



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	P.N. DAS COLLEGE
• Name of the Head of the institution	DR. SHARMILA DE
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03325921327
• Mobile No:	9748329535
• Registered e-mail	pndc.principal11@gmail.com
• Alternate e-mail	principal@pndascollege.in
• Address	Santinagar, Palta, North 24 Parganas, PO Bengal Enamel
• City/Town	Kolkata
• State/UT	West Bengal
• Pin Code	743122
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	Grants-in aid

• Name of the Affiliating University	West Bengal State University				
• Name of the IQAC Coordinator	Dr. Madhuchhanda Lahiri				
• Phone No.	03325921326				
• Alternate phone No.					
• Mobile	9433264133				
• IQAC e-mail address	iqac2017pndc@gmail.com				
• Alternate e-mail address	macharyya20@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://pndascollege.in/pdf/ssr/AQAR-19-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://pndascollege.in/pdf/academic-calendar-2021.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.05	2016	02/12/2016	01/12/2021
6.Date of Establishment of IQAC			23/11/2013		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	0	
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			3		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been			Yes		

uploaded on the institutional website?		
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1) Introduction of free Certificate courses 2) Academic and Administrative Audit by external members 3) Publication of college journal. 4) Workshop on Psychosocial counseling for students during the pandemic. 5) Switchover to paperless mode of record keeping by the IQAC</p>		
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
1. Timely submission of AQAR 2019-20	Submitted on time
2. To continue organizing qualitative enrichment programmes for Teachers regarding emodule preparation, LMS, online conduct of Teaching-Learning and use of E-Resources.	A training programme on online evaluation held on 15/09/2021
3. To organize extension and outreach programmes with NSS	3 programs conducted
4. To introduce internship programmes for students.	Could not be implemented
5. Introduction of Online Structured mentoring	Online mentoring conducted by mentors
6. Online Induction programme	Induction programme conducted by the departments
7. Academic and Administrative Audit for 2019-20	AAA for 2019-20 conducted by the IQAC and 2020-21 conducted by a team of 3 Principals
8. Continuation of Earn-While-You-Learn scheme by the College	Book arrangement and Stacking done in the Library
9. To collect Feedback from Teaching, Non-Teaching staff, Alumni and Guardians/Parents	All Feedback forms uploaded on the website
11. Rainwater harvesting project to be taken up.	Ground water recharge and water for handwashing from rainwater
12. To organise a National Level Webinar on Qualitative issues/ Submission of AQAR according to RAF in collaboration with NAAC	Could not be implemented
13. Introduction of Digital Literacy programme for the elderly	Could not be implemented
13. Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	10/12/2021

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2019-20	06/03/2020

MAAC

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	356
File Description Data Template	Documents View File
2.Student	
2.1 Number of students during the year	895
File Description Data Template	Documents View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	778
File Description Data Template	Documents View File
2.3 Number of outgoing/ final year students during the year	184
File Description Data Template	Documents View File
3.Academic	
3.1 Number of full time teachers during the year	35
File Description Data Template	Documents View File
3.2 Number of Sanctioned posts during the year	19
File Description Data Template	Documents View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	22
4.2 Total expenditure excluding salary during the year (INR in lakhs)	29.45
4.3 Total number of computers on campus for academic purposes	51

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

There is a well planned, organized, efficient and documented mechanism in place to ensure an effective curriculum delivery integrating the four quadrants of curriculum planning, implementation, monitoring and documentation.

Curriculum Planning:

- Workshops on revised curriculum are arranged and depth and relevance of the curriculum is discussed among the staff for effective implementation of the curriculum.
- Academic Committee is held in the beginning of each academic session to discuss the Academic Calendar
- Departmental meetings are held at the beginning of every session to analyse the syllabi, determine the number of classes required for each topic, and distribute the components among faculty members.
- The departments allot classes in accordance with the central routine prepared by the Routine Committee.
- Lecture planning is done by the respective teachers with respect to number of classes allotted.

Implementation:

- Departmental meetings are held to review the progress of syllabus, internal assessments and assignments.
- The Head of the Departments ensure that distribution of study materials through the College Learning Management System, Google Classroom, WhatsApp, etc. is done on a regular basis

Monitoring and Documentation

- Academic monitor is maintained for the record of adherence to academic calendar.
- The Academic Audit conducted each year collects and analyses the Teaching, Learning and Evaluation process of all the departments and suggests for necessary improvements.
- Feedback on Teaching Learning is analysed and communicated
- Upload relevant supporting document

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://pndascollege.in/index.php?option=com_content&view=article&id=260&Itemid=0

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

Yes. The college adheres to the Academic Calendar prepared by the IQAC , Academic and Examination Committee for internal assessment.

1. The tentative schedule of Internal Assessments is mentioned, in the Academic Calendar, along with other important dates.
2. The Departments prepare their academic calendar, including departmental activities and programs for students. This is uploaded on the college website well in advance and also displayed on strategic locations. Copies of the same are also kept in the central library, so that students can see them from time to time. Soft copies are also provided to students by some departments.
3. In case there is any change of mode and schedule in University Examination, the same is introduced in the college examination and communicated to all the students. The Internal Examination is managed entirely by the Examination Committee of the college.
4. Students are also apprised of the modes and schedule of assessments during the departmental orientation programmes as well as during classes throughout the year.
5. The departments hold regular faculty meetings to ensure that continuous assessments are executed efficiently.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.pndascollege.in/news/newsdetail.php?action=detail&tab=1&%20%20eventID=%20692

1.1.3 - Teachers of the Institution participate in B. Any 3 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

26

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

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

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

02

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
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

431

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	No File Uploaded

1.3 - Curriculum Enrichment

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

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

Upload a description in maximum of 200 words.

File Description (Upload)

- Any additional information

Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the

Professional Ethics

- Aspects of professional ethics have been incorporated in the syllabus of Commerce, Education and other subjects.

Gender

- In the syllabus of Political Science, topics like gender politics, reservation policy etc. are present.
- Besides an entire paper on Women's Writing containing background studies on race, caste and gender, and feminist writings of eminent writers, in English course.
- The syllabus of Geography contains the gender related issues like sex ratio, child education etc.
- Gender issues (including LGBT) find a predominant place in the syllabus of Education, Economics, History and Bengali, Hindi and Sanskrit literature.

Human Values

- in the syllabus of Political Science, Philosophy, History, English Literature, Bengali Literature and other subjects.

Environment and Sustainability

- Environmental Studies is a compulsory paper for all the students
- Moreover, environmental issues are included in the syllabi of Geography.
- Environment and environmental sustainability have a prominent place in the syllabi of several departments.

File Description	Documents
Any additional information	View File
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

2

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

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

19

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

1.4 - Feedback System

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

D. Any 1 of the above

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

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://pndascollege.in/pdf/igac/fedbak-teac-lern-20-21.xlsx

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

423

2.1.1.1 - Number of sanctioned seats during the year

1728

File Description	Documents
Any additional information	View File
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

187

File Description	Documents
Any additional information	View File
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

Identification of Advanced / Slow Learners.

- Results of the previous qualifying examinations and previous academic years are analysed.
- Continuous personal interaction with the students coming from vernacular mediums and backward classes to justify their interest level.
- Observation in and outside the classes by the teachers and mentors.
- Result analysis of the class tests/internal examinations.

Programmes undertaken

ADVANCED LEARNERS

- Extra learning material, references provided.
- Advanced learners are trained to access the various e-resources available.
- Students' Seminars are organised by Departments.
- Some departments hold quiz to create a competitive environment.

- Extension lectures, are held in some departments.
- Book talks at the library.

SLOW LEARNERS

- Extra classes are arranged.
- Peer pressure is handled through group activities, like Wall Magazines, Digital Magazines, Group Projects etc.
- Remedial classes are arranged.
- Study Notes and other learning materials are given.
- Film shows, based on literary texts prescribed in the syllabi, are organised by some humanities departments.
- Implementation of the policy of compulsory library hours and open book tests for such students who do not fare well in the class/internal tests.
- The teachers provide counselling to the students to identify and address their problems.
- PTM to inform guardians about their progress.

File Description	Documents
Link for additional Information	https://pndascollege.in/pdf/actreport2021/ecog-dept-act-20-21.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
895	35

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Experiential Learning:

- Students are motivated to join and participate in extension programmes.
- Online Drama workshops are organized by Language departments like English, Bengali and Sanskrit.
- Creative skills are developed by providing platforms like digital magazines, etc. in some departments, like English.
- Some departments train their students in preparing PPT Presentations, Survey Forms, Digital Magazines, etc.
- Workshops organized by organisations like SEBI help students acquire hands-on experiences pertaining to course components in their Commerce syllabi.

Participative Learning:

- Collaboration is a strong tool for this type of learning, which is achieved through Wall magazine, assignments etc. involving group participation.
- Feedback on the teaching learning and action taken on it also ensures participation of students in Teaching and Learning.

Lab Based Learning:

- Subjects like Physics, Chemistry and Geography have Practical classes where experiments are conducted by the students.

Problem Solving:

- Departments of Mathematics, Physics, Computer Science, Economics and Commerce address various techniques of problem solving.
- Also Mental Aptitude. Logic and Mathematics classes are arranged for students in the Entry-in-Services Coaching offered by the college every year.

Project Work:

- Subjects like Commerce, English, Mathematics, Sanskrit and Bengali have Projects in their curriculum.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://pndascollege.in/index.php?option=com_content&view=article&id=248&Itemid=0

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

- Teachers of all the departments make effective use of ICT in Teaching, Learning and evaluation.
- 50% of the classrooms have LCD projectors
- There is one virtual classroom and a Smart Classroom.
- PowerPoint Presentations are an intrinsic part of Classroom Teaching.
- The college has installed separate high speed Wi-Fi units for the students inside the campus.
- Google Classroom is being used for upload of study materials

for the last few years.

- Upload of E modules on the college website by many departments.
- Upload on the LMS by all teachers.
- The departments effectively mix up the theoretical classroom teaching and practical exposure through the youtube videos, NPTEL videos.
- Some language departments arranged for online screening of film adaptation of literary texts in the syllabi.
- The college has organised state and national level workshops for faculty members on the use of ICT in teaching-learning-evaluation. Inhouse workshops on the use of ICT are also organised for faculty members.
- The students of several departments are trained by the teachers to make PowerPoint presentation and digital magazines and projects, as well as video materials.
- Use of Google forms and other applications, like Quizzory, for assessment and feedback, Google Docs for collaborative activities.
- Various platforms are used for online teaching, assessments and examinations are being conducted successfully.
- Class wise Whatsapp and Telegram groups for notification and sharing of information and study materials.
- Recently, a video recording room equipped with cameras and other necessary accessories has been set up in the college.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://pndascollege.in/pdf/coll-dtl-it-infra-updte.pdf

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

35

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
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

35

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

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

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

10

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)	View File

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

2.4.3.1 - Total experience of full-time teachers

290

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.

Mechanism of internal assessment is transparent and robust in terms of frequency and mode

- A tentative schedule is provided in the Academic Calendar which is uploaded on the college website. Any change in schedule is also communicated in advance on the website and in the Students' Social Media Groups.
- The Examination Committee draws the Routine.
- Important dates and modes pertaining to the conduct of internal examinations are communicated to stakeholders well in advance.
- Departments communicate/declare portions of the syllabus and

pattern of the scheduled test as well as the schedules of students' presentations of projects as Internal Evaluation well in advance.

- Adequate number of invigilators are posted in examination halls. The Principal and members of the Examination Committee conduct surprise checks in the halls to contain cases of irregularities.
- Question Papers are set as per the Pattern declared by the respective Boards of Studies.
- The scripts are shown to the students and discussed thoroughly.
- Class tests, surprise tests, etc. are conducted.
- Some departments conduct MCQ and other forms of tests on completion of certain portions of the syllabus through self-assessment forms for transparency.
- The departments conduct parent-teacher meetings where the performance of students are communicated to the guardians.

File Description	Documents
Any additional information	View File
Link for additional information	https://pndascollege.in/index.php?option=com_content&view=article&id=67&Itemid=0

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

Response

There is a well defined policy and a robust mechanism to deal with examination related grievances pertaining to the Internal Examinations conducted at the college level. As far as the grievances related to the external examinations are concerned, the institution, being an affiliated college, has little role to play, though there is a highly effective mechanism in place at the university level to deal with all examination related grievances,

like the provision for Post Publication Scrutiny and Re-examination of scripts.

Internal Examinations :

- Answer scripts are shown to all the students.
- Formative assessments are conducted by the departments on online self assessment assessment forms.
- Grievances, though few, are submitted to the Head of the Department.
- Review of the scripts and correction, if any, is communicated to the Head of the Institution for necessary amendments.
- Under the CBCS, the end semester Internal Assessment marks are directly uploaded on the University web portal and are declared with the University results.

External Examination:

- For University level examinations, after the declaration of results, schedule and guidelines for Review are published. All relevant notices, schedules are published on the University website, college website and shared in the students' groups.

File Description	Documents
Any additional information	View File
Link for additional information	https://pndascollege.in/index.php?option=com_content&view=article&id=211&Itemid=0

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.

Response

- All POs, PSOs and COs are uploaded on the college website.
- POs are communicated in induction and orientation programmes.
- In the department wise Orientation cum Induction Program, the Programme Specific Outcomes and Course Outcomes are discussed by the HOD and other teachers of the department.
- The University Boards of Studies of some departments prepare their PSOs and COs.
- Some departments also share soft copies of PSOs and COs in the Social Media groups with students.
- Copies of the POs, PSOs and COs are also made available at the central library for the students and teachers.

Program Outcome :

Bachelor of Arts, Science and Commerce:

- 1) Thorough Knowledge of the subjects taught.
- 2) Technological Upgradation.
- 3) Improvement of Communicative Skills
- 4) Ethics and Values in Life are imbibed.
- 5) Environment Consciousness is developed.
- 6) Quality teamwork through collaborative assignments.
- 7) Knowledge of correlation between literature and Social Sciences
- 8) Acquiring sense of social responsibility through participation in various extension and outreach activities

9) Understanding the basic concepts, principles and philosophy behind science.

11) To gain knowledge of application through Practical experiments

12) Development of experimental skill, qualitative and quantitative analysis experience

13) Knowledge of Accounting, Finance, Tax Structure, etc.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.pndascollege.in/pdf/agar-supporting-documents/2/2-6-2-Program-Specific-Outcome-Learning-Outcome.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.

The attainment of the outcome is assessed in two ways: Direct and Indirect

Direct Method:

1. The attainment of POs and COs are measured through the process of Continuous Internal Evaluation, especially through class tests, interaction, assignments, quiz etc. Some departments conduct quizzes on completion of certain portions of the syllabi. The science departments also assess the achievement of outcomes during practical sessions. Commerce and Humanities departments make their assessments during field visits, educational tours, after submission of projects, digital and wall magazines, drama workshops, student seminars, etc.
2. Result Analysis: This reflects the attainment of the outcome.
3. Teacher-student interaction: Interaction in the classroom and after enable the faculty members to assess the achievement of the desired outcomes from time to time.

Indirect Method:

1. **Feedback:** Regular feedback from students on Teaching and Learning is sought and analysed.
2. The mentor-mentee interaction is used for assessment of the achievement of outcomes.
3. Student Satisfaction Survey helps in understanding the attainment of the outcomes.
4. **Progression to Higher Studies:** Departments maintain a record of students pursuing higher studies and this is another tool to measure the POs and COs.
5. **Employment:** Record of employment is yet another yardstick for assessing the projected outcomes.

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

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**

184

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	View File
Paste link for the annual report	https://pndascollege.in/pdf/aqar-supporting-documents/2/2-6-3-2-annu-rpt-uni-exam-2020.pdf

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://pndascollege.in/pdf/aqar-supporting-documents/2/2-7-Student-Satisfaction-Survey.pdf>

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

25

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)	View File

3.2 - Research Publications and Awards

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

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

03

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

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

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

27

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

3.3 - Extension Activities

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

P.N. Das College organizes extension activities in the neighborhood community that sensitizes students towards cleanliness, environmental and community issues, gender disparities, social inequity, etc., and inculcate social values and commitment to society in the students. The students engage in various activities undertaken by NSS and different cells and committees in the college for their holistic development. The college encourages all these activities by providing funds and necessary administrative support.

A brief description of some of the student activities undertaken during 2020-21 are:

- National Service Scheme (NSS) - It aims to develop the personality of student volunteers through community services and to make them sensitive and responsible human beings who are aware of the socio-economic realities of India.
- Health awareness programmes - Every year, Awareness programmes on Water borne diseases are held; Seminars are also organized to create awareness on Thalassamia, AIDS, and Cancer. In 2020-21, Cancer and Healthy Lifestyle Awareness Programme was organised in collaboration with Sanjeevani - Life Beyond Cancer, Kolkata.
- A Webinar on Science and Pandemic was held on the college foundation day on 20.08.2020 with Paschimbanga Bigyan Mancha and a Workshop on "Psychosocial Support for COVID Pandemic Codition" was held on 12.06.2021 with MGNCRE and annual programmes on World AIDS day were held on 1.12.2020 and 1.12.2021 to sensitise students and the neighbourhood.

Shishu Bhavan - is an initiative where orphan children of the lower economic groups of the neighbourhood stay in the orphanage Shishu Bhavan. The NSS students undertake

1. The NSS students undertook disease control measures, cleanliness and sanitation drives and created awareness about these issues among the orphan children
2. distributed sanitation, masks and created awareness on COVID-19 protocol to be followed.
3. distributed stationary items, sports items and chocolates to celebrate the New Year on 20.01.2021.
4. Christmas will be celebrated with them on 24.12.2021.

File Description	Documents
Paste link for additional information	https://www.pndascollege.in/index.php?option=com_content&view=article&id=257&Itemid=0
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)	View File
e-copy of the award letters	View File

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

04

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

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

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

199

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

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

04

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

04

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	View File

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.

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

Describe the adequacy of infrastructure and physical facilities for teaching -learning as per the minimum specified requirement by statutory bodies within a maximum 500 words

Response:

P.N. Das College has adequate infrastructure and facilities for teaching and learning.

The total campus area of the college is 4.285 acres. The total built up area of the college is 3511 sq. m.

The college comprises of

- Academic and Administrative blocks
- Ladies' Hostel
- Canteen

- Auditorium and Seminar Hall
- Gymnasium

Academic Facilities:

- The college has 20 classrooms 10 of which are equipped with LCD projectors(virtual classroom included). In addition there is an LCD projector in the IQAC Room, Auditorium and Principal's office. 6 classrooms have been constructed in the Science Building ,however electrification and plumbing work is due.
- **Laboratory:** All the four laboratories, Physics, Chemistry, Geography and Computer Science are well equipped.
- **Library:**
 - The central library is fully automated
 - Subscription to NLIST ensures access to various e resources and databases.
 - Remote browsing of the library listing is possible.
 - Students are given access to the stack.
 - Separate Reading Room for teachers and students

File Description:

- Upload any additional information
- Paste link for additional information

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://pndascollege.in/pdf/agar-supporting-documents/4/4-1-1-Infrastructure-for-Teaching-Learning.pdf

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

The college has adequate facilities for various cultural and sports activities.

Cultural Activities:

Cultural activities present an opportunity to the students express their talent and boost their self confidence.

- The college has a cultural Committee which is responsible for arranging various programmes throughout the year.
- The college has a small auditorium which is used for cultural activities. In addition the playground in front of the college is also used for Students' Festival, Vasantotsav and other functions.

Sports:

- Sports has an essential role in the growth and development of students, it helps in the physical and mental fitness of the body. The college provides all the essential support for the overall development of students.

There are two playgrounds, one in front and one at the backside of the college. The playground in the front ,measuring.....is used for Badminton, Hand Ball, Volleyball and Kho Kho.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://pndacollege.in/pdf/aqar-supporting-documents/4/4-1-2-Infrastructure-for-Teaching-Learning.pdf

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

14

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

14

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://pndascollege.in/pdf/coll-dtl-it-infra-updte.pdf
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)

1.59

File Description	Documents
Upload any additional information	View File
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)

P.N. Das College Central Library is fully automated using Integrated Library Management System (ILMS) software KOHA. Present version of KOHA is 20.11.00.000. KOHA software was installed in our college in 2015. KOHA has 12 Modules i.e. Circulation, Patron, Advance search, Lists, Authorities, Cataloguing, Serials, Acquisition, Reports, Tools, Koha Administration and About Koha

In the beginning of the session digital library cards are issued to the user from the library. From Patron, we get different categories of patrons. Users can get access to advance search facilities by the Author, Title, Subjects, Barcode (Accession No.), Shelving location, ISBN, ISSN

Books, CDs, Serials and other different types of entity are entered through Cataloguing Module. Librarian can get reports on most checked out, most circulated items etc. Patron card and barcode are prepared from this software.

The college pays an annual subscription for Library Automation Software Koha on Cloud maintenance of the software annually.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://pnd-opac.kohacloud.in/

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

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

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

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

0.64

File Description	Documents
Any additional information	View File
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

3

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

1. The college has sixty five computers(28 laptops and 37desktops), 13 LCD Projectors,1 virtual classroom(LCD Projector). 40 computers are for student use and 14 are for administrative use and rest are used for othet academic purposes.
2. There are 6 printers,2 scanner cum printers and 2 scanners.
3. The entire college campus has Wifi connectivity
4. There is a Teaching Aids and Computer Committee to ensure regular technological update.
5. To ensure proper and hassle free recording of e modules a video recording set up has been established in the Seminar Hall of the college.
6. Licensed copies of software, antivirus are installed in the college computers and regular upgradation of software is done.
7. All the computers of the Office are connected through LAN; all data stored on AIMES cloud.
8. 11 classrooms are fitted with LCD Projectors.
9. Software has been acquired for online admission and maintenance of all financial data and transactions.
10. Seminar Room and Auditorium have LCD Projectors and there is 1 LCD Projector in the Principal's Office.
11. Learning Management System has been implemented in the college.
12. Library is automated with KOHA and remote access to the holdings is possible.
13. Biometric attendance has been introduced for the staff.

Licensed Software:Unified Telepresence Plus for the Virtual classroom, GIS software, Quickheal Antivirus, KOHA

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://pndascollege.in/pdf/coll-dtl-it-infra-updte.pdf

4.3.2 - Number of Computers

65

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

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

File Description	Documents
Upload any additional Information	View File
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)

3.82

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

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

The institution has a standardized policy and systematic mechanism for maintenance and utilisation of all the above facilities. The existence of various committees ensures systematic approach to the utilization and maintenance of the facilities.

All the procurement and maintenance is implemented through the Purchase and Repair Committee.

- Some of them are maintained by an Annual Maintenance Contract (AMC) given to concerned agencies, some are maintained by external agencies on demand as per the need and the others are maintained by the faculty members of the institution and skilled staff appointed by the management.
- The institute has appointed various dealers through open tender system for the purchase of computers, laptops, printer and other ICT devices.
- The respective departments decide and make plans and recommendations on the use of laboratory infrastructure.

Academic facilities:

- The Head of the Departments place the demand for books in the beginning of the session. The list is submitted to the Librarian and books are purchased centrally following the existing purchase policy.

Physical facilities:

- There are different committees to monitor the smooth functioning of the college. The civil infrastructure is maintained by the Building Committee, with support from

government and private agencies. The electrical maintenance is monitored by the Caretaker-cum-Electrician of the college. Wherever required purchase of materials and selection of agencies for AMCs, the Purchase Committee plays a decisive role.

- The routine committee sees to it that optimum use of all the 20 Classrooms is made. It also prepares a weekly roster for the utilisation of the Smart Classroom.
- Internal cleaning of the college building is equally distributed among all the support staff.
- The daily wastes are collected by the Garbage Van of the local Gram Panchayet.
- Some of the bio-degradable wastes like the grass and leaves of the campus are used to make organic manure at the compost pit.
- Wash basins, Urinals and toilets are also regularly cleaned maintaining proper hygiene.
- College has set up separate units for collecting solid and liquid waste.
- Solar lamps are installed for lighting the streets in the campus.
- Damaged Furniture, if any, is either repaired or replaced by new ones. Black boards and glass boards if broken are replaced urgently.
- The Electrician cum Caretaker regularly checks all the electrical connections, fittings and places the demand to the Purchase and Repair Committee.

Canteen:

- For the supply of quality food at cheaper rates and also maintaining proper hygiene college has its own canteen which is let out on annual contract and the Campus Development Committee regularly reviews its rate and gives specific instructions about the hygiene and quality of the food.

Library:

- A Library Committee is in place to monitor the smooth and effective functioning of all the services provided. It also shoulders various responsibilities like recommendation of budgetary provisions for the purchase of reference books, text books and some other important books, journals and

periodicals, etc.

- The central Library is substantially computerized with a system of barcoding is adopted. The library software is integrated to the college website for the browsing of facilities available.
- Regular cleaning of the books and racks is done to preserve them, pest control is conducted on a regular basis.
- The Library committee makes suggestions regarding the extension of the facilities of the library to users outside the institution. It also takes decisions on the weeding out policy of the unwanted books etc.
- The Departmental Libraries provide book bank facility. The faculty members take care of matters related to the utilisation and maintenance of such facilities.
- Stock verification of the Library is done in adherence to standard guidelines and norms.
- The Librarian seeks recommendations from the Departments to purchase necessary books. After arrival of the new books their titles are shared through display of books on new arrival section for information of staff and students.
- The library is using KOHA software. and provides free Wi-Fi facility to students and staff.
- The college has an AMC for the library software.
- Online access to e-journals is provided through INFLIBNET N-LIST Consortia.

•

Computers and ICT infrastructure:

- There are total ##### computers and ##### laptops in the college, out of which ##### are for student's purpose and remaining are for academic and administrative purposes.
- High quality audio-visual system is set up in the classrooms, cultural hall and seminar hall.
- The college conducts examinations and delivery of study materials through its own and training is provided to the staff when needed.
- The college has an AMC for the maintenance of its website.
- The Technical Support staff along with the Electrician Cum Caretaker keeps the record of all computers ,softwares and allied appliances. Repair, if any, is done by external agencies.

•

Laboratory:

- For purchase of any apparatus or consummables and application is made by the Head of the Department. This application is forwarded to the Purchase and Repair Committee, which arranges to invite quotations, comparison of the quotations and finalization of the vendor. This is forwarded to the Principal for necessary action.

•

Sport Facilities:

- The playground is maintained by the support staff.
- The Multi-Gym is maintained by the Department of Physical Education, which also takes care of the optimal use of the facilities.
- The Sports Committee) Department of Physical Education monitors the utilisation and maintenance of indoor and outdoor games facilities, like table tennis, carrom, javelin, discus, volleyball, cricket, football, badminton, etc.

•

Extra-Curricular Activities:

- There is a spacious auditorium for cultural and other activities. It is well equipped with the audio-visual system and maintained regularly.
- There are various musical instruments for practicing cultural activities. There is a cultural committee for the monitoring of such facilities.
- There is a proper decentralized mechanism for maintenance of all the facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://pndascollege.in/pdf/committees/proce-policies-maint.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

220

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefitted 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

461

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)	View File

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

A. All of the above

File Description	Documents
Link to institutional website	https://pndascollege.in/pdf/agar-supporting-documents/5/5-1-3-Soft-Skill-Life-Skill-Language-Communication-ICT.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

79

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

79

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

06

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

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

5.2.2.1 - Number of outgoing student progression to higher education

05

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

0

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)

The students are elected abiding by the College constitution and Government notifications .Students' union has representation in our college general body. General secretary of Students' Union is at amicable terms with the college. Students are very enthusiastic about their participation in different programs of the college. Students actively take part in university level sports. They also represent in mock Parliament. Their Participation in quiz, seminar reveals their interest in diverse subjects. Students in our college also organize social, saraswati pujo, annual sports. The council also publishes the annual College Magazine. The IQAC has two student members, the student members are selected by the members of the IQAC based on academic performance and involvement in the college activities.

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

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

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

04

File Description	Documents
Report of the event	View File
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)	View File

5.4 - Alumni Engagement

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

There is no registered Alumni Association but the alumni participate in the various cultural programmes organized by the college.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

- The vision and mission of the institution reflect the commitment to provide knowledge supplemented with values, cultural and scientific temper.
- The Governing Body and Principal work together for framing and implementing institutional policies. The Principal along with the IQAC and various committees work in tandem for enhancement of the quality of education, improvement of infrastructure and to achieve the Vision and Mission of the institution.
- There are various committees in place for smooth functioning of the academic, administrative and co curricular activities of the college.
- Analysis of feedback on a regular basis ensures that the drawbacks are taken care of.
- Annual Academic and Administrative Audit is conducted by the college.

The college office helps the students to apply for various

scholarships from Government agencies. In addition, partial fee waiver is arranged for the students who appeal to the authority for the same.

File Description	Documents
Paste link for additional information	https://pndascollege.in/index.php?option=com_content&view=article&id=50&Itemid=0
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 Governing Body is the policy making body of the college and has representations from the Teaching staff , non teaching staff and students; Government and the affiliating University. Regular meetings of the Governing Body ensure smooth functioning of the college.

The college functions with a decentralized administrative set up which has full transparency in decision making process of the institute. There are various committees to monitor the financial, academic and other related activities of the institution.

Case Study: Examination Committee

The onset of the pandemic triggered a complete switchover to online mode of teaching and evaluation. The Examination Committee in its meeting decided to adopt complete online mode of evaluation. To facilitate this a workshop was arranged for the teachers where a hands on training of the complete process was offered by two members of the faculty. The committee also ensured conducting workshop for students in groups by the teachers to train the students to upload the answer sheets and send them to the departments.

Number of meetings were organised with the students and all the instructions were explained to them.

This initiative ensured hassle free conduct of the examination for the last two academic years.

File Description	Documents
Paste link for additional information	https://pndascollege.in/index.php?option=com_content&view=article&id=53&Itemid=0
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic Plan: Conduct of Annual Academic and Administrative Audit

Post accreditation, the IQAC has adopted the strategy of conducting annual Academic and Administrative Audit. The AAA has been conducted for five consecutive years and the process has evolved from submitting hard copy of the filled in format and physical verification of supporting documents to a complete online process in 2020-21.

During the period, AAA has twice been conducted by external experts; in 2018-19, the affiliating University proposed the name of three Peer Team members and in 2020-21, a team of three Principals conducted the Audit in addition to the regular Audit by the IQAC.

This has been a successful venture; all suggestions put forward are implemented ensuring quality improvement. Also as it has encouraged all teachers to keep all the documents related to Departmental profile and Teacher's Profile up to date and the record keeping has evolved to a completely digitized process.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://pndascollege.in/pdf/iqac/strategic-plan-of-the-institution.pdf
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 functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Describe the Organogram of the Institution within a maximum 200 words

The Governing Body is the highest decision making body of the college, The Principal is the ex officio Secretary of the Governing Body, there is representation from the Teaching staff, Office, Students, Affiliating University and the Government.

The Principal ensures effective implementation of the policies through the various committees and cells. The Governing Body of the college has appointed an Academic in Charge to look after the day to day academic affairs of the college.

The Academic Committee, Examination Committee and the IQAC prepare the Annual Academic Calendar of the college.

Various committees that help in the administrative affairs of the college include Finance Committee, Building Committee, Repair and Purchase Committee.

The Library sub committee led by the Librarian manage the library resources.

The Research Cell ensures that the Teachers get support from the administration for carrying out Research work.

The Office is managed by the Head Clerk.

Appointment of the Teaching and non Teaching staff is in accordance with the rules laid down by the Government and the affiliating University .

File Description	Documents
Paste link for additional information	https://pndascollege.in/index.php?option=com_content&view=article&id=52&Itemid=0
Link to Organogram of the Institution webpage	https://pndascollege.in/pdf/agar-supporting-documents/6/6-2-2-Organogram-of-the-Institution.pdf
Upload any additional information	No File Uploaded

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

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

The institution offers support to the Teaching and non Teaching Staff in various forms:

There is a registered Staff Cooperative Society from where loan can be availed at competitive rate.

Financial support is provided to the teachers for Research work.

Leave is granted to Teachers for Research related activities.

The Medical Unit is open to the staff members for consultation.

Provision of Yoga and Gymnasium is extended to the staff members.

Various training programmes are organized by the college for professional development of the staff members.

File Description	Documents
Paste link for additional information	Nil
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

01

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

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

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

04

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)	View File

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

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

15

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

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

1) The Teachers maintain a daily appraisal report where record of classes taken and allotted are maintained .

2) Biometric attendance has been introduced for all staff members.

- 3) Leave Register is maintained for all members of the staff.
- 4) The Annual Academic and Administrative Audit ensures the analysis of all the departments.
- 5) The Principal meets the non teaching staff for distribution of duties and assessment of the work done.

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

6.4 - Financial Management and Resource Mobilization

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

The name of the External Auditor is provided by the Director of Public Instruction, Government of West Bengal. External audit for the financial year 2019-20 has been completed on 24/03/2021. The Audit report has been analysed and it is observed that there has been no major objection. Internal Audit for 2020-21 has been conducted and the report is awaited.

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

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

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

0

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

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

The institution executes a transparent strategy for mobilization and utilization of funds. The types and methods of resource mobilization and utilization are discussed in Staff meetings, Finance Sub-Committee, Campus Development committee meetings and are approved by the Governing Body of the college.

The College mobilizes funds in the following ways

- The institution seeks to mobilize grants from government authorities such as UGC; the State Government; Department of Higher Education, Govt. of West Bengal; NSS, NCC etc.
- It welcomes donations, endowments from staff members, alumnae and guardians
- It partners with fellow colleges in jointly sponsored academic activities.
- It invokes MP/MLA LAD grants for development of the institution.
- The institution seeks revenue by using its resources.

All government and non-government financial grants are utilized fully keeping in mind the best interests of the stakeholders.

Mobilization and utilization of Space

- Unused and low land space inside the college campus has been developed as play ground.
- The rooftop is used for water harvesting.

- Due to shortage of classrooms some laboratories are used as lecture room.
- Extension of since building has been almost completed utilizing state government fund. It will definitely reduce the scarcity of class rooms.
- Library is an example of optimal space utilization. Space for exhibition room and teachers study room has been arranged.

Mobilization and utilization of Intellectual Property

- The institution mobilizes its human resources, too by visualizing, designing and implementing academic and co-curricular activities. It encourages the students to achieve the utmost and develop their potential to the fullest.
- The institution encourages all staff members to reach their personal and professional goals by cooperating with their career development imperatives and discipline specific aspirations.

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

6.5 - Internal Quality Assurance System

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

The meetings of the IQAC are held regularly. During the beginning of the session, plan of action is chalked out. The minutes of all the meetings are uploaded on the college website.

Two practices institutionalized as a result of IQAC initiatives are:

1) Collection and analysis of feedback from students on Teaching and Learning on a regular basis. Feedback Forms on all aspects have been designed and uploaded on the college website. Orientation programmes are held for the students on the importance of feedback. The data of all the feedback are stored in the IQAC drive.

2) A very innovative step taken by the IQAC to keep all records related to academic, extra curricular and professional records of the faculty is preparing google forms and sharing with all members. Teachers are requested to fill in any update at the earliest along with the copy of any document and the data is stored automatically to the IQAC.

File Description	Documents
Paste link for additional information	https://docs.google.com/forms/d/e/1FAIpQLSdjmwnrqsD8CkSYOMZClM1qbdHFtISpuAFmYQc72MRtHbn-eA/viewform
Upload any additional information	View File

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

The PBAS is monitored by the college. It is obligatory for the faculty members to fill and submit the performance appraisal report according to the standards of the University Grants Commission and in accordance with the plan given by the Directorate of Higher Education, Government of West Bengal.

Teaching Staff and Librarian are judged according to three categories.

Category I- Teaching-Learning and evaluation Related Activities.

Category II - Professional development, Co-Curricular and extension activities.

Category III - Research and Academic Contribution.

Process of Appraisal:

- This form has to be filled at the end of each academic year by the incumbent and submitted to the Head of the Department with the essential documents.
- After evaluating the form, the head of the department forwards it to the IQAC.
- The IQAC of the college assesses and validates the report submitted by the faculty and validates the scores.
- If the IQAC is satisfied with the report, it is then handed over to the Principal. Principal forwards the cases of promotion to the Governing Body/Administrator.
- An online feedback system has been generated by the college authority where students judge the performance of the teachers.
- Principal also keeps confidential notes on the academic and administrative duties of each teacher.
- As a part of the appraisal system the biometric attendance of the staff is considered.

The performance appraisal is also used for Career Advancement Scheme (CAS).

B.) Appraisal of non teaching staff: - There is no such prescribed appraisal system for the office staff. Principal constantly monitors the performance of the Non-teaching staff and suggests corrective measures. They enjoy direct promotion on the basis of seniority and time scale.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/u/1/folders/11bZ6eeB_euRvWrGts8lJb--8V4BgX4X7
Upload any additional information	View File

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

C. Any 2 of the above

**with other institution(s) Participation in NIRF
any other quality audit recognized by state,
national or international agencies (ISO
Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	https://pndascollege.in/pdf/ssr/aaa-report-20-21.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Programmes on Gender Sensitization: The college organizes various gender awareness and sensitization programmes and workshops for students, such as:

- o Observing International Women's Day
- o "Beti Bachao, Beti Padhao" campaign
- o Drama on Women Empowerment
- o Workshop on Self Defense
- o Talk on Gender parity###
- o Quiz on Gender related issues
- o Seminar Lectures on Gender Sensitivity
- o Poster competition on "Women in Leadership"
- o Workshop on Promotion of Girl Students' Entrepreneurship

File Description	Documents
Annual gender sensitization action plan	https://pndascollege.in/pdf/aqar-supporting-documents/7/7-1-1-Annual-gender-sensitization-action-plan.pdf
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://pndascollege.in/pdf/aqar-supporting-documents/7/7-1-1-FACILITIES.pdf

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

C. Any 2 of the above

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

1) Solid waste generated from the campus is subjected to two stage management: .

a) Segregation of waste: Installation of coloured waste bins in pairs -

- **GREEN BINS: For biodegradable waste**
- **BLUE BINS: For non-biodegradable waste,**

b) Disposal of waste:

- **Biodegradable waste is collected in a compost pit for production of organic manure.**

- Non-biodegradable waste is dumped in the site provided by panchayet.
- Awareness posters are displayed in the campus
- The campus is declared a Plastic Free Zone.

2) Liquid Waste Management:

- The liquid waste is carried to the drain adjacent to the college.
- The sewage is carried to the septic tank.

3) E-Waste Management:

- Record of the damaged equipments is maintained in the Stock Register after due inspection.
- A MOU has been signed with Hulladek Recycling Pvt. Ltd. with the objective of compliance of E-Waste management rules.

Waste recycling system: The institution recycles rain water through the Rain water harvesting system. The filtered water is used for hand washing, in the toilets and ground water recharge.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://pndascollege.in/pdf/agar-supporting-documents/7/7-1-3-Wastemanagement.pdf
Any other relevant information	No File Uploaded

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

A. Any 4 or all of the above

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

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

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

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly,

C. Any 2 of the above

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

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

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

Cultural, religious, linguistic and communal harmony:

- The college strictly follows the reservation policies laid down by the Government regarding appointment of Teaching and Non-Teaching Staff members and admission of students.
- The college has an Equal Opportunity Cell for students of backward classes.
- The college makes efforts to maintain unity in diversity which is reflected through various traditions, religions, languages and festivals.
- The college celebrates Independence Day, Republic Day, Rastriya Akta Diwas every year.
- Hindi Diwas, Sanskrit Diwas and International Mother Language Day are celebrated.

- Ambedkar Jayanti is observed as Equality Day.
- Vasantotsav is celebrated every year to imbibe the spirit of unity in diversity.
- Christmas gifts to inmates of Shishu Bhavan instills the spirit of communal harmony.
- Flex boards on environmental awareness, social harmony, unity, and moral values are displayed in the campus.

Socioeconomic Diversities:

- The college is involved in the welfare of downtrodden children of a local orphanage: Shishu Bhawan.
- To prevent cases of drop-outs due to financial crises, provisions for financial help for the needy students in the form of concession or "Earn while You Learn" Programme have been made.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
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

1. The college celebrates Constitution Day every year to inculcate the responsibilities and duties of a good citizen.
2. 'Republic Day' is celebrated to commemorate the adoption of the constitution.
3. International Mother Language Day and Hindi Diwas are celebrated in order to promote the ideas of preservation and protection of all languages.
4. International Women's Day is celebrated to make all

stakeholders aware about the equal participation of women in nation building.

5. The celebration of Independence Day makes us aware of our duties towards our nation.
6. National Unity Day (Rastriya Ekta Diwas) is observed to promote the spirit of oneness among students.
7. The extension activities organized by NSS to instill the spirit of service to the nation.
8. Children's Day is celebrated every year by NSS to make the students aware of issues related to child rights.
9. NCC Unit prepares students for the armed forces.
10. Seminars on Intellectual Property Rights, Right to Information and Privacy, Patent Policy are organized by the IQAC to make the employees aware of their rights and duties.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
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 Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

4.

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	View File

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

Our institution follows a well-planned calendar of celebrations of different National and International Days including commemorative days and festivals. The festivals and commemorative days inculcate the spirit of patriotism and a sense of integrity towards the Nation among the stakeholders.

The college pays tribute to our national heroes on their birth and death anniversaries. The event is celebrated either through lecture, rally or the competitions like elocution, singing, poster and wallpaper etc.

International Commemorative Days -

- International Women's Day
- World Earth Day
- World Environment day
- International Yoga Day
- International Language Day

National Commemorative Days -

- Republic Day
- Quit India Movement 75th Anniversary: Seminar, Quiz, film show, Exhibition
- Independence Day
- Netaji's Birthday
- Gandhiji's Birthday through participation in Gandhi Global Solar Yatra.
- Birth Day of Dr. B. R. Ambedkar
- Rastriya Akta Diwas
- Children's Day at Shishu Bhawan, the local Children's Home
- Hindi Diwas
- Teachers' Day
- College Foundation 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	View File
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.

INSTITUTIONAL BEST PRACTICES

BEST PRACTICE#1

1. **TITLE OF THE PRACTICE:** REGULAR RETRAINING PROGRAMMES ORGANISED BY THE IQAC FOR PROFESSIONAL DEVELOPMENT OF TEACHERS
2. **OBJECTIVES OF THE PRACTICE:** To orient every teacher towards use of technology in teaching, learning and evaluation through regular trainings and monitoring
3. **THE CONTEXT:** From feedback analysis that is carried out regularly, it is observed that more and more teachers need to be motivated to use ICT, prepare e modules, upload LMS. So it was decided in the IQAC meeting that the departments who use ICT efficiently will conduct training programmes for other departments, provide assistance and hands on experience on the same.
4. **THE PRACTICE:** Workshop for the teachers by the Teachers organised according to fixed schedule.
5. **EVIDENCE OF SUCCESS:** 100 % teachers are uploading study materials on LMS and preparing e modules.
6. **PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED :** The teachers mentioned that they need a proper set up for e module preparation. Accordingly, purchase of some materials have been made . A recording centre needs to be developed on availability of funds.

BEST PRACTICE#2

1. **TITLE OF THE PRACTICE :** Annual Academic and Administrative Audit by the IQAC and Regular Feedback from students

2. **OBJECTIVE OF THE PRACTICE** : To improve the quality of Teaching, Learning and aspects of administration
3. **THE CONTEXT** : Analysis of the Regular feedback from students showed that there is a scope of improvement in a few fields including infrastructural facilities. NAAC guidelines encourage the HEIs to conduct Academic and Administrative Audit to provide better service to the stakeholders.
4. **THE PRACTICE**: The IQAC conducts annual internal audit ,verifies all the data and suggests ways of improvement of departmental activities and academic result. It also guides the departments to preserve all data for ready reference. A report is handed over and compliance is monitored. IQAC had applied to the affiliating University to conduct AAA,according a team of three members visited the college to carry out the AAA of 2018-19.The report is shared on the website.
5. **EVIDENCE OF SUCCESS**: There is marked improvement in the Departmental activities,record keeping has evolved and there is a competition amongst the departments since the Best Department Award is declared on the basis of the activities and record keeping.
6. **PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED** : It requires regular orientation and reminder for the students to submit feedback within due date.

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

The college makes optimum use of ICT in Teaching - Learning, Administration, Finance and record keeping by IQAC.

Training Programmes on use of ICT: The use of ICT by all teachers has been possible through regular training programmes.

Use of ICT in Teaching, Learning and Evaluation: Classes on Teamlink, Zoom and GMeet (since the onset of pandemic) , sharing of study material on Google classrooms (since 2017), Whatsapp groups, and college LMS , preparation of e modules, online evaluation of assignments, online collaborative projects (like Google Docs, slides and sheets)

For students: ICT training to students, orientation on use of e resources etc.

Use of ICT in IQAC record keeping: Google forms are shared by the IQAC to be filled up by teachers from time to time and the records are stored in the IQAC drive.

Use of ICT in Administration: All finance ,library database and student related data are on cloud and are readily accessible. Training programs are arranged for the office staff on any new module introduced in the ERP.

Use of ICT for dissemination of information

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

There is a well planned, organized, efficient and documented mechanism in place to ensure an effective curriculum delivery integrating the four quadrants of curriculum planning, implementation, monitoring and documentation.

Curriculum Planning:

- Workshops on revised curriculum are arranged and depth and relevance of the curriculum is discussed among the staff for effective implementation of the curriculum.
- Academic Committee is held in the beginning of each academic session to discuss the Academic Calendar
- Departmental meetings are held at the beginning of every session to analyse the syllabi, determine the number of classes required for each topic, and distribute the components among faculty members.
- The departments allot classes in accordance with the central routine prepared by the Routine Committee.
- Lecture planning is done by the respective teachers with respect to number of classes allotted.

Implementation:

- Departmental meetings are held to review the progress of syllabus, internal assessments and assignments.
- The Head of the Departments ensure that distribution of study materials through the College Learning Management System, Google Classroom, WhatsApp, etc. is done on a regular basis

Monitoring and Documentation

- Academic monitor is maintained for the record of adherence to academic calendar.
- The Academic Audit conducted each year collects and analyses the Teaching, Learning and Evaluation process of all the departments and suggests for necessary improvements.

- Feedback on Teaching Learning is analysed and communicated
- Upload relevant supporting document

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://pndascollege.in/index.php?option=com_content&view=article&id=260&Itemid=0

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

Yes. The college adheres to the Academic Calendar prepared by the IQAC , Academic and Examination Committee for internal assessment.

1. The tentative schedule of Internal Assessments is mentioned, in the Academic Calendar, along with other important dates.
2. The Departments prepare their academic calendar, including departmental activities and programs for students. This is uploaded on the college website well in advance and also displayed on strategic locations. Copies of the same are also kept in the central library, so that students can see them from time to time. Soft copies are also provided to students by some departments.
3. In case there is any change of mode and schedule in University Examination, the same is introduced in the college examination and communicated to all the students. The Internal Examination is managed entirely by the Examination Committee of the college.
4. Students are also apprised of the modes and schedule of assessments during the departmental orientation programmes as well as during classes throughout the year.
5. The departments hold regular faculty meetings to ensure that continuous assessments are executed efficiently.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.pndascollege.in/news/newsdetail.php?action=detail&tab=1&%20%20eventID=%20692

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

B. Any 3 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

26

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

1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
02	
File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
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	
431	
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	No File Uploaded
1.3 - Curriculum Enrichment	
1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	
<p><i>Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum</i></p> <p>Upload a description in maximum of 200 words.</p> <p>File Description (Upload)</p> <ul style="list-style-type: none"> Any additional information 	

Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the

Professional Ethics

- Aspects of professional ethics have been incorporated in the syllabus of Commerce, Education and other subjects.

Gender

- In the syllabus of Political Science, topics like gender politics, reservation policy etc. are present.
- Besides an entire paper on Women's Writing containing background studies on race, caste and gender, and feminist writings of eminent writers, in English course.
- The syllabus of Geography contains the gender related issues like sex ratio, child education etc.
- Gender issues (including LGBT) find a predominant place in the syllabus of Education, Economics, History and Bengali, Hindi and Sanskrit literature.

Human Values

- in the syllabus of Political Science, Philosophy, History, English Literature, Bengali Literature and other subjects.

Environment and Sustainability

- Environmental Studies is a compulsory paper for all the students
- Moreover, environmental issues are included in the syllabi of Geography.
- Environment and environmental sustainability have a prominent place in the syllabi of several departments.

File Description	Documents
Any additional information	View File
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

2

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

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

19

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	D. Any 1 of the above
---	------------------------------

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

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
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File Description	Documents
Upload any additional information	View File
URL for feedback report	https://pndascollege.in/pdf/igac/fedbak-teac-lern-20-21.xlsx

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

423

2.1.1.1 - Number of sanctioned seats during the year

1728

File Description	Documents
Any additional information	View File
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

187

File Description	Documents
Any additional information	View File
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

Identification of Advanced / Slow Learners.

- Results of the previous qualifying examinations and previous academic years are analysed.
- Continuous personal interaction with the students coming from vernacular mediums and backward classes to justify their interest level.
- Observation in and outside the classes by the teachers and mentors.
- Result analysis of the class tests/internal examinations.

Programmes undertaken

ADVANCED LEARNERS

- Extra learning material, references provided.
- Advanced learners are trained to access the various e-resources available.

- Students' Seminars are organised by Departments.
- Some departments hold quiz to create a competitive environment.
- Extension lectures, are held in some departments.
- Book talks at the library.

SLOW LEARNERS

- Extra classes are arranged.
- Peer pressure is handled through group activities, like Wall Magazines, Digital Magazines, Group Projects etc.
- Remedial classes are arranged.
- Study Notes and other learning materials are given.
- Film shows, based on literary texts prescribed in the syllabi, are organised by some humanities departments.
- Implementation of the policy of compulsory library hours and open book tests for such students who do not fare well in the class/internal tests.
- The teachers provide counselling to the students to identify and address their problems.
- PTM to inform guardians about their progress.

File Description	Documents
Link for additional Information	https://pndascollege.in/pdf/actreport2021/ecog-dept-act-20-21.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
895	35

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Experiential Learning:

- Students are motivated to join and participate in extension programmes.
- Online Drama workshops are organized by Language departments like English, Bengali and Sanskrit.
- Creative skills are developed by providing platforms like digital magazines, etc. in some departments, like English.
- Some departments train their students in preparing PPT Presentations, Survey Forms, Digital Magazines, etc.
- Workshops organized by organisations like SEBI help students acquire hands-on experiences pertaining to course components in their Commerce syllabi.

Participative Learning:

- Collaboration is a strong tool for this type of learning, which is achieved through Wall magazine, assignments etc. involving group participation.
- Feedback on the teaching learning and action taken on it also ensures participation of students in Teaching and Learning.

Lab Based Learning:

- Subjects like Physics, Chemistry and Geography have Practical classes where experiments are conducted by the students.

Problem Solving:

- Departments of Mathematics, Physics, Computer Science, Economics and Commerce address various techniques of problem solving.
- Also Mental Aptitude. Logic and Mathematics classes are arranged for students in the Entry-in-Services Coaching offered by the college every year.

Project Work:

- Subjects like Commerce, English, Mathematics, Sanskrit and Bengali have Projects in their curriculum.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://pndascollege.in/index.php?option=com_content&view=article&id=248&Itemid=0

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

- Teachers of all the departments make effective use of ICT in Teaching, Learning and evaluation.
- 50% of the classrooms have LCD projectors
- There is one virtual classroom and a Smart Classroom.
- PowerPoint Presentations are an intrinsic part of Classroom Teaching.

- The college has installed separate high speed Wi-Fi units for the students inside the campus.
- Google Classroom is being used for upload of study materials for the last few years.
- Upload of E modules on the college website by many departments.
- Upload on the LMS by all teachers.
- The departments effectively mix up the theoretical classroom teaching and practical exposure through the youtube videos, NPTEL videos.
- Some language departments arranged for online screening of film adaptation of literary texts in the syllabi.
- The college has organised state and national level workshops for faculty members on the use of ICT in teaching-learning-evaluation. Inhouse workshops on the use of ICT are also organised for faculty members.
- The students of several departments are trained by the teachers to make PowerPoint presentation and digital magazines and projects, as well as video materials.
- Use of Google forms and other applications, like Quizzory, for assessment and feedback, Google Docs for collaborative activities.
- Various platforms are used for online teaching, assessments and examinations are being conducted successfully.
- Class wise Whatsapp and Telegram groups for notification and sharing of information and study materials.
- Recently, a video recording room equipped with cameras and other necessary accessories has been set up in the college.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://pndascollege.in/pdf/coll-dtl-it-infra-updte.pdf

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

35

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
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

35

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

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

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

10	
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)	View File
2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)	
2.4.3.1 - Total experience of full-time teachers	
290	
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.	
<p>Mechanism of internal assessment is transparent and robust in terms of frequency and mode</p> <ul style="list-style-type: none"> • A tentative schedule is provided in the Academic Calendar which is uploaded on the college website. Any change in schedule is also communicated in advance on the website and in the Students' Social Media Groups. • The Examination Committee draws the Routine. • Important dates and modes pertaining to the conduct of internal examinations are communicated to stakeholders well in advance. 	

- Departments communicate/declare portions of the syllabus and pattern of the scheduled test as well as the schedules of students' presentations of projects as Internal Evaluation well in advance.
- Adequate number of invigilators are posted in examination halls. The Principal and members of the Examination Committee conduct surprise checks in the halls to contain cases of irregularities.
- Question Papers are set as per the Pattern declared by the respective Boards of Studies.
- The scripts are shown to the students and discussed thoroughly.
- Class tests, surprise tests, etc. are conducted.
- Some departments conduct MCQ and other forms of tests on completion of certain portions of the syllabus through self-assessment forms for transparency.
- The departments conduct parent-teacher meetings where the performance of students are communicated to the guardians.

File Description	Documents
Any additional information	View File
Link for additional information	https://pndascollege.in/index.php?option=com_content&view=article&id=67&Itemid=0

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

Response

There is a well defined policy and a robust mechanism to deal with examination related grievances pertaining to the Internal Examinations conducted at the college level. As far as the grievances related to the external examinations are concerned, the institution, being an affiliated college, has little role to play, though there is a highly effective mechanism in place at

the university level to deal with all examination related grievances, like the provision for Post Publication Scrutiny and Re-examination of scripts.

Internal Examinations :

- Answer scripts are shown to all the students.
- Formative assessments are conducted by the departments on online self assessment assessment forms.
- Grievances, though few, are submitted to the Head of the Department.
- Review of the scripts and correction, if any, is communicated to the Head of the Institution for necessary amendments.
- Under the CBCS, the end semester Internal Assessment marks are directly uploaded on the University web portal and are declared with the University results.

External Examination:

- For University level examinations, after the declaration of results, schedule and guidelines for Review are published. All relevant notices, schedules are published on the University website, college website and shared in the students' groups.

File Description	Documents
Any additional information	View File
Link for additional information	https://pndascollege.in/index.php?option=com_content&view=article&id=211&Itemid=0

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.

Response

- All POs, PSOs and COs are uploaded on the college website.
- POs are communicated in induction and orientation programmes.
- In the department wise Orientation cum Induction Program, the Programme Specific Outcomes and Course Outcomes are discussed by the HOD and other teachers of the department.
- The University Boards of Studies of some departments prepare their PSOs and COs.
- Some departments also share soft copies of PSOs and COs in the Social Media groups with students.
- Copies of the POs, PSOs and COs are also made available at the central library for the students and teachers.

Program Outcome :

Bachelor of Arts, Science and Commerce:

- 1) Thorough Knowledge of the subjects taught.
- 2) Technological Upgradation.
- 3) Improvement of Communicative Skills
- 4) Ethics and Values in Life are imbibed.
- 5) Environment Consciousness is developed.
- 6) Quality teamwork through collaborative assignments.

- 7) Knowledge of correlation between literature and Social Sciences
- 8) Acquiring sense of social responsibility through participation in various extension and outreach activities
- 9) Understanding the basic concepts, principles and philosophy behind science.
- 11) To gain knowledge of application through Practical experiments
- 12) Development of experimental skill, qualitative and quantitative analysis experience
- 13) Knowledge of Accounting, Finance, Tax Structure, etc.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.pndascollege.in/pdf/agar-supporting-documents/2/2-6-2-Program-Specific-Outcome-Learning-Outcome.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.

The attainment of the outcome is assessed in two ways: Direct and Indirect

Direct Method:

1. The attainment of POs and COs are measured through the process of Continuous Internal Evaluation, especially through class tests, interaction, assignments, quiz etc. Some departments conduct quizzes on completion of certain portions of the syllabi. The science departments also assess the achievement of outcomes during practical sessions. Commerce and Humanities departments make their assessments during field visits, educational tours, after submission of projects, digital and wall magazines, drama

workshops, student seminars, etc.

2. **Result Analysis:** This reflects the attainment of the outcome.
3. **Teacher-student interaction:** Interaction in the classroom and after enable the faculty members to assess the achievement of the desired outcomes from time to time.

Indirect Method:

1. **Feedback:** Regular feedback from students on Teaching and Learning is sought and analysed.
2. The mentor-mentee interaction is used for assessment of the achievement of outcomes.
3. Student Satisfaction Survey helps in understanding the attainment of the outcomes.
4. **Progression to Higher Studies:** Departments maintain a record of students pursuing higher studies and this is another tool to measure the POs and COs.
5. **Employment:** Record of employment is yet another yardstick for assessing the projected outcomes.

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

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

184

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	View File
Paste link for the annual report	https://pndascollege.in/pdf/aqar-supporting-documents/2/2-6-3-2-annu-rpt-unix-exam-2020.pdf

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://pndascollege.in/pdf/aqar-supporting-documents/2/2-7-Student-Satisfaction-Survey.pdf>

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**

25

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)	View File

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

03

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

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

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

27

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

3.3 - Extension Activities

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

P.N. Das College organizes extension activities in the neighborhood community that sensitizes students towards cleanliness, environmental and community issues, gender disparities, social inequity, etc., and inculcate social values and commitment to society in the students. The students engage in various activities undertaken by NSS and different cells and committees in the college for their holistic development. The college encourages all these activities by providing funds and necessary administrative support.

A brief description of some of the student activities undertaken during 2020-21 are:

- National Service Scheme (NSS) - It aims to develop the personality of student volunteers through community services and to make them sensitive and responsible human beings who are aware of the socio-economic realities of India.

- Health awareness programmes - Every year, Awareness programmes on Water borne diseases are held; Seminars are also organized to create awareness on Thalassamia, AIDS, and Cancer. In 2020-21, Cancer and Healthy Lifestyle Awareness Programme was organised in collaboration with Sanjeevani - Life Beyond Cancer, Kolkata.
- A Webinar on Science and Pandemic was held on the college foundation day on 20.08.2020 with Paschimbanga Bigyan Mancha and a Workshop on "Psychosocial Support for COVID Pandemic Codition" was held on 12.06.2021 with MGNCRE and annual programmes on World AIDS day were held on 1.12.2020 and 1.12.2021 to sensitise students and the neighbourhood.

Shishu Bhavan - is an initiative where orphan children of the lower economic groups of the neighbourhood stay in the orphanage Shishu Bhavan. The NSS students undertake

1. The NSS students undertook disease control measures, cleanliness and sanitation drives and created awareness about these issues among the orphan children
2. distributed sanitation, masks and created awareness on COVID-19 protocol to be followed.
3. distributed stationary items, sports items and chocolates to celebrate the New Year on 20.01.2021.
4. Christmas will be celebrated with them on 24.12.2021.

File Description	Documents
Paste link for additional information	https://www.pndascollege.in/index.php?option=com_content&view=article&id=257&Itemid=0
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)	View File
e-copy of the award letters	View File

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

04

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

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

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

199

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

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

04

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

04

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	View File

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.

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

Describe the adequacy of infrastructure and physical facilities for teaching -learning as per the minimum specified requirement

by statutory bodies within a maximum 500 words

Response:

P.N. Das College has adequate infrastructure and facilities for teaching and learning.

The total campus area of the college is 4.285 acres. The total built up area of the college is 3511 sq. m.

The college comprises of

- Academic and Administrative blocks
- Ladies' Hostel
- Canteen
- Auditorium and Seminar Hall
- Gymnasium

Academic Facilities:

- The college has 20 classrooms 10 of which are equipped with LCD projectors(virtual classroom included). In addition there is an LCD projector in the IQAC Room, Auditorium and Principal's office. 6 classrooms have been constructed in the Science Building ,however electrification and plumbing work is due.
- Laboratory: All the four laboratories, Physics, Chemistry, Geography and Computer Science are well equipped.
- Library:
 - The central library is fully automated
 - Subscription to NLIST ensures access to various e resources and databases.
 - Remote browsing of the library listing is possible.
 - Students are given access to the stack.
 - Separate Reading Room for teachers and students

File Description:

- Upload any additional information
- Paste link for additional information

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://pndascollege.in/pdf/agar-supporting-documents/4/4-1-1-Infrastructure-for-Teaching-Learning.pdf

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

The college has adequate facilities for various cultural and sports activities.

Cultural Activities:

Cultural activities present an opportunity to the students express their talent and boost their self confidence.

- The college has a cultural Committee which is responsible for arranging various programmes throughout the year.
- The college has a small auditorium which is used for cultural activities. In addition the playground in front of the college is also used for Students' Festival, Vasantotsav and other functions.

Sports:

- Sports has an essential role in the growth and development of students, it helps in the physical and mental fitness of the body. The college provides all the essential support for the overall development of students.

There are two playgrounds, one in front and one at the backside of the college. The playground in the front ,measuring.....is used for Badminton, Hand Ball, Volleyball and Kho Kho.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://pndascollege.in/pdf/aqar-supporting-documents/4/4-1-2-Infrastructure-for-Teaching-Learning.pdf

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

14

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

14

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://pndascollege.in/pdf/coll-dtl-it-infra-updte.pdf
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)

1.59

File Description	Documents
Upload any additional information	View File
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)

P.N. Das College Central Library is fully automated using Integrated Library Management System (ILMS) software KOHA. Present version of KOHA is 20.11.00.000. KOHA software was installed in our college in 2015. KOHA has 12 Modules i.e. Circulation, Patron, Advance search, Lists, Authorities, Cataloguing, Serials, Acquisition, Reports, Tools, Koha Administration and About Koha

In the beginning of the session digital library cards are issued to the user from the library. From Patron, we get different categories of patrons. Users can get access to advance search facilities by the Author, Title, Subjects, Barcode (Accession No.), Shelving location, ISBN, ISSN

Books, CDs, Serials and other different types of entity are entered through Cataloguing Module. Librarian can get reports on most checked out, most circulated items etc. Patron card and barcode are prepared from this software.

The college pays an annual subscription for Library Automation Software Koha on Cloud maintenance of the software annually.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://pnd-opac.kohacloud.in/

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

A. Any 4 or more of the above

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

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

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

0.64

File Description	Documents
Any additional information	View File
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

3

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

1. The college has sixty five computers(28 laptops and 37desktops), 13 LCD Projectors,1 virtual classroom(LCD Projector). 40 computers are for student use and 14 are for administrative use and rest are used for othet academic purposes.

2. There are 6 printers, 2 scanner cum printers and 2 scanners.
3. The entire college campus has Wifi connectivity
4. There is a Teaching Aids and Computer Committee to ensure regular technological update.
5. To ensure proper and hassle free recording of e modules a video recording set up has been established in the Seminar Hall of the college.
6. Licensed copies of software, antivirus are installed in the college computers and regular upgradation of software is done.
7. All the computers of the Office are connected through LAN; all data stored on AIMES cloud.
8. 11 classrooms are fitted with LCD Projectors.
9. Software has been acquired for online admission and maintenance of all financial data and transactions.
10. Seminar Room and Auditorium have LCD Projectors and there is 1 LCD Projector in the Principal's Office.
11. Learning Management System has been implemented in the college.
12. Library is automated with KOHA and remote access to the holdings is possible.
13. Biometric attendance has been introduced for the staff.

Licensed Software: Unified Telepresence Plus for the Virtual classroom, GIS software, Quickheal Antivirus, KOHA

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://pndascollege.in/pdf/coll-dtl-it-infra-updte.pdf

4.3.2 - Number of Computers

65

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
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)

3.82

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

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

The institution has a standardized policy and systematic mechanism for maintenance and utilisation of all the above facilities. The existence of various committees ensures systematic approach to the utilization and maintenance of the facilities.

All the procurement and maintenance is implemented through the Purchase and Repair Committee.

- Some of them are maintained by an Annual Maintenance Contract (AMC) given to concerned agencies, some are maintained by external agencies on demand as per the need and the others are maintained by the faculty members of the institution and skilled staff appointed by the management.
- The institute has appointed various dealers through open tender system for the purchase of computers, laptops,

printer and other ICT devices.

- The respective departments decide and make plans and recommendations on the use of laboratory infrastructure.

Academic facilities:

- The Head of the Departments place the demand for books in the beginning of the session. The list is submitted to the Librarian and books are purchased centrally following the existing purchase policy.

Physical facilities:

- There are different committees to monitor the smooth functioning of the college. The civil infrastructure is maintained by the Building Committee, with support from government and private agencies. The electrical maintenance is monitored by the Caretaker-cum-Electrician of the college. Wherever required purchase of materials and selection of agencies for AMCs, the Purchase Committee plays a decisive role.
- The routine committee sees to it that optimum use of all the 20 Classrooms is made. It also prepares a weekly roster for the utilisation of the Smart Classroom.
- Internal cleaning of the college building is equally distributed among all the support staff.
- The daily wastes are collected by the Garbage Van of the local Gram Panchayet.
- Some of the bio-degradable wastes like the grass and leaves of the campus are used to make organic manure at the compost pit.
- Wash basins, Urinals and toilets are also regularly cleaned maintaining proper hygiene.
- College has set up separate units for collecting solid and liquid waste.
- Solar lamps are installed for lighting the streets in the campus.
- Damaged Furniture, if any, is either repaired or replaced by new ones. Black boards and glass boards if broken are replaced urgently.
- The Electrician cum Caretaker regularly checks all the electrical connections, fittings and places the demand to the Purchase and Repair Committee.

-

Canteen:

- For the supply of quality food at cheaper rates and also maintaining proper hygiene college has its own canteen which is let out on annual contract and the Campus Development Committee regularly reviews its rate and gives specific instructions about the hygiene and quality of the food.

- **Library:**

- A Library Committee is in place to monitor the smooth and effective functioning of all the services provided. It also shoulders various responsibilities like recommendation of budgetary provisions for the purchase of reference books, text books and some other important books, journals and periodicals, etc.
- The central Library is substantially computerized with a system of barcoding is adopted. The library software is integrated to the college website for the browsing of facilities available.
- Regular cleaning of the books and racks is done to preserve them, pest control is conducted on a regular basis.
- The Library committee makes suggestions regarding the extension of the facilities of the library to users outside the institution. It also takes decisions on the weeding out policy of the unwanted books etc.
- The Departmental Libraries provide book bank facility. The faculty members take care of matters related to the utilisation and maintenance of such facilities.
- Stock verification of the Library is done in adherence to standard guidelines and norms.
- The Librarian seeks recommendations from the Departments to purchase necessary books. After arrival of the new books their titles are shared through display of books on new arrival section for information of staff and students.
- The library is using KOHA software. and provides free Wi-Fi facility to students and staff.
- The college has an AMC for the library software.
- Online access to e-journals is provided through INFLIBNET N-LIST Consortia.

•

Computers and ICT infrastructure:

- There are total ##### computers and ##### laptops in the college, out of which ##### are for student's purpose and remaining are for academic and administrative purposes.
- High quality audio-visual system is set up in the classrooms, cultural hall and seminar hall.
- The college conducts examinations and delivery of study materials through its own and training is provided to the staff when needed.
- The college has an AMC for the maintenance of its website.
- The Technical Support staff along with the Electrician Cum Caretaker keeps the record of all computers ,softwares and allied appliances. Repair, if any, is done by external agencies.

•

Laboratory:

- For purchase of any apparatus or consummables and application is made by the Head of the Department. This application is forwarded to the Purchase and Repair Committee, which arranges to invite quotations, comparison of the quotations and finalization of the vendor. This is forwarded to the Principal for necessary action.

•

Sport Facilities:

- The playground is maintained by the support staff.
- The Multi-Gym is maintained by the Department of Physical Education, which also takes care of the optimal use of the facilities.
- The Sports Committee) Department of Physical Education monitors the utilisation and maintenance of indoor and outdoor games facilities, like table tennis, carrom, javelin, discus, volleyball, cricket, football, badminton,

etc.

-

Extra-Curricular Activities:

- There is a spacious auditorium for cultural and other activities. It is well equipped with the audio-visual system and maintained regularly.
- There are various musical instruments for practicing cultural activities. There is a cultural committee for the monitoring of such facilities.
- There is a proper decentralized mechanism for maintenance of all the facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://pndascollege.in/pdf/committees/proce-policies-maint.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

220

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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

461

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)	View File

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

A. All of the above

File Description	Documents
Link to institutional website	https://pndascollege.in/pdf/agar-supporting-documents/5/5-1-3-Soft-Skill-Life-Skill-Language-Communication-ICT.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

79

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

79

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

06

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

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

5.2.2.1 - Number of outgoing student progression to higher education

05

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

0

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)

The students are elected abiding by the College constitution and Government notifications .Students' union has representation in our college general body. General secretary of Students' Union is at amicable terms with the college. Students are very enthusiastic about their participation in different programs of the college. Students actively take part in university level sports. They also represent in mock Parliament. Their Participation in quiz, seminar reveals their interest in diverse

subjects. Students in our college also organize social, saraswati pujo, annual sports. The council also publishes the annual College Magazine. The IQAC has two student members, the student members are selected by the members of the IQAC based on academic performance and involvement in the college activities.

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

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

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

04

File Description	Documents
Report of the event	View File
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)	View File

5.4 - Alumni Engagement

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

There is no registered Alumni Association but the alumni participate in the various cultural programmes organized by the college.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

- The vision and mission of the institution reflect the commitment to provide knowledge supplemented with values, cultural and scientific temper.
- The Governing Body and Principal work together for framing and implementing institutional policies. The Principal along with the IQAC and various committees work in tandem for enhancement of the quality of education, improvement of infrastructure and to achieve the Vision and Mission of the institution.
- There are various committees in place for smooth functioning of the academic, administrative and co curricular activities of the college.
- Analysis of feedback on a regular basis ensures that the drawbacks are taken care of.
- Annual Academic and Administrative Audit is conducted by the college.

The college office helps the students to apply for various scholarships from Government agencies. In addition, partial fee waiver is arranged for the students who appeal to the authority for the same.

File Description	Documents
Paste link for additional information	https://pndascollege.in/index.php?option=com_content&view=article&id=50&Itemid=0
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 Governing Body is the policy making body of the college and has representations from the Teaching staff , non teaching staff and students; Government and the affiliating University. Regular meetings of the Governing Body ensure smooth functioning of the college.

The college functions with a decentralized administrative set up which has full transparency in decision making process of the institute. There are various committees to monitor the financial, academic and other related activities of the institution.

Case Study: Examination Committee

The onset of the pandemic triggered a complete switchover to online mode of teaching and evaluation. The Examination Committee in its meeting decided to adopt complete online mode of evaluation. To facilitate this a workshop was arranged for the teachers where a hands on training of the complete process was offered by two members of the faculty. The committee also ensured conducting workshop for students in groups by the teachers to train the students to upload the answer sheets and send them to the departments.

Number of meetings were organised with the students and all the instructions were explained to them.

This initiative ensured hassle free conduct of the examination for the last two academic years.

File Description	Documents
Paste link for additional information	https://pndascollege.in/index.php?option=com_content&view=article&id=53&Itemid=0
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic Plan: Conduct of Annual Academic and Administrative Audit

Post accreditation, the IQAC has adopted the strategy of conducting annual Academic and Administrative Audit. The AAA has been conducted for five consecutive years and the process has evolved from submitting hard copy of the filled in format and physical verification of supporting documents to a complete online process in 2020-21.

During the period, AAA has twice been conducted by external experts; in 2018-19, the affiliating University proposed the name of three Peer Team members and in 2020-21, a team of three Principals conducted the Audit in addition to the regular Audit by the IQAC.

This has been a successful venture; all suggestions put forward are implemented ensuring quality improvement. Also as it has encouraged all teachers to keep all the documents related to Departmental profile and Teacher's Profile up to date and the record keeping has evolved to a completely digitized process.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://pndascollege.in/pdf/iqac/strategic-plan-of-the-institution.pdf
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 functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Describe the Organogram of the Institution within a maximum 200 words

The Governing Body is the highest decision making body of the college, The Principal is the ex officio Secretary of the Governing Body, there is representation from the Teaching staff, Office, Students, Affiliating University and the Government.

The Principal ensures effective implementation of the policies through the various committees and cells. The Governing Body of the college has appointed an Academic in Charge to look after the day to day academic affairs of the college.

The Academic Committee, Examination Committee and the IQAC prepare the Annual Academic Calendar of the college.

Various committees that help in the administrative affairs of the college include Finance Committee, Building Committee, Repair and Purchase Committee.

The Library sub committee led by the Librarian manage the library resources.

The Research Cell ensures that the Teachers get support from the administration for carrying out Research work.

The Office is managed by the Head Clerk.

Appointment of the Teaching and non Teaching staff is in accordance with the rules laid down by the Government and the affiliating University .

File Description	Documents
Paste link for additional information	https://pndascollege.in/index.php?option=com_content&view=article&id=52&Itemid=0
Link to Organogram of the Institution webpage	https://pndascollege.in/pdf/agar-supporting-documents/6/6-2-2-Organogram-of-the-Institution.pdf
Upload any additional information	No File Uploaded

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

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

The institution offers support to the Teaching and non Teaching Staff in various forms:

There is a registered Staff Cooperative Society from where loan can be availed at competitive rate.

Financial support is provided to the teachers for Research work.

Leave is granted to Teachers for Research related activities.

The Medical Unit is open to the staff members for consultation.

Provision of Yoga and Gymnasium is extended to the staff members.

Various training programmes are organized by the college for professional development of the staff members.

File Description	Documents
Paste link for additional information	Nil
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

01

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

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

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

04

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)	View File

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

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

15

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

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

- 1) The Teachers maintain a daily appraisal report where record of classes taken and allotted are maintained .
- 2) Biometric attendance has been introduced for all staff

members.

3) Leave Register is maintained for all members of the staff.

4) The Annual Academic and Administrative Audit ensures the analysis of all the departments.

5) The Principal meets the non teaching staff for distribution of duties and assessment of the work done.

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

6.4 - Financial Management and Resource Mobilization

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

The name of the External Auditor is provided by the Director of Public Instruction, Government of West Bengal. External audit for the financial year 2019-20 has been completed on 24/03/2021. The Audit report has been analysed and it is observed that there has been no major objection. Internal Audit for 2020-21 has been conducted and the report is awaited.

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

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

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

0

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

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

The institution executes a transparent strategy for mobilization and utilization of funds. The types and methods of resource mobilization and utilization are discussed in Staff meetings, Finance Sub-Committee, Campus Development committee meetings and are approved by the Governing Body of the college.

The College mobilizes funds in the following ways

- The institution seeks to mobilize grants from government authorities such as UGC; the State Government; Department of Higher Education, Govt. of West Bengal; NSS, NCC etc.
- It welcomes donations, endowments from staff members, alumnae and guardians
- It partners with fellow colleges in jointly sponsored academic activities.
- It invokes MP/MLA LAD grants for development of the institution.
- The institution seeks revenue by using its resources.

All government and non-government financial grants are utilized fully keeping in mind the best interests of the stakeholders.

Mobilization and utilization of Space

- Unused and low land space inside the college campus has been developed as play ground.
- The rooftop is used for water harvesting.

- Due to shortage of classrooms some laboratories are used as lecture room.
- Extension of since building has been almost completed utilizing state government fund. It will definitely reduce the scarcity of class rooms.
- Library is an example of optimal space utilization. Space for exhibition room and teachers study room has been arranged.

Mobilization and utilization of Intellectual Property

- The institution mobilizes its human resources, too by visualizing, designing and implementing academic and co-curricular activities. It encourages the students to achieve the utmost and develop their potential to the fullest.
- The institution encourages all staff members to reach their personal and professional goals by cooperating with their career development imperatives and discipline specific aspirations.

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

6.5 - Internal Quality Assurance System

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

The meetings of the IQAC are held regularly. During the beginning of the session, plan of action is chalked out. The minutes of all the meetings are uploaded on the college website.

Two practices institutionalized as a result of IQAC initiatives are:

1) Collection and analysis of feedback from students on Teaching and Learning on a regular basis. Feedback Forms on all aspects have been designed and uploaded on the college website. Orientation programmes are held for the students on the importance of feedback. The data of all the feedback are stored in the IQAC drive.

2) A very innovative step taken by the IQAC to keep all records related to academic, extra curricular and professional records of the faculty is preparing google forms and sharing with all members. Teachers are requested to fill in any update at the earliest along with the copy of any document and the data is stored automatically to the IQAC.

File Description	Documents
Paste link for additional information	https://docs.google.com/forms/d/e/1FAIpQLSdjmwnrqsD8CkSYOMZClM1qbdHFtISpuAFmYQc72MRtHbn-eA/viewform
Upload any additional information	View File

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

The PBAS is monitored by the college. It is obligatory for the faculty members to fill and submit the performance appraisal report according to the standards of the University Grants Commission and in accordance with the plan given by the Directorate of Higher Education, Government of West Bengal.

Teaching Staff and Librarian are judged according to three categories.

Category I- Teaching-Learning and evaluation Related Activities.

Category II - Professional development, Co-Curricular and

extension activities.

Category III - Research and Academic Contribution.

Process of Appraisal:

- This form has to be filled at the end of each academic year by the incumbent and submitted to the Head of the Department with the essential documents.
- After evaluating the form, the head of the department forwards it to the IQAC.
- The IQAC of the college assesses and validates the report submitted by the faculty and validates the scores.
- If the IQAC is satisfied with the report, it is then handed over to the Principal. Principal forwards the cases of promotion to the Governing Body/Administrator.
- An online feedback system has been generated by the college authority where students judge the performance of the teachers.
- Principal also keeps confidential notes on the academic and administrative duties of each teacher.
- As a part of the appraisal system the biometric attendance of the staff is considered.

The performance appraisal is also used for Career Advancement Scheme (CAS).

B.) Appraisal of non teaching staff: - There is no such prescribed appraisal system for the office staff. Principal constantly monitors the performance of the Non-teaching staff and suggests corrective measures. They enjoy direct promotion on the basis of seniority and time scale.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/u/1/folders/11bZ6eeB_euRvWrGts8lJb--8V4BgX4X7
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the

C. Any 2 of the above

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)

File Description	Documents
Paste web link of Annual reports of Institution	https://pndascollege.in/pdf/ssr/aaa-report-20-21.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Programmes on Gender Sensitization: The college organizes various gender awareness and sensitization programmes and workshops for students, such as:

- o Observing International Women's Day
- o "Beti Bachao, Beti Padhao" campaign
- o Drama on Women Empowerment
- o Workshop on Self Defense
- o Talk on Gender parity###
- o Quiz on Gender related issues
- o Seminar Lectures on Gender Sensitivity

- o Poster competition on "Women in Leadership"
- o Workshop on Promotion of Girl Students' Entrepreneurship

File Description	Documents
Annual gender sensitization action plan	https://pndascollege.in/pdf/aqar-supportin-g-documents/7/7-1-1-Annual-gender-sensitization-action-plan.pdf
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://pndascollege.in/pdf/aqar-supportin-g-documents/7/7-1-1-FACILITIES.pdf

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

C. Any 2 of the above

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

1) Solid waste generated from the campus is subjected to two stage management: .

a) Segregation of waste: Installation of coloured waste bins in pairs -

- **GREEN BINS: For biodegradable waste**
- **BLUE BINS: For non-biodegradable waste,**

b) Disposal of waste:

- Biodegradable waste is collected in a compost pit for production of organic manure.
- Non-biodegradable waste is dumped in the site provided by panchayet.
- Awareness posters are displayed in the campus
- The campus is declared a Plastic Free Zone.

2) Liquid Waste Management:

- The liquid waste is carried to the drain adjacent to the college.
- The sewage is carried to the septic tank.

3) E-Waste Management:

- Record of the damaged equipments is maintained in the Stock Register after due inspection.
- A MOU has been signed with Hulladek Recycling Pvt. Ltd. with the objective of compliance of E-Waste management rules.

Waste recycling system: The institution recycles rain water through the Rain water harvesting system. The filtered water is used for hand washing, in the toilets and ground water recharge.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://pndascollege.in/pdf/aqar-supporting-documents/7/7-1-3-Wastemanagement.pdf
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting

A. Any 4 or all of the above

Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

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

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

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

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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

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

C. Any 2 of the above

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

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

Cultural, religious, linguistic and communal harmony:

- The college strictly follows the reservation policies laid down by the Government regarding appointment of Teaching and Non-Teaching Staff members and admission of students.**

- The college has an Equal Opportunity Cell for students of backward classes.
- The college makes efforts to maintain unity in diversity which is reflected through various traditions, religions, languages and festivals.
- The college celebrates Independence Day, Republic Day, Rastriya Akta Diwas every year.
- Hindi Diwas, Sanskrit Diwas and International Mother Language Day are celebrated.
- Ambedkar Jayanti is observed as Equality Day.
- Vasantotsav is celebrated every year to imbibe the spirit of unity in diversity.
- Christmas gifts to inmates of Shishu Bhavan instills the spirit of communal harmony.
- Flex boards on environmental awareness, social harmony, unity, and moral values are displayed in the campus.

Socioeconomic Diversities:

- The college is involved in the welfare of downtrodden children of a local orphanage: Shishu Bhawan.
- To prevent cases of drop-outs due to financial crises, provisions for financial help for the needy students in the form of concession or "Earn while You Learn" Programme have been made.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
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

1. The college celebrates Constitution Day every year to inculcate the responsibilities and duties of a good citizen.
2. 'Republic Day' is celebrated to commemorate the adoption of the constitution.
3. International Mother Language Day and Hindi Diwas are celebrated in order to promote the ideas of preservation and protection of all languages.
4. International Women's Day is celebrated to make all stakeholders aware about the equal participation of women in nation building.
5. The celebration of Independence Day makes us aware of our duties towards our nation.
6. National Unity Day (Rastriya Ekta Diwas) is observed to promote the spirit of oneness among students.
7. The extension activities organized by NSS to instill the spirit of service to the nation.
8. Children's Day is celebrated every year by NSS to make the students aware of issues related to child rights.
9. NCC Unit prepares students for the armed forces.
10. Seminars on Intellectual Property Rights, Right to Information and Privacy, Patent Policy are organized by the IQAC to make the employees aware of their rights and duties.

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

<p>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</p>	<p>B. Any 3 of the above</p>
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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	View File

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

Our institution follows a well-planned calendar of celebrations of different National and International Days including commemorative days and festivals. The festivals and commemorative days inculcate the spirit of patriotism and a sense of integrity towards the Nation among the stakeholders.

The college pays tribute to our national heroes on their birth and death anniversaries. The event is celebrated either through lecture, rally or the competitions like elocution, singing, poster and wallpaper etc.

International Commemorative Days -

- International Women's Day

- World Earth Day
- World Environment day
- International Yoga Day
- International Language Day

National Commemorative Days -

- Republic Day
- Quit India Movement 75th Anniversary: Seminar, Quiz, film show, Exhibition
- Independence Day
- Netaji's Birthday
- Gandhiji's Birthday through participation in Gandhi Global Solar Yatra.
- Birth Day of Dr. B. R. Ambedkar
- Rastriya Akta Diwas
- Children's Day at Shishu Bhawan, the local Children's Home
- Hindi Diwas
- Teachers' Day
- College Foundation 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	View File
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.

INSTITUTIONAL BEST PRACTICES

BEST PRACTICE#1

1. TITLE OF THE PRACTICE: REGULAR RETRAINING PROGRAMMES ORGANISED BY THE IQAC FOR PROFESSIONAL DEVELOPMENT OF TEACHERS
2. OBJECTIVES OF THE PRACTICE: To orient every teacher towards use of technology in teaching, learning and evaluation through regular trainings and monitoring
3. THE CONTEXT: From feedback analysis that is carried out regularly, it is observed that more and more teachers need to be motivated to use ICT, prepare e modules, upload LMS. So it was decided in the IQAC meeting that the departments who use ICT efficiently will conduct training programmes for other departments, provide assistance and hands on experience on the same.
4. THE PRACTICE: Workshop for the teachers by the Teachers organised according to fixed schedule.
5. EVIDENCE OF SUCCESS: 100 % teachers are uploading study materials on LMS and preparing e modules.
6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED : The teachers mentioned that they need a proper set up for e module preparation. Accordingly, purchase of some materials have been made . A recording centre needs to be developed on availability of funds.

BEST PRACTICE#2

1. **TITLE OF THE PRACTICE** : Annual Academic and Administrative Audit by the IQAC and Regular Feedback from students
2. **OBJECTIVE OF THE PRACTICE** : To improve the quality of Teaching, Learning and aspects of administration
3. **THE CONTEXT** : Analysis of the Regular feedback from students showed that there is a scope of improvement in a few fields including infrastructural facilities. NAAC guidelines encourage the HEIs to conduct Academic and Administrative Audit to provide better service to the stakeholders.
4. **THE PRACTICE**: The IQAC conducts annual internal audit ,verifies all the data and suggests ways of improvement of departmental activities and academic result. It also guides the departments to preserve all data for ready reference. A report is handed over and compliance is monitored. IQAC had applied to the affiliating University to conduct AAA,according a team of three members visited the college to carry out the AAA of 2018-19.The report is shared on the website.
5. **EVIDENCE OF SUCCESS**: There is marked improvement in the Departmental activities,record keeping has evolved and there is a competition amongst the departments since the Best Department Award is declared on the basis of the activities and record keeping.
6. **PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED** : It requires regular orientation and reminder for the students to submit feedback within due date.

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

The college makes optimum use of ICT in Teaching - Learning, Administration, Finance and record keeping by IQAC.

Training Programmes on use of ICT: The use of ICT by all teachers has been possible through regular training programmes.

Use of ICT in Teaching, Learning and Evaluation: Classes on Teamlink, Zoom and GMeet (since the onset of pandemic) , sharing of study material on Google classrooms (since 2017), Whatsapp groups, and college LMS , preparation of e modules, online evaluation of assignments, online collaborative projects (like Google Docs, slides and sheets)

For students: ICT training to students, orientation on use of e resources etc.

Use of ICT in IQAC record keeping: Google forms are shared by the IQAC to be filled up by teachers from time to time and the records are stored in the IQAC drive.

Use of ICT in Administration: All finance ,library database and student related data are on cloud and are readily accessible. Training programs are arranged for the office staff on any new module introduced in the ERP.

Use of ICT for dissemination of information

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

The institute plans

- To introduce RFID technology in the Library
- To introduce Examination Module in the existing Learning Management System
- To set up a Language Laboratory
- To set up solar panel
- To introduce more certificate courses
- To develop the playground and parking zone
- Construction of an Examination Hall