YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Purash-Kanpur Haridas Nandi Mahavidyalaya
• Name of the Head of the institution	Dr. Chandan KumarJana
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	3214250236
• Mobile No:	8100598811
• Registered e-mail	pkhnm2010@gmail.com
• Alternate e-mail	chandanjana09@gmail.com
• Address	P.O.: Kanpur, District:Howrah
• City/Town	Howrah
• State/UT	West Bengal
• Pin Code	711410
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**University of Calcutta**	
• Name of the IQAC Coordinator	**Sri Saranya Sen**	
• Phone No.	**9830523581**	
• Alternate phone No.		
• Mobile	**9830523581**	
• IQAC e-mail address	**iqacpkhnm@gmail.com**	
• Alternate e-mail address	**saranyasen.03@gmail.com**	

3.Website address (Web link of the AQAR (Previous Academic Year)	http://pkhnm.ac.in/wp-content/uploads/2021/08/AQAR-2019-20-before-submit.pdf
4.Whether Academic Calendar prepared during the year?	**No**
• if yes, whether it is uploaded in the Institutional website Web link:	http://pkhnm.ac.in/wp-content/uploads/2022/03/1.1-Academic-Calendar-2020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**Nil**	**2007**	**31/03/2007**	**30/03/2012**
Cycle 2	**B+**	**2.61**	**2016**	**16/03/2016**	**15/12/2021**

6.Date of Establishment of IQAC	**17/08/2007**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Faculty	**FDP (Sbstitute Teacher))**	**UGC**	**2020-21**	**127000**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	**2**	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**	
• If yes, mention the amount		

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

Faculty exchange to be introduced.

Online gender sensitization programmes to be initiated.

ICT based teaching learning learning to be carried out.

Arranging career oriented web talks and workshops to enlighten students about the newer vistas of the professional world.

Arranging teacher exchange programmes with collaborating institutions to empower students with varied pedagogies.

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

Plan of Action	Achievements/Outcomes
Faculty exchange to be introduced	Four departments engaged in the same.
Online geneder sensitization programmes to be initiated.	Three webinars were organized.
ICT based teaching learning and evaluation to be continued.	online classes and exams were carried out through synchronous and asynchronous means.
Career oriented workshops to be organized online.	3 such webinars were organized.
COVID awareness programmes to be organized for teachers and students	A webinar was organized on 08.07.2020 and eminent doctors shared their valuable advice.
Academic and Administrative Audit to be conducted	Academic and Administrative Audit was conducted and report was submitted on 14.05.2021

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	26/02/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	24/02/2022

Extended Profile

1.Programme

1.1   20

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

File Description	Documents
Data Template	[View File]

2.Student

2.1   **1075**

Number of students during the year

File Description	Documents
Data Template	[View File]

2.2   **493**

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	[View File]

2.3   **242**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1   **33**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File]

3.2   **25**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**20**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**1075**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**493**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**242**

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1 Number of full time teachers during the year	**33**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**25**

File Description	Documents
Data Template	<u>View File</u>

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**26**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**1277656**
4.3 Total number of computers on campus for academic purposes	**44**

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

The curriculum is designed by the University and is followed by the affiliated colleges. Our college takes utmost effort to make sure the effective delivery of the curriculum and ensure holisti development of the students.

An Academic Calendar is prepared at the beginning of every session clearly mentioning the timeline for various components of Continuous Internal Evaluation and also their tentative University Examination. It is available on the college website and in the Prospectus.

In the academic year 2020-21, the session started late becaise of the prevalent pandemic and the academic calendar was prepared accordingly.

Following the academic calendar each department prepares an Academic Plan to cover the whole syllabus within stipulated time

period properly. Routine sub-committee prepares the timetable according to the requirement of each department. Academic Calendar, Academic Plan and time table are then uploaded in the website of the College and also website of each department before commencement of classes of a particular semester. In addition to this, each department has Programme Outcomes and Course Outcomes which are available on the websites for students. To execute curriculum in a well-planned documented way ICT is vastly used. The teachers of the college attend different workshops and faculty development programmes regularly to update their knowledge and are also involved in the assessment and evaluation process.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

Academic Calendar is prepared by IQAC in accordance with the instructions and direction supplied by our affiliating university, based on curriculum guidance under the CBCS pattern of syllabus at the beginning of each Academic session. Though the session started late in the academic year 2020-21 because of the prevalent pandemic, the acdemic calendar was strictly adhered to. It includes detailed planning about the conduct of classes, Continuous Internal Evaluation & examination, Annual Sports and various other significant activities of the college. The Academic Calendar provides a roadmap for the entire session which ensures smooth functioning of all departments of the college. The departments distribute the academic responsibilities in tandem with the Academic Calendar and the individual teachers shoulder the distributed portions accordingly. The Academic Calendar is helpful for not only the teachers, non-teaching staff but also for the students as they can keep track of the activities to be performed and conducted over the entire Academic Session.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	**Nil**

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

C. Any 2 of the above

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

1.2 - Academic Flexibility

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

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

20

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)	View File

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data

requirement for year: (As per Data Template)

0

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

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

00

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

00

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

1.3 - Curriculum Enrichment

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

Our institution, believes not only in imparting professional degreebut also to prepare a student to develop him/her- self as a complete human being. So professional ethics, gender sensitization, human values, empathy towards environment and consciousness towards sustainable development become relevant and important. Emphasis are given on these issues within the curriculum provided by the University. The college provides the students with opportunities to know about these issues which are of vital importance in the society today. Seminars and different programmes on the issue of gender sensitivity were organised in the online mode. Eminent speakers were invited to share their views and experiences in their fields and to encourage the students to think in a new way to the issue. Industrialization is

the key to alleviating the curse of unemployment, it brings with it serious degradation to the environment causing serious concerns of issues of sustainability. To focus on these issues several webinars were held to discuss ways of striking the balance between industrial growths. The new challenges that is faced by the youth are professional values and ethics. Programmes were organiged to make the students aware of the importance of these issues.

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

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

03

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)	View File

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

144

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

1.4 - Feedback System

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

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
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	http://pkhnm.ac.in/wp-content/uploads/2022/03/Teachers-Feedback-2020-2021.pdf

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

1101

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

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

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

294

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

It is primarily through the classroom interactions that the teachersassess the learning levels of the students and organises special programmes for advanced learners and slow learners.

For advanced learners the approaches adopted are as follows:-

• More challenging work in the form of projects and home assignments

• A well stocked library with advanced reference facilities

• Incentives in the form of merit scholarships and prizes

• Encouragement for participation in inter-college and intra-college competitions, and paper presentations using ICT

• Special lectures by eminent speakers from industry and academia

• Free internet access

• Counselling by faculty to appear for competitive examinations

- **Seminars and workshops**

  - **Role Reversal**
  - **Quiz**
  - **Lecturing in seminars**

Identification of weak students made on the basis of interactions and assessment tests during classes. The strategies adopted to level up the slow learners are as follows:

- **Meeting and communicating to the weaker students their areas of weakness**

- **Providing exam-friendly study materials**

- **Teachers available beyond class hours to counsel the weaker students over phone and interfaces**

- **Monitoring the progress of the students through written assignments**

- **Evaluated answer scripts of college examinations discussed with students to identify and address their shortcomings**

Remedial Classes for slow learners are also arranged.

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

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

Number of Students	Number of Teachers
1075	**33**

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

During the pandemic it was initially a challenge both to teachers and students to carry out the Teaching- Learning Process efficiently. However, both the Teachers and students soon shifted from Conference Calls and Whatsapp group calls to meeting on the newly popularised platform of Google Meet and Zoom. Google Classroom also proved to be another helpful digital space for efficiently conducting the teaching-learning process. Youtube videos, interactive webpages through the help of Insert Learning and animation videos with Powtoons made the learning process more student-centric and participative.

Submissions of Tutorials and Projects of all streams were submitted via departmental emails or Google Forms according to the convenience of the students. The challenging task of online practical classes of Computer Science and Mathematics were successfully done through Google Meet platform.

Student-centric lectures by eminent speakers in the online platform proved a significant step towards enhancing the learning experience of students.

Several departments organised student-centric webinars where eminent academic personalities closely addressed topics assigned in the University syllabus and interacted with the students. This endeavour helped to significantly broaden the horizon of the student's perception and boosted their curiosity for further independent study.

Online Faculty exchange programmes with Institutions under MoU served the ultimate goal of developing a vibrant and diverse faculty where students could benefit from the fresh trains of ideas and perspectives.

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

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

The pandemic necessitated the use of the digital platforms and tools for effectively reaching out to students. Meetings as well as classes in the audio visual modes were conducted both on Zoom

and Google Meet. According to the requirement and the number of participants, even Whatsapp was heavily used for conducting departmental meetings and classes. However the Google Workplace was extensively exploited for carrying on the teaching-learning process. Google meet, Google Forms, Google Docs, Google Sheets and Google Slides have proved to be fascinating ICT tools for collaborative work.

All the departments have their respective Google Classrooms dedicated for each of the semesters where study materials are posted from time to time to provide additional flexibility to students in the virtual mode.Classes are accessible 24X7 as recorded material in the LMS reaching out to the students beyond the regular teaching hours.

The college has bought its own domain under Google and with this official id it has come up with its own Youtube channel where several online webinars were broadcast live for the greater participation of the students. Some of the departments and the teachers also have their own individual channels on this popular platform where they upload video classes. Besides, the 9 ICT-enabled classrooms in the college facilitate the teachers to use Power-Point Presentations for generating greater interest and participation of the students.

A dedicated ICT sub-committee assures the smooth functioning of the various online events which were organized by the college during the lockdown through Google Meet and Youtube.

There is free internet connectivity in the campus for the academic purposes of the teachers and students. The library is equipped with OPAC and RFID.

The college has subscribed to INFLIBNET and the teachers have been provided the id and password which enable them to access various journals through this platform which in turn help them in their own research and thereby to prepare effective lectures.

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

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

33

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

2.4 - Teacher Profile and Quality

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

22

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

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

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

10

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

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

2.4.3.1 - Total experience of full-time teachers

319

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

2.5 - Evaluation Process and Reforms

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

The evaluation of the students' academic performance is a constitutive part of the teaching-learning process and internal assessment plays a pivotal role in this system. Internal examination for the new CBCS syllabus acquires a vital role in the process of evaluation of students by the University, so it is included in the University Examination system. In the lockdown period due to Covid-19, internal assessment was conducted exclusively in the online mode through Google Forms. Auto generated marks through Google Forms made the process of internal assessment transparent.

Google Classroom has also played an important role during the lockdown, both in terms of conducting classes and also in conducting internal assessments of students. Students were given assignments and tests through the classroom to evaluate their understanding of the subject.

Students engage in group discussion as part of internal assessment

as well.

The students are also encouraged to practice writing answers on their own and the teachers are always willing to correct the answers and provide feedback on improving the answers. Teachers thus help students to prepare for the final examination and they can also evaluate the progress of the students.

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

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

The evaluation of the students' academic performance is a constitutive part of the teaching-learning process and internal assessment plays a pivotal role in this system. Internal examination forms an important part of the process of evaluation of students by the University, so it is included in the University Examination system and hence they are conducted as per the guidelines and timelines provided by the University. Hence the possibility of grievances in the Internal examination are significantly low and the college usually does not receive grievances about internal assessment. Eventually the marks of internal assessment are uploaded on the University portal.

During the pandemic almost all departments provided the google forms link for internal exam and took the exam mostly in the form of multiple choice question and the marks were auto generated keeping the entire process of evaluation completely transparent. RTI provision is also available.

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

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.

Programme and course outcomes for all Programmes offered by the

institution are stated and displayed on the website and communicated to teachers and students.

On the first day of classes, the students are acquainted with the various components of the syllabus, the names of teachers who would teach various topics in their courses of study and the different types of internal assessment.

Each department has Programme and Course Outcomes available on the college website for students to better understand what they will learn from each course. The students are always reminded about the various outcomes of the course in which they are enrolled.

The curriculum is designed by the University and is followed by the affiliated colleges. Programme and Course Outcomes are prepared by the teachers which is the reflection of the curriculum.

The teachers of the college attend workshops organized by the University for better understanding through interactions and discussion on the Curriculum and its outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

The institution follows the syllabi laid down by the affiliating university for all its subjects. It ensures the completion of the mentioned syllabi through a teaching plan that is also provided to the students at the beginning of the academic session. The Principal in coordination with the Academic Council monitors the execution of the assigned syllabus and its timely completion. The final outcome of the course is evaluated through the performance of the students that is analysed at the end of each semester examination. The student progression into higher studies and placement records also indicate successful attainment of programme outcomes and course outcomes.

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

2.6.3 - Pass percentage of Students during the year

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

235

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
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)

http://pkhnm.ac.in/wp-content/uploads/2022/03/2021-Online-Feedback-from-semester-2-4-and-6-students.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)

Nil

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

Nil

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

29

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

3.2 - Research Publications and Awards

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

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

Nil

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

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

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

8

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

3.3 - Extension Activities

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

The college is keen to exercise its social resposibility and takes the same very seriously.Because of the pandemic, the regular extension activities were interrupted. However,even in these times times, the college initiated two WhatsApp groups engaging students and local administration in spreading COVID awareness, process of preparing masks and wearing the same properly and the need to follow the COVID protocols.

The gender sensitization activities were carried out virtually with three webinars organized by the college to sensitize students about menstrual health and gender issues.

The Career and Development Cell of the College organized two

webinars in the year to intimate and empower students about the changing professional world.

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

00

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

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

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

1

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

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

752

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)	View File

3.4 - Collaboration

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

5

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

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

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

5

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The College campus has a sprawling campus. Whole campus is with internet facilities through Lan connection and Wi-Fi enabled. There are 26 well ventilated classrooms of different sizes including 9smart classroom and threecomputer labs. The corridors are wide enough. 9 classrooms are ICT enabled. All classrooms in the college premises are properly and optimally utilized during the academic sessions. Classrooms are also utilized for the purpose of University examinations. Large rooms are also used for organizing seminars, special lectures, cultural activities and other academic activities, administrative meetings and miscellaneous programmes.

The college has no separate conference room. The smart class rooms, Room no.21 and 23 areutilized as Conference Rooms as and when necessary.The computers/ laptops are also interfaced with LCD projectors for Presentations. There are total 44 computers in the college for smooth conduct of teaching – learning Process. The College has a well equipped central Library and Departmental Book Banks.

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

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

College with its infrastructure encourages students to take partin different indoor and outdoor games and sports. There is sports sub-committee comprising of teachers and students. This committee organizes annual sports. Students take part in University level Kho Kho and football tournaments.Different playing kits such as cricket, football and carom board are in place. The College has its own playground and organizes annual sports here.

The cultural sub-committee of the college efficiently organizes different cultural events and competitions. Students are encouraged to take part indifferent cultural events and competitions organized by the college and other institutions.

During the academic year 2020-21, all the oudoor activities and sports were suspended following the COVID guidelines issued by the government.

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

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

9

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

9

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

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

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

42.88013

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

4.2 - Library as a Learning Resource

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

The Library of the college is fully automated with the 18.05version of Koha Integrated Library Management Software (ILMS). User can search the collection of the library through OPAC. Searching can be done using different field like title, author, editor, subject, place of publishing, publisher, year of publishing, classification number, ISBN , etc.Library has subscription to INFLIBNET (N-LIST). Library has collection of 23317 books.The library has Wi-Fi enabled internet connectivity. The Library has In-Out management system to track the users who visit the library through RFID. The library is under CCTV surveillance to prevent any untoward losses. There are carrels for reading. There are three computers, one RFID kiosk, one laser printer and one reprographic machine for the library management purpose.

File Description	Documents
Upload any additional information	**No File Uploaded**
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

D. Any 1 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)	View File

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

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

.0590

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

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

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

00

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

4.3 - IT Infrastructure

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

There are 9 ICT enabled classrooms including a seminar cum smart classroom and two computer labs cum classrooms. Three Computer Labs consists of 28 Computers. There are WiFi enabled computerized facilities in the college. The College Office room is fully computerized with 7 computers and 5 Printers.The Library started

its computerization from the year 2014 where the books database is maintained by Koha software and OPAC is for searching for books. The College automation was initiated in 2014 through an online admission process by Infonetics company. The online admission system is renewed and upgraded every year. Office management was started in the year 2014 by Infonetics and the contract gets renewed every year.

The College registered with G-Suite in 2020-21. During Covid-19 pandemic period extensive use of G Workspace was done.

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

4.3.2 - Number of Computers

40

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

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)

0.28043

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

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

There is a systematic procedure for maintenance of physical and academic Infrastructure. Purchase requirement of any matter is placed before the Development and Purchase Committee. If the amount is less than Rs.100000/- (Rs. One Lac) the collegecan purchase taking at least three quotations or directly from the market. If the amount is more, tender if duly floated following Govt. rule. Physical infrastructure is maintained by two or three local workers on labor contract basis or fully contract basis following the Govt. rule. Computers are maintained by college assigned staff members.Branded laptop or computer are purchased through tender calls. All the water purifiers are well maintained through AMC. Fire extinguishers are timely refilled. Class rooms are well maintained by sweeper/ cleaners. WBSEB provides electricity in college. Electricity maintenance is done by authorized persons. Generators and water pumps are checked regularly. Reprographic Machines are under AMC. Maintenance and repairing of Civil work, Plumbing, Furniture etc are done by the skilled persons hired by the institution. For any purchase above Rs. 10000/- tenders are invited. The college follows G.O. No. 5400-F(Y), dated 25/6/2012 and related amendments.

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

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

310

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<u>View File</u>
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)	**No File Uploaded**

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

00

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

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

D. 1 of the above

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

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

120

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

120

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

00

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

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

5.2.2.1 - Number of outgoing student progression to higher education

24

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

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

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

government examinations) during the year

00

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.

00

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 college forms the Students' Union as per the Calcutta University Act, 1979 (WB Act. XXXVIII of 1979) & conferred upon it by sub-clause (g) under clause 93. According to the Act, class-wise student representatives are elected every year through general students' election. The elected members then elect/selectGeneral Secretary (GS) of the Students' Union in a meeting in the office of the Principal who acts as Presiding office of the election process and later on acts as the President of the Union. In the same meeting, other elected members are assigned duties for sports, cultural activities, etc.

Since 2017, there have been no elections of the students to form their union as there was no order issued in this respect by the Department of Higher Education, Govt. of West Bengal. In addition, in spite of a gazetted notification of Department on 27.2.2020(G.O. 64 L/OM-164L/2018) for implementation of The West Bengal Universities and Colleges (Administration and Regulation), Act 2017 the Act has not been implemented to form Students Council due to COVID-19 pandemic.

Under this situation also representations of the students were ensured by the GB through selection of a student as GS by the GB itself or by asking written application.

A case report: Students' representation ensured by the GB even when their election was not held

- Mr.Mohinuddin Ali Middya had been selected as GS from 20.1.2017 to 19.6.2018 by the GB (meeting held on 20.1.2017).
- Mr.Suman Pal has been inducted as the GS on 20.6.2018 as per GB resolution no. 4 (meeting held on 20.6.2018).
- Ms.PromitaGhsoh had been included as GS on 14.9.2019 as per GB resolution no. 2 (meeting held on 14.9.2019).
-

The students are the first stakeholder of the institution; the GS is included in the Governing Body of the College. In addition, representations of the Students' Union are given in almost all sub-committees except in Examination, Results and Finance sub-committeeson confidentiality/secrecy reason. The GS or any other member of the Students Union are members ofAcademic Council, Library Sub-Committee, Cultural Sub-Committee, Sports & Games Sub-Committee, Utility, Drinking water and Sanitation Sub-committee, Furniture Sub-committee, Electrical Sub-committee, Infrastructure Sub-committee, Grievance Redressal Cell, Students welfare, SC, ST, OBC and PHD, Publication Sub-committee, Anti-ragging Cell, NSS Advisory body, etc. [Annexure 5.3.2.a]. They participate in almost all kinds of activities and programmes of the college; in administration for smooth running of the college to various students' support, extracurricular activities even in extension activities for developing the community. They organise many important student centric events.

The following events are organised by the Students Union:

- Freshers' Welcome

- Annual Sports
- Interclass football and cricket match
- BasantUtsav
- Teachers' Day
- Blood Donation camp, etc.
- Saraswati Puja
- College Foundation day celebration
- Cultural programmes

They honour policy framed by the GB and CU, the Governments and work in harmony with the college administration, several sub-committees and locality. Their involvement in the student support system:

- Selecting needy students for concession of tuition fees and Poor fund
- Helping students in online application for admission, registration, different types of scholarships.
- Enrolling NSS volunteers, NCC cadets
- Distributing Library cards, students ID, Biboroni book
- Ensuring students participation in seminar, conference, extension activities, etc.
- Ensuring participation of students in University sports and cultural activities
- Organising education tour and excursion

The Students Union has been religiously helping poor students by distributing funds for their admission, examination etc. which is their noble measures of welfare.

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

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

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

23

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

5.4 - Alumni Engagement

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

There is no registered Alumni Association.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	**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

As per the Calcutta University Act, 1979 (the West Bengal Act XXXVIII of 1979)that amends its First Statutes, 1966 as First Statutes, 1979, the Governing Body (GB) of the College is the apex administrative body (Clause 93).It comprisesof the Principal as secretary and ex-officio, representativesfrom the Teachingand Non-teachingcommunities, a representative of the Students' Union as

GS, in addition to the external members as donor/or founder members from the locality, representatives nominated by the Affiliating University and the StateGovernment one ofthemworkingasPresident of the GB.For smooth running of the college and implementation of its academic as well as administrative plans and programmes the GB appoints different sub-committees under the Chairmanship of the Principal in accordance with sub-clause 3 under clause 97 (Power and Functions of the GB) of the Statutes. Other than Finance Sub-committee all other sub-committees may include teaching and non-teaching representative of the GB. All major financial decisions on development and management of the institution are taken by the Governing Body duly considering the recommendations and suggestions provided by the Finance Sub-committee and concerned sub-committees, in recent years also of the IQAC.

The GB of the College designs plans and policies after taking necessary inputs from the concerned sub-committees and advisory bodies in compliance with the Rules, Regulations, Policies of the affiliating university, UGC and the Governments. For framing, implementation and execution of the plans and policies roles of the Principal is vital.Under his leadership all plans and policy are executed/implemented once they are endorsed by the GB. All faculty members participate by giving their inputs in the framing of plan and policy and perform their own specific duties in implementation and execution of the projects.

Since formation of IQAC as per Guidelines of the NAAC recommendations of the IQAC are given prime importance by the GB in all spheres of college activities, programmes and projects.

The college also provides a platform for the active participation of the students through formation of Students' Union as per the Statute (sub-clause g, under clause 93) and include its General Secretary or members of the Union in the various sub-committees that not only enables them in gaining leadership qualities, execution of skills and understanding rules and regulations, but also they are taken in confidence in all college affairs.

The GB delegates all the academic and operational decisions to the Academic Council and to other concerned sub-committees in order to fulfill the vision and mission of the institute. The IQAC, Academic Council and the various sub-committees formulate plan and programmes in tune with the stated vision and mission of the collegewith respect to curricular, co-curricular and extra-

curricular activities and ensure their implementation in timely manner.

Each department enjoys autonomy with respect to drafting of teaching plans, allotting teachers in the master routine, designing assignments for project, tutorial and internal assessments, and undertaking co-curricular activities.As required by the University curricula as well as for encouraging advance learners respective departments make arrangements for student seminars, special lectures, group discussion, out-reach programmes, exhibitions, excursions, etc. Regular departmental meetings give an opportunity to review student progression, their results in the final examinationin which everymemberofthedepartmenttoexpress their ideas and opinion on existing programmes and policies and future plans of the department contributing to the overall development of the college.

Collection and analysis of feedbacks by the IQAC from studentsand teachers for quality assurance.

The IQAC consistently endeavours to institutionalize quality assurance strategies and processes at every level of the institution's functioning. From devising strategies to improve the teaching-learning process through increased use of ICT, expanding the scope of the library, transforming it into a multivalent knowledge portal and development of a research culture to re-defining the boundaries of a vitalizing, meaningful, holistic education and extension activities in community the IQAC has been a proactive player in the overall benchmarking process. It takes necessary inputs from concerned sub-committees and guidance of the GB.

Since the institution is situated in a remote rural location of the district where majority of the population are engaged in agriculture and some working as staff in business establishment, thecollege offers undergraduate courses in arts, science and commerce that are demanded by the local students especially for the benefit of the students of poor financial backgrounds.

In the admission procedure, the institution ensures that not a single eligible SC, ST, OBC of EWS student left out of the college by offering minimum admission fees and wide network through the

cyber cafes that help the students in online admission.

The courses offered by the institution are suitable for employment in teaching and administrative services as well as in business establishments. At present the college is offering curricula under CBCS of the Calcutta University. All possible combinations of subjects are offered as per the CBC. In addition, to enable the students compete successfully in competitive examinations for employment the Career Advancement Cell of institution arrange for training and workshop on career oriented programs and personality development for the job aspirants. Ad-on courses have been arranged with collaboration with EduBridge Education

The institution constructs infrastructure, procure adequate resources and facilities required for all the courses and the students. To offer quality higher education it blends traditional teaching-learning methodology with the modern and technology dependent methodologies to enable the students compete nationally.

One of the divine objectives of the college is to improve quality of peoples' life in its adjacent area. Therefore, it undertakes extension activity by the students and teachers in the locality to make common people aware of various contemporary issues and their solutions.

All the stakeholders are brought in confidence for carrying out their duties and responsibilities to uphold pride of the institution for the benefit of young learners of the locality.

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

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

The authority of the college has formulated elaborate mechanism for participative management through delegation of duties and decentralization as advised in the First Statute, 1979 of the Calcutta University under clause 97 and sub-clause (3). It appoints different sub-committees, councils, bodies and/or cells under the chairmanship of the Principal. Each and every sub-committee/council/cell has one or two convener(s), two to three

representatives from the teaching faculty, one or two members from non-teaching staff in addition to a students' representative. The selection of the convener(s) and members for the sub-committees/councils are done in a meeting of the Staff Council where the Principal inform the House about the list of sub-committees/cells/council needed for various jobs to be undertaken, functions and responsibilities would be of them. The selection procedure of the convener(s) and members includes inviting names of the willing membersbased on three basic principles: i) liking of a person for the kind of job to performed when in the sub-committee/council/cell, ii) knowledge of the person on the job to be performed and iii) expertise and skill on it. The compositions of the sub-committee/council/cells are approved by the Governing Body as such or sometime with little modification and endorsed. All the sub-committees/cells are free to convene meeting anytime on any arisen requirement to accomplish assigned duties that may include organising a programme or event, construction/renovation of any infrastructure to procurement/purchasing of any item. All the sub-committees/cells maintain respective meeting books as well as job diaries. Under the existing guidelines and policies of the GB, affiliating University, UGC and/or the Governments they are free to make plans and programmes for implementation or execution of the plans and programme. Even they can place financial budget for approval of the Finance Sub-committee and/or the GB for procurement or to avail service.The subcommittees are given full operational autonomy and restricted financial autonomy to honour existing purchase policy of the Finance Department of the Govt. West Bengal.List of last Sub-committees/Cells/Councilsformed is given in the Annexure 6.1.1.a.

A case report:

As per the memo of the Higher Education Department, Govt. of West Bengal (memo no. 1059-Edn(CS)/10M-32/2021, dated 28.10.2021) college was opened from 16.11.2021 for classes and other activities in-persons after 2nd wave of COVID-19 pandemic. Within this short period of time to bring back normalcy all types of work were necessary staring from campus/classroom/office cleaning plus sanitization, fixing or repairing of electrical lines, computers, purchasing electrical components, computer, fixing and purchasing furniture, broken doors, window, etc. were done by all the concerned sub-committees. The concerned sub-committees made plans for surveying their respective requirement for repairing/purchasing in meetings, made lists, received approval of the Finance Sub-committee for budget allocation, put up tenders for purchasing wherever necessarydeployed labourers/mesons, and

finally supervised the whole work to completion.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college works under the management of the Governing Body and leadership of the Principal. Participation is ensured through functioning of various statutory committees and sub-committees of the college. Various sub-committees are formed by the representation of teaching, non-teaching staff and students.

Case Study: "On line Examination"

The College acts as a center for all University Examinations held in an academic year. During the pandemic, all examinations were held online. The departments individually arrange and execute the internal examination process, right from setting of question papers and evaluation of answer scripts. For University examination, the Office of Controller of Examinations, Calcutta University sent the question papers to the Principal of College via email, which in turn was forwarded to the responsible memberof the examination sub committee. The memberfurther forwarded the question papers to the HoDs and uploaded the same in the official website of the College. HoDs uploaded the question papers in the Departmental website, the Google Class Room and in the WhatsApp group of the Department. The students submitted the answer scripts in both online and offline mode. The HoDs then distributed the answer scripts for evaluation. The teachers evaluated the answer scripts and uploaded the marks in the affiliating universirty portal.

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

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

College functions as per statute of the affiliating university and follows academic guidelines issued by it. Order from Higher Education Department of Government of West Bengal is also adhered to. The Governing Body formulates policy for the development of infrastructure and academic affairs. All major financial and administrative decisions are taken by the Governing Body in compliance with recommendations of IQAC and other statutory and nonstatutory sub-committees which ensure decentralization and participatory management.

President of the Governing Body and Principal, as Secretary of Governing Body, constitute the nucleus of administration. The management of day-to-day functioning of college rests with the able leadership of the Principal. In discharge of this duty, he has the IQACfor quality improvement, HODs.Bursar, Librarian and Non teaching staff are thereto assist him. Service rules and procedures are guided by Calcutta University Statutes and rules of State Government as amended from time to time. The College has no autonomy to appoint any teacher on substantive basis. Teachers are appointed on the basis of recommendations of The West Bengal College Service Commission.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://pkhnm.ac.in/wp-content/uploads/2022/03/PKHNM-Organogram.pdf
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in   A. All of the above

areas of operation Administration Finance and Accounts Student Admission and Support Examination

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

6.3 - Faculty Empowerment Strategies

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

The institutiontakes into consideration its obligation towards ensuring the welfare of its teaching and non-teaching staff. The following welfare measures are provided:

General Provident Fund (GPF) for the staff is ensured through government treasury. Some staff members are linked with GSLI scheme. Staff in substantive positions have the provisons ofpension benefit as per the rule of the government.College arranges fast disbursalof PF loan.Government Health Scheme can be availed through college. Teachers who apply for Faculty Induction Programmes, Faculty Development Programmes, Orientation Programmes and Refresher Course are generally allowed to join the same.The College authority also lets the faculty members attend and present papers in International, National, State and Local Seminars and Workshops.

The non-teaching staff are extended with a number of welfare measures. Mr Uday Pachhal,a staff who passedaway while in service, before the commencement of the family pension from the government, the college extended a one time monetary relief.

The casual Non-teaching staff are exteded with festival bonus before the puja holidays.

The permanent Non-teching staff are extended with a Puja Advance which they reimburse throughout the year from their salary.

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

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

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

00

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

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

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

00

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

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

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

4

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

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

An Attendance Register for teachers is maintained wherein it is mandatory for every teacher to record the time of arrival and departure and is regularly examined by the Principal. Time of arrival and departure, number of classes allotted and classes

taken (theory and practical) and other administrative and exam-related duties performed are also recorded. Total number of Leaves (Casual Leave, Medical Leave, Earned Leave etc.) enjoyed by a teacher is also duly recorded.

An Attendance Register for non-teaching staff is maintained. A Leave Register is also maintained under the supervision of the Chair. The Institution promotes its non-teaching staff according to the time scale as per the guidelines of the Government of West Bengal and after consideration of their performance in the College.

During COVID times, online class reports were meticulously collected from the teachers through mail.Though each and every teacher submit monthly teacher's diary as a part of Appraisal Procedure, but due to COVID-19 pandemic it was not possible to submit/collect the same. Instead, all class and other relevant records like submission of e-content, Webinar etc were submitted to the Principal onlinje through e-mail.

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

External audit is conducted on a regular basis every year. The auditor is appointed by the Higher Education Department of Government of West Bengal. Every year, the auditor submits his Audit Report, where he includes his observations and suggestions. This report is placed in the Governing Body meeting. This year, due to the pandemic, the appointment of the auditor has been delayed. Moreover, due to the abnormal situation, the auditor could not attend the college for performing audit.

Due to COVID-19 pandemic no list of Panel Auditors had been published by the HED, WB. Accordingly external auditingcouldnot bedone.

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

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

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

Nil

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

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

In order to maintain effective and efficient use of available resources of the college the institutional mechanism is as follows :

In the Governing Body meeting the report of the Finance subcommittee is placed there by appraising every member of the Governing Body about the trends of college finance. The statutory audit process in the college is regularly done and the observations of the statutory auditors are complied with The college has an internal audit mechanism which monitors the financial transactions in the college with a goal of strengthening larger internal check and control.

IFMS (internal finance management software)has been introduced for maintaining the financial account system.

The college has tried its best to mobilize internal resources through austerity measures. The institution does not indulge in extravagance and curtails unnecessary expenditures.The motto of

the institution in this regard is "One rupee saved means onerupeeearned".

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

Academic Calendar, Academic Plan and Structured Routine preparation:

IQAC takes initiatives to draw up a concrete Academic Calendar at the beginning of the academic session. Thereafter, it is shared with the head of the departments which in turn is shared with the faculty members. This makes everyone aware about the various activities that need to be undertaken.

Academic Plan is prepared by the departments on the basis of Academic Calendar. A consolidated and Structured Routine is prepared for each semester by the routine committee under the supervision of IQAC.

Programmes under MoUs & Linkages: The College has academic linkage and MoUs with different HEI to provide quality teaching to the students. A lot of academic programmes were conducted by the College under the initiative of IQAC and different Departments in collaboration with the HEI under MoUs/ Academic Linkages. Faculty exchange with the partner institution has been a hallmark of the achievements of the institution during the COVID times.

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

Academic and Administrative Audit: In oredr to ensure the culture of quality, the IQAC had resolved to carry out Academic and Administrative Audit even in the trying times of the pandemic. The systematic review of the audit ensured that the monitoring and evaluation of the institutional processes are in place. The audit was carried out with two external acdemicians. The Principal, the Co-ordinator of the IQAC and the Convener of the Academic Council functioned as the facilitators of the same. The report of the AAA is duly uploaded in the institutional website.

Regular monitoring:

In order to create quality culture in the college, IQAC resolved that every year the academic and administrative audit would be conducted. Initially from the year 2016-17 the audit was conducted internally.. External Academic and Administrative Audit was implemented from the year 2018-19. The prime objective of this kind of Audit is to monitor and evaluate the institutional process through systematic reviews. These Audits help to review, assess, and evaluate the performance in domains of teaching-learning process, research, extra-curricular and administrative aspects pertaining to departments of the institution. While in pandemic times, the audit could not be carried out in the current year, strict monitoring of academic and administrative activities have been in place to ensure quality.

Use of ICT in Teaching Learning Process:

Continuous effort has been taken by the institution for use of ICT in Teaching Learning Process which was reviewed from time to time by the IQAC under the leadership of the Principal. The pandemic has brought significant transformations in teaching learning and evaluation of the college. At this,extensive use of Google workplace i.e Google forms, Google docs, Google sheets, Google slides, Google Classroom and Google Meet platform has made the e-Learning system easy. Google classroom has made the review process easier. The college website hosts a substantial number of e-contents meticulously prepared by the teachers in order to assist students in their preparation for the courses.

File Description	Documents
Paste link for additional information	http://pkhnm.ac.in/wp-content/uploads/2022/03/AAA-20-21.pdf
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)

C. Any 2 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution has a robust atmosphere of gender equanimity in the campus. The Women Cell of the college makes it a point that the students and the staff are abreast of the parameters of geneder sensitization.

On 08th March, the convener of the cell sent a detailed write up to the Google classroom platform to make students aware of the importance of International Working Womens' Day.

Two webinars were organized by the Cell to make the girl students

aware of the importance of maintaing menstrual hygiene and following the related health protocols. The webinar of 04.08.2020 and 26.11.2020 was graced by Smt RoshneeBhowmick, CSR Executive Kolkata Unicharm India Pvt Ltd.who enlightened students in this regard.

The Cell also organized Popular Lecture Series on Gender Issues. Sri Saranya Sen, Assistant Professor of English of the college delivered the inauguraltalk on 'mansplaining' on 12.06.2021.

File Description	Documents
Annual gender sensitization action plan	http://pkhnm.ac.in/wp-content/uploads/2022/03/Annual-Gender-Sensitisation.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

D. Any 1 of the above

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

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

Solid & Liquid Waste Management: The College has an efficient waste management system. A Cleaning personnel is appointed to regularly dispose of both bio-degradable and non-bio-degradable waste from the college premises and keep the campus clean. Bio degradable and non-biodegradable wastes are separated at source.NSS volunteers of the college undertake the task of cleaning the college campus in regular intervals as a part of

awareness programme. The College has a proper sewage system linked with sewage system. The Canteen wastes are also disposed of properly. E-Waste Management: Dysfunctional Computers, computer accessories and other dysfunctional electronic devices are stored in a separate room and E -waste are manage properly. The College has successfully minimized the use of paper through an increased focus on ICT in teaching learning and administration.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus   B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: A. Any 4 or All of the above

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

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

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

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

D. Any 1 of the above

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

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

C. Any 2 of the above

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

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

It is the duty of an educational institution to encourage an atmosphere of inclusiveness and harmony irrespective of cultural, linguistic, regional, communal and socioeconomic diversities among the students and the staff. The college has organized one webinar on the occasion of Ambedkar Jayanti on 14thApril, 2021 to encourage social inclusiveness and Yoga Day on 21stJune, 2021 spreading the message of harmonious coexistence. International Mother Language day was observed to spread the message of inclusiveness over linguistic diversities.Saraswati puja was organized by the students in the college to encourage communal and religious harmony.

Gender sensitization programmes and popular lecture series are organized to promote gender inclusivity. Various cultural events on the occasions of Rabindra Jayanti, National Youth Day,Independence Day, Teacher's day and Foundation day are regularly organized to bind the students with a common goal of harmonious coexistence by following the ideals of the great leaders and thinkers who have shaped this great country.

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

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

An Educational Institution is responsible for imbibing the students with the necessary qualities of an ideal citizen and sensitize them to their constitutional rights and obligations. The College has Equal Opportunity Cell, Anti-Sexual Harassment Cell and an Anti-Ragging Cell. The students are counseled by the Principal and the teachers about their constitutionally ensured rights, social and constitutional duties.

The IQAC in tha past has organized awareness drives for first time voters. The social sciences departments have the opportunity of curricular dissemination of the said constitutional obligations.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized   D. Any 1 of the above

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

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

and festivals

The institution is a social body and ushers social feelings among all its stakeholders. An attempt is made to cast the students into a secular spirit by means of various events like the National Youth Day, Republic Day, International Woman's Day, International Mother Language Day, Saraswati Puja, Basanta Utsav, Rabindra Jayanti, Independence Day, Birthday of Vidyasagar , Independence Day, Teachers Day / Foundation Day, Orientation Programare organized and celebrated by means of workshops and seminars.

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

7.2 - Best Practices

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

1. Title of the Practice- Titte of the practice: "ICT enabled Teaching Learning and Office Management" Objectives of the Practice- Quick communication of information to all stakeholders and practiceof IT in teaching learning and also in office management system. The Context- ICT empowerment programme was started from 2014in our institute. Some important goals were achieved. It serves to satisfy the growing quest for knowledge in the current educational scenario. The Practice – Teaching, Learning and Evaluation through Google workplace during pandemic period were successfully done . online Feedback system, Communication of staff with principal through emails and official whatsApp Group are in place. Online Admission process, office automation and Library automation are also maintain. Online Add on course were organized. Evidence of Success In the pandemic period classes and Examination were conducted through online mode including uploading of marks in university portal. Information communication was done through official whatsApp group, email and website for students and staff.

Problems Encountered and Resources Required:For every aspect of this practiice, internet connectivity is most important. Some

times problems encountered due to lack of connectivity of internet. NOTES The fast and effective communication is the most important impact of this practice.No stakeholder should remain left out of the information sharing process. Thus any information that may be of vital importance to them reaches them effectively even when they are not attending college due to any personal inconvenience or otherwise'

2. Title of the Practice :E-helpdesk

Objective of the practice:To cater to the students' needs and queries during the time of institutional closure due to COVID pandemic.

The Context:The COVID pandemic forced the administration to think out of box in order to bridge the last mile communication with the students vis a vis university directives, notices and other communications.

The Practice:The students were given the contact details of the members of the E-helpdesk through a notice and academic, administrative, exam-related issues are divided among the members. The students get in touch with the designated members according to their needs and requirements. The members either address the queries if they are in knowledge of the same or escalate the same to appropriate authority.

Evidence of Success:The students were vastly benefited from the practice as their queries and grievances were redressed at the grassroot and their legitimate anxieties engendered out of the online mode of teaching-learning and evaluation were also easily allayed.

Problems Encountered and Resources Required: The students need to have access to phone and oftentimes connectivity issues proved to be a problem.

NOTES

The practice proved to beextremely beneficial to the students. Further, it established a strong connect between the students, teachers and the non-teaching staff members.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

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

During the pandemic, immediately after the announcement of the nationwide lockdown, our institution shifted to the online mode of education almost overnight. The various digital meeting interfaces were platforms of choice but lack of a proper internet connectivity on the part of the students was a serious challenge for the institution. All other modes of communication that could be exploited for teaching-learning faced similar challenges. In this situation the LMS system on the college website provided a way out of the predicament. On the college website each department has its own 'Academic Resource' section where the teachers uploaded relevant study materials so that the students can access these resources at their own convenience. This offered the maximum affordable flexibility to the students with regard to the teaching-learning process.

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

The curriculum is designed by the University and is followed by the affiliated colleges. Our college takes utmost effort to make sure the effective delivery of the curriculum and ensure holisti development of the students.

An Academic Calendar is prepared at the beginning of every session clearly mentioning the timeline for various components of Continuous Internal Evaluation and also their tentative University Examination. It is available on the college website and in the Prospectus.

In the academic year 2020-21, the session started late becaise of the prevalent pandemic and the academic calendar was prepared accordingly.

Following the academic calendar each department prepares an Academic Plan to cover the whole syllabus within stipulated time period properly. Routine sub-committee prepares the timetable according to the requirement of each department. Academic Calendar, Academic Plan and time table are then uploaded in the website of the College and also website of each department before commencement of classes of a particular semester. In addition to this, each department has Programme Outcomes and Course Outcomes which are available on the websites for students. To execute curriculum in a well-planned documented way ICT is vastly used. The teachers of the college attend different workshops and faculty development programmes regularly to update their knowledge and are also involved in the assessment and evaluation process.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of

Continuous Internal Evaluation (CIE)

Academic Calendar is prepared by IQAC in accordance with the instructions and direction supplied by our affiliating university, based on curriculum guidance under the CBCS pattern of syllabus at the beginning of each Academic session. Though the session started late in the academic year 2020-21 because of the prevalent pandemic, the acdemic calendar was strictly adhered to. It includes detailed planning about the conduct of classes, Continuous Internal Evaluation & examination, Annual Sports and various other significant activities of the college. The Academic Calendar provides a roadmap for the entire session which ensures smooth functioning of all departments of the college. The departments distribute the academic responsibilities in tandem with the Academic Calendar and the individual teachers shoulder the distributed portions accordingly. The Academic Calendar is helpful for not only the teachers, non-teaching staff but also for the students as they can keep track of the activities to be performed and conducted over the entire Academic Session.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	Nil

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	C. Any 2 of the above

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

1.2 - Academic Flexibility

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

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

20

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)	View File

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

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

0

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

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

00

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

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

1.3 - Curriculum Enrichment

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

Our institution, believes not only in imparting professional degreebut also to prepare a student to develop him/her- self as a complete human being. So professional ethics, gender sensitization, human values, empathy towards environment and consciousness towards sustainable development become relevant and important. Emphasis are given on these issues within the curriculum provided by the University. The college provides the students with opportunities to know about these issues which are of vital importance in the society today. Seminars and different programmes on the issue of gender sensitivity were organised in the online mode. Eminent speakers were invited to share their views and experiences in their fields and to encourage the students to think in a new way to the issue. Industrialization is the key to alleviating the curse of unemployment, it brings with it serious degradation to the environment causing serious concerns of issues of sustainability. To focus on these issues several webinars were held to discuss ways of striking the balance between industrial growths. The new challenges that is faced by the youth are professional values and ethics. Programmes were organiged to make the students aware of the importance of these issues.

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

1.3.2 - Number of courses that include experiential learning through project work/field

work/internship during the year

`03`

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)	View File

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

`144`

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	`C. Any 2 of the above`

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
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	http://pkhnm.ac.in/wp-content/uploads/2022/03/Teachers-Feedback-2020-2021.pdf

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

1101

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

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

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

294

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

It is primarily through the classroom interactions that the teachersassess the learning levels of the students and organises special programmes for advanced learners and slow learners.

For advanced learners the approaches adopted are as follows:-

- More challenging work in the form of projects and home assignments

- A well stocked library with advanced reference facilities

- Incentives in the form of merit scholarships and prizes

- Encouragement for participation in inter-college and intra-college competitions, and paper presentations using ICT

- Special lectures by eminent speakers from industry and academia

- Free internet access

- Counselling by faculty to appear for competitive examinations

- Seminars and workshops

    - Role Reversal
    - Quiz
    - Lecturing in seminars

Identification of weak students made on the basis of interactions and assessment tests during classes. The strategies adopted to level up the slow learners are as follows:

- Meeting and communicating to the weaker students their areas of weakness

- Providing exam-friendly study materials

- Teachers available beyond class hours to counsel the weaker students over phone and interfaces

- Monitoring the progress of the students through written assignments

- Evaluated answer scripts of college examinations discussed with students to identify and address their shortcomings

Remedial Classes for slow learners are also arranged.

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

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

Number of Students	Number of Teachers
1075	33

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

During the pandemic it was initially a challenge both to teachers and students to carry out the Teaching- Learning Process efficiently. However, both the Teachers and students soon shifted from Conference Calls and Whatsapp group calls to meeting on the newly popularised platform of Google Meet and Zoom. Google Classroom also proved to be another helpful digital space for efficiently conducting the teaching-learning process. Youtube videos, interactive webpages through the help of Insert Learning and animation videos with Powtoons made the

learning process more student-centric and participative.

Submissions of Tutorials and Projects of all streams were submitted via departmental emails or Google Forms according to the convenience of the students. The challenging task of online practical classes of Computer Science and Mathematics were successfully done through Google Meet platform.

Student-centric lectures by eminent speakers in the online platform proved a significant step towards enhancing the learning experience of students.

Several departments organised student-centric webinars where eminent academic personalities closely addressed topics assigned in the University syllabus and interacted with the students. This endeavour helped to significantly broaden the horizon of the student's perception and boosted their curiosity for further independent study.

Online Faculty exchange programmes with Institutions under MoU served the ultimate goal of developing a vibrant and diverse faculty where students could benefit from the fresh trains of ideas and perspectives.

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

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

The pandemic necessitated the use of the digital platforms and tools for effectively reaching out to students. Meetings as well as classes in the audio visual modes were conducted both on Zoom and Google Meet. According to the requirement and the number of participants, even Whatsapp was heavily used for conducting departmental meetings and classes. However the Google Workplace was extensively exploited for carrying on the teaching-learning process. Google meet, Google Forms, Google Docs, Google Sheets and Google Slides have proved to be fascinating ICT tools for collaborative work.

All the departments have their respective Google Classrooms

dedicated for each of the semesters where study materials are posted from time to time to provide additional flexibility to students in the virtual mode.Classes are accessible 24X7 as recorded material in the LMS reaching out to the students beyond the regular teaching hours.

The college has bought its own domain under Google and with this official id it has come up with its own Youtube channel where several online webinars were broadcast live for the greater participation of the students. Some of the departments and the teachers also have their own individual channels on this popular platform where they upload video classes. Besides, the 9 ICT-enabled classrooms in the college facilitate the teachers to use Power-Point Presentations for generating greater interest and participation of the students.

A dedicated ICT sub-committee assures the smooth functioning of the various online events which were organized by the college during the lockdown through Google Meet and Youtube.

There is free internet connectivity in the campus for the academic purposes of the teachers and students. The library is equipped with OPAC and RFID.

The college has subscribed to INFLIBNET and the teachers have been provided the id and password which enable them to access various journals through this platform which in turn help them in their own research and thereby to prepare effective lectures.

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

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

33

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

2.4 - Teacher Profile and Quality

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

22

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

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

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

10

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

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

2.4.3.1 - Total experience of full-time teachers

319

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

2.5 - Evaluation Process and Reforms

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

The evaluation of the students' academic performance is a constitutive part of the teaching-learning process and internal assessment plays a pivotal role in this system. Internal examination for the new CBCS syllabus acquires a vital role in the process of evaluation of students by the University, so it is included in the University Examination system. In the lockdown period due to Covid-19, internal assessment was conducted exclusively in the online mode through Google Forms. Auto generated marks through Google Forms made the process of internal assessment transparent.

Google Classroom has also played an important role during the lockdown, both in terms of conducting classes and also in conducting internal assessments of students. Students were given assignments and tests through the classroom to evaluate their understanding of the subject.

Students engage in group discussion as part of internal assessment as well.

The students are also encouraged to practice writing answers on their own and the teachers are always willing to correct the answers and provide feedback on improving the answers. Teachers thus help students to prepare for the final examination and they can also evaluate the progress of the students.

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

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

The evaluation of the students' academic performance is a constitutive part of the teaching-learning process and internal assessment plays a pivotal role in this system. Internal examination forms an important part of the process of evaluation of students by the University, so it is included in the University Examination system and hence they are conducted as per the guidelines and timelines provided by the University. Hence the possibility of grievances in the Internal examination are significantly low and the college usually does not receive grievances about internal assessment. Eventually the marks of internal assessment are uploaded on the University portal.

During the pandemic almost all departments provided the google forms link for internal exam and took the exam mostly in the form of multiple choice question and the marks were auto generated keeping the entire process of evaluation completely transparent. RTI provision is also available.

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

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.

Programme and course outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students.

On the first day of classes, the students are acquainted with the various components of the syllabus, the names of teachers who would teach various topics in their courses of study and the different types of internal assessment.

Each department has Programme and Course Outcomes available on the college website for students to better understand what they will learn from each course. The students are always reminded about the various outcomes of the course in which they are enrolled.

The curriculum is designed by the University and is followed by the affiliated colleges. Programme and Course Outcomes are prepared by the teachers which is the reflection of the curriculum.

The teachers of the college attend workshops organized by the University for better understanding through interactions and discussion on the Curriculum and its outcomes.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all courses (exemplars from Glossary)	[View File](#)

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

The institution follows the syllabi laid down by the affiliating university for all its subjects. It ensures the completion of the mentioned syllabi through a teaching plan that is also provided to the students at the beginning of the academic session. The Principal in coordination with the Academic Council monitors the execution of the assigned syllabus and its timely completion. The final outcome of the course is evaluated through the performance of the students that is analysed at the end of each semester examination. The student progression into higher studies and placement records also indicate successful attainment of programme outcomes and course outcomes.

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

2.6.3 - Pass percentage of Students during the year

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

235

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
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)

http://pkhnm.ac.in/wp-content/uploads/2022/03/2021-Online-Feedback-from-semester-2-4-and-6-students.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)

Nil

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

Nil

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

29

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

3.2 - Research Publications and Awards

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

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

Nil

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

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

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

8

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

3.3 - Extension Activities

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

The college is keen to exercise its social resposibility and takes the same very seriously.Because of the pandemic, the regular extension activities were interrupted. However,even in these times times, the college initiated two WhatsApp groups engaging students and local administration in spreading COVID awareness, process of preparing masks and wearing the same properly and the need to follow the COVID protocols.

The gender sensitization activities were carried out virtually with three webinars organized by the college to sensitize students about menstrual health and gender issues.

The Career and Development Cell of the College organized two webinars in the year to intimate and empower students about the changing professional world.

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

`00`

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

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

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

`1`

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

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

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

`752`

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)	[View File](#)

3.4 - Collaboration

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

5

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

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

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

5

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The College campus has a sprawling campus. Whole campus is with internet facilities through Lan connection and Wi-Fi enabled. There are 26 well ventilated classrooms of different sizes including 9smart classroom and threecomputer labs. The corridors are wide enough. 9 classrooms are ICT enabled. All classrooms in the college premises are properly and optimally utilized during the academic sessions. Classrooms are also utilized for the purpose of University examinations. Large rooms are also used for organizing seminars, special lectures, cultural activities and other academic activities, administrative meetings and miscellaneous programmes.

The college has no separate conference room. The smart class rooms, Room no.21 and 23 areutilized as Conference Rooms as and when necessary.The computers/ laptops are also interfaced with LCD projectors for Presentations. There are total 44 computers in the college for smooth conduct of teaching - learning Process. The College has a well equipped central Library and Departmental Book Banks.

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

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

College with its infrastructure encourages students to take partin different indoor and outdoor games and sports. There is sports sub-committee comprising of teachers and students. This committee organizes annual sports. Students take part in University level Kho Kho and football tournaments.Different playing kits such as cricket, football and carom board are in place. The College has its own playground and organizes annual sports here.

The cultural sub-committee of the college efficiently organizes different cultural events and competitions. Students are encouraged to take part indifferent cultural events and competitions organized by the college and other institutions.

During the academic year 2020-21, all the oudoor activities and sports were suspended following the COVID guidelines issued by the government.

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

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

9

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

9

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

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

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

42.88013

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

4.2 - Library as a Learning Resource

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

The Library of the college is fully automated with the 18.05version of Koha Integrated Library Management Software (ILMS) . User can search the collection of the library through OPAC. Searching can be done using different field like title, author, editor, subject, place of publishing, publisher, year of publishing, classification number, ISBN , etc.Library has subscription to INFLIBNET (N-LIST). Library has collection of 23317 books.The library has Wi-Fi enabled internet connectivity. The Library has In-Out management system to track the users who visit the library through RFID. The library is under CCTV surveillance to prevent any untoward losses. There are carrels for reading. There are three computers, one RFID kiosk, one laser printer and one reprographic machine for the library management purpose.

File Description	Documents
Upload any additional information	**No File Uploaded**
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	**D. Any 1 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)	View File

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

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

.0590

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

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

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

00

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

4.3 - IT Infrastructure

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

There are 9 ICT enabled classrooms including a seminar cum smart classroom and two computer labs cum classrooms. Three Computer Labs consists of 28 Computers. There are WiFi enabled computerized facilities in the college. The College Office room is fully computerized with 7 computers and 5 Printers.The

Library started its computerization from the year 2014 where the books database is maintained by Koha software and OPAC is for searching for books. The College automation was initiated in 2014 through an online admission process by Infonetics company. The online admission system is renewed and upgraded every year. Office management was started in the year 2014 by Infonetics and the contract gets renewed every year.

The College registered with G-Suite in 2020-21. During Covid-19 pandemic period extensive use of G Workspace was done.

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

4.3.2 - Number of Computers

40

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

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)

0.28043

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

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

There is a systematic procedure for maintenance of physical and academic Infrastructure. Purchase requirement of any matter is placed before the Development and Purchase Committee. If the amount is less than Rs.100000/- (Rs. One Lac) the collegecan purchase taking at least three quotations or directly from the market. If the amount is more, tender if duly floated following Govt. rule. Physical infrastructure is maintained by two or three local workers on labor contract basis or fully contract basis following the Govt. rule. Computers are maintained by college assigned staff members.Branded laptop or computer are purchased through tender calls. All the water purifiers are well maintained through AMC. Fire extinguishers are timely refilled. Class rooms are well maintained by sweeper/ cleaners. WBSEB provides electricity in college. Electricity maintenance is done by authorized persons. Generators and water pumps are checked regularly. Reprographic Machines are under AMC. Maintenance and repairing of Civil work, Plumbing, Furniture etc are done by the skilled persons hired by the institution. For any purchase above Rs. 10000/- tenders are invited. The college follows G.O. No. 5400-F(Y), dated 25/6/2012 and related amendments.

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

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

310

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

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

00

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	D. 1 of the above

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

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

120

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

120

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

00

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

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

5.2.2.1 - Number of outgoing student progression to higher education

24

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

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

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

government examinations) during the year

00

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.

00

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 uni versity/state/national/internatio nal 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 college forms the Students' Union as per the Calcutta University Act, 1979 (WB Act. XXXVIII of 1979) & conferred upon it by sub-clause (g) under clause 93. According to the Act, class-wise student representatives are elected every year through general students' election. The elected members then elect/selectGeneral Secretary (GS) of the Students' Union in a meeting in the office of the Principal who acts as Presiding office of the election process and later on acts as the President of the Union. In the same meeting, other elected members are assigned duties for sports, cultural activities,

etc.

Since 2017, there have been no elections of the students to form their union as there was no order issued in this respect by the Department of Higher Education, Govt. of West Bengal. In addition, in spite of a gazetted notification of Department on 27.2.2020(G.O. 64 L/OM-164L/2018) for implementation of The West Bengal Universities and Colleges (Administration and Regulation), Act 2017 the Act has not been implemented to form Students Council due to COVID-19 pandemic.

Under this situation also representations of the students were ensured by the GB through selection of a student as GS by the GB itself or by asking written application.

A case report: Students' representation ensured by the GB even when their election was not held

- Mr.Mohinuddin Ali Middya had been selected as GS from 20.1.2017 to 19.6.2018 by the GB (meeting held on 20.1.2017).
- Mr.Suman Pal has been inducted as the GS on 20.6.2018 as per GB resolution no. 4 (meeting held on 20.6.2018).
- Ms.PromitaGhsoh had been included as GS on 14.9.2019 as per GB resolution no. 2 (meeting held on 14.9.2019).
-

The students are the first stakeholder of the institution; the GS is included in the Governing Body of the College. In addition, representations of the Students' Union are given in almost all sub-committees except in Examination, Results and Finance sub-committeeson confidentiality/secrecy reason. The GS or any other member of the Students Union are members ofAcademic Council, Library Sub-Committee, Cultural Sub-Committee, Sports & Games Sub-Committee, Utility, Drinking water and Sanitation Sub-committee, Furniture Sub-committee, Electrical Sub-committee, Infrastructure Sub-committee, Grievance Redressal Cell, Students welfare, SC, ST, OBC and PHD, Publication Sub-committee, Anti-ragging Cell, NSS Advisory body, etc. [Annexure 5.3.2.a]. They participate in almost all kinds of activities and programmes of the college; in administration for smooth running of the college to various students' support, extracurricular activities even in extension activities for developing the community. They organise many important student centric events.

The following events are organised by the Students Union:

- Freshers' Welcome
- Annual Sports
- Interclass football and cricket match
- BasantUtsav
- Teachers' Day
- Blood Donation camp, etc.
- Saraswati Puja
- College Foundation day celebration
- Cultural programmes

They honour policy framed by the GB and CU, the Governments and work in harmony with the college administration, several sub-committees and locality. Their involvement in the student support system:

- Selecting needy students for concession of tuition fees and Poor fund
- Helping students in online application for admission, registration, different types of scholarships.
- Enrolling NSS volunteers, NCC cadets
- Distributing Library cards, students ID, Biboroni book
- Ensuring students participation in seminar, conference, extension activities, etc.
- Ensuring participation of students in University sports and cultural activities
- Organising education tour and excursion

The Students Union has been religiously helping poor students by distributing funds for their admission, examination etc. which is their noble measures of welfare.

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

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

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

23

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

5.4 - Alumni Engagement

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

There is no registered Alumni Association.

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

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

File Description	Documents
Upload any additional information	**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

As per the Calcutta University Act, 1979 (the West Bengal Act XXXVIII of 1979)that amends its First Statutes, 1966 as First Statutes, 1979, the Governing Body (GB) of the College is the apex administrative body (Clause 93).It comprisesof the

Principal as secretary and ex-officio, representativesfrom the Teachingand Non-teachingcommunities, a representative of the Students' Union as GS, in addition to the external members as donor/or founder members from the locality, representatives nominated by the Affiliating University and the StateGovernment one ofthemworkingasPresident of the GB.For smooth running of the college and implementation of its academic as well as administrative plans and programmes the GB appoints different sub-committees under the Chairmanship of the Principal in accordance with sub-clause 3 under clause 97 (Power and Functions of the GB) of the Statutes. Other than Finance Sub-committee all other sub-committees may include teaching and non-teaching representative of the GB. All major financial decisions on development and management of the institution are taken by the Governing Body duly considering the recommendations and suggestions provided by the Finance Sub-committee and concerned sub-committees, in recent years also of the IQAC.

The GB of the College designs plans and policies after taking necessary inputs from the concerned sub-committees and advisory bodies in compliance with the Rules, Regulations, Policies of the affiliating university, UGC and the Governments. For framing, implementation and execution of the plans and policies roles of the Principal is vital.Under his leadership all plans and policy are executed/implemented once they are endorsed by the GB. All faculty members participate by giving their inputs in the framing of plan and policy and perform their own specific duties in implementation and execution of the projects.

Since formation of IQAC as per Guidelines of the NAAC recommendations of the IQAC are given prime importance by the GB in all spheres of college activities, programmes and projects.

The college also provides a platform for the active participation of the students through formation of Students' Union as per the Statute (sub-clause g, under clause 93) and include its General Secretary or members of the Union in the various sub-committees that not only enables them in gaining leadership qualities, execution of skills and understanding rules and regulations, but also they are taken in confidence in all college affairs.

The GB delegates all the academic and operational decisions to the Academic Council and to other concerned sub-committees in order to fulfill the vision and mission of the institute. The IQAC, Academic Council and the various sub-committees formulate plan and programmes in tune with the stated vision and mission of the collegewith respect to curricular, co-curricular and extra-curricular activities and ensure their implementation in timely manner.

Each department enjoys autonomy with respect to drafting of teaching plans, allotting teachers in the master routine, designing assignments for project, tutorial and internal assessments, and undertaking co-curricular activities.As required by the University curricula as well as for encouraging advance learners respective departments make arrangements for student seminars, special lectures, group discussion, out-reach programmes, exhibitions, excursions, etc. Regular departmental meetings give an opportunity to review student progression, their results in the final examinationin which everymemberofthedepartmenttoexpress their ideas and opinion on existing programmes and policies and future plans of the department contributing to the overall development of the college.

Collection and analysis of feedbacks by the IQAC from studentsand teachers for quality assurance.

The IQAC consistently endeavours to institutionalize quality assurance strategies and processes at every level of the institution's functioning. From devising strategies to improve the teaching-learning process through increased use of ICT, expanding the scope of the library, transforming it into a multivalent knowledge portal and development of a research culture to re-defining the boundaries of a vitalizing, meaningful, holistic education and extension activities in community the IQAC has been a proactive player in the overall benchmarking process. It takes necessary inputs from concerned sub-committees and guidance of the GB.

Since the institution is situated in a remote rural location of the district where majority of the population are engaged in agriculture and some working as staff in business

establishment, thecollege offers undergraduate courses in arts, science and commerce that are demanded by the local students especially for the benefit of the students of poor financial backgrounds.

In the admission procedure, the institution ensures that not a single eligible SC, ST, OBC of EWS student left out of the college by offering minimum admission fees and wide network through the cyber cafes that help the students in online admission.

The courses offered by the institution are suitable for employment in teaching and administrative services as well as in business establishments. At present the college is offering curricula under CBCS of the Calcutta University. All possible combinations of subjects are offered as per the CBC. In addition, to enable the students compete successfully in competitive examinations for employment the Career Advancement Cell of institution arrange for training and workshop on career oriented programs and personality development for the job aspirants. Ad-on courses have been arranged with collaboration with EduBridge Education

The institution constructs infrastructure, procure adequate resources and facilities required for all the courses and the students. To offer quality higher education it blends traditional teaching-learning methodology with the modern and technology dependent methodologies to enable the students compete nationally.

One of the divine objectives of the college is to improve quality of peoples' life in its adjacent area. Therefore, it undertakes extension activity by the students and teachers in the locality to make common people aware of various contemporary issues and their solutions.

All the stakeholders are brought in confidence for carrying out their duties and responsibilities to uphold pride of the institution for the benefit of young learners of the locality.

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

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

The authority of the college has formulated elaborate mechanism for participative management through delegation of duties and decentralization as advised in the First Statute, 1979 of the Calcutta University under clause 97 and sub-clause (3). It appoints different sub-committees, councils, bodies and/or cells under the chairmanship of the Principal. Each and every sub-committee/council/cell has one or two convener(s), two to three representatives from the teaching faculty, one or two members from non-teaching staff in addition to a students' representative. The selection of the convener(s) and members for the sub-committees/councils are done in a meeting of the Staff Council where the Principal inform the House about the list of sub-committees/cells/council needed for various jobs to be undertaken, functions and responsibilities would be of them. The selection procedure of the convener(s) and members includes inviting names of the willing membersbased on three basic principles: i) liking of a person for the kind of job to performed when in the sub-committee/council/cell, ii) knowledge of the person on the job to be performed and iii) expertise and skill on it. The compositions of the sub-committee/council/cells are approved by the Governing Body as such or sometime with little modification and endorsed. All the sub-committees/cells are free to convene meeting anytime on any arisen requirement to accomplish assigned duties that may include organising a programme or event, construction/renovation of any infrastructure to procurement/purchasing of any item. All the sub-committees/cells maintain respective meeting books as well as job diaries. Under the existing guidelines and policies of the GB, affiliating University, UGC and/or the Governments they are free to make plans and programmes for implementation or execution of the plans and programme. Even they can place financial budget for approval of the Finance Sub-committee and/or the GB for procurement or to avail service.The subcommittees are given full operational autonomy and restricted financial autonomy to honour existing purchase policy of the Finance Department of the Govt. West Bengal.List of last Sub-committees/Cells/Councilsformed is given in the Annexure 6.1.1.a.

A case report:

As per the memo of the Higher Education Department, Govt. of

West Bengal (memo no. 1059-Edn(CS)/10M-32/2021, dated 28.10.2021) college was opened from 16.11.2021 for classes and other activities in-persons after 2nd wave of COVID-19 pandemic. Within this short period of time to bring back normalcy all types of work were necessary staring from campus/classroom/office cleaning plus sanitization, fixing or repairing of electrical lines, computers, purchasing electrical components, computer, fixing and purchasing furniture, broken doors, window, etc. were done by all the concerned sub-committees. The concerned sub-committees made plans for surveying their respective requirement for repairing/purchasing in meetings, made lists, received approval of the Finance Sub-committee for budget allocation, put up tenders for purchasing wherever necessarydeployed labourers/mesons, and finally supervised the whole work to completion.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college works under the management of the Governing Body and leadership of the Principal. Participation is ensured through functioning of various statutory committees and sub-committees of the college. Various sub-committees are formed by the representation of teaching, non-teaching staff and students.

Case Study: "On line Examination"

The College acts as a center for all University Examinations held in an academic year. During the pandemic, all examinations were held online. The departments individually arrange and execute the internal examination process, right from setting of question papers and evaluation of answer scripts. For University examination, the Office of Controller of Examinations, Calcutta University sent the question papers to the Principal of College via email, which in turn was forwarded to the responsible memberof the examination sub committee. The memberfurther forwarded the question papers to the HoDs and uploaded the same in the official website of the College. HoDs

uploaded the question papers in the Departmental website, the Google Class Room and in the WhatsApp group of the Department. The students submitted the answer scripts in both online and offline mode. The HoDs then distributed the answer scripts for evaluation. The teachers evaluated the answer scripts and uploaded the marks in the affiliating universirty portal.

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

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

College functions as per statute of the affiliating university and follows academic guidelines issued by it. Order from Higher Education Department of Government of West Bengal is also adhered to. The Governing Body formulates policy for the development of infrastructure and academic affairs. All major financial and administrative decisions are taken by the Governing Body in compliance with recommendations of IQAC and other statutory and nonstatutory sub-committees which ensure decentralization and participatory management.

President of the Governing Body and Principal, as Secretary of Governing Body, constitute the nucleus of administration. The management of day-to-day functioning of college rests with the able leadership of the Principal. In discharge of this duty, he has the IQACfor quality improvement, HODs.Bursar, Librarian and Non teaching staff are thereto assist him. Service rules and procedures are guided by Calcutta University Statutes and rules of State Government as amended from time to time. The College has no autonomy to appoint any teacher on substantive basis. Teachers are appointed on the basis of recommendations of The West Bengal College Service Commission.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	http://pkhnm.ac.in/wp-content/uploads/2022/03/PKHNM-Organogram.pdf
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

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

6.3 - Faculty Empowerment Strategies

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

The institutiontakes into consideration its obligation towards ensuring the welfare of its teaching and non-teaching staff. The following welfare measures are provided:

General Provident Fund (GPF) for the staff is ensured through government treasury. Some staff members are linked with GSLI scheme. Staff in substantive positions have the provisons ofpension benefit as per the rule of the government.College arranges fast disbursalof PF loan.Government Health Scheme can be availed through college. Teachers who apply for Faculty Induction Programmes, Faculty Development Programmes, Orientation Programmes and Refresher Course are generally allowed to join the same.The College authority also lets the faculty members attend and present papers in International, National, State and Local Seminars and Workshops.

The non-teaching staff are extended with a number of welfare measures. Mr Uday Pachhal,a staff who passedaway while in service, before the commencement of the family pension from the government, the college extended a one time monetary relief.

The casual Non-teaching staff are exteded with festival bonus before the puja holidays.

The permanent Non-teching staff are extended with a Puja Advance which they reimburse throughout the year from their salary.

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

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

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

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

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

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

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

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

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

4

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

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

An Attendance Register for teachers is maintained wherein it is mandatory for every teacher to record the time of arrival and departure and is regularly examined by the Principal. Time of

arrival and departure, number of classes allotted and classes taken (theory and practical) and other administrative and exam-related duties performed are also recorded. Total number of Leaves (Casual Leave, Medical Leave, Earned Leave etc.) enjoyed by a teacher is also duly recorded.

An Attendance Register for non-teaching staff is maintained. A Leave Register is also maintained under the supervision of the Chair. The Institution promotes its non-teaching staff according to the time scale as per the guidelines of the Government of West Bengal and after consideration of their performance in the College.

During COVID times, online class reports were meticulously collected from the teachers through mail.Though each and every teacher submit monthly teacher's diary as a part of Appraisal Procedure, but due to COVID-19 pandemic it was not possible to submit/collect the same. Instead, all class and other relevant records like submission of e-content, Webinar etc were submitted to the Principal onlinje through e-mail.

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

External audit is conducted on a regular basis every year. The auditor is appointed by the Higher Education Department of Government of West Bengal. Every year, the auditor submits his Audit Report, where he includes his observations and suggestions. This report is placed in the Governing Body meeting. This year, due to the pandemic, the appointment of the auditor has been delayed. Moreover, due to the abnormal situation, the auditor could not attend the college for performing audit.

Due to COVID-19 pandemic no list of Panel Auditors had been published by the HED, WB. Accordingly external auditingcouldnot

bedone.

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

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

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

Nil

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

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

In order to maintain effective and efficient use of available resources of the college the institutional mechanism is as follows :

In the Governing Body meeting the report of the Finance subcommittee is placed there by appraising every member of the Governing Body about the trends of college finance. The statutory audit process in the college is regularly done and the observations of the statutory auditors are complied with The college has an internal audit mechanism which monitors the financial transactions in the college with a goal of strengthening larger internal check and control.

IFMS (internal finance management software)has been introduced for maintaining the financial account system.

The college has tried its best to mobilize internal resources

through austerity measures. The institution does not indulge in extravagance and curtails unnecessary expenditures.The motto of the institution in this regard is "One rupee saved means onerupeeearned".

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

Academic Calendar, Academic Plan and Structured Routine preparation:

IQAC takes initiatives to draw up a concrete Academic Calendar at the beginning of the academic session. Thereafter, it is shared with the head of the departments which in turn is shared with the faculty members. This makes everyone aware about the various activities that need to be undertaken.

Academic Plan is prepared by the departments on the basis of Academic Calendar. A consolidated and Structured Routine is prepared for each semester by the routine committee under the supervision of IQAC.

Programmes under MoUs & Linkages: The College has academic linkage and MoUs with different HEI to provide quality teaching to the students. A lot of academic programmes were conducted by the College under the initiative of IQAC and different Departments in collaboration with the HEI under MoUs/ Academic Linkages. Faculty exchange with the partner institution has been a hallmark of the achievements of the institution during the COVID times.

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

Academic and Administrative Audit: In oredr to ensure the culture of quality, the IQAC had resolved to carry out Academic and Administrative Audit even in the trying times of the pandemic. The systematic review of the audit ensured that the monitoring and evaluation of the institutional processes are in place. The audit was carried out with two external acdemicians. The Principal, the Co-ordinator of the IQAC and the Convener of the Academic Council functioned as the facilitators of the same. The report of the AAA is duly uploaded in the institutional website.

Regular monitoring:

In order to create quality culture in the college, IQAC resolved that every year the academic and administrative audit would be conducted. Initially from the year 2016-17 the audit was conducted internally.. External Academic and Administrative Audit was implemented from the year 2018-19. The prime objective of this kind of Audit is to monitor and evaluate the institutional process through systematic reviews. These Audits help to review, assess, and evaluate the performance in domains of teaching-learning process, research, extra-curricular and administrative aspects pertaining to departments of the institution. While in pandemic times, the audit could not be carried out in the current year, strict monitoring of academic and administrative activities have been in place to ensure quality.

Use of ICT in Teaching Learning Process:

Continuous effort has been taken by the institution for use of ICT in Teaching Learning Process which was reviewed from time to time by the IQAC under the leadership of the Principal. The pandemic has brought significant transformations in teaching learning and evaluation of the college. At this,extensive use of Google workplace i.e Google forms, Google docs, Google sheets, Google slides, Google Classroom and Google Meet platform has made the e-Learning system easy. Google classroom has made the review process easier. The college website hosts a substantial number of e-contents meticulously prepared by the teachers in order to assist students in their preparation for the courses.

File Description	Documents
Paste link for additional information	http://pkhnm.ac.in/wp-content/uploads/2022/03/AAA-20-21.pdf
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)	**C. Any 2 of the above**

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution has a robust atmosphere of gender equanimity in the campus. The Women Cell of the college makes it a point that the students and the staff are abreast of the parameters of geneder sensitization.

On 08th March, the convener of the cell sent a detailed write

up to the Google classroom platform to make students aware of the importance of International Working Womens' Day.

Two webinars were organized by the Cell to make the girl students aware of the importance of maintaing menstrual hygiene and following the related health protocols. The webinar of 04.08.2020 and 26.11.2020 was graced by Smt RoshneeBhowmick, CSR Executive Kolkata Unicharm India Pvt Ltd.who enlightened students in this regard.

The Cell also organized Popular Lecture Series on Gender Issues. Sri Saranya Sen, Assistant Professor of English of the college delivered the inauguraltalk on 'mansplaining' on 12.06.2021.

File Description	Documents
Annual gender sensitization action plan	http://pkhnm.ac.in/wp-content/uploads/2022/03/Annual-Gender-Sensitisation.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

D. Any 1 of the above

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

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

Solid & Liquid Waste Management: The College has an efficient

waste management system. A Cleaning personnel is appointed to regularly dispose of both bio-degradable and non-bio-degradable waste from the college premises and keep the campus clean. Bio degradable and non-biodegradable wastes are separated at source.NSS volunteers of the college undertake the task of cleaning the college campus in regular intervals as a part of awareness programme. The College has a proper sewage system linked with sewage system. The Canteen wastes are also disposed of properly. E-Waste Management: Dysfunctional Computers, computer accessories and other dysfunctional electronic devices are stored in a separate room and E -waste are manage properly. The College has successfully minimized the use of paper through an increased focus on ICT in teaching learning and administration.

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

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

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

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

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered

A. Any 4 or All of the above

vehicles
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	**No File Uploaded**

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File](#)
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	[View File](#)

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
Policy documents and information brochures on the support to be provided	<u>View File</u>
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).

It is the duty of an educational institution to encourage an atmosphere of inclusiveness and harmony irrespective of cultural, linguistic, regional, communal and socioeconomic diversities among the students and the staff. The college has organized one webinar on the occasion of Ambedkar Jayanti on 14thApril, 2021 to encourage social inclusiveness and Yoga Day on 21stJune, 2021 spreading the message of harmonious coexistence. International Mother Language day was observed to spread the message of inclusiveness over linguistic diversities.Saraswati puja was organized by the students in the college to encourage communal and religious harmony.

Gender sensitization programmes and popular lecture series are organized to promote gender inclusivity. Various cultural events on the occasions of Rabindra Jayanti, National Youth Day,Independence Day, Teacher's day and Foundation day are regularly organized to bind the students with a common goal of harmonious coexistence by following the ideals of the great leaders and thinkers who have shaped this great country.

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

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

An Educational Institution is responsible for imbibing the students with the necessary qualities of an ideal citizen and sensitize them to their constitutional rights and obligations. The College has Equal Opportunity Cell, Anti-Sexual Harassment Cell and an Anti-Ragging Cell. The students are counseled by the Principal and the teachers about their constitutionally ensured rights, social and constitutional duties.

The IQAC in tha past has organized awareness drives for first time voters. The social sciences departments have the opportunity of curricular dissemination of the said constitutional obligations.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**D. Any 1 of the above**

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

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

The institution is a social body and ushers social feelings among all its stakeholders. An attempt is made to cast the students into a secular spirit by means of various events like the National Youth Day, Republic Day, International Woman's Day, International Mother Language Day, Saraswati Puja, Basanta Utsav, Rabindra Jayanti, Independence Day, Birthday of Vidyasagar , Independence Day, Teachers Day / Foundation Day, Orientation Programare organized and celebrated by means of workshops and seminars.

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

7.2 - Best Practices

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

1. Title of the Practice- Titte of the practice: "ICT enabled Teaching Learning and Office Management" Objectives of the Practice- Quick communication of information to all stakeholders and practiceof IT in teaching learning and also in office management system. The Context- ICT empowerment programme was started from 2014in our institute. Some important

goals were achieved. It serves to satisfy the growing quest for knowledge in the current educational scenario. The Practice – Teaching, Learning and Evaluation through Google workplace during pandemic period were successfully done . online Feedback system, Communication of staff with principal through emails and official whatsApp Group are in place. Online Admission process, office automation and Library automation are also maintain. Online Add on course were organized. Evidence of Success In the pandemic period classes and Examination were conducted through online mode including uploading of marks in university portal. Information communication was done through official whatsApp group, email and website for students and staff.

Problems Encountered and Resources Required:For every aspect of this practiice, internet connectivity is most important. Some times problems encountered due to lack of connectivity of internet. NOTES The fast and effective communication is the most important impact of this practice.No stakeholder should remain left out of the information sharing process. Thus any information that may be of vital importance to them reaches them effectively even when they are not attending college due to any personal inconvenience or otherwise'

2. Title of the Practice :E-helpdesk

Objective of the practice:To cater to the students' needs and queries during the time of institutional closure due to COVID pandemic.

The Context:The COVID pandemic forced the administration to think out of box in order to bridge the last mile communication with the students vis a vis university directives, notices and other communications.

The Practice:The students were given the contact details of the members of the E-helpdesk through a notice and academic, administrative, exam-related issues are divided among the members. The students get in touch with the designated members according to their needs and requirements. The members either address the queries if they are in knowledge of the same or escalate the same to appropriate authority.

Evidence of Success:The students were vastly benefited from the practice as their queries and grievances were redressed at the grassroot and their legitimate anxieties engendered out of the

online mode of teaching-learning and evaluation were also easily allayed.

Problems Encountered and Resources Required: The students need to have access to phone and oftentimes connectivity issues proved to be a problem.

NOTES

The practice proved to beextremely beneficial to the students. Further, it established a strong connect between the students, teachers and the non-teaching staff members.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

During the pandemic, immediately after the announcement of the nationwide lockdown, our institution shifted to the online mode of education almost overnight. The various digital meeting interfaces were platforms of choice but lack of a proper internet connectivity on the part of the students was a serious challenge for the institution. All other modes of communication that could be exploited for teaching-learning faced similar challenges. In this situation the LMS system on the college website provided a way out of the predicament. On the college website each department has its own 'Academic Resource' section where the teachers uploaded relevant study materials so that the students can access these resources at their own convenience. This offered the maximum affordable flexibility to the students with regard to the teaching-learning process.

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

7.3.2 - Plan of action for the next academic year

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Plan of Action for 2021-2022

1. Academic and Administrative Audit would be carried out.

2. External Audit of the accounts to be updated.

3. Promotion under CASof the faculty members to be regularized.

4. Offline classes to be resumed following the guidelines of
the Government.

5. Vaccination drive for the students and staff members to be
introduced.

6. Add-on courses with specific employment opportunities to be
introduced.

7. Placement of students in gainful employment to be arranged.
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