lockdown this methodology could not be implemented as many students of these areas still had no android sets to attend online classes. IQAC, however, periodically held meetings with teachers to ascertain as how to circumvent the obstacles caused by the pandemic.

The feedback which was earlier collected in in-person mode could not be switched to online system because of the lack of android sets among of many students as well as poor internet connectivity in these regions.

File Description	Documents
Paste link for additional information	https://hazidesaratcollege.ac.in/site_view/filedesc/208/70
Upload any additional information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

In the Sundarban Hazi Desarat College, efforts towards gender equity are prioritized and maintained. The institution is committed to creating an inclusive and supportive environment that empowers individuals of all genders. This is achieved through various initiatives, including:

- **Promoting equal opportunities:** Ensuring equal access and opportunities for all genders in academic programs, scholarships, and leadership positions.
- **Gender-sensitive policies:** Implementing policies that address issues like sexual harassment, discrimination, and gender-based violence, with a focus on prevention, reporting mechanisms, and support systems.
- **Gender-aware curriculum:** Integrating gender perspectives and promoting gender studies across disciplines to foster understanding and challenge gender stereotypes.
- **Creating safe spaces:** Establishing safe and inclusive spaces on campus where individuals can express themselves freely, seek support, and engage in dialogue on gender-related topics.
- **Awareness and training:** Conducting workshops, seminars, and awareness campaigns to educate the community about gender equity, consent, and respectful behaviour.

File Description	Documents
Annual gender sensitization action plan	<u>GENDER AUDIT REPORT 2020-21 SUNDARBAN HAZI DESARAT COLLEGE, PATHANKHALI, WEST BENGAL-743611 (Self-Assessment for Being Fair to Either Gender through Social Transformation) INTERNAL QUALITY ASSESSMENT CELL CONTENTS Sl. No Title Page</u> <u>No 1 Executive Summary 1 2 Statement of Assurance 1 3 Acknowledgement 2 4 Introduction 3 5 Why Gender Audit is Necessary 4 6 About the College 4 7 Audit Framework and Research Methodology 5 8 Results and Discussion 6 9 Summary of Findings 10 10 Recommendation 11 11 Declaration 11</u> <u>EXECUTIVE SUMMARY: The Internal Quality Assurance Cell (IQAC) of SundarbanHaziDesaratCollge, Pathankhali, WB has felt the need to conduct Gender audit for understanding the gender discrimination and biases (if any) on the college campus. The Management of SundarbanHaziDesaratCollge has realized that the gender policy of mainstreaming is to be spell out to make the college campus gender bias free and safe to all genders. The practice which promotes gender equality are to be followed consciously and efforts are to be made to understand the gaps between what ideally thought for gender equality and the reality on college campus. The college campus should be safe and free to all genders. And hence, it was necessary to understand the attitudes of the campus stakeholders towards students of all the genders. Gender mainstreaming (sensitive) is a systematic inclusion of women's and men's concerns, experiences, and needs. It is a process of incorporating gender just approach in all the levels such as governance, decision-making, policy, needs analysis, institutional offices and operating mechanisms, planning, budgeting, implementation, monitoring and evaluation</u>

in institutions so as to create an organization that is gender equitable. Gender mainstreaming promises to bring a gender dimension into all higher education policies. Gender analysis is an essential first step of collecting and analysing gender-disaggregated information in order to understand gender differences and how these differences may have an effect on policies' effectiveness. Gender audit is an evaluation process aimed at figuring out whether set policies or interventions are doing that which they are meant to be doing. It is an institution's self-assessment, monitoring and evaluation of interventions with the broad aim diagnosis and transformation. During the initial planning of the audit, an analysis was conducted to identify, evaluate and prioritize the risk associated with Gender issues. The analysis was based upon an examination of the policies, manuals, and standards that govern the gender sustainability, on data analysis. The 'Questionnaire' (Google Form) method of primary data collection has been used to conduct the survey on Gender Audit Report 2020-21.

STATEMENT OF ASSURANCE:
This audit has been conducted in accordance with the International Standards for the Professional Practice of Internal Auditing. In our professional judgement, sufficient and appropriate audit procedures were completed and evidence gathered to support the accuracy of the conclusions reached and contained in this report. The conclusions are based on a comparison of the situations as they existed at the time of the audit with the established criteria.

ACKNOWLEDGEMENT: We are thankful to Internal Quality Assurance Cell(IQAC) for providing us an opportunity to conduct a Gender audit on our college campus. We are also thankful to the Principal (Dr.Tarun Mandal) Sir and the Management for the freedom provided to

conduct audit the way it should be. We are thankful to our students for their contribution towards conducting survey and data analysis. Signed by Gender Audit Committee Members IQAC Coordinator Dr. Uttam Kumar Guru

INTRODUCTION: Audit is the examination or inspection of various books of accounts by an auditor followed by physical checking of inventory to make sure that all departments are following documented system of recording transactions. It is done to ascertain the accuracy of financial statements provided by the organisation. Audit can be done internally by employees or heads of a particular department and externally by an outside firm or an independent auditor.

The idea is to check and verify the accounts by an independent authority to ensure that all books of accounts are done in a fair manner and there is no misrepresentation or fraud that is being conducted. There are four main steps in the auditing process. The first one is to define the auditor's role and the terms of engagement which is usually in the form of a letter which is duly signed by the client. The second step is to plan the audit which would include details of deadlines and the departments the auditor would cover. Is it a single department or whole organisation which the auditor would be covering? The audit could last a day or even a week depending upon the nature of the audit. The next important step is compiling the information from the audit.

About 20 years ago, in 1983, the Australian parliament made a precedent-setting decision. At the initiative of "femocrats" from the Labor Party, the political party then in power, a resolution was passed to look into how the national budget of Australia was likely to affect the status of women in the country.

A year later that resolution was implemented, when the national budget was

presented to the Australian parliament together with the first Women's Budget Statement. Since then, the reports analysing the effect of national budgets on the status of women have been published in some 40 countries around the world. Some of them, like the ground-breaking Australian report, were composed at the initiative of the government. Others, like the Canadian Alternative Budget Exercise, were initiated by non-governmental organizations. A "gender audit" is one aspect of what is referred to as "mainstreaming"- analysing mainstream public policy, including legislation, regulations, allocations, taxation and social projects, from the point of view of their effect on the status of women in a given society. Gender audits analyse the income and expenditures of the government from a gender perspective. The basic assumption of gender audits is that public policy impacts differently on men and women. The variance stems from the different roles of women and men in the family and from the lower economic status of women. The purpose of gender audits is to lead to changes in public policy that contribute to an increase in gender equality. Three international agencies -- the United Nations Development Fund for Women, the Commonwealth Secretariat and the International Development Research Centre encourage governments and social advocacy organizations around the world to do gender audits.

WHY GENDER AUDIT IS NECESSARY IN COLLEGE: It is necessary for the following reasons:

- It creates cognizance that women's reconsidered important part of the organization i.e. college.
- A concrete information about the status of gender in the organization can be obtained.
- It helps in formulating policies in the organization.
- A sense of belongingness towards the organization can be felt by using this report.
- Gender

(Women) empowerment can be promoted by using this report. ABOUT THE COLLEGE: SundarbanHaziDesarat College was founded on 14th August, 1961, in Pathankhali village of Gosaba block, a small riverine island of Sundarbans delta, with the main occupation of the people being fishing and collecting honey and wax. The people had to battle everyday with innumerable odds - abject poverty and hunger; natural adversities like frequent cyclones and periodical inundation of the area with saline water of rivers and creeks; dangers from crocodiles and snakes; deplorable infrastructure plagued by lack of transportation system, drinking water and health facilities; lack of education that led to superstitions and made their life even worse. In this situation, the task of the college was extremely difficult and challenging - first, to convince the people that only education was a panacea to their wretched life, and secondly, to provide them facilities so that they can overcome their geographical and financial hurdles to attend the college. Initially, the college started with a few general degree courses in the subjects of Humanities, extending its academic service to further include Commerce in 1973 and science subjects in 1980. In 1996, Honours courses were introduced in Bengali, History and Accountancy. Presently the college has 17 subjects, with Honours in 5 subjects. The college has been able to academically empower some of its students, who are now at the helm of the society. The college proudly celebrated its Golden Jubilee in 2011. The long journey has been interspersed with various hurdles - geographical, infrastructural, and financial. Nonetheless, the college has been in consistent pursuance of upgradation and improvement. With the view to make at least one graduate in every household in the backward locality, the

college strives not only to attain academic excellence, but also to ensure a holistic development of students, that may empower them by enhancing their capability. AUDIT FRAMEWORK AND RESEARCH METHODOLOGY: The following approach has been taken to conduct the study in the college for the session 2020-21. OBJECTIVE OF THE STUDY: To examine and ensure that the Gender Policy is followed and implemented in the college campus, across all departments, administrative bodies and among students. RESEARCH METHODOLOGY: A questionnaire (Google Form) was prepared to record the response from the students with the help of the google form and data were collected from the various stake holders and students of the college. For the purpose of the audit the Gender Policy of the institute was reviewed. Other relevant documents and standards were also reviewed. Following questionnaire in Google Form has been used to record the response from the students and other respondents: SCHEDULE (Gender Audit Study 2020-21) Sl No Control Objectives of the Study Opinion Agree Disagree No Opinion 1 Gender related issues are discussed or included in the part of your course curriculum 2 College conducts Gender awareness programmes 3 Necessary number of Girl's Toilet are available in the College campus. 4 Adequate water facility is available inside the Girls Toilet along with disposal bins. 5 Girl's students are feel same at night in the hostel and college campus. 6 Technical issues faced and noticed during the online classes 7 Able to contact the women cell of the college during the pandemic Covid 19 8 Whether awareness programme related to Covid 19 has been conducted? 9 Female Faculty Members are part of the Women Cell. 10 College also has a Grievance Redressal Cell. 11 The college offers equal opportunities to all genders. 12 The

college Library offers equal opportunities to all genders 13 Attitude of laboratory staff is appropriate. 14 Timing of the laboratory is appropriate. 15 Have you been a victim of sexual harassment at class by faculties? 16 Have you been a victim of sexual harassment at class by fellow students? 17 Have you reported the incident? 18 If you reported the incident, was it resolved to your satisfaction? 19 A committee has been set up to redress all complaints related to sexual harassment.

You are aware about the process and believe that the process is appropriate. 20 Entry and exit timing of the hostel are appropriate for the hostel. 21 Healthcare facilities are available to girl students at the campus. 22 Do you Recommend Gender sensitization program must be conducted for security personnel deployed at the campus? 23 Laboratory infrastructure is appropriate for safety of the girl

students RESULTS AND DISCUSSIONS: Table: 1 Gender Classification of Teaching Staff (Regular) for the Year 2020-21.

Division/Total Numbers In Percentage (%)

Male *19 76 Female 6 24 Total 25 100

Source: College Records, * Include the post of Demonstrator and Principal. Table 1 Represents the Gender Classification of Teaching (Regular) staff for the Year 2020-21, 20.76 per cent of the regular teaching staff consists of Male members and the rest i.e. 24 per cent is Female staff (Regular) for the session 2020-21.

Table: 2 Gender Classification of Teaching Staff (Part Time Teacher/ Ad-Hoc) for the Year 2020-21. Division/Total Numbers In Percentage (%) Male 19 83 Female 4 17 Total 23 100 Source: College Records.

Table: 2 Represents the Gender Classification of Teaching (Part time/Ad Hoc) staff for the Year 2020-21. 83 per cent of the teaching staff consists of Male members and the rest i.e. 17 per cent is Female staff for the session 2020-21.

Table: 3 Represents the Gender Classification of Non-Teaching staff for the Year 2020-21. 8r per cent of the non-teaching staff consists of Male members and the rest i.e. 15 per cent is Female non-teaching staff for the session 2020-21. TABLE: 3 GENDER CLASSIFICATION OF NON-TEACHING STAFF FOR THE YEAR 2020-21. Division/Total Numbers In Percentage (%)
Male 11 85 Female 2 15 Total 13 100

Source: College Records. Table 4 represents the gender wise records of the all the students enrolled in all the courses {BA(all subjects), BSC(all subjects) and B.Com Pass and general}run in the college during the academic session 2020-21. 61 per cent female students have opted the BA courses in the college as compared to 39 per cent of male students. Which is higher than any other courses run in the college during the academic session. The percentage of Female students are enrolled were found nil in the B. Com course. The percentage of female students are found only 25 per cent in BSc courses run in the college. Combing all the courses there are approx. 60 per cent female students enrolled in the college and rest are male students i.e. 40 per cent combining all the courses. TABLE: 4 GENDER CLASSIFICATION OF STUDENTS ENROLLED DURING THE ACADEMIC SESSION 2020-21 IN ALL THE COURSES {BA(ALL SUBJECTS, B.SC (ALL SUBJECTS) AND B.COM (including Old & New Course)} Division/ Total B.A. (All Courses Pass+ Hons) BSc (All Courses Pass+ Hons) B.Com (Pass + Hons) Total Students Enrolled in the all the Courses. Male 580 (39) 21 (75) 10 (100) 611 (40) Female 909 (61) 7 (25) 0 (0) 916 (60) Total 1489 (100)) 28 (100) 10 (100) 1527 (100) Source: College Records, (figures indicates percentage) TABLE: 5 SURVEY REPORT 2020-21 Q. No. Questions Agree Disagree No. Opinion Total M F M F M F 1 Gender related issues are discuss or included in

the part of your course curriculum 53 339
 42 19 162 26 641 2 College conducts Gender
 awareness programmes 43 417 9 27 127 18
 641 3 Necessary number of Girl's Toilet
 are available in the College campus. 23
 407 27 69 93 22 641 4 Adequate water
 facility is available inside the Girls
 Toilet along with disposal bins. 9 517 16
 88 6 5 641 5 Girl's students are feel same
 at night in the hostel and college campus.
 127 467 8 27 8 4 641 6 Technical issues
 faced and noticed during the online
 classes 13 27 117 479 2 3 641 7 Able to
 contact the women cell of the college
 during the pandemic Covid 19 0 548 17 27
 14 35 641 8 Whether awareness programme
 related to Covid 19 has been conducted?
 119 471 3 13 16 19 641 9 Female Faculty
 Members are part of the Women Cell and
 students are aware of that. 56 533 11 7 29
 5 641 10 College also has a Grievance
 Redressal Cell and students are aware of
 that 21 481 7 46 37 49 641 11 The college
 offers equal opportunities to all genders.
 258 277 3 9 15 79 641 12 The college
 Library offers equal opportunities to all
 genders 289 317 2 17 14 2 641 13 Attitude
 of laboratory staff is appropriate. 234
 291 16 39 23 38 641 14 Timing of the
 laboratory is appropriate. 217 326 13 43
 18 24 641 15 Have you been a victim of
 sexual harassment at class by faculties? 0
 0 339 274 9 19 641 16 Have you been a
 victim of sexual harassment at class by
 fellow students? 0 0 182 416 11 32 641 17
 Have you reported the incident? 0 0 0 0
 254 387 641 18 If you reported the
 incident, was it resolved to your
 satisfaction? 0 0 0 0 237 404 641 19 A
 committee has been set up to redress all
 complaints related to sexual harassment.
 You are aware about the process and
 believe that the process is appropriate.
 114 426 39 27 23 12 641 20 Entry and exit
 timing of the hostel are appropriate for
 the hostel. 216 358 17 2 11 37 641 21

Healthcare facilities are available to girl students at the campus. 121 417 15 23 47 18 641 22 Do you Recommend Gender sensitization program must be conducted for security personnel deployed at the campus? 171 419 15 25 7 4 641 23 Laboratory infrastructure is appropriate for safety of the girl students 207 393 11 18 7 5 641 Source: Primary Survey using questionnaire (Google Form) Table 5 represents the overall survey report of 2020-21 held in college. The reports reflect that majority of the students mainly the female students are aware of the students programme. And the most remarkable fact found in the survey is that there is no case of sexual harassment has been recorded during the period of 2020-21. The students mainly the female students are satisfied with security related issues asked during the survey. The results related to students' academic activities during the pandemic season has also been taken care of by the college and maximum efforts has been taken to carry the smooth functioning related to the classes and examination. SUMMARY OF FINDINGS: Following are the major findings of the study: • Only 6 per cent reported that during the pandemic i.e. Covid 19 they face technical issues related to online classes and other academic activities. • 85 per cent of the female students have able to contact the women cell during the pandemic i.e. Covid 19. • 65 per cent students are satisfied about the health care facilities available inside the college campus. • Adequate water and drinking water facility is available inside the college campus. • It is also found sufficient lighting facility is available inside the college campus. • No incidence of sexual harassment from faculties and fellow students has been recorded during the session 2020-21. • Female students are well aware of the

	<u>functioning of the women cell working in the college. • College library and laboratory provide equal opportunities to all the gender. RECOMMENDATION: Any major recommendation has not been suggested by the committee but following point has been suggested for better functioning of the college: • More online awareness programme at regular basis should be conducted by the collegerealted to women safety issue and how to tackle the pandemic mentally. • Female teachers must encourage the students especially the girl's students not to discontinue their study and other academic activities during the pandemic season. • More awareness programme related to Covid protocols should be issued to the girl's students. • Students should be ensured by the authorities about the health care facilities and other safety features which have been taken by the college on time to time basis to reduce the effect of Covid 19 during the pandemic season. DECLARATION: I agree with all the recommendation and observation mentioned in this report. Signature of the Principal with Seal</u>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://hazidesaratcollege.ac.in/pages/gender-equity
7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above
File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

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

The college emphasizes on the solid, waste and E-waste management system in order to keep the campus clean and pollution-free.

1. The solid and liquid waste is segregated at source, and the Green Cell and IQAC sensitise through awareness programme about the necessity of that segregation of solid and waste material at source. Separate bins are placed at important nodal points.

2. There are support staff in college for collecting these solid and waste materials in separate carrier bins for disposal at pits earmarked for the same.

3. There is also a lid-covered e-disposal pit in the campus, and all e-waste material are disposed there.

4. The Green Cell regularly inspects these pits as well as the entire operation of waste disposal.

5. in 2019-20, IQAC planned to construct a vermicomposting pit in the campus, but on account of COVID - 19 pandemic, the plan was kept in abeyance,

In 2020-21, from March 2020 to October, 2021, the campus being shut off due to Lockdown, no waste was generated from people accessing the campus.

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

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

C. Any 2 of the above

distribution system in the campus	
File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1.Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3.Pedestrian Friendly pathways 4.Ban on use of Plastic 5.landscaping with trees and plants	A. Any 4 or All of the above
File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

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

B. Any 3 of the above

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

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

In Sundarban Hazi Desarat College, significant efforts are taken to promote tolerance and cultural inclusivity across caste, creed, and economic backgrounds. The institution recognizes the importance of diversity and strives to create an environment that respects and celebrates differences. Efforts include:

- Diversity awareness: Organizing cultural festivals, events, and workshops that highlight the rich heritage and traditions of various communities, fostering appreciation and understanding. In the cultural activities conducted at the College, no discrimination with respect to gender, caste or custom is practiced.**
- Inclusive policies: Implementing policies that prohibit discrimination based on caste, creed, or economic background, ensuring equal access to education,**

scholarships, and opportunities.

- **Student clubs and organizations:** Encouraging the formation of student-led groups that promote cultural diversity, inclusivity, and dialogue, providing a platform for cross-cultural exchange.
- **Curriculum integration:** Incorporating diverse perspectives, histories, and cultural studies across academic disciplines, fostering a broader understanding of the world, and promoting empathy. All students are equally encouraged, and the curriculum-based activities are also conducted in an inclusive manner.
- **Financial assistance:** Providing financial aid and scholarships to students from economically disadvantaged backgrounds, ensuring equal opportunities for quality education.
- https://hazidesaratcollege.ac.in/site_viewfiledesc/211/73

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

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

IQAC, every Academic Department as well as NSS organise from time to time different programmes and events to sensitize students as well as employees about constitutional obligations. In 2019-20, IQAC mandated the Department of Political Science to conduct an Add-on Course on Social Ethics and Democratic Citizenship in collaboration with Ethics Cell.

1. NSS organises programmes like Constitution Day every year. However, no such celebration took place in 2020-21 because of COVID - 19.

2. IQAC routinely organises 2 (two) programmes for this purpose every year as per its policy. But no such efforts could be materialised in 20-21.

3. Department of Political Science has conducted a webinar on social exclusion to the students of Department in October, 2020.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded
7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	
C. Any 2 of the above	
File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded
7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals	
Different national and International days are celebrated by various units of college under the guidance of IQAC. Usually the following days are celebrated:	
a) Birthday of Vidyasagar	
b) Republic Day	
c) Independence Day	

d) Birthday of Netaji Subhas Chandra Bose

e) Constitution Day

f) Women's Day

g) International Day of Forests

h) World Environment Day

i) Rabindra Jayanti

j) National Mathematics Day & International Science Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Despite the devastating Lockdown during the entire tenure of 20-21, the college has implemented the following two best practices:

1. From 3rd semester onwards, all students are registered for free-coaching for various competitive examinations, both in-person coaching and online mode of practice papers integrated in the website. Even amid the lockdown, IQAC encouraged students to access from home the portal for go through the study materials and practice papers (more than 100 hundred practice/mock test papers).
2. To instil environmental ethics among students, the college has adopted #goGreen Project through which every newly admitted student is gifted with a sapling for planting at home. Hostellers are encouraged to plant their saplings in

the campus itself. Besides, IQAC has adopted the policy of 'Collect Plastics and Gift Yourself A BPA Free Water Bottle'. That is, in exchange of 100 pieces of used plastics in the campus, the student would get a BPA free water bottle. Though this best practice could not be implemented properly for lockdown, IQAC organised World Environment Day on June 5, 2020 to foster the spirit of greening the globe.

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

7.3 - Institutional Distinctiveness

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

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 from 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.

These visions could not be materialised because of the Lockdown. But during the lockdown, it was decided that a committed placement cell would be opened to see over the placement of students. Besides, the college would get itself registered on NATS (National Apprenticeship Training Scheme, Government of India) for this purpose.

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

7.3.2 - Plan of action for the next academic year

College authority had these plans for the next Cademic Session 2020-21:

1. Two more computer laboratories would be opened;
2. Despite the paucity of funds, IQAC plans to convert two more classrooms into smart ones;
3. Number of classrooms be increased to 40/41 in view of the increase in the enrolment of students;
4. Opening Honours courses in Mathematics, Philosophy, Sanskrit, Geography, Physical Education and Biological Sciences including Anthropology
5. WiFi connections in all hostels
6. Introduction of more add-on courses
7. Career-Oriented Training programmes/schedules for entrepreneurial development;
8. Krishi Mela/Agricultural Display Programme(s) as social extension activity under Sundarban Research Society;
9. RAMANUJAN SCIENCE TALENT EXAMINATION for students of adjoining schools (Class IX to XII) under Scince Consortium;
10. Computer Training Programme fro local school students (IQAC & NSS)
11. IQAC would establish an Eco Club for developing an in-campus nursery under its#goGreen Project;
12. IQAC along with the Cell for Differently Abled plans to put in place more facilities for diffrently abled students;
13. To open recreational/academic clubs for students;
14. Increase the number of seats for admission to Semester I (UG) in both Honours and General subjects under Calcutta University;
15. To set up a vermicomposting pit in the campus;
16. To conduct national/international and agency-funded seminars.