



## YEARLY STATUS REPORT - 2022-2023

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>		<b>P.N. DAS COLLEGE</b>
• Name of the Head of the institution	<b>DR. SHARMILA DE</b>	
• Designation	<b>PRINCIPAL</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>03325921327</b>	
• Mobile No:	<b>9748329535</b>	
• Registered e-mail	<b>pndc.principal111@gmail.com</b>	
• Alternate e-mail	<b>principal@pndascollege.in</b>	
• Address	<b>SANTINAGAR, PALTA,P.O. BENGAL ENAMEL</b>	
• City/Town	<b>BARRACKPORE</b>	
• State/UT	<b>WEST BENGAL</b>	
• Pin Code	<b>743122</b>	
<b>2.Institutional status</b>		
• Affiliated / Constitution Colleges	<b>AFFILIATED COLLEGE</b>	
• Type of Institution	<b>Co-education</b>	
• Location	<b>Rural</b>	

• Financial Status	Grants-in aid				
• Name of the Affiliating University	WEST BENGAL STATE UNIVERSITY				
• Name of the IQAC Coordinator	DR. BABLU BISWAS				
• Phone No.	03325921327				
• Alternate phone No.	03325921326				
• Mobile	9732602850				
• IQAC e-mail address	iqac2017pndc@gmail.com				
• Alternate e-mail address	pndc.principal11@gmail.com				
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://pndacollege.in/pdf/ssr/AQAR-21-22-060323.pdf">https://pndacollege.in/pdf/ssr/AQAR-21-22-060323.pdf</a>				
<b>4. Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://pndacollege.in/pdf/academiccalendar/aca-cal-22-23.pdf">https://pndacollege.in/pdf/academiccalendar/aca-cal-22-23.pdf</a>				
<b>5. Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B+	2.66	2024	25/01/2024	24/01/2029
<b>6. Date of Establishment of IQAC</b>			23/11/2013		
<b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	0	
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>2</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
1) Attainment of P.O. and C.O.		
2) Registration of Alumni Association		
3) Submission of SSR followed by Assessment and Accreditation		
4) Participation in NIRF		
5) Internal Assessment based on P.O. and C.O.		
<b>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</b>		

Plan of Action	Achievements/Outcomes
New format for Self Appraisal of teachers	A new format has been introduced and implemented from 2022-23
New Add-on Certificate courses to be introduced in 2022-23	A total of 6 Add-on courses were completed
Sensitization of Alumni on the feedback mechanism	Discussed the importance of feedback mechanism with the alumni members and encouraged them to respond
Continuous Assessment in the form of Class Tests	Adopted by some departments from 2022-23
Promotion of different club activities	Increase in the activities of Nature Club, Drama and Music Club
Renovation /shifting of Yoga and Meditation Room	Yoga and Meditation Room shifted to the Ladies Hostel Wing
Capacity Building Program for Non Teaching Staff	Training on the new modules arranged
To continue Environment Awareness Program	Programs organised by IQAC in collaboration with the Nature Club

<b>13. Whether the AQAR was placed before statutory body?</b>	No
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- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

#### 14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	23/02/2024

#### 15. Multidisciplinary / interdisciplinary

Though in the present syllabi prescribed by the affiliating

university, admission and choice of subjects are largely compartmentalised into the broad disciplines of Arts, Science and Commerce, interdisciplinary and multidisciplinary education has been part of the curriculum over the years. With the introduction of the CBCS system the approach towards interdisciplinarity has got a has gradually permeated into the curricula. There are various interdisciplinary topics already incorporated in the syllabi of different departments. Moreover, the institution has endeavoured to strengthen the multidisciplinary culture by organising seminars aiming at the convergence of disciplines. Teacher exchanges between departments also pave the way for interdisciplinary studies. Students' workshops, add-on courses and seminars on topics like Yoga, journalism, Partition Literature, GST, Baking, handicraft, environmental science etc., as well as the entry-in-service coaching and basic computer training, have contributed towards the integration of the knowledge systems cutting across the fields of mathematics, technology, social and physical sciences, and humanities.

#### **16.Academic bank of credits (ABC):**

As proposed in the NEP, the institution has initiated registration in the National Academic Depository Digital Locker in April 2023. The affiliating University has yet to register in the ABC portal (in the session 2022-23) and all students have been oriented to register on Digilocker.

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

.In 2022-23, six Add-on certificate courses were conducted by different departments.The institution also runs an Add-on course on Employability Skills that incorporates components like Spoken English, Soft Skills, mathematical aptitude, General Knowledge, Reasoning, etc. The college also runs a computer centre with the evident purpose of equipping students with the basic skills of computation. Apart from that, workshops on journalism, handicrafts, drama, etc. have been organised from time to time to orient students towards the acquisition of various skills. Many of the courses offered by the institution were conducted online during the pandemic period. Therefore, necessary infrastructure and human resources are available for the conduct of such courses in both online and offline modes, as well as in dual mode. In sync with the local and global market demands, and the recommendations of NEP 2020, the institution has planned to introduce dual mode courses in emerging areas like photography and filmmaking.

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

The institution has endeavoured to showcase the diversity of Indian culture and languages through annual programmes like Hindi Diwas, International Mother Language Day, Rabindranath's Birthday, Dolyatra (Holi), etc. Hindi, Bangla and Sanskrit are taught at the UG level. The medium of instruction for all degree courses, except the languages, is bi-lingual, with a thrust on the local language, Bangla, which happens to be the mother tongue of all teachers (except one) and students. However, many teachers also use Hindi for Hindi speaking students. As part of the experiential learning, trips to heritage sites are often conducted by some of the Departments to make the pupils aware of the richness of our heritage and the principle of Unity in Diversity cherished for years by the Indian people. Parallely, some departments like English, having ancient Indian texts and aesthetics as part of their curriculum, use the performance of various Indian dance forms to acquaint students with aesthetic concepts like Rasa theory. Apart from that, the syllabi of subjects like Sanskrit, Bengali, Philosophy, Education, History, etc. have a wide variety of components pertaining to the IKS, like Indian ancient traditional knowledge, Indian Arts, Indian Culture and traditions, though in a much unstructured way. Alongside, an add-on course in Yoga has also been running for the last two years. Prior to that during the pandemic period, Weekly Yoga classes were taken online by the Physical Education teacher. Since the announcement of the NEP 2020, the institution started to prepare itself for the paradigm shift in the curriculum framework. With a perspective plan to put IKS in perfect sync with the curricula, the college has completed an add-on course on Indian Knowledge System, in collaboration with Dr. BR Ambedkar Satabarshiki Mahavidyalaya. With an eye on the need to begin with an orientation of teachers on the concept of IKS, a dual mode state level seminar on "Science and Culture in Ancient India" was organised by the college in collaboration with Dr. BR Ambedkar Satabarshiki Mahavidyalaya and two other colleges on 13/4/23.

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

To begin with, programme level learning outcomes were prepared by the departments, in tune with the indicative LOCFs published by the UGC from time to time, and circulated through the college website and institutional, as well as, departmental orientation programmes. Thereafter, from the 2019-20 session, course outcomes and programme specific outcomes were also drafted. The course outcomes were thereafter tagged to the programme outcomes and the mapping of COs with POs was effectively done. These learning outcomes are circulated among the students and have been uploaded on the college website for the reference of all stakeholders. At the beginning of

every academic session and semester, the students are made aware of the POs through the general orientation programme. The COs are explained by the departments in the Induction and Departmental Orientation Programmes and also later through the programmes. From the present academic session, the departments have started to track and assess the attainment of the outcomes. Feedback questionnaires on POs and COs are prepared by the departments, and circulated among the students at the end of the programmes. The attainment levels are then measured through direct and indirect methods with the help of the feedback and performance of students in formative (internal) and summative (end semester) assessments (with an 80:20 weightage on direct and indirect assessments, respectively) to ascertain the achievement of target levels. The departments then decide on the course of action subsequent to the analysis of the outcome assessment related data. The data thus processed is subsequently forwarded to the HEI and the IQAC for necessary action and uploaded on the college website.

## 20.Distance education/online education:

There is no provision in the statutes of the parent university for the conduct of distance / online courses by affiliated colleges. However, since the previous NAAC assessment, the institution has embarked on a process of technological upgradation with an increased use of ICT. Blended education became part and parcel of the academic culture of the college. The college has developed the institutional Learning Management System, as a repository of learning materials as well as a platform for the conduct of internal evaluation. Prior to that other platforms like Google Classroom were used for the delivery and storage of Teaching Learning Material (TLM), as well as for conducting examinations. After the end of the pandemic period, all the departments have developed Departmental Websites, where TLM, with easy and defined access for slow and advanced learners are uploaded along with the questions of previous examinations. Almost all departments are preparing e-modules, and conducting online examinations. Regular training and retraining programmes for teachers and non-teaching staff keep them updated on latest developments in educational technology. Cloud based storage of student related data, including results, has lent strength to the institutional digital culture.

## Extended Profile

### 1.Programme

1.1

357

Number of courses offered by the institution across all programs during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>2.Student</b>		
2.1 Number of students during the year		<b>1011</b>
File Description	Documents	
Data Template	<a href="#">View File</a>	
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		<b>897</b>
File Description	Documents	
Data Template	<a href="#">View File</a>	
2.3 Number of outgoing/ final year students during the year		<b>127</b>
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1 Number of full time teachers during the year		<b>34</b>
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2 Number of Sanctioned posts during the year		<b>35</b>



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

<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	26
4.2 Total expenditure excluding salary during the year (INR in lakhs)	43.76
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:

- Departmental meetings are held at the beginning of every session to analyse the syllabi, prepare Academic Calendars and distribute components among faculty members.
- Induction programmes and orientation programmes
- Library Orientation Programmes are conducted by the Librarian

##### Curriculum Delivery:

- Traditional Chalk and Talk method
- ICT-enabled teaching-learning method.
- Distribution of Teaching Learning Materials (TLM) through the College LMS, Google Classroom, WhatsApp, Departmental websites, etc.
- Film shows, video lectures, etc. Student seminars,
- Project work by students.

- Collaborative learning methods, like wall magazines, digital magazines, etc.
- Proper and adequate instrumentation facility provided for practical classes.
- Field works, surveys and educational excursions conducted by the departments.
- Remedial and tutorial classes

Monitoring and Documentation: The Principal, the IQAC and HoDs actively monitor the process of curriculum delivery and attainment of learning outcomes in various ways, like:

- Departmental meetings to monitor the progress of Syllabus, students' results, etc.
- Academic e-Diary to monitor the adherence to Academic Calendars, delivery of TLM, etc., documentation of classes taken, and portion of syllabus covered.
- Student feedback and Academic and Administrative Audit.
- As part of the process of CIE, performance of students is assessed continuously through tests, assignments, preparatory tests, self assessment forms, project works, students' seminars, collaborative works like digital magazines, surprise tests, self assessment tests. Methodologies vary from department to department

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<a href="https://www.pndascollege.in/pdf/ssr-supporting-documents-cycle-ii/cri-1/1-1-1-academic-monitors-co.pdf">https://www.pndascollege.in/pdf/ssr-supporting-documents-cycle-ii/cri-1/1-1-1-academic-monitors-co.pdf</a>

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

- The tentative schedule of Internal Assessments is mentioned, in the Academic Calendar, along with other important dates.
- 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.

- 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.
- Students are also apprised of the modes and schedule of assessments during the departmental orientation programmes as well as during classes throughout the year.
- The departments hold regular faculty meetings to ensure that continuous assessments are executed efficiently.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	<a href="https://www.pndascollege.in/pdf/academiccalendar/aca-cal-22-23.pdf">https://www.pndascollege.in/pdf/academiccalendar/aca-cal-22-23.pdf</a>

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

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
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**

11

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

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

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

6

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

1010

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

499

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

In almost all the eleven programmes taught in the college, the cross

cutting issues pertaining to Professional Ethics, Gender, Human Values, Environment and Sustainability etc. are part of the curriculum, as designed by the University.

Professional Ethics Apart from the regular curriculum, the institution organises seminars on issues that are integrally connected to professional ethics, like the ones on Intellectual Property Rights. Certain aspects of professional ethics have been incorporated in the syllabus of Commerce, Education, Philosophy and other subjects.

The syllabus of Political Science contain some important topics like gender politics, reservation policy etc. Besides, a plethora of texts scattered in the syllabi of different courses in English, an entire paper on Women's Writing, containing background studies on race, caste and gender. Gender issues find a predominant place in the syllabus of Education, Economics, History, Bengali, Hindi, and Sanskrit literature. In addition, LGBTQ issues are addressed in the syllabus of English.

Issues like race, caste, non-violence, traditional values, customs and religious faith, human rights, that instill a deep sense of human values, are present in the syllabi of Political Science, Philosophy, History, English, Bengali and other subjects.

Environmental Studies is a compulsory paper for the students of all streams. Moreover, environmental issues are included in the syllabi of Geography, English, Bengali, etc. Environment and environmental sustainability have a prominent place in the syllabi of several departments, including the literature courses.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

32

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

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

536

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

### 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
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File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
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	No File Uploaded
URL for feedback report	<a href="https://pndascollege.in/index.php?option=com_content&amp;view=article&amp;id=356&amp;Itemid=0">https://pndascollege.in/index.php?option=com_content&amp;view=article&amp;id=356&amp;Itemid=0</a>

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

**1629**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**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**

**168**

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

## 2.2 - Catering to Student Diversity

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

### 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:

1. **ADVANCED LEARNERS:** Extra learning material, references provided. Advanced learners are trained to access the various resources available. Students' Seminars are organised by Departments. Some departments hold quiz to create a competitive environment. Extension lectures, are held in some departments.

2. **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. 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	<a href="https://sites.google.com/pndascollege.in/education/academics/learning-material-for-advance-learners?authuser=0">https://sites.google.com/pndascollege.in/education/academics/learning-material-for-advance-learners?authuser=0</a>
Upload any additional information	No File Uploaded



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

Number of Students	Number of Teachers
1010	35

File Description	Documents
Any additional information	No File Uploaded

**2.3 - Teaching- Learning Process**

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

**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.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="https://pndascollege.in/index.php?option=com_content&amp;view=article&amp;id=357&amp;Itemid=0">https://pndascollege.in/index.php?option=com_content&amp;view=article&amp;id=357&amp;Itemid=0</a>

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.

More than 50% of the classrooms have LCD projectors There is one virtual classroom .

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. T

he 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 Power Point 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 onlineteaching, assessments and examinations are being conducted successfully.

Class wise Whatsapp and Telegram groups for notification and sharing of information and study materials.

A video recording room equipped with cameras and other necessary accessories is in the college.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://pndascollege.in/pdf/it-nfra/coll-dtl-it-infra-updt-21-22.pdf">https://pndascollege.in/pdf/it-nfra/coll-dtl-it-infra-updt-21-22.pdf</a>

### 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

34

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

### 2.4 - Teacher Profile and Quality

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

35

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

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

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

27

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

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

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

496

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

## 2.5 - Evaluation Process and Reforms

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

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.

Departments have been instructed to conduct surprise tests, tests at the end of an unit/chapter to gauge the level of understanding. Some departments conduct MCQ and other forms of tests on completion of certain portions of the syllabus through selfassessment forms for transparency.

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. The departments conduct parent-teacher meetings where the performance of students are communicated to the guardians.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://pndascollege.in/index.php?option=com_content&amp;view=article&amp;id=196&amp;Itemid=0">https://pndascollege.in/index.php?option=com_content&amp;view=article&amp;id=196&amp;Itemid=0</a>

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

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.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://docs.google.com/forms/d/e/1FAIpQLScjzpJrXJ-2FphTXAJQ_bv70fWcgkyZA-2FBvGI-fegFttRAA/viewform?pli=1">https://docs.google.com/forms/d/e/1FAIpQLScjzpJrXJ-2FphTXAJQ_bv70fWcgkyZA-2FBvGI-fegFttRAA/viewform?pli=1</a>

## 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.

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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://www.pndascollege.in/index.php?option=com_content&amp;view=article&amp;id=309&amp;Itemid=0">https://www.pndascollege.in/index.php?option=com_content&amp;view=article&amp;id=309&amp;Itemid=0</a>
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.

**ATTAINMENT OF PROGRAM OUTCOME AND COURSE OUTCOME** The following steps have been considered before calculating the attainment of Course Outcome and Program Outcome:

Drawing of Program Outcome and Course Outcome by each department

Mapping of Course Outcome and Program Outcome

Setting Target Levels for Course Outcome: Target level for each course is set based on average marks of that course in the previous academic year.

**ATTAINMENT OF COURSE OUTCOME** Course outcome has been attained through direct and indirect methods (80:20) Direct Method: It is divided into two parts:

Internal Assessment (40) and End Semester Examination (40)

Indirect Method: Students' Feedback at the end of each course

Direct Method: 80  
 1) Internal (40) Two Internal tests have been conducted based on COs Class performance activities consisting of assignments / tutorials/experiments/quiz/any other activity related to COs  
 2) External (40) End Semester exam marks was considered.

- **Indirect Method:( 20 ) Feedback from students ATTAINMENT OF PROGRAM OUTCOME** Program Outcome was attained through Course Outcome. All the courses mapped to the particular P.O. were considered and attainment can be calculated .

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://www.pndascollege.in/index.php?option=com_content&amp;view=article&amp;id=370&amp;Itemid=0">https://www.pndascollege.in/index.php?option=com_content&amp;view=article&amp;id=370&amp;Itemid=0</a>

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

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

128

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

### 2.7 - Student Satisfaction Survey

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

<https://www.pndascollege.in/pdf/feedback-analysis/22-23/STUDENT-SATISFACTORY-SURVEY-REPORT-2022-23.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

14

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



<b>3.2 - Research Publications and Awards</b>	
<b>3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year</b>	
<b>3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year</b>	
1	
<b>File Description</b>	<b>Documents</b>
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>
<b>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</b>	
<b>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</b>	
10	
<b>File Description</b>	<b>Documents</b>
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>
<b>3.3 - Extension Activities</b>	
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>Extension activities are organized 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 by NSS and different cells/committees. College encourages by providing funds, necessary administrative support.</p> <p>A brief description:</p> <p>A) By College and Staff</p> <p>i. Distribution of Slipper, Mask, Sanitizer, Biscuits, Water bottle</p>	

and Cakes to Shishu Bhavan by Staff members during Sharing and Caring Initiative

ii. Providing clothes during Durga Puja

B. National Service Scheme (NSS) -

a) Health Awareness programmes

i) Awareness programmes on Water borne diseases held;

ii) Seminar organized to create awareness on Thalassamia, AIDS, and Cancer

iii) Cancer and Healthy Lifestyle Awareness Programme

iv) Annual Programme on World AIDS day

At Shishu Bhavan - NSS students undertook

i) Awareness programmes, disease control measures undertaken on NSS Day, World Health Day

ii) Cleanliness, sanitation drives during Cleanliness Awareness Programmes

iii) Awareness programmes on tree plantation during Aranya Saptaha, Republic and Independence Day

iv) distributed stationary items, sports items chocolates to celebrate the Christmas

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

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

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

4

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

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

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

13

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

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

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

241

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

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

24

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

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

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

**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 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 ,Seminar Hall and Gymnasium

**Academic Facilities:** The college has 25 classrooms 14of 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.

**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 .There are 5 terminalsdedicated to browsing by students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://pndascollege.in/index.php?option=com_content&amp;view=article&amp;id=206&amp;Itemid=0">https://pndascollege.in/index.php?option=com_content&amp;view=article&amp;id=206&amp;Itemid=0</a>

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

**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. There is provision for indoor games like table Tennis and Carromboard. A healthy body leads to a healthy mind. Keeping this in mind weekly Yoga training is offered to all interested students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://pndascollege.in/index.php?option=com_content&amp;view=article&amp;id=132&amp;Itemid=0">https://pndascollege.in/index.php?option=com_content&amp;view=article&amp;id=132&amp;Itemid=0</a>

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

16

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

16

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://pndascollege.in/pdf/it-nfra/coll-dtl-it-infra-updte-21-22.pdf">https://pndascollege.in/pdf/it-nfra/coll-dtl-it-infra-updte-21-22.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

9.56

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

## 4.2 - Library as a Learning Resource

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

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	<a href="#">View File</a>
Paste link for Additional Information	Nil

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

A. Any 4 or more of the above

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

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

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

0.457

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

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

30

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

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

In 2017, the college had 21 laptops and 34 desktops for use by teachers, students and in offices. On 22.5.2017 one desktop was purchased. Eight laptops were purchased on 23.08.2018. Moreover, five desktops were purchased on 28.03.2018. One new laptop was purchased on 2.12.2020. Four new desktops were purchased on 31.5.2022

Three new projectors were purchased on 27.03.2018, two on 26.09.2022 and one was purchased on 06.01.2023.

There were 16 CC cameras installed during 2017. Eight new CC cameras were installed on 22.04.2022

Nine WIFI connections (5 - 512kbps, 3 - 1 mbps, 1 - 10 mbps) were available in 2017. On 20.2.2018, eight of the said connections were upgraded and converted to 10 mbps. On 4.12.2019, a new connection



was installed (2951-1012), with bandwidth more than 50 mbps. Two more connections (2951-1010, 2951-1011) of more than 50 mbps were installed on 7.12.2019. During March 2021, another new connection (2951-1013) was installed. On 23.11.2021 another two connections (2592-1200, 2592-1300) having bandwidth more than 50 mbps were installed.

Student Management System and accounting system software were installed on 22.09.2017.

The college LMS (eTLMS) was purchased on 13.06.2020. Data are stored on the AIMES cloud.

7. Biometric attendance was installed on 30.08.2019

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.pndascollege.in/pdf/it-nfra/coll-dtl-it-infra-updt-21-22.pdf">https://www.pndascollege.in/pdf/it-nfra/coll-dtl-it-infra-updt-21-22.pdf</a>

#### 4.3.2 - Number of Computers

65

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

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

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support

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

17.67

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

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

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.

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 25 Classrooms is made. It also prepares a weekly roster for the utilisation of the Smart Classroom. Solar lamps are installed for lighting the streets in the campus.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://pndascollege.in/pdf/committees/proce-policies-maint.pdf">https://pndascollege.in/pdf/committees/proce-policies-maint.pdf</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

509

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

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

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

21

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

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

**A. All of the above**

File Description	Documents
Link to institutional website	<a href="https://pndascollege.in/index.php?option=com_content&amp;view=article&amp;id=358&amp;Itemid=0">https://pndascollege.in/index.php?option=com_content&amp;view=article&amp;id=358&amp;Itemid=0</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

**313**

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

**313**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent**

**A. All of the above**

**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**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

**28**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

**49**

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

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

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

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. In absence of Students Union, students are recommended by the Departments on basis of performance . Student Representation in all the important bodies,like the IQAC, Electoral Literacy Club and other committed is ensured.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	<a href="https://pndascollege.in/index.php?option=com_content&amp;view=article&amp;id=205&amp;Itemid=0">https://pndascollege.in/index.php?option=com_content&amp;view=article&amp;id=205&amp;Itemid=0</a>
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**

1

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

#### 5.4 - Alumni Engagement

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

Alumni Association of P N Das College is a registered association (West Bengal ACT, XXVI of 1961, Reg No - S0035442) that contributes significantly to the development of the institution. Alumni Association is the mirror of the college, reflecting the professional and personal achievement of the students. The number of registered Alumni presently stands at 106.

**Vision:** Aims to create a beneficial bond between present students and alumni.

**Mission:**

- 1) To promote exchange of academic and other experiences with the present students.
- 2) To advice and conduct activities motivating skill of the students.
- 3) To provide career guidance to present students by notable alumni.

**Activities:** The Alumni Association organizes reunions of ex-students; arranges for cultural programs, and collaborates with NSS in participation and contribution in social activities. Distinguished Alumni members regularly share their expertise on key development areas such as soft skill development, career growth, etc. and are actively involved in advising the Placement Cell of the college.



Some of the salient activities of the Alumni Association are:

1. Donation and active participation in the distribution of books;
2. Active participation in Covid relief programme.
3. Active participation in Amphan relief programme One of the alumni members has arranged for a financial aid for construction of a Divyang Toilet. During Covid, many ex-students assisted in spreading Covid awareness and implementation of Covid norms among the students.

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

**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	Nil
Upload any additional information	<a href="#">View File</a>

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

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.

All policy related decisions are taken by the highest decision making body of the college, the Governing Body.

File Description	Documents
Paste link for additional information	<a href="https://pndascollege.in/pdf/committees/Committees-2022-23.pdf">https://pndascollege.in/pdf/committees/Committees-2022-23.pdf</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The activities taken up by the institution is in line with its vision,mission and objective.The college has shown tremendous improvement in infrastructure and academics over the last few years. In the beginning of the academic session,plans related to development of infrastructure are drawn. Procurement of laboratory equipments,books,computers is planned and executed through the relevant committees.TheIQAC draws a plan of action for quality enhancement and all the departments finalise their plans accordingly.IQAC ensures that there is a continuous evolvment of the Teaching, Learning process and innovations are introduced. During 2021-22, design of Departmental website was made mandatory so

that the teachers can upload all relevant notice and information on the webpage. The college ensures that Value based education is imparted to the students through add on courses, seminars, workshops and observance of important days. Self paced learning through provision of study material on college LMS, e-modules, blended teaching mode and consistent upgradation and improvement is ensured through structured feedback mechanism. T Annual Academic and Administrative Audit by the IQAC helps in identification of the strengths and weaknesses of the Departments and motivates them to strive better. Reports of all the activities are prepared and uploaded on the website for ready reference.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://pndascollege.in/index.php?option=com_content&amp;view=article&amp;id=205&amp;Itemid=0">https://pndascollege.in/index.php?option=com_content&amp;view=article&amp;id=205&amp;Itemid=0</a>
Upload any additional information	<a href="#">View File</a>

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 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	<a href="https://pndascollege.in/pdf/committees/Committees-2022-23.pdf">https://pndascollege.in/pdf/committees/Committees-2022-23.pdf</a>
Link to Organogram of the Institution webpage	<a href="https://www.pndascollege.in/pdf/agar-supporting-documents/6/6-2-2-Organogram-of-the-Institution-02042022.pdf">https://www.pndascollege.in/pdf/agar-supporting-documents/6/6-2-2-Organogram-of-the-Institution-02042022.pdf</a>
Upload any additional information	No File Uploaded

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

A. All of the above

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

### 6.3 - Faculty Empowerment Strategies

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

**A. Staff Welfare:** Besides extending all welfare measures instituted by the Government of West Bengal, like GPF, Pensionary benefits, Child Care Leave, Maternity Leave, Paternity-cum-Child Care Leave, Medical Leave, Study Leave, Leave Encashment, Gratuity, LTC, West Bengal Health Scheme etc.

- The P.N. Das College Employees' Credit Cooperative Society.
- A consolidated salary advance is offered to newly appointed staff-members till the regularisation of pay by HED, Government of West Bengal.
- Interest-free Festival Advance is offered to staff-members.
- Ex-gratia is provided to the casual staff every year before festivals.

- **Medical Unit: Free medical advice by a Registered Medical Practitioner**
- **Free Multi-gym facility and Yoga (weekly) sessions**
- **The College extends On-Duty Leave and financial assistance to attending various FDPs/seminar etc.**
- **A seed money is extended, on application, to teachers for undertaking research work.**
- **A recreation room has been developed for teachers and staff.**

#### B. Career Development:

- **CAS for substantive teachers is based on PBAS and guidelines of the state government and UGC.**
- **SACT II teachers are also extended the opportunity to upgrade their qualifications for promotion under the guidelines of the state government.**
- **The promotion of non-teaching staff is linked to service tenure and/or selection procedure of the state government.**

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

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

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

10

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

#### 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**

7

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
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)	<a href="#">View File</a>

**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**

22

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

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

The institution has a proper appraisal system for the faculty members in accordance with the Appraisal proforma for PBAS. Record of classes taken, learning materials provided and upload of study

materials is properly recorded. The teachers also maintain an academic monitor to record adherence to the Academic Calendar. The Annual Academic and Administrative Audit ensures the analysis of all the departments. Biometric attendance has been introduced for all staff members. Leave Register is maintained for all members of the staff. The Principal meets the non teaching staff for distribution of duties and assessment of the duties allotted to them. Administrative training is organised for them as and when required. The Student feedback report is shared with them and necessary suggestions are provided by the Principal for improvement in their service.

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

**Financial Audits:** The institution conducts financial audits (internal and external) regularly. The statutory (external) auditor is appointed by Government of West Bengal, while the Internal Audit is carried out by auditors appointed by the GB. Audit objections and recommendations are duly complied with. Internal audits have been completed till 2022-23.

Statutory Audits have been completed till 2022-23

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

#### 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)

## 1.21

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

## 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, 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 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.

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 .Feedback analysis reports are uploaded on the college website. 2) Continual improvement of ICT facilities and upgradation of faculty members is ensured. 3) 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

4) Programme Specific Outcomes and Course Outcomes for all the Departments uploaded on the college website and their mappings done. Attainment of PO-CO computed for the outgoing student batch of session 2021-22. Analysis of the same followed by the steps needed to be taken also noted.

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

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

In the beginning of the academic session, the IQAC assesses the implementation of the action plan drawn in the previous academic year and draws plan for the upcoming academic session. Feedback from students on Teaching Learning, Administration and Library is a regular feature of the IQAC. This feedback is taken in each semester and the analysis is communicated to the concerned department for necessary action. The feedback analysis is also uploaded on the

website. The feedback on Teaching Learning processs is thoroughly discussed in the IQAC andAcademic Committee meetings for drawing a roadmap for improvement in the methodologies of operation, Keeping this in mind the IQAC conducts regular training programmes for the Teachers for upgradation inteaching pedagogy. Result Analysis is placed by the Departments in the Academic Audit conducted by the IQAC every year. The feedback on Library is communicated to the Librarian for necessary action. It is discussed in the Library Committee meeting and necessary action is taken. Based on the feedback, the lending allowance of students has been increased, the service of library has been extended to ex students and outsiders.

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

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://pndascollege.in/index.php?option=com_content&amp;view=article&amp;id=200&amp;Itemid=0">https://pndascollege.in/index.php?option=com_content&amp;view=article&amp;id=200&amp;Itemid=0</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

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

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

A. Gender Audit

B. Gender Sensitisation Plan Annual Gender Sensitisation Plans are drawn and published.

C. Measures for promotion of gender equity:

Facilities Girls' Common Room with sanitary napkin vending machine and indoor games facilities

Adequate number of toilet blocks for women, both students and staff

'Kanyasree' Scholarship Scheme exclusively for female students

Self Defense Course (only for girls)

Medical advice by registered medical practitioner Medical check-ups, Thalassemia screening and Thyroid Test

Psychological counselling and mentoring.

D. Security:

CCTV surveillance throughout the campus

Internal Complaints Committee for addressing complaints

Posters and boards declaring Zero-Tolerance Policy

Some of the programmes / Seminars / Workshops organised in this regard are listed below:

International Women's Day observed every year.

Awareness on gender equity, women's rights and laws during the general orientation programmes at the start of each session for new entrants

Drama on women's issues, like marriage and property rights

Seminars on gender equity and civil rights of women organised by the ICC Observance of National Constitution Day, with emphasis on constitutional rights of women

Online poster competition on 'Women in Leadership' Online drama workshop participated only by women Awareness programme on female hygiene

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.pndascollege.in/pdf/ssr-supporting-documents-cycle-ii/cr-7/annual-gender-sensitization-plan-22-23.pdf">https://www.pndascollege.in/pdf/ssr-supporting-documents-cycle-ii/cr-7/annual-gender-sensitization-plan-22-23.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://pndascollege.in/pdf/ssr-supporting-documents-cycle-ii/cr-7/7-1-1-gender-equity-sensiti-curri-cocurri-act.pdf">https://pndascollege.in/pdf/ssr-supporting-documents-cycle-ii/cr-7/7-1-1-gender-equity-sensiti-curri-cocurri-act.pdf</a>

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

**B. Any 3 of the above**

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

**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 nonbiodegradable waste,**

**b) Disposal of waste: Biodegradable waste is collected in a compost pit for production of organic manure. Non-biodegradable waste is dumped in a site marked for the same. The college authority has made arrangement with the Municipality for collection of Solid Waste from the college. Awareness posters are displayed in the campus for**

making the college 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	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="http://www.pndascollege.in/pdf/aqar-supporting-documents/7/7-1-3-Wastemanagement310123.pdf">http://www.pndascollege.in/pdf/aqar-supporting-documents/7/7-1-3-Wastemanagement310123.pdf</a>
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	<a href="#">View File</a>
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

A. Any 4 or All of the above

- 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	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

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

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

**B. Any 3 of the above**

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

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

**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
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 Carnival was arranged by the college. Distribution of clothes to the needy and Christmas gifts to inmates of Shishu Bhavan marked celebration of Christmas. Flex boards on environmental awareness, social harmony, unity, and moral values are displayed in the campus.

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

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

**1. The college celebrates Constitution Day every year to inculcate**

the responsibilities and duties of a good citizen. Electoral Literacy Club has been formed with Faculty and student coordinators.

2. Celebration of Parakram Diwas, Republic Day

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. 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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website 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

A. All of the above



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

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

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 Mother Language Day

National Commemorative Days - · National Youth Day Republic Day · National Science Day National Book Day Rabindra Najrul Jayanti Independence Day ·

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

## 7.2 - Best Practices

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

#### BEST PRACTICE 1

1. TITLE : REGULAR RETRAINING PROGRAMMES ORGANISED BY THE IQAC
2. OBJECTIVES : To orient every teacher towards use of technology in teaching, learning and evaluation
3. THE CONTEXT: ICT helps in increasing the interests of the learners by bringing different subjects closer to students in an entertaining way.
4. THE PRACTICE: Regular Workshop for the teachers organised by the IQAC .
5. EVIDENCE OF SUCCESS: When lockdown was declared in March 2020, it did not take even a week to switch over to the online mode of teaching.
6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED : Lack of funds

#### BEST PRACTICE 2

1. TITLE : Annual Academic and Administrative Audit by the IQAC and Regular Feedback from students.
2. OBJECTIVE : 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.
4. THE PRACTICE: The IQAC conducts annual internal audit , verifies all the data and suggests ways of improvement of departmental activities and academic result.
5. EVIDENCE OF SUCCESS: Marked improvement in the Departmental activities, record keeping has evolved.
6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED : It requires regular orientation for 7. students to submit feedback within due date

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
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

**AREA OF DISTINCTIVENESS: FINANCIAL ASSISTANCE AND COMMUNITY SERVICES BY STUDENTS, STAFF AND ALUMNI AT 'SHISHU BHAVAN' ORPHANAGE & DESTITUTE CHILDREN'S HOME**

#### OBJECTIVES:

- To make students aware of the society they inhabit, and know disadvantaged people around them.
- To enable students to realise that they can make a difference.
- To breed a set of caring and socially responsible citizens
- To encourage the local community through exemplary services.
- To foster the spirit of teamwork, co-operation, integration and unity among stakeholders.
- To develop leadership quality in the students through their participation in social work.
- To develop well-rounded individuals by facilitating holistic education, through social engagement and lessons in seva, as recently envisioned by NEP 2020 (Sections 11.3 & 11.8).

**PRACTICE:** A brief account of the varied activities undertaken by the college to support the children and management of Shishu Bhavan is given below:

- A monthly endowment of Rs. 1,000/- is extended to the management.
- Involvement of NSS and NCC units in various community services, related to health and hygiene,
- To extend emotional support to the inmates, NSS volunteers pay visits to the home off and on
- General Health check-up and Eye Checkup camps at Shishu Bhavan
- To support the educational needs of the children, the NSS volunteers help them prepare their lessons. Books, pens, pencils, exercise books are also distributed.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

- 1) Introduction of Add- on courses by the Departments
- 2) Continuous Internal Assessment in form of class tests to cover all the modules
- 3) Initiate process for reopening NCC Unit
- 4) Apply for second cycle of accreditation by NAAC
- 5) Strengthening of Alumni Association
- 6) Towards a structured Incubation Centre