Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**P. N. DAS COLLEGE**
Name of the head of the Institution	**Dr. Sharmila De**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03325921327**
Mobile no.	**9748329535**
Registered Email	**pndc.principal11@gmail.com**
Alternate Email	**principal@pndascollege.in**
Address	**SANTINAGAR, PALTA 24 PARGANAS(N), P.O. BENGAL ENAMEL**
City/Town	**KOLKATA**
State/UT	**West Bengal**
Pincode	**743122**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**DR. MADHUCHHANDA LAHIRI**
Phone no/Alternate Phone no.	**03325921327**
Mobile no.	**9433264133**
Registered Email	**iqac2017pndc@gmail.com**
Alternate Email	**macharyya20@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://pndascollege.in/pdf/ssr/aqarfinal18-19.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://pndascollege.in/pdf/academic-calendar-1920.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	**B**	**2.05**	**2016**	**02-Dec-2016**	**01-Dec-2021**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**23-Nov-2013**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
No Data Entered/Not Applicable!!!		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**1**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**Yes**
If yes, mention the amount	**75000**
Year	**2019**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1.University level Seminar on Intellectual Property Rights held on 20.07.2019 and IPR, Right to Information and Right to Privacy held on 18.05.2020 in collaborations with the IQACs of WBSU, Mahadevananda Mahavidyalaya, Dinabandhu Mahavidyalaya, Dr. B.R. Ambedkar Satabarshiki Mahavidyalaya for the benefit of the Teaching and Non teaching Staff of the host institution, collaborating and other institutions, students.

2. Seminar by ICC held on 27.07.2019 by the Internal Complaints Committee in collaboration with the IQAC for the benefit of the Teaching, Non-teaching staff and students of the college.

3. In-house Training Programme on E-Module Development held on 17.11.2019,18.11. 2019 and 21.11.2019 for the benefit of the Teaching staff.

4. Workshop on Psychological Counselling held on 18.06.2020 for the benefit of the students and staff of the college.	
5. Retraining on Use of Virtual Classroom held on 07.01.2020 for the benefit of the Teaching and Non-teaching staff of the college.	

[View File](#)

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

Plan of Action	Achivements/Outcomes
To increase the number of in house trainings conducted for emodule preparation by teachers so as to maximise the participation of teachers in the process	Done
To introduce internship programmes for students	Not Done
Introduction of Induction programme and structured mentoring	Done
Increase in the number of extension activities	Done
Academic and Administrative Audit by External Peer Team	Done
Continuation of Earn-While-You-Learn scheme by the College	Continued
Analysis of results to evaluate the effect of CBCS Curriculum	Not yet done
Scanned copy of the IQAC resolutions to be stored	Uploaded on the website
Office should initiate the storage of scanned copies of Marksheets	Done
Rainwater harvesting project to be taken up	Could not be pursued because of the lack of fund
[View File](#)	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
GOVERNING BODY	24-Feb-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes

Date of Visit	**09-Nov-2019**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2020**
Date of Submission	**06-Mar-2020**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**1) Online admission data and Complete Students data on Cloud 2)Finance integrated with students fee on Cloud Students fee management(all components including concession or waivers) 3) Report generation on bank reconciliation, ledger statement, voucher statement,cash accounts statement,receipts and payments,income expenditure accounts, employee master details creation 4)Library data on KOHA Cloud 5)Staff salary on HRMS 6) Biometric Attendance for staff 7) Learning Management System**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

CBCS implemented by the affiliating University w.e.f. the Academic session 2018-19. In the beginning of the Academic Session Orientation Programme is arranged by the College and then week long Orientation cum Induction Programme is conducted by the Departments. Course Objective, Learning Outcome, Assessment Patterns discussed with students. Prior to the commencement of Academic Session, Academic Calendar is prepared by the Academic Committee which is placed in the IQAC, the same is uploaded on the college website. Event Calendar and Lesson Plan prepared and circulated by the Departments. Syllabus discussed and distributed in the Departmental meetings. Progress of syllabus is discussed and recorded. Workshops and Retraining Programmes are organised by the college at regular intervals to improve the Quality of Teaching, Learning and Evaluation. Feedback on Teaching, Learning and Evaluation collected at regular intervals and analysed. Students' Satisfaction Survey collected. LMS implemented and the upload is monitored regularly.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepren eurship	Skill Development

| NA | NA | 02/07/2019 | 0 | NA | 0 |

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

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

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	02/07/2019	Nill
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
The feedback form (5 point) is uploaded on the college website. At regular intervals students are directed to submit the feedback. Analysis of the feedback is done by the IQAC, teacher wise report is handed over, the departmental feedback has been uploaded on the college website . A compliance report on the feedback is later collected from the teachers. The issues raised in the feedback are addressed to the best extent. A feedback on college Administration is also collected.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	BENGALI	111	31	12
BA	ENGLISH	91	106	40
BA	HISTORY	58	55	16
BA	POLITICAL SCIENCE	58	24	8
BA	EDUCATION	46	42	20
BA	GEOGRAPHY	33	83	24
BA	GENERAL	1000	576	269
BCom	HONOURS	81	22	8
BCom	GENERAL	150	29	9
BSc	GENERAL	100	100	17

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	834	Nill	34	Nill	34

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
34	34	12	8	2	5

View File of ICT Tools and resources

View File of E-resources and techniques used

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

Student mentoring was introduced from the academic year 2019-20 and concentrated on the First Semester students . Number of students enrolled in first semester during 2019-20 was 341 and the session started with 18 full time and 6 Government approved Part Time Teachers. A total of 24 teachers were assigned as mentors. Around 25-30 students were allotted a group and two teachers were assigned to each group. Structured Mentoring process was discussed with the teachers in detail and subsequently the groups were formed. They were encouraged to interact with their mentors to discuss personal or professional issues. Stress is given on personal mentoring. Though the programme is initiated for first semester students, it is expected that the students will confide with their mentors during the complete duration of the course. However due to various reasons and the lockdown, the programme could not be successfully completed. The process has just started

and it is expected to be successful over a course of time.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
834	34	Nill

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
19	19	Nill	1	10

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

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

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college follows the CBCS curriculum introduced by the University from 201819. Accordingly out of the 75 marks examination per 6 credit paper, there is internal assessment of 25 marks which includes 5 mark for attendance. According to the decision of the respective board of studies, internal assessments are in the form of assignments, projects or tests. In the beginning of the academic session , students are introduced to the detailed CBCS framework. Many teachers who use Google classroom, conduct a quiz or test at the end of each module to gauge the level of understanding. In addition to that class tests are conducted before the Internal Assessments. Internal assessments are held as per the schedule, Question papers are set submitted to the Office,answer scripts are evaluated and uploaded on the University portal .For the end semester of 2019, the same was followed but owing to the lockdown the total paradigm had shifted to online mode from March 2020. Subsequently the mode of examination has been online only,the Questions are uploaded,distributed in whatsapp groups and the scripts are collected through e mail or hard copy(few in number)

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

Academic Calendar is prepared by the IQAC in consultation with the Principal well before the commencement of the Academic Session and the departments prepare their event and academic calendars accordingly. The Academic Calendar

is adhered to in the best possible way. However if there is a change of schedule of the University Examination dates or something unforeseen comes up, the relevant information is uploaded on the website. There is a mechanism to ensure syllabus completion and conduct of the Internal Assessments on time. There is a scope for conduct of remedial classes . The IQAC, Academic Committee and the Examination Committee work together to ensure that the Academic Calendar is best adhered to. http://pndascollege.in/pdf/academic-calendar-1920.pdf

2.6 – Student Performance and Learning Outcomes

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

http://pndascollege.in/index.php?option=com_content&view=article&id=98&Itemid=113

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
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2.7 – Student Satisfaction Survey

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

https://docs.google.com/spreadsheets/d/1GtS5_klF7rb-vqhhG7Tr64mtvfuNdTS8eCQwaAfiDKI/edit#gid=0

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	NA	0	0
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
UNIVERSITY LEVEL SEMINAR ON INTELLECTUAL PROPERTY RIGHTS	IQAC	20/07/2019
WEBINAR ON INTELLECTUAL PROPERTY RIGHTS,RIGHT TO INFORMATION AND PRIVACY	IQAC	18/05/2020

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

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

NA	NA	NA	01/07/2020	NA

No file uploaded.

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	01/07/2020

No file uploaded.

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NA	Nill

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

Type	Department	Number of Publication	Average Impact Factor (if any)
Nill	NA	Nill	0

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

Department	Number of Publication
No Data Entered/Not Applicable !!!	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	2020	0	NA	Nill

No file uploaded.

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	2020	Nill	Nill	NA

No file uploaded.

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

Number of Faculty	International	National	State	Local

Attended/Seminars/Workshops	64	87	63	24
Presented papers	7	6	4	1
Resource persons	1	Nill	4	3

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
COVID 19	GoWB	4	Nill
Aranya Soptaho(Forest Week)	NSS	1	20
Dengue awareness programme	NSS	1	54
CLEANLINESS DRIVE	NSS	1	36
Vector Borne Disease Awareness Campaign	NSS	1	28
Thalassemia Awareness and Screening Programme	SCHOOL OF TROPICAL MEDICINE	2	112
Swachhata Pakhdawa 2020	NSS	1	24
Dengue Awareness Rally	NSS	1	28
TREE PLANTATION	NCC	1	68

No file uploaded.

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NA	NA	NA	Nill

No file uploaded.

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
CANCER AWARENESS PROGRAMME	IQAC P N DAS COLLEGE	SEMINAR	1	58

BUDGET 2020:YOUNG MINDS	ADAMAS UNIVERSITY	Panel Discussion	1	5
NATIONAL VOLUNTARY BLOOD DONATION DAY	SWASTHA BHAWAN	BLOOD DONATION CAMP	1	3
WASTE OF WEALTH	WEST BENGAL STATE UNIVERSITY	AWARENESS	1	2
GANDHI GLOBAL SOLAR YATRA	IIT MUMBAI	STUDENT SOLAR AMBASSADOR WORKSHOP	2	50
AWARENESS	WOMENS CELL P N DAS COLLEGE	SPOT QUIZ	1	50
No file uploaded.				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NA	0	NA	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NA	NA	NA	01/07/2019	30/06/2020	0
No file uploaded.					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Dr. B.R.Ambedkar Satavarsiki Mahavidyalaya	11/02/2020	ONLINE CLASSES	3
Gobardanga Hindu College	24/10/2019	VIRTUAL CLASSES	Nill
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development

45.55	49.16

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Nill	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Video Centre	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing

[View File](#)

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Fully	16.05.07.000	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	14737	1171152	76	1065716	14813	2236868
e-Books	3135000	5000	Nill	3135000	3135000	3140000
e-Journals	6000	Nill	Nill	Nill	6000	Nill
CD & Video	1	1000	Nill	Nill	1	1000
Journals	6	20428	Nill	1398	6	21826
Library Automation	1	20060	Nill	16992	1	37052

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			

[View File](#)

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	62	1	7	3	0	1	16	50	0
Added	0	0	0	0	0	0	0	0	0
Total	62	1	7	3	0	1	16	50	0

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

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Facility being developed	**Nill**

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
2.7	**2.05**	**4.45**	**3.33**

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

A)Campus maintenance Campus development Committee and Purchase and Repair Committee are in place. 2.The Electrician cum Caretaker is responsible for maintenance of all Electrical connections and installations. Laboratory Assistant takes care of the laboratory facilities. 3.A gardener has been appointed to maintain the campus garden.. 4. Housekeeping staff is appointed to maintain the campus cleanliness. 5. The college engages contractors and workers through proper tender procedure when it needs major maintenance, renovation and repairing of buildings. 6. The institution organizes different awareness programme to keep the campus healthy through strong NSS team. 7. Green audit is conducted annually. 8. Annual Maintenance of important services is purchased. 9. Feedback from students is collected online and action is taken. B)Laboratories: Laboratories are well equipped and are run maintaining proper guidelines. 1. Laboratory equipments are checked before each academic session by the Head of the Departments. 2. List of requirement of new equipments, books, maintenance etc. is prepared by the Departmentsalong with 3. The requisition is sent to the Purchase Committee. 4. The items approved by committee are processed for tender. 5. Fire extinguishers are maintained in the laboratory and college buildings. C)Computers: The computer hardware, software and networking are taken care of by computer technician. D)Sports facilities: 1. Sports Committee is there for planning and execution of sports related activities. The committee organizes and conduct both institution level and university level competitions. 2. Well equipped gym is maintained and supervised by college appointed staff. 3. Maintenance of college ground is taken care of by the Sports Committee. E)Class Room: 1. Housekeeping staff maintain the cleanliness of the class rooms . 2. ICT facilities of the class rooms are supervised by technical staff. 3. Requirement and repairing of class

room furniture is monitored by Purchase Committee. Library: The Library Committee formulates policies and procedures for efficient use of library. 1. In addition to the Central Library, there are departmental libraries. 2. Requisition for books is collected from the departments heads and forwarded to the Purchase Committee. 3. Library software (KOHA) is maintained through AMC. 4. Maintenance of existing books, question papers etc.are taken care of by the library staff. 5. Pest control is conducted every year.

http://pndascollege.in/pdf/committees/proce-policies-maint.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	STUDENTS AID	19	9860
Financial Support from Other Sources			
a) National	NA	Nill	0
b)International	NA	Nill	0
View File			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
View File			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	NA	Nill	Nill	Nill	Nill
No file uploaded.					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed

NA	Nill	Nill	NA	Nill	Nill
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
RABINDRA JAYANTI	INSTITUTION	36
BASANT UTSAV	INSTITUTION	119
INTERNATIONAL MOTHER LANGUAGE DAY	INSTITUTION	51
COLLEGE FOUNDATION DAY	INSTITUTION	200
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Students Union is elected following the college constitution and Government notifications. The programmes organized by the Students Union are Freshers Welcome, College Social, College Sports and Saraswati Puja. The council also publishes the Annual College Magazine. In addition to the above programmes the students representatives are actively involved in all the events of the institution. There is student representation in the Governing Body of the institution. The IQAC has a student member, the student member is selected by the members of the IQAC based on academic performance and involvement in college activities.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:	

42

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The Governing Body of the college is composed of members from the Teaching and NonTeaching members, student representative, University and Government nominees. The Principal is the Secretary of the Governing Body. The examples of decentralization and participative management during the last year: 1) The Academic in Charge appointed by the Governing Body is responsible for looking into the academic affairs of the college, along with the Academic Committee. The Academic Committee draws the Academic Calendar for the session and the departments prepare their calendars accordingly. 2) The annual budget is prepared by the Finance Committee, all members of the committee actively participated in the process. 3) The IQAC holds regular meetings to propose the plan of action for quality enhancement and sustenance. IQAC is composed according to the NAAC guidelines and in this process the students also have a role in management. 4) The Building Committee has representation from the Public Works Department, University in addition to members from the college. Any proposal is discussed thoroughly before submission. 5) The Purchase and Repair Committee , in accordance with the General Purchase Rules, conducts the Purchase of goods. 6) Head of the Departments look into the day to day functioning of the departments in consultation with the Routine Sub committee,IQAC etc,

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Industry Interaction / Collaboration	Collaboration with the following colleges: Dr. B. R. Ambedkar Satavarshiki Mahavidyalaya Gobardanga Hindu College on sharing of resources. As per the need of other institution, online classes have been organized for the students. During the pandemic, special classes have been conducted in some subjects.
Human Resource Management	1) Teachers attend Refresher Courses and Orientation Programmes. 2) Workshop on syllabus (English in 2019-20) was organised by the department in

	collaboration with the IQAC. 3)Teachers attend workshops arranged by the University. 4) Efforts for upliftment of professional competence through Workshop, Training Programme arranged from time to time. 5) During the early lockdown period, a three day online workshop was arranged by the IQAC on online Teaching, Learning and e resources the faculty members of the college along with had been the Resource Persons. 6) Self appraisal report maintained by teachers.
Library, ICT and Physical Infrastructure / Instrumentation	Library has 50 MBPS wifi connectivity desktops are provided for use by the Librarian as well as for browsing by the students.All data on KOHA cloud which makes it possible to browse through the catalogue from anywhere. NLISt subscription is made. In addition to the use of the library by regular students and staff members, ex students are teachers of other institutions also access the library with prior permission .Smart classrooms, ICT enabled classrooms comprise of about 50 of the classes.
Examination and Evaluation	In the beginning of the academic session, Internal Assessment schedule is framed by the Academic Committee in collaboration with the IQAC. Centralised formative and summative evaluation is followed. Class tests, quiz and assignments are conducted by the departments.
Curriculum Development	Being an Undergraduate college,curriculum designed by the affiliating University is followed. The academic calendar is prepared by the IQAC upon receiving feedback from the departments. Workshop on syllabus has been organised in collaboration with the University departments. Teachers participate in the workshop arranged by the University for effective implementation of syllabus. Students are sensitized on course content and syllabus in the beginning of each session through departmental programmes. There is an active feedback analysis system,feedback is accepted from teachers on the syllabus and the same has been communicated to the University. Feedback on Teaching and Learning is collected on regular basis and is analysed and communicated to the teachers/

Teaching and Learning	College has a transparent admission system in compliance with the Government rules. Number of seats ,reservation are declared prior to admission. Workshop and retraining programmes are arranged by the IQAC for effective use of technology by the teachers. Classroom teaching, extensive use of ICT with regular upload of study material on various platforms.Smart classroom is used by the departments. Online attendance is marked for almost all departments and the same is communicated to the students in case of short attendance.Counselling of students, Guardian meet, remedial classes for weak students are conducted regularly .Academic achievements are felicitated by the college in Annual Function. Some departments organise lectures by Guest Faculty. Collaborative learning by Students through various projects and assignments is encouraged. Access to newspapers, journals, (hard bound as well as e resources) is provided. Classes on General Knowledge and current affairs, General Aptitude ,English for interested students are held
Research and Development	1) Subcription to NLIST to promote research 2) Teachers are encouraged to register for Ph. D 3) On duty leave is proposed for preparing the proposal for MRP. 4) A contingency of upto Rs. 20,000/ for promoting research has been proposed by the college
Human Resource Management	1) Teachers attend Refresher Courses and Orientation Programmes. 2) Workshop on syllabus (English in 2019-20) was organised by the department in collaboration with the IQAC. 3)Teachers attend workshops arranged by the University. 4) Efforts for upliftment of professional competence through Workshop, Training Programme arranged from time to time. 5) During the early lockdown period, a three day online workshop was arranged by the IQAC on online Teaching, Learning and e resources the faculty members of the college along with had been the Resource Persons. 6) Self appraisal report maintained by teachers.
Admission of Students	1) Complete online admission introduced. 2) Admission on the basis of merit and following the rules of

	reservation.

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

E-governace area	Details
Planning and Development	All the notices for the students are uploaded on the college website and SMS is sent to the registered mobile number. Finance and Account, student record, Library modules in place. LMS effectively used. Biometric attendance is recorded.
Administration	Use of Google platform for attendance record of students, sharing learning material on Google platform, You Tube, LMS is mandatory. IQAC collects all information on Google sheets and google docs. Google Forms are used for collecting feedback and all data stored in Google Drive . G Suite is procured and staff members are encouraged to use the institutional e mail. Academic and administrative Meetings were held on Google Meet
Finance and Accounts	Finance on Accounts on AIMES Cloud. Report generation on bank reconciliation, ledger statement, voucher statement,cash accounts statement,receipts and payments,income expenditure accounts, employee master details creation are taken care of. 2) Student fees, concession and all fee related data on the cloud. 3) Staff salary through HRMS.
Student Admission and Support	1) Complete online admission 2) SMS notification for staff and students 3) Online submission of feedback and satisfaction report. 4) University examination forms are filled up online. 5) All stipends and scholarships(Government) are available online. 6) Whatsapp groups created by teachers for fast information dissemination. 7) Students added in Google classroom for sharing of classnotes and reference 8) Learning material uploaded on LMS,Youtube and college website 9) Online classes held from 2019-20
Examination	1) Forms are filled up online after college approves the list of candidates 2) Online Class assignments. Internal Assessments .3) End semester and Final examinations conducted online by the affiliating University 4) The database of University and College examination results maintained . 5) Online mock tests for Entry in Services encouraged

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	NA	NA	NA	Nill

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	In-house Training Programme on E-Module Dev elopment	NA	17/11/2019	21/11/2019	34	Nill
2020	Training for Virtual Class	Training for Virtual Class	07/01/2020	07/01/2020	21	1
2020	3-Day Workshop on Teaching Learning and e-Resources	NA	06/06/2020	09/06/2020	127	Nill

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
SHORT TERM COURSE	1	08/06/2020	15/06/2020	7
ORIENTATION PROGRAMME	1	30/08/2019	20/09/2019	21
REFRESHER COURSE	1	10/02/2020	24/02/2020	14
REFRESHER COURSE	1	06/01/2020	20/01/2020	14

SHORT TERM COURSE	1	12/05/2020	19/05/2020	7
SHORT TERM COURSE	1	01/06/2020	08/06/2020	7
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
10	1	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Staff Cooperative Society introduced in 2019	Staff Cooperative Society introduced in 2019	Students Aid Fund, Book Bank facility, Earn while you learn from college fund, Entry in Services Coaching (college initiative), Medical unit, Health and social awareness programmes.To ensure attendance in online classes and to help needy students, fee waiver was announced and given for three months(April- June 2020)

6.4 – Financial Management and Resource Mobilization

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

Statutory Audit for 2019-20 completed, report to be received.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	IQAC
Administrative	No	Nill	Yes	IQAC

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

Guardian meeting called in the beginning of every Academic Session. A guided tour of the facilities of the college is provided. Meeting of Parents called as and when required by the Departments.

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

Training programme for the office staff was organised on the finance module that had been updated. In order to take a decision on any update or new module, staff members are given a demonstration by the vendors, the members have an hand on experience before the decision is finalised.

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

1) Structured feedback from students 2) Feedback from guardians 3) Feedback from teachers on syllabus and college administration 4) Regular Internal Academic and Administrative Audit 5) Academic and Administrative Audit bt Peer Team recommended by affiliating University. 6) Office management on Cloud 7) Library data on Cloud 8) Learning management System procured 9) Regular training on e module preparation leading to participation of all teachers in the process.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	WORKSHOP ON NEW SYLLABUS IN ENGLISH	07/08/2019	07/08/2019	07/08/2019	15
2019	ENVIRONMENTAL AUDIT IN HEIs: FRAMEWORK AND IMPLEMENTATION	29/08/2019	29/08/2019	29/08/2019	90
2019	STATE LEVEL SEMINAR ON STUDENTS SATISFACTION SURVEY	14/09/2019	14/09/2019	14/09/2019	79
2019	IMPACT OF CLIMATE CHANGE IN COLLABORATION WITH NATURE CLUB	20/09/2019	20/09/2019	20/09/2019	30
2019	ACADEMIC AND ADMINISTRATIVE AUDIT	09/11/2019	09/11/2019	09/11/2019	50

2019	PEER GROUP ORIENTATION ON E MODULE DEVELOPMENT	18/11/2019	18/11/2019	25/11/2019	36
2020	WORKSHOP ON REVISED ACCREDITATION FRAMEWORK	12/02/2020	12/02/2020	12/02/2020	33
2020	RETRAINING ON VIRTUAL CLASSROOM	07/01/2020	07/01/2020	07/01/2020	26
2020	3 DAY ONLINE WORKSHOP ON ONLINE TEACHING,LEARNING AND E RESOURCES	06/06/2020	06/06/2020	09/06/2020	127
2020	ONLINE WORKSHOP ON PSYCHOLOGICAL COUNSELLING	18/06/2020	18/06/2020	18/06/2020	Nill

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
AWARENESS ON INTERNAL COMPLAITS COMMITTEE	27/07/2019	27/07/2019	40	42
SELF DEFENCE	06/03/2020	06/03/2020	30	20
SPOT QUIZ	13/03/2020	13/03/2020	30	15
WEBINAR ON WOMEN EMPOWERMENT IN INDIA	27/06/2020	27/06/2020	122	73

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

Percentage of power requirement of the University met by the renewable energy sources

The college organises a number of environment consciousness programmes. During 201920 1) A seminar on Amazon Fire was organised by the Nature Club. 2) Participation in Gandhi Global Solar Yatra by students of the college as well as from other institutions 3) State level Seminar on Environmental Audit in Higher Educational Institutions was organised by the IQAC 4) Tree Plantation by NSS and NCC 5) Cleanliness Drive by NSS volunteers 6) Application to West Bengal Renewable Energy Development Authority has been made for installation of

solar power 7) Compost pit is maintained Percentage of Power requirement met by the renewable energy sources:0

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1
Scribes for examination	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nill	1	09/09/2019	1	Cleanliness drive in Sishu Bhawan,the local orphanage	Health and Hygiene	36
2019	Nill	1	14/11/2019	1	Childrens day at Sishu Bhawan	Helping Hand	25
2020	Nill	1	31/03/2020	1	Distribution of mask,sanitiser and food items	Support during Lockdown	2
2019	Nill	1	24/12/2019	2	Christmas with Children at Sishu Bhawan	Distribution of food and blankets	30
2019	Nill	1	01/10/2019	1	Pre Puja	Gift Distribution	13
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Prospectus containing Rules and Regulations on conduct and discipline	02/07/2019	Followed up by orientation of students during the first orientation programme for new entrants and through regular interaction

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
CELEBRATION OF INDEPENDENCE DAY	15/08/2019	15/08/2019	113
NATIONAL CONSTITUTION DAY	26/11/2019	26/11/2019	52
REPUBLIC DAY	26/01/2020	26/01/2020	75
INTERNATIONAL MOTHER LANGUAGE DAY	21/02/2020	21/02/2020	51
INTERNATIONAL DAY OF YOGA	21/06/2020	21/06/2020	31
SEMINAR ON INTELLECTUAL PROPERTY RIGHTS	20/07/2019	20/07/2020	36
WEBINAR ON WOMEN EMPOWERMENT	27/06/2020	27/06/2020	195
HINDI DIWAS	14/09/2019	14/09/2019	10
NETAJI JAYANTI CELEBRATION	23/01/2020	23/01/2020	50

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

1) Placement of Dustbins at different points 2) Installation of LED lamps 3) Participation in Gandhi Global Solar Yatra 4) Tree Plantation 5) Talk on Amazon Fire arranged by the Nature Club 6) Survey on Carbon Foot print

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. TITLE OF THE PRACTICE: REGULAR RETRAINING PROGRAMMES ORGANISED BY THE IQAC FOR PROFFESIONAL DEVELOPMENT OF TEACHERS 2. TITLE OF THE PRACTICE : Annual Academic and Administrative Audit by the IQAC and Regular Feedback from students 3 TITLE OF THE PRACTICE: Extension Activities to educate the socially and economically underprivileged rural people in a village as well children in an Orphanage in the vicinity of the college, in areas of health, hygiene and nutrition.

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

[http://pndascollege.in/pdf/ssr/bestpractices2019-20.pdf and](http://pndascollege.in/pdf/ssr/bestpractices2019-20.pdf) http://pndascollege.in/pdf/ssr/best-prac.pdf

7.3 – Institutional Distinctiveness

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

INSTITUTIONAL DISTINCTIVENESS: The vision of the institute is to achieve excellence while remaining faithful to its commitment to the empowerment of the weaker sections of the society through knowledge that equips and enlightens. More than thirty percent of the students of the college are first generation learners and almost fifty percent are from socioeconomically backward families. To offer these students from weaker background the updated knowledge and exposure to technology enabled learning the college has enhanced the use of ICT

in teaching learning and evaluation. The college presently has 8 classrooms with LCD projectors, 1 smart board and 1 virtual classroom. The entire campus is wifi enabled and all students and staff are offered free wifi facility. Teachers and students are regularly trained extensively to make powerpoint presentations. The library is fully automated. E module preparation training programmes have been initiated and teachers of almost all departments have started preparing and uploading e modules. Modern electronic Learning Management systems like Google Classrooms are being used extensively, where the students are given e books, study materials, syllabii, question papers, announcements related to departmental activities, etc. In some cases formative assessments are conducted in the e formats like google forms. All these are aimed at the development of global competence by exposing them to the processes of internet based learning. An active Career Counselling Cell is in place to provide students with knowledge of the employment prospects. Career Fair is organised for these students. Entry in Service coaching programmes are conducted by the college to prepare these students for competitive examinations as well as to train them to face interviews and personality tests. Remedial classes are organized by the college especially for the assistance of students from weaker backgrounds. These students are encouraged to get involved in various awareness programmes and extension activities, surveys and campaigns to develop their leadership instincts and capacities and empower them with involvement in activities of social amelioration. These students are encouraged, assisted and trained to participate in various cultural activities and days of importance. They are also encouraged to participate in theatre workshops for overall personality development. In a nutshell the institution is committed to the holistic development of the students and ensures the best possible support and guidance in every field.

Provide the weblink of the institution
http://pndascollege.in

8.Future Plans of Actions for Next Academic Year

1)The college plans to introduce Induction Programme as per UGC Guidelines ,which could only be conducted online by the departments due to the impending situation. 2) More books for Central Library and Departmental Libraries. 3) Digitization of Library, subject to availability of funds. 4) Continuation of Professional Development programmes for Teachers 5) Professional Development programme for Non Teaching Staff members 6) Completion of Rain Water Harvesting Project 7) Set up for e module development 8) Installation of few solar lamps in the campus 9) Introduction of Digital Literacy programme for the elderly