



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

Chandidas Mahavidyalaya

- Name of the Head of the institution

Dr. Sk. Atatur Rahaman

- Designation

Principal

- Does the institution function from its own campus?

Yes

- Phone no./Alternate phone no.

9474614644

- Mobile No:

8768088526

- Registered e-mail

cmahavidyalaya1972@gmail.com

- Alternate e-mail

subhasbabu73@gmail.com

- Address

Vill- Khujutipara, P.O.-
Khujutipara, P.S. Nanoor, Dist:
Birbhum

- City/Town

Bolpur

- State/UT

West Bengal

- Pin Code

731215

2.Institutional status

- Type of Institution

Co-education

- Location

Rural

- Financial Status

UGC 2f and 12(B)

- Name of the Affiliating University **The University of Burdwan**
- Name of the IQAC Coordinator **Dr. Subhas Singha Roy**
- Phone No. **8768088526**
- Alternate phone No.
- Mobile **9474488201**
- IQAC e-mail address **cmahavidyalaya1972@gmail.com**
- Alternate e-mail address **subhasbabu73@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

<http://www.chandidasmahavidyalaya.ac.in/images/uploads/2019-2020%20AQAR.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<http://www.chandidasmahavidyalaya.ac.in/images/uploads/Academic%20Calender-2020-21.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.95	2011	27/03/2011	26/03/2016
Cycle 2	B	2.12	2016	05/11/2016	04/11/2021

6. Date of Establishment of IQAC

19/07/2011

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
NA	NA	NA	0000	000

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 04

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? No

- If yes, mention the amount

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

- 1) Motivated the students to get accustomed with Online learning system
- 2) Continuous motivating the faculty members to make well-equipped in online teaching-learning
- 3) Organizing webinars on various issues
- 4) Counselling the students during corona pandemic
- 5) Inter-college Students' Webinar

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
Motivating the Students for Online learning	Significant achievement registered
Motivating the faculties for Online Teaching	Almost all the teachers are equipped to take classes via online platform
Organizing Webinars & Inter college faculty exchange	Several national and international webinars organized & inter college faculty exchange conducted successfully
Counselling the students during Corona Pandemic	The students were regularly counselled during corona pandemic about their appropriate behaviour and maintenance of covid protocol
Inter-college Students' Webinar	One inter-college webinar was organized

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	22/02/2022

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	Chandidas Mahavidyalaya
• Name of the Head of the institution	Dr. Sk. Atatur Rahaman
• Designation	Principal
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• Phone no./Alternate phone no.	9474614644
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• Alternate e-mail	subhasbabu73@gmail.com
• Address	Vill- Khujutipara, P.O.- Khujutipara, P.S. Nanoor, Dist: Birbhum
• City/Town	Bolpur
• State/UT	West Bengal
• Pin Code	731215
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• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	The University of Burdwan
• Name of the IQAC Coordinator	Dr. Subhas Singha Roy
• Phone No.	8768088526

and compliance to the decisions have been uploaded on the institutional website?	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
1) Motivated the students to get accustomed with Online learning system	
2) Continuous motivating the faculty members to make well-equipped in online teaching-learning	
3) Organizing webinars on various issues	
4) Counselling the students during corona pandemic	
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Name	Date of meeting(s)
Governing Body	22/02/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	28/02/2022

15. Multidisciplinary / interdisciplinary

- CBCS introduced in 2017
- Syllabuses of many courses are inter-disciplinary in nature
- In literature (English and Bengali) having issues like feminism, post-colonialism, Marxism which Political Science taking care of
- ENVS keeps its syllabus open for inter-disciplinary

intervention

- History and Political Science having number of inter-disciplinary spaces like World Politics, Modern Indian Politics, Modernity and Renaissance
- Geography having issues like Development paradigm like- Development strategies , Regional Development strategies which Political Science deals with under Political Economy of Development
- Philosophy and Political Science share number of issues like Religion, Western thinkers like Plato, Aristotle, Locke, Hegel, Indian thinkers like Vivekananda, Tagore, Gandhi, Human rights, Democracy, socialism, Radical Humanism, Nationalism

16. Academic bank of credits (ABC):

- ABC is established to provide digital certificates, degrees, diploma certificates etc
- The institution is yet to register itself.
- Very soon Nodal Officer will be selected and the institution will get registered.
- This hassle-free and easy to access to academic testimonials will be made available to the students

17. Skill development:

- Each course has their own Skill Enhancement Courses under CBCS.
- Apart from these, the institution has MoU with Birbhumir Grameen Unnayan Society under NSDC
- One Course - Hand Embroidery is running from 2020-2021
-

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

- Under CBCS, inter-disciplinary courses are available.
- Opportunity for integration of Indian Knowledge system can be opted.
- Sanskrit, Philosophy, History and to some extent Political Science provide such opportunity.
- Entire Sanskrit literature and Vedic tradition are taught:
- Philosophy provides the opportunity of studying Indian thinkers, ethics and values
- History keeps pages of the ancient Indian civilization open for the students
- Political Science through its Indian Political thinkers tries to instil the Indian knowledge to the students.

- Kautilya, Gandhi, Vivekananda are taught in Political Science

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

- Institution prepares PSOs, CSOs for the convenience of all the stake holders
- Better Outcome is the motto of the institution.
- Any academic exercise aspires better outcome.
- Result is one such measurement by which outcome can be gauged.
- IQAC with the help of the departments monitors the result and suggest for its betterment.
- Each department closely follows the performance of the students.
- Students seminar, participation in various academic and extra-curricular activities, various competition are another yardsticks of outcome

20.Distance education/online education:

- The institution does not run any distance education.
- All courses are run offline and in campus
- During covid situation we were forced to take online classes
- Still we do organize some events in online
- All academic currently done offline.

Extended Profile

1.Programme

1.1 486

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

File Description	Documents
Data Template	View File

2.Student

2.1 2424

Number of students during the year

File Description	Documents
Data Template	View File

2.2

812

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

279

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

44

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2

51

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	486
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	2424
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	812
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	279
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	44
File Description	Documents
Data Template	View File

3.2	51
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	23
Total number of Classrooms and Seminar halls	
4.2	183.62
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	60
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

- The college has to follow the affiliating university directions.
- The principal conveys the resolutions of the Academic Sub-committee and various suggestions of the IQAC to the Governing Body and Teachers' Council.
- An Academic Calendar and a central routine is prepared.
- Each department prepares a departmental activity calendar.
- Department shares the activity calendar, time-table, syllabus module, syllabus distribution plan, programme specific outcomes (PSO) and course outcome (CO) to the students and on the institutional website.
- Ice-breaking session is organized to apprise the newly admitted first Semester students of entire academic issues
- Special emphasis is given on the use of ICT tools in pedagogical system.
- Special lectures, documentaries, movies, seminars and webinars are organised.

- Field study, project work, and excursions are encouraged.
- Add-on courses to meet the modern day job sectors requirements.
- A well-established mentor-mentee system.
- An Aptitude test is conducted for the entry-level students to classify the students.
- Special remedial classes are conducted for the weaker students.
- Library has textbooks, reference books, international and national journals INFLIBNET and other e- resources to facilitate the teaching learning processes.
- Parent -teacher meeting are conducted routinely.
- Feedback system for all the stakeholders like students, teachers, parents, alumni, employer and the non-teaching staffs.

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)

1. Institution prepares Academic Calender in consultation with the Academic Sub-committee and IQAC well in advance before the commencement of the session
2. Each department is asked to follow the calender;
3. Departments plan their activities accordingly
4. Initially Aptitude Test is taken to classify the students
5. Class tests are taken
6. Subject wise quiz is also taken
7. Project is another method of assessment
8. Student seminar is also a regular practice
9. Department meeting is regularly held to track the progress of the students
10. Internal assessment is taken centrally
11. Parent-teachers' meeting is held to keep the guardians apprised about their wards progress
12. Mentor-mentee system is running to nurture the students
13. Remedial classes are taken

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://www.chandidasmahavidyalaya.ac.in/images/uploads/Academic%20Calender-2020-21.pdf

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

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

13

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)**

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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

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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**

- The institution offers courses that integrate cross cutting issues as a part of curriculum prescribed by the University of Burdwan.
- The institution regularly arranges seminars, invited talks, workshops, awareness programmes on the cross-cutting issues to achieve holistic development of the students including issues like gender equity, humane values, compassion, nationalism, tolerance and celebrates International Women's Day
- The curriculum offers a compulsory course on environment

and its sustainability in the first Semester.

- NCC and NSS units implement/maintain plastic-free green and clean campus, installation of dustbins, minimal usage of automobiles within the campus, observation of "World Environment Day", organizing seminars/ webinars on environmental issues, sensitization of the neighbourhood community by conducting regular camps etc.
- The institute provides equal opportunities in academic and extra-curricular activities & sensitizes the newly admitted students.
- The institution has a well established mechanisms (Internal Complaint Committee & Grievance Redress Committee), anti-ragging and anti-sexual harassment cell and a strict policy for 'zero-tolerance' to prevent sexual harassment incidents within the campus
- Observation of birth and death anniversaries of the national heroes and Independence Day, Republic Day, and Teacher's Day..
- The institute maintains a policy for code of conduct and ethics for the students, teachers and non-teaching staffs

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

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

12

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
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

2127

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

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.chandidasmahavidyalaya.ac.in/message/Feedback%20on%20Teaching%20Learning%2020-21.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

1816

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

272

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

2.2 - Catering to Student Diversity

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

- After admission, Departments take the Subject Aptitude Test to classify the students
- Basically two types of students are classified- advanced learners and slow learners.

Measures for advanced and slow learners:

- Proper guidance extended to them in regular and the tutorial classes that are held regularly.
- Materials are handed out.
- They are provided with the opportunity to participate in frequent student seminars to help improve their public speaking skills and communication in general
- They are provided with lists of resources for further reference including books, e-books, documentaries, movies, videos and so on.
- They are made to participate in poster and model-making competitions to enhance their interest in the subject
- Students scoring the highest marks in the final year are awarded by the college during the annual Foundation Day celebrations to encourage them as well as the other students to perform better.
- In the class, advanced learners are encouraged to sum up the discussion of that class lecture.
- Remedial classes are held to clarify students' doubts and queries so that they do not lag behind the advanced learners
- The mentors generally keep a close eye on the development and progress of the slow learners.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
2424	44

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

- The institution carefully integrates participatory, experiential and problem solving methodologies.
- Experiential learning is attained by the students of laboratory based subjects through practical lab based experiments, field-work and project work.
- Institution has made it mandatory to conduct project work for all the academic departments including Humanities and social sciences.
- The institution has introduced course outreach programme in the form of study tour for visiting important historical and geographical places to boost up their learning experience.
- The institution conducts a basic computer literacy add on course for enhancing computer based practical skills among the students.
- The aspect of participatory learning is endorsed among the majority students through a unique 'Communicative English' add on course conducted by the institute where the participants are encouraged to interact with each other to improve their English speaking abilities.
- The institute has implemented an innovative method of participative learning by introducing Student's seminar for all the academic departments, where the students are allowed to speak on a topic of their choice related to their syllabi followed by a brief question answering and

discussion session.

- Group discussion, poetry recitation, debate and quiz contests are carried out regularly to facilitate participatory learning among the students.

File Description	Documents
Upload any additional information	View File
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 college has prepared a number of smart classrooms with modern teaching tools for ICT based classes. The teachers make extensive use of Power Point, e-materials, videos, documentaries, film adaptations of literary texts etc. to make teaching-learning more effective and attractive. The ICT enables the teachers to complement the more conventional methods of teaching including class lectures, board work, projects and so on. Moreover, the e-resources made available by the college library through use of INFLIBNET is intended to benefit the students as well as teachers by bringing within their reach a considerable number of e-magazines, e-journals, articles, research papers and other such online materials. Also, the college uses its own website and college app to keep students informed about all relevant developments including notices, examinations, classes, holidays, special events like seminars and workshops and so on. The faculty members have utilized online platforms such as Google Meet and Zoom to hold the classes and lectures. Assignments, quizzes, and materials were communicated to the students via Google Classroom and other such applications so that academic activities could continue with as far as possible under the pressing situations.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.chandidasmahavidyalaya.ac.in/images/uploads/2.3.2%20ICT%20based%20class%20with%20images.pdf

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

2.3.3.1 - Number of mentors

44

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

44

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

13

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

486

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 internal assessment is comprised off 20% of the total marks in each of the course. The teachers make the students aware of the importance of Internal Assessment. The Criteria for assessment are discussed with them in detail during their Ice Breaking Session at the very beginning of each session to enhance transparency. There is a well-structured Examination Committee and the question papers are set strictly following university guidelines. The examination committee conducts the internal examinations in a centralized manner. The question papers are collected from each department, sorted, and kept under control of the committee and absolute confidentiality is maintained. The schedule for the Internal Examination is communicated to the students well in advance with proper notice on the college notice board as well as digitally through the dedicated college app and website. Teachers of all the departments conduct the internal examinations in the similar

manner of university examinations with invigilation. Appropriate actions are taken in case of those students who commit malpractices during the examination for maintaining the importance and transparency of the internal examinations.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

- The institution possesses a well-defined Grievance redressal cell to swiftly resolves any examination related Grievances of the students.
- All the examination related issues from registration to the distribution of results and certificates are done in a time bound manner by the non-teaching staffs.
- The students may approach to review their answer scripts if not satisfied through college office
- The grievance redressal cell members help the students for filling up their application for such scrutiny and their applications are quickly forwarded by the college administration to the Controller office of the University for having time bound result.

The grievances related to the internal assessment are very rare and the concerned departmental Heads usually deals with these complaints. The University gives nearly 6% weightage on attendance for each course and thereby student attendance are strictly monitored by maintaining the attendance registrar.

The mentors also take active part in resolving any internal or external examination related issue

The college maintains complain box to redress the any issue including examination. The complain box is monitored directly by the Principal office to provide prompt action

Moreover, mentors also play very constructive role if he/she is approached by the student / mentee.

File Description	Documents
Any additional information	View File
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.

The implements Course Outcomes (CO), Programme outcomes (PO) and Programme Specific Outcomes (PSO) for all the courses as per guidelines of the Univeristy of Burdwan.

The CO, PO and PSO clearly delineate about the contents, scope.

The full information of syllabus along with CO, PO and PSO are displayed on the college website to make the students aware of the learning outcomes and future prospect and employability of different courses of the institution even before their admission.

After the admission, "Ice-Breaking Session" is conducted exclusively for the newly admitted students to sensitize them about the learning outcomes, scope of their curriculum so that they have a very clear idea about the future prospects of their chosen courses.

The clearly depicted PO, PSO and CO of each courses also help the students to choose the appropriate courses and the academic flexibility in the newly introduced CBCS system allows them to do that throughout their entire span of courses to improve learning outcome of the students. The mentors efficiently guide the mentees This mechanism allows an efficient delivery of the curriculum to meet the student needs as per the vision and mission of the institution.

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

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

The level of academic attainment in terms of Programme outcomes, Programme Specific outcomes and Course Outcomes serves as a measure of the success of the teaching-learning process of the institution.

Performance in the University examinations serve as a measure for the academic attainment of the students. The consistent high pass percentage, obtaining ranks in the University examination clearly depicts the high level of academic attainment by the students of the institution.

Another parameter to measure attainment of learning outcome is through progression of students towards higher studies in the Universities and other higher educational institutions. The academic departments keeps a track of the progression of their ex-students by forming alumni groups. The established alumni of the college are often invited to share their real life experiences about the learning outcomes of different programmes of the institution to encourage the existing students.

At the end of the course, each student provides feedback on various aspects of the teaching-learning process, which is then analysed to assess the level of academic attainment of every students from their point of view.

IQAC collects annual feedback on syllabus from all the stakeholder of the college including final Semester students, teachers, parents to assess their opinion on employability,

File Description	Documents
Upload any additional information	View File
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

279

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

2.7 - Student Satisfaction Survey

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

<http://www.chandidasmahavidyalaya.ac.in/message/Feedback%20on%20Teaching%20Learning%2020-21.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)

00

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

00

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

17

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

16

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

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

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

21

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

3.3 - Extension Activities

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

- Extension activities within the campus as well as in the neighbourhood communities are carried out by NSS and NCC wings.
- The NSS units organize annual camps in the adopted village.
- Eminent persons speak on various social, environmental, gender, and health related issues to generate awareness among the students and locales.
- The NSS periodically organizes awareness generation camps to promote National 'Swachh Bharat Mission', Anti-tobacco campaign, Thalassemia Awareness, save the girl child etc.

- Credit for Plastic free campus goes to NSS.
- The NSS unit celebrates important dates of national and international prominence including National AIDS day, World environment Day, International Women's Day.
- The NCC unit observes independence day on 15th August and 26th January to promote patriotism, celebration of Yoga Day to encourage students to adopt a healthy life style, National Voter's day celebration to make the students aware of their rights of voting, traffic rule and road safety programme to enhance road safety awareness among the students.
- Both NSS and NCC units organize Blood donation camp.
- Institute is able to install a number of dustbins throughout the campus to keep the campus clean and organize annual tree plantation programme with the help of NSS and NCC.

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

05

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

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

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red

Cross/ YRC etc., during the year

5

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

426

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**

03

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

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

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

02

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has adequate infrastructural facilities to cater the needs of the students as well as teachers. The institute spans over an area of 6.22 Acres with a total build up area of 22,000 square meters and has 28 classrooms of which 6 are Smart Classrooms, 6 laboratories, 1 computer laboratory, one library and one reading room. All the smart classrooms have an overhead LCD projector and desktop with LAN connectivity. T

The institute has 57computers, 3 laptops, 17 printers, 5 scanners, 7 LCD projectors and a number of pen drives and hard drives.

The central library spans over an area of 4824 square feet and is partially automated. The library currently possesses 23602 books, 15 journals and 50 rare books. The library provides accession to thousands of e-journals, e-books and e-materials through N-LIST and Shudhganga. Reading room of about 1550 square feet and is equipped with internet facility..

The laboratory of Mathematics department offers socialized training on C and C++ programming for the students. The

Geography laboratory is equipped with Prismatic compass, soil and water quality testing kit, Barometer, QGIS Software GIS and Remote Sensing work. Well equipped laboratories in Botany, Chemistry, Zoology and Physics.

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.

The institute has well established Sports and Cultural Committees for planning and smoothly conducting various events throughout the year.

The institute has a large playground for football, cricket and other athletic practices. In addition, there is volleyball and badminton courts within the campus.

The institute has established a separate building for Indoor sports activity where various indoor games including Carom, Chess, scrabble etc are being played.

The cultural committee organizes various cultural events The institute offers a large fully air-conditioned auditorium with a stage for cultural practices and various cultural activities.

The institute has set up a Gymnasium hall of about 1000 square feet where various modern equipment are installed including facilities for weight lifting, treadmill for walking and running, exercise cycle and other accessories.

The Institute has a dedicated Yoga Centre with an area of about 550 square feet where more than 150 participants can perform their Yoga activities.

To encourage the students, their performance in various intra-college sports and cultural activities are highly recognized. The students are encouraged to participate in various inter-

college, state level and national level sports and cultural competitions.

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.

05

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

05

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)

46.15

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

4.2 - Library as a Learning Resource

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

The automation process of the college library was started in 2011 with the installation and operation of SOUL 2.0. Later on, the library moved on from SOUL software and KOHA open source ILMS software was introduced in the college library in 2018. The library is partially automated and tends to utilize most of the modules of KOHA.

The 'Patron' module of KOHA is used for the registration of new users in the system. The 'Circulation' module of KOHA is used to monitor transactions by the users. The 'Reports' module is used to generate reports for various data as required by the library officials. In addition, the library uses KOHA 'Administration', 'Tools' and other modules to maximize the use of Integrated Library Management System.

OPAC (Online Public Access Catalogue) is introduced in 2012. The library generates library card with a unique barcode and provides login ID and password for each of its members to access the OPAC system. The OPAC system provides access to various e resources, N-LIST journals, e-books, Shodhganga and other newly obtained library resources. Thus, the OPAC and ILMS system is utilized by the college library for maintenance and maximum utilization of its resources.

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 A. Any 4 or more of the above

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

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

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

0.52281

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	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

In the last five years, the number of computers has been increased from 20 to 60. Most of the computers have been upgraded to Windows 10 and are provided with anti-virus software. The institute promotes the use of open access software. Mathematics department of the college has established

a dedicated computer lab compatible for C and C++ programming and Geography department has QGIS Software for conducting practical works on remote sensing. The library is partially automated by procuring KOHA and has active N-LIST subscription for providing access to a large number of e-resources.

The college has upgraded its internet facilities from 10 mbps to 100Mbps which could support 2000 users.

The college has introduced a mobile application in the year, for easy communication with the students on various issues.

The West Bengal Government has made mandatory online admission for all the colleges and to conduct the process smoothly the college has introduced CAMS software in the year....for automation of various office and account related works. The server for admission portal and CAMS are under AMC for their proper functioning and maintenance. Thus, the college puts every effort to upgrade its IT infrastructure for facilitating teaching learning as well as administrative works.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://drive.google.com/file/d/1yOy6bwbcWfb_sGtVCiMpAtZqLIW-Tr2W/view?usp=sharing

4.3.2 - Number of Computers

60

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

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

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	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)

2.35

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

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

The institution has set up a number of committees to ensure proper maintenance and utilization of physical, academic and support facilities.

The building and infrastructure committee takes care of any building related issue and appropriate measures are taken accordingly.

There is an IT cell in the college for monitoring computer and internet related issues. AMCs done.

The library committee periodically seeks book list from all the departments.

The sports committee plans looks after sports and games.

The green committee monitors the gardens. The NSS unit of the college has installed a number of dustbins throughout the campus and periodically conducts Swachh Bharat Mission to maintain the cleanliness of the institution. The green committee ensures minimum use of corrosive chemicals and detergents for the campus cleaning purpose.

All the purchase requests are reviewed by the purchase committee and sent to the Principal office for action. Quotations invited for purchases of more than Rs.10000/

The college office keeps up a register for obtaining the maintenance requests from all the departments.

The college maintains AMC network server, software, laboratory equipment, fire extinguisher, generator, solar panels and solar lights to ensure proper maintenance and maximum utilization of its available resources.

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

1605

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

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

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

02

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

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

A. All of the above

File Description	Documents
Link to institutional website	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

00

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

00

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

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

A. All of the above

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

53

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)

Institution maintains a healthy practice of students' engagement in different aspects of its activities. Students elect their own representative through secret ballot on the date resolved by the institutional election commission. Election is held following the university and government statute. Once election is over, elected representatives elect or select their office bearers. Principal is ex-officio president of the Students Union. The General Secretary of the students union is invited in several committees as members like Governing Body, Academic, IQAC, Purchase, Building, Library, NSS, NCC, Development etc. Their opinion is given due importance. All important resolutions are conveyed to the Governing Body. Students Representatives play vital role in different occasions.

The student union has different office-bearers like Culture, Magazine, Sports and Games, NSS, NCC, Girls' Common Room etc. These office-bearers are taken into the respective committees for better coordination and wide representation and better management.

NSS, NCC, Culture, Games and Sports committees largely depend on the active cooperation from the students' representatives.

The students' representation is ensured for the democratic management of the institution.

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

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

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

00

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

The institution has taken initiative to register the Alumni under the Society Registration Act of WB Govt. Due to Covid pandemic and successive elections, the process is temporary stalled. Very soon we will get the registered Alumni Association.

Usually alumni are invited in meetings to exchange opinions and views on the infrastructure and learning resources. Their suggestions and views are given due importance. Different departments organize get-together programme where alumnus views on various issues cropping up and authority is apprised accordingly. Moreover, in several programmes they are invited and they remain present in those programmes. In this way alumni and institution maintain their relatio

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The reflection of the mission and the vision of the institution can be perceived in its management procedure. There is democratic mechanism regarding the institutional decision making process. 1) Teachers and Nonteaching Representatives to the institutional highest decision making authority- Governing Body- are selected/elected in the respective councils meeting following due process 2) In addition to Teachers Council and Staff Council, there are several sub-committees are formed In taking teaching and non-teaching staff members in the Staff Council meeting. Members express their own views freely and their valuable proposals are given due importance.

The authority instils the values and mission of the institution using various platforms like Teachers' Council meeting, Non-teaching Staff Meeting. The institution organizes various workshops, special lecture series to promote the mission and vision of the institution.

Students have their own body to present their views before the college authority. General-Secretary is one of the members of the Governing Body, the highest decision making body of the institution. Several others committees are constituted for the better performance.

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.

It is earlier mentioned that the institution believes in democratic ethos in the decision making process. There are established mechanisms to ensure the views of the teaching, non-teaching staff and the students get reflected. Principal being the ex-officio president/chairman of the staff councils (both teaching and non-teaching) and the students council. He remains present in every meeting of the staff and student unions. The three stakeholders- teaching, non-teaching and student enjoy to send their representatives to the Governing Body, the highest decision making body of the institution.

1) Teachers and Nonteaching Representatives to the institutional highest decision making authority- Governing Body- are selected/elected in the respective councils meeting following due process 2) In addition to Teachers Council and Staff Council, there are several sub-committees are formed in taking teaching and non-teaching staff members in the Staff Council meeting. Members express their own views freely and their valuable proposals are given due importance.

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

College maintains a collective responsibility and leadership values. In every development initiative, the authority takes the views from different stakeholders and accordingly plan for the development. IQAC, TC (Teachers' Council) SC (Staff Council), Students' Union, various subcommittees Governing Body are taken into confidence.

a) Regarding infrastructural development, college puts forward the plans before the DPI,UGC and Local Bodies like Gram Panchayat, Zilla Parishad . b) In Academic development, college on various occasions, initiated to introduce new subjects, places the demands for new subjects to the Affiliating University and Higher Education, GoWB,

c) For alternative, the authority approached to the department of Renewable Energy under the State Electricity Board, GoWB.

d) For indoor games and sports facilities, Youth Welfare deptt is approached and received a grant.

e) Local MLA is also approached for development of the institution.

After receiving grants, college forms beneficiary committees under the charimsnship of the Principal and these committees are entrusted to look after the project.

Proper accounts are maintained and audited by the appropriate body and utlization is placed to the concerned authority.

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.

Ours is government aided institution affliated under the University of Burdwan and University Grants Commission.

Appointment & Service Rules

1) Teachers are recruited by the College Service Commission (CSC), Government of W.B.

2) College only issues the appointment letter to the recommended

candidate by the CSC.

3) DPI (Directorate of Public Instruction)GoWB is the sole authority of reimbursement of pay, allowances, promotionpensions, gratuity and other benefits to the faculty members and non-teaching staff.

5) Non-teaching staffs are recruited by the institution following ther government norms.

6) Each employee is guided by government rules and statues.

Administrative set up:

Governing Body- Principal - IQAC- Teachers council- No-teaching staff Council- Various sub-committees

Policy formulation

- Governing Body (GB) is constituted taking the representatives from the teaching , non-teaching and students.
- College authority constitutes several committeesfollowing democratic norms..

Grievance Redressal Policy

- Online and offline complain can be can be done
- After receiving complaints, the concerned committees take appropriate steps to redress the grievance.
- Following UGC guidelines, Sexual Harassment Prevention Cell is formed
- In addition ICC (internal Complaint Committee) can be formed if the situation demands.
- If any kind of grievance regarding academic assessment the respective department and the department takes appropriate steps.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
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

- Pay and allowance are born by the Government of West Bengal
- Institution does not have any liability of pay and allowance except adhoc employees
- Institution maintains Thrift Fund for meeting the expenses on emergency or any other purpose
- Well furnished guest room for taking rest in time of need
- Free wi-fi and internet facility
- Clean and green campus
- Ragging free campus
- Democratic and working friendly ambience
- Clean drinking water facility
- Indoor game facility

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

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

27

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)	View File

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

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

01

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

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

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

7

File Description	Documents
IQAC report summary	No File Uploaded
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

Institution maintains Performance Appraisal system for teaching staff in the following manner:

1. Attendance register has columns seeking day to day academic and other activities details duly endorsed by the Principal
2. Attendance register and bio-metric system are in vogue for attendance of all the employees.
3. IQAC is approached for promotion by the teaching faculty and the Coordinator verifies the claims of the incumbent regarding the fulfilment of requisite criteria as per the government norms.
4. Thereafter the IQAC recommends the authority to move his /her claim for promotion.
5. In the department meeting the faculty members place their updates about the syllabus completion
6. Academic Sub-committee may want any information from the faculty members regarding assessment and other relevant academic matters
7. Students feedback is collected, processed and presented before the Principal
8. Principal informs the concerned about his/her performance as assessed by the students
9. Above all Governing Body may instruct and advise for the better performance of the faculty members
10. Non-Teaching appraisal system
11. Attendance register and bio-metric system are in vogue for attendance of all the employees.
12. The staff council meets regularly to discuss their professional issues
13. Promotion of any non-teaching staff is determined by the authority strictly adhering to the government rules and regulations

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

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

Robust mechanism of financial transaction is a long established practice of the institution.

v The financial audit is done by the state government.

v Government-appointed auditor comes in the institution and does audit every year.

v Despite college has its own mechanism to cross check the financial activities through several means like finance committee in which government nominated member is included.

v Principal himself day to day checks the financial transaction.

v Any large amount purchase tender is floated following the government norms

v Moreover, recently under the request of the IQAC, institution installs Finance Management Software to make the financial transaction more transparent and fair.

v Governing Body may inquire any information regarding financial transaction.

v One member and the Principal are the signatory of the financial transaction.

v Purchase committee is there to look into the demands of any thing to purchase.

v Library sub-committee is there to look into the purchase of the books and journals.

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

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

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

28500/

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

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

As a government aided institution, our college receives funds from the state government, UGC and other government bodies. Besides, there are very few contribution from the philanthropic personalities. After receiving funds following strategies are taken for the optimal utilization:

- Institution submits the project proposals before the competent authority after careful considerations.
- Institution discusses the development plans with various stakeholders in different platforms.
- After getting the inputs from them, authority finalizes the plan (s) for development
- In no case the institution does anything without proper planning and consideration. No haphazard or arbitrary step is taken when the question of development comes.
- After receiving grants, the institution forms beneficiary committees in case of building infrastructure.
- Several sub-committees are taken into confidence for the implementation of the project (s)
- Suggestions or advice are sought from the competent and experts if that need be
- Proper utilization of funds is checked and verified by the competent authority
- Utilization certificate and project completion report are sent to the fund releasing authority

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

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

Faculties and the students needed to adjust and reorient with the new atmosphere.

New methodology for academic activities became order of the day. Online platforms received greater attention. Google meet and other social media were extensively used.

IQAC made significant contribution in this direction. Faculty members were convinced to make them accustomed with the new teaching methods. There are very few faculty members who were hesitant and reluctant to utilize these platforms.

IQAC gave greater efforts to convince these faculties.

Students were another segments. Ours is an institution of first generation learners. Socially and economically backward area is another hindrance to carry on online academic activities.

Lack of electronic gadgets, poor internet connectivity, lack of funds for regular recharge, lack of motivation and above all corona psychosis created major building blocks before the academic community of our institution.

IQAC took the lead role in this regard.

Regular meeting with the faculties asking them to counsel the students to get rid of the crisis.

Different programmes were organized to get accustomed with the new environment.

Priority was to instil confidence among all the stakeholders.

IQAC tried its best to bring out the best from the faculty

members amid crisis situations.

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

It is imperative for the teaching community to implement the curriculum designed and imposed by the affiliating university.

- IQAC advises every department to distribute syllabus among themselves much before the commencement of any semester.
- Departments meet accordingly and distribute the workload.
- IQAC asks the departments to prepare annual academic plans mentioning the tentative programmes like class tests, uizs, project, educational tour, student seminars, special lectures by the external experts, national seminars/webinars.
- IQAC also suggests the department to supervise the completion of the syllabus
- Faculty members are requested to use audio-visual methods more in the classroom for making the classroom teaching more attractive.
- IQAC meets the departments to sort out any kind of problems arises
- Departments are spcifically alerted about the learning outcomes.
- Poor learners need to be taken extra-care of. So Remedial class needs to be taken.
- Counselling plays major part
- In this corono pandemic, mentors provided excellent counselling to the students.
- Departments organized enoughnumberof national and internationalwebinars during the pandemic.
- During exam time, every department played very importnat role. Students were counselled, given every single tips to perform better in the exam.
- Even every student succeeded to submit answer-scripts thanks to the very active role of the tecing community.

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

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.chandidasmahavidyalaya.ac.in/images/uploads/Annual%20report-2020-2021.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	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 is committed to ensure gender equity within the campus. Due to lockdown in this session college hardly got any opportunity to undertake programme for generating awareness among the students. But commitment inspires the institution to undertake measures to ensure gender equity.

Awareness generation

- Class teacher deliberates upon the issues of gender equity in their class
- Awareness generation drive through postering
- Department invites write-ups from the students in their wall magazines
- Special lectures are organized
- Non-discrimination policy followed with regard to
- Career Advance Scheme and Promotion
- Release to undergo FDP, Seminars, webinar
- Ensuring representations of female employees in different committees and councils
- More representations of female employees in women specific cells (like - Sexual Harassment Prevention)

File Description	Documents
Annual gender sensitization action plan	https://docs.google.com/document/d/1w7sLif23fcvLmgZQIf3nJnDLmIfkSt1E81ny5qyJytE/edit?usp=sharing
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://docs.google.com/document/d/1clFxiJr1trZEM6VQ4_eE2-Fkj8Q5Vbk4snM514yF9I/edit?usp=sharing

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

C. Any 2 of the above

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

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

The solid wastes are broadly categorized as - bio-degradable and non-biodegradable wastes and the institution adopts separate

measures to deal with these two different kinds of solid wastes.

The institution has a number of dustbins installed across the whole campus and dustbins are marked and labelled properly for collection of biodegradable and non-biodegradable wastes separately. N.S.S., N.C.C.sensitize the students for disposal of the two types of solid wastes.

The institution takes special care for electronic waste management as many of the electronic equipment harbours toxic and harmful chemicals which may cause various diseases. The institution has allotted a room for housing different kinds of e-wastes including desktops, laptops, printers, projectors, hard drives, ups etc. These wastes are either recycled from time to time as per need or disposed. The whole process of maintenance is executed through an Annual Maintenance Contract (AMC) with a local vendor.

A very small amount of biomedical wastes are generated mostly from the laboratory of Zoology of the college and are collected in specialized bin as per the standard guidelines.

The hazardous chemical and liquid wastes predominantly arise from the wet laboratories of the college including Chemistry, Zoology and Botany are dealt with special care

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	http://www.chandidasmahavidyalaya.ac.in/images/uploads/Waste%20management.pdf
Any other relevant information	View File

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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

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

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

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

E. None of the above

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

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

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

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	View File
Any other relevant information	View File

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).

Being the higher educational institution, our college thrives to promote tolerance and harmony. Adhering to the national ideals, it nurtures the humane values among its students and employees. Several steps are taken to promote harmony in the society by this institution.

- Awareness drives by NSS and NCC in their activities on regular basis
- Classroom teaching emphasizes on the democratic and humane values
- Non-discrimination policy followed in awarding benefits
- Common canteen for all irrespective of caste, creed, religion and gender
- Non-discrimination policy followed in the election or selection of representatives in different bodies

- Cultural programmes are organized to promote tolerance and harmony
- Special lectures are arranged
- Observation of different programmes like Birth centenary of towering personality like Ganadhi Jayanti, Netaji Birthday, Prophet Mohammad Birthday (Nabi Divas) etc
- Observation of different national day like Independence Day, Republic Day where invited speakers emphasize on the issue national integrity and tolerance.

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

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

The institution thrives to sensitize all the stakeholders about the constitutional obligations like rights, duties, responsibilities.

- Democratic management of our institution promotes the ideals of rights, duties and responsibilities
- NSS and NCC through camps and activities promotes discipline, dutifulness and responsibilities
- Observation of Independence and Republic Day explicitly spread the constitutional values
- Awareness Generation drives undertaken by through out the campus by way of leaflets and postering
- Mentors in their mentoring classes shoulders similar responsibilities
- Special seminars/ webinars are organized to generate awareness among the students about the constitutional rights and duties
- Human Rights programmes are also organized.

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

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

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Institution undertakes initiatives to commemorate several days, event and festivals.

NSS and NCC

- Observation World AIDS Day
- Observation of International Yoga Day
- World Earth Day
- World No Tobacco Day

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

7.2 - Best Practices

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

1. Clean Green Ambience and Well-Disciplined Campus

2. Extensive Use of ICT in Teaching-learning and Administrative Works

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

Information Technology (IT) in academic sector specially in teaching learning evaluation is given utmost importance nowadays.

Admission, teaching-learning, evaluation, financial transaction in the institution, library transactions are done through computer.

Considering its utilities in teaching-learning evaluation, institution gives importance to ICT based classes. For that infrastructural facilities have been generated. 04 smart class rooms, 01 auditorium, 60 computers, 100 mbps band with internet connectivity point towards our sincerity and seriousness about the utility of ICT based teaching learning process.

Faculty members are continuously motivated to take classes using

ICT based technology. IQAC organize time to time various workshop to update. It is instructed that at least 30% classes should be ICT based. Each department is informed to maintain a schedule in this regard.

Moreover, subject related movies are shown to the students.

Workshop on how to use Google as effective tool to conduct online classes, evaluation, webinar, students' seminar, and other meetings and gathering.

in the library reading computers are stalled to search online materials. Library transaction is partially automated. Daily financial transtion is done through computer.

In a nutschell academic, administrative, admission- every aspect of activities is done through computer.

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 college has to follow the affiliating university directions.
- The principal conveys the resolutions of the Academic Sub-committee and various suggestions of the IQAC to the Governing Body and Teachers' Council.
- An Academic Calendar and a central routine is prepared.
- Each department prepares a departmental activity calendar.
- Department shares the activity calendar, time-table, syllabus module, syllabus distribution plan, programme specific outcomes (PSO) and course outcome (CO) to the students and on the institutional website.
- Ice-breaking session is organized to apprise the newly admitted first Semester students of entire academic issues
- Special emphasis is given on the use of ICT tools in pedagogical system.
- Special lectures, documentaries, movies, seminars and webinars are organised.
- Field study, project work, and excursions are encouraged.
- Add-on courses to meet the modern day job sectors requirements.
- A well-established mentor-mentee system.
- An Aptitude test is conducted for the entry-level students to classify the students.
- Special remedial classes are conducted for the weaker students.
- Library has textbooks, reference books, international and national journals INFLIBNET and other e- resources to facilitate the teaching learning processes.
- Parent -teacher meeting are conducted routinely.
- Feedback system for all the stakeholders like students, teachers, parents, alumni, employer and the non-teaching staffs.

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)

1. Institution prepares Academic Calender in consultation with the Academic Sub-committee and IQAC well in advance before the commencement of the session
2. Each department is asked to follow the calender;
3. Departments plan their activities accordingly
4. Initially Aptitude Test is taken to classify the students
5. Class tests are taken
6. Subject wise quiz is also taken
7. Project is another method of assessment
8. Student seminar is also a regular practice
9. Department meeting is regularly held to track the progress of the students
10. Internal assessment is taken centrally
11. Parent-teachers' meeting is held to keep the guardians apprised about their wards progress
12. Mentor-mentee system is running to nurture the students
13. Remedial classes are taken

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://www.chandidasmahavidyalaya.ac.in/images/uploads/Academic%20Calender-2020-21.pdf

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

B. Any 3 of the above

UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility

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

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

13

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)

00

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**

- The institution offers courses that integrate cross cutting issues as a part of curriculum prescribed by the University of Burdwan.
- The institution regularly arranges seminars, invited talks, workshops, awareness programmes on the cross-cutting issues to achieve holistic development of the students including issues like gender equity, humane values, compassion, nationalism, tolerance and celebrates International Women's Day
- The curriculum offers a compulsory course on environment and its sustainability in the first Semester.
- NCC and NSS units implement/maintain plastic-free green and clean campus, installation of dustbins, minimal usage of automobiles within the campus, observation of "World Environment Day", organizing seminars/ webinars on environmental issues, sensitization of the neighbourhood community by conducting regular camps etc.
- The institute provides equal opportunities in academic and extra-curricular activities & sensitizes the newly admitted students.
- The institution has a well established mechanisms (Internal Complaint Committee & Grievance Redress Committee), anti-ragging and anti-sexual harassment cell and a strict policy for 'zero-tolerance' to prevent

sexual harassment incidents within the campus

- Observation of birth and death anniversaries of the national heroes and Independence Day, Republic Day, and Teacher's Day..
- The institute maintains a policy for code of conduct and ethics for the students, teachers and non-teaching staffs

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

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

12

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
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

2127	
File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File
1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.chandidasmahavidyalaya.ac.in/message/Feedback%20on%20Teaching%20Learning%2020-21.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**

1816

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**

272

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

2.2 - Catering to Student Diversity

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

- After admission, Departments take the Subject Aptitude Test to classify the students
- Basically two types of students are classified- advanced learners and slow learners.

Measures for advanced and slow learners:

- Proper guidance extended to them in regular and the tutorial classes that are held regularly.
- Materials are handed out.
- They are provided with the opportunity to participate in frequent student seminars to help improve their public speaking skills and communication in general

- They are provided with lists of resources for further reference including books, e-books, documentaries, movies, videos and so on.
- They are made to participate in poster and model-making competitions to enhance their interest in the subject
- Students scoring the highest marks in the final year are awarded by the college during the annual Foundation Day celebrations to encourage them as well as the other students to perform better.
- In the class, advanced learners are encouraged to sum up the discussion of that class lecture.
- Remedial classes are held to clarify students' doubts and queries so that they do not lag behind the advanced learners
- The mentors generally keep a close eye on the development and progress of the slow learners.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
2424	44

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

- The institution carefully integrates participatory, experiential and problem solving methodologies.
- Experiential learning is attained by the students of laboratory based subjects through practical lab based experiments, field-work and project work.
- Institution has made it mandatory to conduct project

work for all the academic departments including Humanities and social sciences.

- The institution has introduced course outreach programme in the form of study tour for visiting important historical and geographical places to boost up their learning experience.
- The institution conducts a basic computer literacy add on course for enhancing computer based practical skills among the students.
- The aspect of participatory learning is endorsed among the majority students through a unique 'Communicative English' add on course conducted by the institute where the participants are encouraged to interact with each other to improve their English speaking abilities.
- The institute has implemented an innovative method of participative learning by introducing Student's seminar for all the academic departments, where the students are allowed to speak on a topic of their choice related to their syllabi followed by a brief question answering and discussion session.
- Group discussion, poetry recitation, debate and quiz contests are carried out regularly to facilitate participatory learning among the students.

File Description	Documents
Upload any additional information	View File
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 college has prepared a number of smart classrooms with modern teaching tools for ICT based classes. The teachers make extensive use of Power Point, e-materials, videos, documentaries, film adaptations of literary texts etc. to make teaching-learning more effective and attractive. The ICT enables the teachers to complement the more conventional methods of teaching including class lectures, board work, projects and so on. Moreover, the e-resources made available by the college library through use of INFLIBNET is intended to benefit the students as well as teachers by bringing

within their reach a considerable number of e-magazines, e-journals, articles, research papers and other such online materials. Also, the college uses its own website and college app to keep students informed about all relevant developments including notices, examinations, classes, holidays, special events like seminars and workshops and so on. The faculty members have utilized online platforms such as Google Meet and Zoom to hold the classes and lectures. Assignments, quizzes, and materials were communicated to the students via Google Classroom and other such applications so that academic activities could continue with as far as possible under the pressing situations.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.chandidasmahavidyalaya.ac.in/images/uploads/2.3.2%20ICT%20based%20class%20with%20images.pdf

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

2.3.3.1 - Number of mentors

44

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

44

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

13

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

486

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 internal assessment is comprised off 20% of the total marks in each of the course. The teachers make the students aware of the importance of Internal Assessment. The Criteria for assessment are discussed with them in detail during their Ice Breaking Session at the very beginning of each session to enhance transparency. There is a well-structured Examination Committee and the question papers are set strictly following university guidelines. The examination committee conducts the internal examinations in a centralized manner. The question papers are collected from each department, sorted, and kept under control of the committee and absolute confidentiality is maintained. The schedule for the Internal Examination is communicated to the students well in advance with proper notice on the college notice board as well as digitally through the dedicated college app and website. Teachers of all the departments conduct the internal examinations in the similar manner of university examinations with invigilation. Appropriate actions are taken in case of those students who commit malpractices during the examination for maintaining the importance and transparency of the internal examinations.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

- The institution possesses a well-defined Grievance redressal cell to swiftly resolves any examination related Grievances of the students.
- All the examination related issues from registration to the distribution of results and certificates are done in a time bound manner by the non-teaching staffs.
- The students may approach to review their answer scripts if not satisfied through college office
- The grievance redressal cell members help the students for filling up their application for such scrutiny and their applications are quickly forwarded by the college administration to the Controller office of the University for having time bound result.

The grievances related to the internal assessment are very

rare and the concerned departmental Heads usually deals with these complaints. The University gives nearly 6% weightage on attendance for each course and thereby student attendance are strictly monitored by maintaining the attendance registrar.

The mentors also take active part in resolving any internal or external examination related issue

The college maintains complain box to redress the any issue including examination. The complain box is monitored directly by the Principal office to provide prompt action

Moreover, mentors also play very constructive role if he/she is approached by the student / mentee.

File Description	Documents
Any additional information	View File
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.

The implements Course Outcomes (CO), Programme outcomes (PO) and Programme Specific Outcomes (PSO) for all the courses as per guidelines of the Univeristy of Burdwan.

The CO, PO and PSO clearly delineate about the contents, scope.

The full information of syllabus along with CO, PO and PSO are displayed on the college website to make the students aware of the learning outcomes and future prospect and employability of different courses of the institution even before their admission.

After the admission, "Ice-Breaking Session" is conducted exclusively for the newly admitted students to sensitize them about the learning outcomes, scope of their curriculum so that they have a very clear idea about the future prospects

of their chosen courses.

The clearly depicted PO, PSO and CO of each courses also help the students to choose the appropriate courses and the academic flexibility in the newly introduced CBCS system allows them to do that throughout their entire span of courses to improve learning outcome of the students. The mentors efficiently guide the mentees This mechanism allows an efficient delivery of the curriculum to meet the student needs as per the vision and mission of the institution.

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

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

The level of academic attainment in terms of Programme outcomes, Programme Specific outcomes and Course Outcomes serves as a measure of the success of the teaching-learning process of the institution.

Performance in the University examinations serve as a measure for the academic attainment of the students. The consistent high pass percentage, obtaining ranks in the University examination clearly depicts the high level of academic attainment by the students of the institution.

Another parameter to measure attainment of learning outcome is through progression of students towards higher studies in the Universities and other higher educational institutions. The academic departments keeps a track of the progression of their ex-students by forming alumni groups. The established alumni of the college are often invited to share their real life experiences about the learning outcomes of different programmes of the institution to encourage the existing students.

At the end of the course, each student provides feedback on various aspects of the teaching-learning process, which is then analysed to assess the level of academic attainment of every students from their point of view.

IQAC collects annual feedback on syllabus from all the stakeholder of the college including final Semester students, teachers, parents to assess their opinion on employability,

File Description	Documents
Upload any additional information	View File
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

279

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

2.7 - Student Satisfaction Survey

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

<http://www.chandidasmahavidyalaya.ac.in/message/Feedback%20on%20Teaching%20Learning%2020-21.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)**

00

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**

00

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**

17

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

16

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

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

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

21

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

3.3 - Extension Activities

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

- Extension activities within the campus as well as in

the neighbourhood communities are carried out by NSS and NCC wings.

- The NSS units organize annual camps in the adopted village.
- Eminent persons speak on various social, environmental, gender, and health related issues to generate awareness among the students and locales.
- The NSS periodically organizes awareness generation camps to promote National 'Swachh Bharat Mission', Anti-tobacco campaign, Thalassemia Awareness, save the girl child etc.
- Credit for Plastic free campus goes to NSS.
- The NSS unit celebrates important dates of national and international prominence including National AIDS day, World environment Day, International Women's Day.
- The NCC unit observes independence day on 15th August and 26th January to promote patriotism, celebration of Yoga Day to encourage students to adopt a healthy life style, National Voter's day celebration to make the students aware of their rights of voting, traffic rule and road safety programme to enhance road safety awareness among the students.
- Both NSS and NCC units organize Blood donation camp.
- Institute is able to install a number of dustbins throughout the campus to keep the campus clean and organize annual tree plantation programme with the help of NSS and NCC.

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

05

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

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

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

5

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

426

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

03

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

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

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

02

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

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

The institution has adequate infrastructural facilities to cater the needs of the students as well as teachers. The institute spans over an area of 6.22 Acres with a total build up area of 22,000 square meters and has 28 classrooms of which 6 are Smart Classrooms, 6 laboratories, 1 computer laboratory, one library and one reading room. All the smart classrooms have an overhead LCD projector and desktop with LAN connectivity. T

The institute has 57computers, 3 laptops, 17 printers, 5 scanners, 7 LCD projectors and a number of pen drives and hard drives.

The central library spans over an area of 4824 square feet and is partially automated. The library currently possesses 23602 books, 15 journals and 50 rare books. The library provides accession to thousands of e-journals, e-books and e-materials through N-LIST and Shudhganga. Reading room of about 1550 square feet and is equipped with internet facility..

The laboratory of Mathematics department offers socialized training on C and C++ programming for the students. The Geography laboratory is equipped with Prismatic compass, soil and water quality testing kit, BarometerQGIS Software GIS and Remote Sensing work.Well equippe de labortories in Botany, Chemistry, Zoology and Physics.

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.

The institute has well established Sports and Cultural Committees for planning and smoothly conducting various

events throughout the year.

The institute has a large playground for football, cricket and other athletic practices. In addition, there is volleyball and badminton courts within the campus.

The institute has established a separate building for Indoor sports activity where various indoor games including Carom, Chess, scrabble etc are being played.

The cultural committee organizes various cultural events The institute offers a large fully air-conditioned auditorium with a stage for cultural practices and various cultural activities.

The institute has set up a Gymnasium hall of about 1000 square feet where various modern equipment are installed including facilities for weight lifting, treadmill for walking and running, exercise cycle and other accessories.

The Institute has a dedicated Yoga Centre with an area of about 550 square feet where more than 150 participants can perform their Yoga activities.

To encourage the students, their performance in various intra-college sports and cultural activities are highly recognized. The students are encouraged to participate in various inter-college, state level and national level sports and cultural competitions.

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.

05

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

05

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)

46.15

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

4.2 - Library as a Learning Resource

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

The automation process of the college library was started in 2011 with the installation and operation of SOUL 2.0. Later on, the library moved on from SOUL software and KOHA open source ILMS software was introduced in the college library in 2018. The library is partially automated and tends to utilize most of the modules of KOHA.

The 'Patron' module of KOHA is used for the registration of new users in the system. The "Circulation" module of KOHA is used to monitor transactions by the users. The "Reports" module is used to generate reports for various data as

required by the library officials. In addition, the library uses KOHA "Administration", "Tools" and other modules to maximize the use of Integrated Library Management System.

OPAC (Online Public Access Catalogue) is introduced in 2012. The library generates library card with a unique barcode and provides login ID and password for each of its members to access the OPAC system. The OPAC system provides access to various e resources, N-LIST journals, e-books, Shodhganga and other newly obtained library resources. Thus, the OPAC and ILMS system is utilized by the college library for maintenance and maximum utilization of its resources.

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

A. Any 4 or more of the above

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

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

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

0.52281

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	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

In the last five years, the number of computers has been increased from 20 to 60. Most of the computers have been upgraded to Windows 10 and are provided with anti-virus software. The institute promotes the use of open access software. Mathematics department of the college has established a dedicated computer lab compatible for C and C++ programming and Geography department has QGIS Software for conducting practical works on remote sensing. The library is partially automated by procuring KOHA and has active N-LIST subscription for providing access to a large number of e-resources.

The college has upgraded its internet facilities from 10 mbps to to 100Mbps which could support 2000 users.

The college has introduced a mobile application in the year, for easy communication with the students on various issues.

The West Bengal Government has made mandatory online admission for all the colleges and to conduct the process smoothly the college has introduced CAMS software in the year....for automation of various office and account related works. The server for admission portal and CAMS are under AMC for their proper functioning and maintenance. Thus, the college puts every effort to upgrade its IT infrastructure for facilitating teaching learning as well as administrative works.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://drive.google.com/file/d/1yOy6bwbcWfb_sGtVCiMpAtZqLIW-Tr2W/view?usp=sharing

4.3.2 - Number of Computers

60

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	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)

2.35

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

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

The institution has set up a number of committees to ensure proper maintenance and utilization of physical, academic and support facilities.

The building and infrastructure committee takes care of any building related issue and appropriate measures are taken accordingly.

There is an IT cell in the college for monitoring computer and internet related issues. AMCs done.

The library committee periodically seeks book list from all the departments.

The sports committee plans looks after sports and games.

The green committee monitors the gardens. The NSS unit of the college has installed a number of dustbins throughout the campus and periodically conducts Swachh Bharat Mission to maintain the cleanliness of the institution. The green committee ensures minimum use of corrosive chemicals and detergents for the campus cleaning purpose.

All the purchase requests are reviewed by the purchase committee and sent to the Principal office for action. Quotations invited for purchases of more than Rs.10000/

The college office keeps up a register for obtaining the maintenance requests from all the departments.

The college maintains AMC network server, software, laboratory equipment, fire extinguisher, generator, solar panels and solar lights to ensure proper maintenance and maximum utilization of its available resources.

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

1605

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

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

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

02

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
File Description	Documents
Link to institutional website	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	
00	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
00	
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)	No File Uploaded
5.1.5 - The Institution has a transparent mechanism for timely redressal of student	A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

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

53

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)

Institution maintains a healthy practice of students' engagement in different aspects of its activities. Students elect their own representative through secret ballot on the date resolved by the institutional election commission. Election is held following the university and government statute. Once election is over, elected representatives elect or select their office bearers. Principal is ex-officio president of the Students Union. The General Secretary of the students union is invited in several committees as members like Governing Body, Academic, IQAC, Purchase, Building, Library, NSS, NCC, Development etc. Their opinion is given due importance. All important resolutions are conveyed to the Governing Body. Students Representatives play vital role in different occasions.

The student union has different office-bearers like Culture, Magazine, Sports and Games, NSS, NCC, Girls' Common Room etc. These office-bearers are taken into the respective committees for better coordination and wide representation and better management.

NSS, NCC, Culture, Games and Sports committees largely depend on the active cooperation from the students' representatives.

The students' representation is ensured for the democratic management of the institution.

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

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

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

00

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

The institution has taken initiative to register the Alumni under the Society Registration Act of WB Govt. Due to Covid pandemic and successive elections, the process is temporary stalled. Very soon we will get the registered Alumni Association.

Usually alumni are invited in meetings to exchange opinions and views on the infrastructure and learning resources. Their suggestions and views are given due importance. Different departments organize get-together programme where alumnus views on various issues cropping up and authority is apprised accordingly. Moreover, in several programmes they are invited and they remain present in those programmes. In this way alumni and institution maintain their relatio

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

The reflection of the mission and the vision of the institution can be perceived in its management procedure. There is democratic mechanism regarding the institutional decision making process. 1) Teachers and Nonteaching Representatives to the institutional highest decision making authority- Governing Body- are selected/elected in the respective councils meeting following due process 2) In addition to Teachers Council and Staff Council, there are several sub-committees are formed In taking teaching and non-teaching staff members in the Staff Council meeting. Members express their own views freely and their valuable proposals are given due importance.

The authority instils the values and mission of the institution using various platforms like Teachers' Council meeting, Non-teaching Staff Meeting. The institution organizes various workshops, special lecture series to promote the mission and vision of the institution.

Students have their own body to present their views before the college authority. General-Secretary is one of the members of the Governing Body, the highest decision making body of the institution. Several others committees are constituted for the better performance.

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.

It is earlier mentioned that the institution believes in democratic ethos in the decision making process. There are established mechanisms to ensure the views of the teaching, non-teaching staff and the students get reflected. Principal being the ex-officio president/chairman of the staff councils

(both teaching and non-teaching) and the students council. He remains present in every meeting of the staff and student unions. The three stakeholders- teaching, non-teaching and student enjoy to send their representatives to the Governing Body, the highest decision making body of the institution.

1) Teachers and Nonteaching Representatives to the institutional highest decision making authority- Governing Body- are selected/elected in the respective councils meeting following due process 2) In addition to Teachers Council and Staff Council, there are several sub-committees are formed in taking teaching and non-teaching staff members in the Staff Council meeting. Members express their own views freely and their valuable proposals are given due importance.

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

College maintains a collective responsibility and leadership values. In every development initiative, the authority takes the views from different stakeholders and accordingly plan for the development. IQAC, TC (Teachers' Council) SC (Staff Council), Students' Union, various subcommittees Governing Body are taken into confidence.

a) Regarding infrastructural development, college puts forward the plans before the DPI, UGC and Local Bodies like Gram Panchayat, Zilla Parishad . b) In Academic development, college on various occasions, initiated to introduce new subjects, places the demands for new subjects to the Affiliating University and Higher Education, GoWB,

c) For alternative, the authority approached to the department of Renewable Energy under the State Electricity Board, GoWB.

d) For indoor games and sports facilities, Youth Welfare deptt is approached and received a grant.

e) Local MLA is also approached for development of the institution.

After receiving grants, college forms beneficiary committees under the charimsnship of the Principal and these committees are entrusted to look after the project.

Proper accounts are maintained and audited by the appropriate body and utlization is placed to the concerned authority.

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.

Ours is government aided institution affliated under the University of Burdwan and University Grants Commission.

Appointment & Service Rules

1) Teachers are recruited by the College Service Commission (CSC), Government of W.B.

2) College only issues the appointment letter to the recommended candidate by the CSC.

3) DPI (Directorate of Public Instruction)GoWB is the sole authority of reimbursement of pay, allowances, promitionpensions, gratuity and other benefits to the faculty members and non-teaching staff.

5) Non-teaching staffs are recruited by the institution following ther government norms.

6) Each employee is guided by government rules and statues.

Administrative set up:

Governing Body- Principal - IQAC- Teachers council- No-teaching staff Council- Various sub-committees

Policy formulation

- Governing Body (GB) is constituted taking the representatives from the teaching , non-teaching and students.
- College authority constitutes several committees following democratic norms..

Grievance Redressal Policy

- Online and offline complain can be done
- After receiving complaints, the concerned committees take appropriate steps to redress the grievance.
- Following UGC guidelines, Sexual Harassment Prevention Cell is formed
- In addition ICC (internal Complaint Committee) can be formed if the situation demands.
- If any kind of grievance regarding academic assessment the respective department and the department takes appropriate steps.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
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

- Pay and allowance are born by the Government of West Bengal
- Institution does not have any liability of pay and allowance except adhoc employees
- Institution maintains Thrift Fund for meeting the expenses on emergency or any other purpose
- Well furnished guest room for taking rest in time of need
- Free wi-fi and internet facility
- Clean and green campus
- Ragging free campus
- Democratic and working friendly ambience
- Clean drinking water facility
- Indoor game facility

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

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

27	
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)	View File
6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year	
6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year	
01	
File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File
6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)	
6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year	
7	

File Description	Documents
IQAC report summary	No File Uploaded
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

Institution maintains Performance Appraisal system for teaching staff in the following manner:

1. Attendance register has columns seeking day to day academic and other activities details duly endorsed by the Principal
2. Attendance register and bio-metric system are in vogue for attendance of all the employees.
3. IQAC is approached for promotion by the teaching faculty and the Coordinator verifies the claims of the incumbent regarding the fulfilment of requisite criteria as per the government norms.
4. Thereafter the IQAC recommends the authority to move his /her claim for promotion.
5. In the department meeting the faculty members place their updates about the syllabus completion
6. Academic Sub-committee may want any information from the faculty members regarding assessment and other relevant academic matters
7. Students feedback is collected, processed and presented before the Principal
8. Principal informs the concerned about his/her performance as assessed by the students
9. Above all Governing Body may instruct and advise for the better performance of the faculty members
10. Non-Teaching appraisal system
11. Attendance register and bio-metric system are in vogue for attendance of all the employees.
12. The staff council meets regularly to discuss their

professional issues

13. Promotion of any non-teaching staff is determined by the authority strictly adhering to the government rules and regulations

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

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

Robust mechanism of financial transaction is a long established practice of the institution.

v The financial audit is done by the state government.

v Government-appointed auditor comes in the institution and does audit every year.

v Despite college has its own mechanism to cross check the financial activities through several means like finance committee in which government nominated member is included.

v Principal himself day to day checks the financial transaction.

v Any large amount purchase tender is floated following the government norms

v Moreover, recently under the request of the IQAC, institution installs Finance Management Software to make the financial transaction more transparent and fair.

v Governing Body may inquire any information regarding financial transaction.

v One member and the Principal are the signatory of the financial transaction.

v Purchase committee is there to look into the demands of any thing to purchase.

v Library sub-committee is there to look into the purchase of the books and journals.

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

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

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

28500/

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

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

As a government aided institution, our college receives funds from the state government, UGC and other government bodies. Besides, there are very few contribution from the philanthropic personalities. After receiving funds following strategies are taken for the optimal utilization:

- Institution submits the project proposals before the competent authority after careful considerations.
- Institution discusses the development plans with various stakeholders in different platforms.
- After getting the inputs from them, authority finalizes

the plan (s) for development

- In no case the institution does anything without proper planning and consideration. No haphazard or arbitrary step is taken when the question of development comes.
- After receiving grants, the institution forms beneficiary committees in case of building infrastructure.
- Several sub-committees are taken into confidence for the implementation of the project (s)
- Suggestions or advice are sought from the competent and experts if that need be
- Proper utilization of funds is checked and verified by the competent authority
- Utilization certificate and project completion report are sent to the fund releasing authority

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

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

Faculties and the students needed to adjust and reorient with the new atmosphere.

New methodology for academic activities became order of the day. Online platforms received greater attention. Google meet and other social media were extensively used.

IQAC made significant contribution in this direction. Faculty members were convinced to make them accustomed with the new teaching methods. There are very few faculty members who were hesitant and reluctant to utilize these platforms.

IQAC gave greater efforts to convince these faculties.

Students were another segments. Ours is an institution of first generation learners. Socially and economically backward area is another hindrance to carry on online academic activities.

Lack of electronic gadgets, poor internet connectivity, lack of funds for regular recharge, lack of motivation and above all corona psychosis created major building blocks before the academic community of our institution.

IQAC took the laed role in thi regard.

Regular meeting with the faculties asking them to counsel the students to get rid of the crisis.

Different programmes were organized to get accoustomed with the new environment.

Priority was to instil confidence among all the stakeholders.

IQAC tried its best to bring out the best from the faculty members amid crisis situations.

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

It is imperative for the teaching community to implement the curriculum designed and imposed by the affiliating university.

- IQAC advises every department to distribute syllabus among themeselves much before the commencement of any semester.
- Departments meet accordingly and distribute the workload.
- IQAC asks the departments to prepare annual academic plans mentioning the tentative programmes like class tests, uizs, project, educational tour, student seminars, special lectures by the external experts, national seminars/webinars.
- IQAC also suggests the department to supervise the completion of the syllabus
- Faculty members are requested to use audio-visual

methods more in the classroom for making the classroom teaching more attractive.

- IQAC meets the departments to sort out any kind of problems arises
- Departments are specifically alerted about the learning outcomes.
- Poor learners need to be taken extra-care of. So Remedial class needs to be taken.
- Counselling plays major part
- In this corona pandemic, mentors provided excellent counselling to the students.
- Departments organized enough number of national and international webinars during the pandemic.
- During exam time, every department played very important role. Students were counselled, given every single tips to perform better in the exam.
- Even every student succeeded to submit answer-scripts thanks to the very active role of the teaching community.

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

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.chandidasmahavidyalaya.ac.in/images/uploads/Annual%20report-2020-2021.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	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 is committed to ensure gender equity within the campus. Due to lockdown in this session college hardly got any opportunity to undertake programme for generating awareness among the students. But commitment inspires the institution to undertake measures to ensure gender equity.

Awareness generation

- Class teacher deliberates upon the issues of gender equity in their class
- Awareness generation drive through postering
- Department invites write-ups from the students in their wall magazines
- Special lectures are organized
- Non-discrimination policy followed with regard to
- Career Advance Scheme and Promotion
- Release to undergo FDP, Seminars, webinar
- Ensuring representations of female employees in different committees and councils
- More representations of female employees in women specific cells (like - Sexual Harassment Prevention)

File Description	Documents
Annual gender sensitization action plan	https://docs.google.com/document/d/1w7sLif23fcvLmgZQIf3nJnDLmIfkSt1E81ny5qyJytE/edit?usp=sharing
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://docs.google.com/document/d/1clFx-Ijr1trZEM6VQ4_eE2-Fkj8Q5Vbk4snM5l4yF9I/edit?usp=sharing

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

C. Any 2 of the above

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

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

The solid wastes are broadly categorized as - bio-degradable and non-biodegradable wastes and the institution adopts separate measures to deal with these two different kinds of solid wastes.

The institution has a number of dustbins installed across the whole campus and dustbins are marked and labelled properly for collection of biodegradable and non-biodegradable wastes separately. N.S.S., N.C.C.sensitize the students fordisposal of the two types of solid wastes.

The institution takes special care for electronic waste management as many of the electronic equipment harbours toxic

and harmful chemicals which may cause various diseases. The institution has allotted a room for housing different kinds of e-wastes including desktops, laptops, printers, projectors, hard drives, ups etc. These wastes are either recycled from time to time as per need or disposed. The whole process of maintenance is executed through an Annual Maintenance Contract (AMC) with a local vendor.

A very small amount of biomedical wastes are generated mostly from the laboratory of Zoology of the college and are collected in specialized bin as per the standard guidelines.

The hazardous chemical and liquid wastes predominantly arise from the wet laboratories of the college including Chemistry, Zoology and Botany are dealt with special care

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	http://www.chandidasmahavidyalaya.ac.in/images/uploads/Waste%20management.pdf
Any other relevant information	View File

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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for

A. Any 4 or All of the above

greening the campus are as follows:

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

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

E. None of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for

B. Any 3 of the above

persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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).

Being the higher educational institution, our college thrives to promote tolerance and harmony. Adhering to the national ideals, it nurtures the humane values among its students and employees. Several steps are taken to promote harmony in the society by this institution.

- Awareness drives by NSS and NCC in their activities on regular basis
- Classroom teaching emphasizes on the democratic and humane values
- Non-discrimination policy followed in awarding benefits
- Common canteen for all irrespective of caste, creed, religion and gender
- Non-discrimination policy followed in the election or selection of representatives in different bodies
- Cultural programmes are organized to promote tolerance and harmony
- Special lectures are arranged
- Observation of different programmes like Birth centenary of towering personality like Ganadhi Jayanti, Netaji Birthday, Prophet Mohammad Birthday (Nabi Divas)

etc

- Observation of different national day like Independence Day, Republic Day where invited speakers emphasize on the issue national integrity and tolerance.

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

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

The institution thrives to sensitize all the stakeholders about the constitutional obligations like rights, duties, responsibilities.

- Democratic management of our institution promotes the ideals of rights, duties and responsibilities
- NSS and NCC through camps and activities promotes discipline, dutifulness and responsibilities
- Observation of Independence and Republic Day explicitly spread the constitutional values
- Awareness Generation drives undertaken by through out the campus by way of leaflets and postering
- Mentors in their mentoring classes shoulders similar responsibilities
- Special seminars/ webinars are organized to generate awareness among the students about the constitutional rights and duties
- Human Rights programmes are also organized.

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

7.1.10 - The Institution has a prescribed

C. Any 2 of the above

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

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	View File
Any other relevant information	View File

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

Institution undertakes initiatives to commemorate several days, event and festivals.

NSS and NCC

- **Observation World AIDS Day**
- **Observation of International Yoga Day**
- **World Earth Day**
- **World No Tobacco Day**

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

7.2 - Best Practices

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

1. Clean Green Ambience and Well-Disciplined Campus

2. Extensive Use of ICT in Teaching-learning and Administrative Works

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

Information Technology (IT) in academic sector specially in teaching learning evaluation is given utmost importance nowadays.

Admission, teaching-learning, evaluation, financial transaction in the institution, library transactions are done through computer.

Considering its utilities in teaching-learning evaluation, institution gives importance to ICT based classes. For that infrastructural facilities have been generated. 04 smart class rooms, 01 auditorium, 60 computers, 100 mbps band with internet connectivity point towards our sincerity and seriousness about the utility of ICT based teaching learning

process.

Faculty members are continuously motivated to take classes using ICT based technology. IQAC organize time to time various workshop to update. It is instructed that at least 30% classes should be ICT based. Each department is informed to maintain a schedule in this regard.

Moreover, subject related movies are shown to the students.

Workshop on how to use Google as effective tool to conduct online classes, evaluation, webinar, students' seminar, and other meetings and gathering.

in the library reading computers are stalled to search online materials. Library transaction is partially automated. Daily financial transtion is done through computer.

In a nutschell academic, administrative, admission- every aspect of activities is done through computer.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

As is earlier mentioned that our institution is born to serve the rural populace for their aspiration to higher education. It is indeed a rural institution and is proudly serving the rural Bengalees. The demands for higher education is ever increasing. So the institution grows accordingly. Now institution needs to grow more. IQAC so suggests the authority to augment the infrastructure and create new building. We firmly believe that digital resources are to be used extensively for attractive teaching learning and hassle free office and administrative activities. We have to be digitally smart to cope up with the demand of the time. In teaching-learning ICT plays vital role. Using ICT in classrooms creates an ambience where students finds the lectures more attractive. Digitally smart and qualified teachers along with the ICT based classrooms are the game-changes, we believe. So our future plan of action will be for

next session as follows:

- 1) Digital Smartness
- 2) Increase in Infrastructural facilities,
- 3) More ICT enabled classrooms

NAAC