



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution	TRIVENIDEVI BHALOTIA COLLEGE
• Name of the Head of the institution	Dr. Asish Kumar Dey
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03412444275
• Mobile No:	9434030121
• Registered e-mail	tdbcollegeraniganj@gmail.com
• Alternate e-mail	drasishde@gmail.com
• Address	P.S. & P.O. Raniganj, District Paschim Bardhaman, PIN 713347
• City/Town	Raniganj
• State/UT	West Bengal
• Pin Code	713347
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	Kazi Nazrul University
• Name of the IQAC Coordinator	Dr. Sarbendu Bikash Dhar
• Phone No.	03412444275
• Alternate phone No.	03412444275
• Mobile	9432273470
• IQAC e-mail address	iqac2021@tdbcollege.ac.in
• Alternate e-mail address	principal@tdbcollege.ac.in
3. Website address (Web link of the AQAR (Previous Academic Year))	https://tdbcollege.ac.in/aqar_submission.php
4. Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://tdbcollege.ac.in/academic_calendar.php

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.64	2016	16/12/2016	15/12/2021

6. Date of Establishment of IQAC

24/02/2014

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
TDB College	Salary	Govt of West Bengal	2021	140459469
TDB College	Others	Govt of West Bengal	2021	9059402
TDB College/Department of Geology/Dr. Sumanta Mallick	Major Research Project	DST-SERB	2021	150000

8. Whether composition of IQAC as per latest NAAC guidelines	Yes	
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File	
9. No. of IQAC meetings held during the year	5	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>* Development and maintenance of e-learning portal during COVID 19 pandemic</p> <p>* Preparation of sanitizer in Chemistry laboratory to distribute it among the local needy people in COVID lockdown period.</p> <p>* Smoothly organizing online admission through college portal</p> <p>* Providing institutional email id to each faculty members using Google Workspace paid service.</p> <p>* Introduction of Ph D programs to two departments.</p>		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
1. The college has a plan to arrange institutional email id to each and every faculty members through Google Workspace.	1. The college has already provided institutional email to the faculties and office staffs.
2. The college is planning to initiate Ph.D programme in some of the PG departments and it is currently under consideration of Kazi Nazrul University.	2. The college has already received permission to initiate Ph.D programme from the competent authority.
3. The infrastructure development of college using RUSA fund and state govt fund is under process. Construction of new academic buildings are about to be completed. Hopefully from next academic session regular classes will be arranged in those new buildings.	3. New academic buildings have been built within the college campus.
4. The college has a plan to organize a covid 19 vaccination drive in collaboration with CMOH, Paschim Bardhaman district	4. The college has successfully organized covid 19 vaccination camp in collaboration with the CMOH of the district.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	16/12/2021

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2019	Nil

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	55
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	4458
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	1500
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	1324
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	149
File Description	Documents
Data Template	View File
3.2	114

Number of Sanctioned posts during the year	
File Description	Documents
Data Template	No File Uploaded
4.Institution	
4.1 Total number of Classrooms and Seminar halls	31
4.2 Total expenditure excluding salary during the year (INR in lakhs)	91
4.3 Total number of computers on campus for academic purposes	88

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 institution has ensured an effectual and defined curriculum design. The institution has approved the curriculum offered by the Kazi Nazrul University, Asansol.

1. After commencement of the semester sessions, an online Teacher's Council meeting was conducted to offer duties to all the teaching faculties.
2. The syllabus is distributed through a departmental web-meeting amongst the faculty members of each department by the coordinators.
3. The entire session 2020--21 facing the lockdown during COVID Pandemic time, the total offline mechanism for well planned curriculum development were shifted to the online mode through the introduction of e-learning portal maintained by the college itself.
4. Not only online classroom teaching, but also uploading of study materials, study videos, audio recordings; online submission of assignments, projects, MCQ tests, University Examinations etc. were carried out using the portal with essential documentations.

5. Renowned scientists, efficient teachers from other university are also invited to deliver special lectures through online platform.
6. The online events and programmes such as Webinars; Special Lectures; observation of World Environment Day, No Tobacco Day; Cultural program of Rabindra Jayanti were also executed to overcome the boredom and encourage the cognitive development along with the improvement in co-curricular activities of the students.

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)

The institution follows the academic calendar supplied by Kazi Nazrul University, Asansol for each and every courses as well as sessions. UG, PG, M.Phil. and Ph.D. courses have separate academic calendar for the smooth and well-timed conduction of the classes, assignments, examinations and so on. The odd semesters and even semesters frame distinct routines based on the academic calendar for the same. In the session 2020-21 due to the COVID Pandemic total offline mechanism for well planned curriculum development were shifted to the online mode through the introduction of e-learning portal maintained by the college itself. The routine for online classes were framed separately for arts, science and commerce streams on the basis of the academic calendar provided by the KNU itself. The institution immensely sticks on the time-frame of 90 days in the academic calendar for the completion of each curriculum offered in the CBCS syllabus of KNU. College institution completely adhere the KNU guidelines regarding the preparation of separate academic calendar mentioning the college open days and holidays for the session 2020-21.

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

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

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

1.2 - Academic Flexibility

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

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

55

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

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

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

0

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

The departments in the institution follow programmes which have that integrate crosscutting issues relevant to gender, human values as well as Environment and Sustainability. A well-defined curriculum design offered by the Kazi Nazrul University has already included the above mentioned issues in different subjects. The crosscutting issues relevant to gender are studied in English and Political Science. As the curriculum of English incorporates the Women's Writing in Paper code BAHENGC602 and in Political Science as the curriculum include Feminism: Theory and Practice, Gender and Politics in India in Paper Code BAHPLSDSE505. The subjects integrate crosscutting issues relevant to Human Rights are in Sanskrit, Poetical Science, Urdu and Geography. In Sanskrit students learn Ethical and Moral Issues in Paper Code BAHNSSE401. Human Rights: Theory and Practice BAHPLSDSE501 is studied in the Department of Pol. Science. In the departments of Urdu and Geography, the Research and Publication Ethics, PHDURDUC102 paper is learned in the PhD.

course work. Subjects that integrate crosscutting issues relevant to environment and sustainability incorporate Environmental Science, Geography, Sanskrit, Political Science etc. The Department of Environmental Science run a compulsory paper under the curriculum of KNU as per UGC guideline named Fundamentals of Environment Studies, Paper Code: AEE-10. paper concise knowledge about components of environment, renewable and non-renewable energy resources, conservation of biodiversity and understanding different types of pollution including its management is given to the students. The Department of Geography also has crosscutting issues relevant to the environment and sustainability in the curriculum in Paper Environment and Natural Resource Management, Code: BSCHGEOC402. The paper has outcome as the students will have ability to understand the relationship between man and environment, they will have good understanding on distribution, utilization and proper management of natural resources and learn about the necessities that are pre-requisite for assessment and review of planning and policies. In the subject Zoology paper Ecology is learned by the students with paper code BSCHZOO102. The paper highlights the ecological parameters if maintaining ecosystems and balance of biodiversity. The Department of Sanskrit also has crosscutting issues on environment and sustainability as the paper BAHSNSDSE603 includes Environmental Awareness in Sanskrit Literature. Environmental awareness reflected in K?lid?sa's literature has been shown here and the relation between nature & human beings has also been described here.

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	No File Uploaded

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

7

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

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

94

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

1.4 - Feedback System

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

B. Any 3 of the above

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

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://tdbcollege.ac.in/naac_related_documents.php

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

3125

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

2511

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

In the period of online learning, teachers regularly assessed the learning curve of students. While students were constantly motivated to attend online classes, they were also put to test, so that

teachers could determine whether students were able to understand this new form of teaching. Keeping in mind the mix of advanced and slow learners, various programmes were organised in the online mode to make sure that no student would face the lack of knowledge and communication. Students were motivated to do debate programs, online seminars, so that they can eventually prepare themselves for the upcoming future challenges. Students were encouraged to participate in various competitions. Various activity based problems faced by students were solved to enrich them and help them to overcome their mental and physical fatigues. Classes are taken in interactive mode where rapid question answer sessions were conducted. Slow learners were encouraged to give answers by active participation. Assignments were uploaded and evaluated regularly to monitor the progress of the learners of varied levels.

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

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

Number of Students	Number of Teachers
4458	149

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

During this time of the pandemic, the college has taken special care in keeping the teaching methods as student-centric as possible, through the medium of online teaching. Special questionnaire sessions were regularly organised for students in order to make sure that they were able to comprehend the course material that was being taught. It was also assured that students of lab-based subjects were taught making use of practical methods as much as possible in the virtual mode. The teachers also regularly kept some time for Q&A sessions after classes so that students could clarify all their doubts. Group Discussions were organised so that students could put

forward their point of view and further engage into healthy debates in order to widen their own perspective about the matter taught. Teachers helped students to tackle their problems in this completely new platform of teaching-learning method. They made productive use of their time to get maximum benefits out of online teaching. Students were given adequate study materials and it was made available through the college portal so that it could reach one and all. These study materials were helpful in preparing the students for the upcoming evaluation process.

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

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

The presence of Information and Communication Technology (ICT) undoubtedly allows new ways of learning for students and teachers and helps the latter to interact with students. The academic year 2020-2021 was completely affected by Covid-19 pandemic and therefore it was not only the choice but also the compulsion of the teachers to learn, adopt and practice the ICT enabled tools. The use of laptops, mobile phones and internet became a common practice not only for the teachers but also for the students. The teachers effectively used ICT enabled tools to fill up the communication gap that was created during the prolonged lockdown period. Teachers used power point presentation to enrich the students and involve them into the learning process. Teachers use interactive e-learning portal to enhance student participation in the teaching-learning process. Usage of multimedia contents regarding a certain topic, under the curriculum, helped the students to gather a clear idea about that particular topic.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

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

2.4 - Teacher Profile and Quality

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

94

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

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

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

58

File Description	Documents
Any additional information	View File
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)	No File Uploaded

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

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.

In the period of online teaching internal assessments were also required to be held online. In doing this it was really important to keep the process completely transparent. The college portal has been of immense help in achieving this Proper routine was provided in ample advance so students could be prepared . Internal examinations were either held based on MCQ pattern or by providing home assignments. In the MCQ format students were also provided with a copy of their responses so that they would be able to tally their answers as and when required. Home assignments were required to be submitted within a specific time.Students were also provided with email ids where they could send their assignment in case they faced some technical difficulty. Teachers had taken extra classes in order to explain the process to students multiple times. They were also given mock trials in order to clear out any confusion that might arise due to this new format. The exams were strategically organised so as to not create a lot of pressure on the students and chapters were included only after they had been revised in class. The entire process was kept smooth and transparent.

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

There is complete transparency in the internal assessment. At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester. The internal assessment test schedules are prepared as per the university and communicate to the students well in advance. To ensure proper conduct of formative tests, two invigilators are assigned to each hall. The corrected answer scripts at random are verified by head examiner to ensure the standard evaluation process. The marks obtained by the students in internal assessment tests are displayed on the department notice board. The marks obtained by the students in internal assessment tests are uploaded periodically on the university web portal along with their attendance. Day to day performance of the students is assessed for every experiment which includes regularity, performance, viva and the promptness in submitting the record. For lab courses, the marks/grade scored by the student for each experiment is indicated in the record. The independent learning, practical approach to the real-time applications is tested by viva voce for laboratory courses. The end semester examination for the laboratory and projects shall be conducted with internal and external examiner.

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 details are given in the attached file.

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.

Programme outcomes and course outcomes are evaluated by the

institution through the e-learning portal of college with the help of internal assignments and internal evaluations

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

626

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)

https://tdbcollege.ac.in/naac_related_documents.php

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)

15

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
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

1

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	View File
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

06

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

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

15

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

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

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

07

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

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

Nil

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

0

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

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

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

0

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)	No File Uploaded

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

0

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)	No File Uploaded

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

0

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The Institution provides various physical facilities and infrastructure for good teaching-learning experience. These include a large campus area. Sufficient Classrooms, laboratories, Seminar Halls and Internet connection. The institution also offers ICT facilities to conduct classes. The laboratories are well-equipped and give adequate chances to the students to learn their subject in

detail.

File Description	Documents
Upload any additional information	View File
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 Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor) etc. Various cultural programmes are celebrated throughout the year. Students are encouraged to take part in the annual cultural programmes under various segments like Singing, Dancing, Extempore, Recitation, Debate, Quiz etc. Students also take part in various sports tournament like Cricket, Football, Badminton etc. organised by the Institution. Apart from that, several indoor and outdoor games are also played by students in the college premises all around the year.

File Description	Documents
Upload any additional information	View File
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.

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

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

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)

23.82

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

4.2 - Library as a Learning Resource

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

- Name of ILMS software- KOHA
- Nature of automation (fully or partially)- partially.
- Version- 3.0
- Year of Automation- 2015

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 **B. Any 3 of the above**

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

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

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

2.31

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)	No File Uploaded

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

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

4.3 - IT Infrastructure

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

The Institution provides 3 classrooms featuring ICT Technology with Wi-Fi connection. Two of the classrooms have Smart Boards which are used for myriad academic purposes. All the three rooms have Projector and Screen. The use of internet facility in the teaching-learning process is also used widely by the teachers and students.

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

4.3.2 - Number of Computers

88

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

4.3.3 - Bandwidth of internet connection in the Institution D. 10 - 5MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

62.23

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)	No File Uploaded

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.

(i) **Laboratory:** Laboratories are cleaned every day. Minor purchases and repairs are carried out from the contingency grants, the bills being submitted to the college office with prior approval of the Principal. Applications for purchase of larger equipments are submitted to the Principal. After fresh purchase every items are entered in stock and categorised.

(ii) **Library:** The college has a 'Library Committee' headed by the Principal, which holds regular meetings to decide on the procedure of maintenance of the library, allocation of funds to departments for purchase of books, status of automation of library and rules regarding circulation of books. New books are purchased for the library according to the latest syllabus by the approval of 'Library Committee' and college authority. Shelf order maintenance is done on daily basis. The library employees periodically do check the library materials, cleaning and disinfecting the library. Register for account of visitors is maintained on daily basis.

(iii) **Sports complex:** The outskirts of the complex is cleaned periodically. Sport equipments are purchased periodically as per needs. A particular committee looks after the maintenance of sport equipments.

(iv) **Computers:** The college has a 'Computer, Website and Internet Maintenance and Management Committee', which deals with maintenance of computers. Any complaints relating to the computers as well as the website are communicated to this committee, which makes the prompt actions for resolving the problems. The committee also looks after the necessity of fresh purchase and makes necessary arrangements related with the computer and internet.

(v) **Classrooms:** Classrooms are cleaned regularly. An electrician employed by the college is always available to repair the lights and

fans and switching on the diesel generators during power cuts. On college open days, classrooms are unlocked for cleaning purposes and locked up again after classes are over for the day. Strict vigil is maintained to see that the lights and fans are switched off in classrooms while not in use. It is worthwhile to mention here that the classes are conducted through online for the last three months of this academic session through e-learning portal.

File Description	Documents
Upload any additional information	View File
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

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

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

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

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

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

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

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

0

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

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	View File
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

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

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

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

10

File Description	Documents
Upload supporting data for the same	View File
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.

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)

As per the order of the Government of West Bengal, Student Councils in state aided colleges have been suspended till further orders. However, student

representatives have been included in various Committees of the college. The

Governing Body of the college has a student representative. Student representatives are also included in the IQAC.

File Description	Documents
Paste link for additional information	https://tdbcollege.ac.in/iqac_committee.php
Upload any additional information	No File Uploaded

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

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

0

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)	No File Uploaded

5.4 - Alumni Engagement

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

Registration of the Alumni Association has not been renewed hence, the Alumni

Association is not functional at present.

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)

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

Our college is committed in achieving academic excellence in its mission of imparting quality education to its stake holders by addressing issues like cultural diversity and individual dignity. The faculty members of the college are included as members in various academic bodies like UG BOS, PG BOS, PhD BRS, EC, FC of the KNU, the affiliating university.

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

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

The coordinatorship of UG and PG departments are held on rotational mode, irrespective of the seniority or any other criterion of the faculty members. The coordinators are given the liberty to organize and arrange lectures to cater to the emerging trends of the various

disciplines, so that the students can opt for various diverse career opportunities.

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

1. Teaching learning process

2. Organizing Webinars

3. Modification of evaluation process

4. Special lectures

5. Teachers Council meeting are held to discuss various academic issues like commencement of academic sessions, coordination of examination. Departments were given the liberty to organize Webinars in collaboration with the IQAC.

6. Meetings of various academic committee and administrative bodies are held on regular basis.

The college follows the academic calendar provided by the affiliating university. All departments of the college strives hard to complete the curriculum within the stipulated time as mentioned in the academic calendar. During the pandemic period, the e-learning portal of the college was launched and rigorously used to achieve effective teaching and learning. The portal was further used for online evaluation in both UG and PG courses. The transparency in the admission process was maintained as it was conducted through the college portal and as per the guidelines of the affiliating university. Various Webinars and special lectures were held through the college portal.

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

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.

IQAC actively guides the faculty members in their promotion file preparation as per latest govt. regulations. Decentralization has been done in various administrative activities like purchase, service book update by the formation of various committees.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

College provides necessary welfare assistance , necessary financial support during emergency, through "T.D.B College Employees' Cooperative Credit Society Ltd",for both teaching and non-teaching staff. Necessary arrangements are made to provide the benefits of WBHS (West Bengal Health Scheme) to its faculty members. A committee for the maintenance of college quarters is constantly working hard for improving the condition of residential quarters within the campus.

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

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

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

0

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

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

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

0

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

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

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

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

Feedback are collected from students through college portal each year from the outgoing students.

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

Internal audit is being conducted by P. Mitra.

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

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

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

0

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

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

The college received an infrastructure grant under RUSA in the previous academic session which was utilized for building two academic buildings.

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

6.5 - Internal Quality Assurance System

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

1. Data science club has been formed in assistance with Career Council Cell and Department of Statistics and Mathematics. Other departmental teachers and students also take part in it, especially from science and social sciences. It is an attempt to create collaboration between the academia and industry to help the students to be prepared for the future job market.

2. E-learning portal was developed during the lockdown to cater to the diverse needs of the students. Online classes, quiz and drawing competition were organized to motivate the students during the pandemic.

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

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

Through annual feedback collected from the students, improvements are assessed for teaching, office, services etc. These feedbacks are reviewed. The problem areas are identified and IQAC proposes various solutions to overcome those challenges. Continuous evaluation of students are done through various assignments given and collected through e-learning portal.

File Description	Documents
Paste link for additional information	https://tdbcollege.ac.in/naac_related_documents.php
Upload any additional information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://tdbcollege.ac.in/iqac_minutes.php
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

• **Specific facilities provided for women in terms of:**

a. Safety and security: Security Guards at different places within College Campus

b. Counselling : Students Counselling Cell launched

c. Common rooms : Separate Girl's & Boy's Common Room is present

d. Daycare Centre : NA

e. Any other relevant information: Providing separate Girl's Scholarships as per norms

& schemes of Government of West Bengal

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

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

Biodegradable waste management procedures maintained by covering them under soil (pit).

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **C. Any 2 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: **C. Any 2 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	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

C. Any 2 of the above

5.

reading

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

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

Preparation and distribution of Hand Sanitizers to local community (free of cost) from the Department of Chemistry of the College (in collaboration with Asansol Municipal Corporation, AMC) during COVID-19 pandemic.

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

Celebration of National & International commemorative days (such as Independence day, Republic day, World Environmental day etc) with active participation of both Teachers & Students, Organization of Youth parliament events, various debates competitions, drawing competition etc

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

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

4. Annual awareness programmes on Code of Conduct are organized

D. Any 1 of the above

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

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

College celebrates various events (such as World Environment Day, No Tobacco Day etc) & organizes several webinars/ seminar on public awareness (such as those related to COVID pandemic, Cancer biology, popular science talks etc). During this ongoing pandemic most of the events were organized in online mode, telecasted through YouTube channel of our College.

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

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. NET/SET Coaching for students of all genres continued.

2. Jiyonkathi (a social outreach activity run by the teachers and students of the college to help children who belong to economically challenged families residing in the neighbourhood of the college, was initiated in January, 2018) continued.

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

1. Online portal facilities developed to aid students in E-learning.
2. The College has initiated Alumni Assistance module through its website.
3. Arrangement of Institutional email id to each and every faculty members through Google Workspace platform.
4. College have successfully launched PhD programme in few subjects (viz. Hindi, Urdu, Geography etc).

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 institution has ensured an effectual and defined curriculum design. The institution has approved the curriculum offered by the Kazi Nazrul University, Asansol.

1. After commencement of the semester sessions, an online Teacher's Council meeting was conducted to offer duties to all the teaching faculties.
2. The syllabus is distributed through a departmental web-meeting amongst the faculty members of each department by the coordinators.
3. The entire session 2020--21 facing the lockdown during COVID Pandemic time, the total offline mechanism for well planned curriculum development were shifted to the online mode through the introduction of e-learning portal maintained by the college itself.
4. Not only online classroom teaching, but also uploading of study materials, study videos, audio recordings; online submission of assignments, projects, MCQ tests, University Examinations etc. were carried out using the portal with essential documentations.
5. Renowned scientists, efficient teachers from other university are also invited to deliver special lectures through online platform.
6. The online events and programmes such as Webinars; Special Lectures; observation of World Environment Day, No Tobacco Day; Cultural program of Rabindra Jayanti were also executed to overcome the boredom and encourage the cognitive development along with the improvement in co-curricular activities of the students.

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)

The institution follows the academic calendar supplied by Kazi Nazrul University, Asansol for each and every courses as well as sessions. UG, PG, M.Phil. and Ph.D. courses have separate academic calendar for the smooth and well-timed conduction of the classes, assignments, examinations and so on. The odd semesters and even semesters frame distinct routines based on the academic calendar for the same. In the session 2020-21 due to the COVID Pandemic total offline mechanism for well planned curriculum development were shifted to the online mode through the introduction of e-learning portal maintained by the college itself. The routine for online classes were framed separately for arts, science and commerce streams on the basis of the academic calendar provided by the KNU itself. The institution immensely sticks on the time-frame of 90 days in the academic calendar for the completion of each curriculum offered in the CBCS syllabus of KNU. College institution completely adhere the KNU guidelines regarding the preparation of separate academic calendar mentioning the college open days and holidays for the session 2020-21.

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

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

A. All 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

55

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

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

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

0

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

The departments in the institution follow programmes which have that integrate crosscutting issues relevant to gender, human values as well as Environment and Sustainability. A well-defined curriculum design offered by the Kazi Nazrul University has already included the above mentioned issues in different subjects. The crosscutting issues relevant to gender are studied in English and Political Science. As the curriculum of English incorporates the Women's Writing in Paper code BAHENG602 and in Political Science as the curriculum include Feminism: Theory and Practice, Gender and Politics in India in Paper Code BAHPLSDSE505. The subjects integrate crosscutting issues relevant to Human Rights are in Sanskrit, Poetical Science, Urdu and Geography. In Sanskrit students learn Ethical and Moral Issues in Paper Code BAHNSSE401. Human Rights: Theory and Practice BAHPLSDSE501 is studied in the Department of Pol. Science. In the departments of Urdu and Geography, the Research and Publication Ethics, PHDURDUC102 paper is learned in the PhD. course work. Subjects that integrate crosscutting issues relevant to environment and sustainability incorporate Environmental Science, Geography, Sanskrit, Political Science etc. The Department of Environmental Science run a compulsory paper under the curriculum of KNU as per UGC guideline named Fundamentals of Environment Studies, Paper Code: AEE-10. paper concise knowledge about components of environment, renewable and non-renewable energy resources, conservation of biodiversity and understanding different types of pollution including its management is given to the students. The Department of Geography also has crosscutting issues relevant to the environment and sustainability in the curriculum in Paper Environment and Natural Resource Management, Code: BSCHGEOC402. The paper has outcome as the students will have ability to understand the relationship between man and environment, they will have good understanding on distribution,

utilization and proper management of natural resources and learn about the necessities that are pre-requisite for assessment and review of planning and policies. In the subject Zoology paper Ecology is learned by the students with paper code BSCHZOOC102. The paper highlights the ecological parameters if maintaining ecosystems and balance of biodiversity. The Department of Sanskrit also has crosscutting issues on environment and sustainability as the paper BAHSNSDSE603 includes Environmental Awareness in Sanskrit Literature. Environmental awareness reflected in K?lid?sa's literature has been shown here and the relation between nature & human beings has also been described here.

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	No File Uploaded

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

7

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

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

94	
File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

B. Any 3 of the above

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

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://tdbcollege.ac.in/naac_related_documents.php

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

3125	
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	
2511	
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	
<p>In the period of online learning, teachers regularly assessed the learning curve of students. While students were constantly motivated to attend online classes, they were also put to test, so that teachers could determine whether students were able to understand this new form of teaching. Keeping in mind the mix of advanced and slow learners, various programmes were organised in the online mode to make sure that no student would face the lack of knowledge and communication. Students were motivated to do debate programs, online seminars, so that they can eventually prepare themselves for the upcoming future challenges. Students were encouraged to participate in various competitions. Various activity based problems faced by students were solved to enrich them and help them to overcome their mental and physical fatigues. Classes are taken in interactive mode where rapid question answer sessions were conducted. Slow learners were encouraged to give answers by active participation. Assignments were uploaded and evaluated regularly to monitor the progress of the learners of varied levels.</p>	

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

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

Number of Students	Number of Teachers
4458	149

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

During this time of the pandemic, the college has taken special care in keeping the teaching methods as student-centric as possible, through the medium of online teaching. Special questionnaire sessions were regularly organised for students in order to make sure that they were able to comprehend the course material that was being taught. It was also assured that students of lab-based subjects were taught making use of practical methods as much as possible in the virtual mode. The teachers also regularly kept some time for Q&A sessions after classes so that students could clarify all their doubts. Group Discussions were organised so that students could put forward their point of view and further engage into healthy debates in order to widen their own perspective about the matter taught. Teachers helped students to tackle their problems in this completely new platform of teaching-learning method. They made productive use of their time to get maximum benefits out of online teaching. Students were given adequate study materials and it was made available through the college portal so that it could reach one and all. These study materials were helpful in preparing the students for the upcoming evaluation process.

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

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

The presence of Information and Communication Technology (ICT) undoubtedly allows new ways of learning for students and teachers and help the latter to interact with students. The academic year 2020-2021 was completely affected by Covid-19 pandemic and therefore it was not only the choice but also the compulsion of the teachers to learn, adopt and practice the ICT enabled tools. The use of laptops, mobile phones and internet became a common practice not only for the teachers but also for the students. The teachers effectively used ICT enabled tools to fill up the communication gap that was created during the prolonged lockdown period. Teachers used power point presentation to enrich the students and involve them into the learning process. Teachers use interactive e-learning portal to enhance student participation in the teaching-learning process. Usage of multimedia contents regarding a certain topic, under the curriculum, helped the students to gather a clear idea about that particular topic.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

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

2.4 - Teacher Profile and Quality

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

94

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

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

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

58

File Description	Documents
Any additional information	View File
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)	No File Uploaded

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

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.

In the period of online teaching internal assessments were also required to be held online. In doing this it was really important to keep the process completely transparent. The college portal has been of immense help in achieving this Proper routine was provided in ample advance so students could be prepared . Internal examinations were either held based on MCQ pattern or by providing home assignments. In the MCQ format students were also provided with a copy of their responses so that they would be able to tally their answers as and when required. Home assignments were required to be submitted within a specific time. Students were also provided with email ids where they could send their assignment in case they faced some technical difficulty. Teachers had taken extra classes in order to explain the process to students multiple times. They were also given mock trials in order to clear out any confusion that might arise due to this new format. The exams were strategically organised so as to not create a lot of pressure on the students and chapters were included only after they had been revised in class. The entire process was kept smooth and transparent.

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

There is complete transparency in the internal assessment. At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the

semester. The internal assessment test schedules are prepared as per the university and communicate to the students well in advance. To ensure proper conduct of formative tests, two invigilators are assigned to each hall. The corrected answer scripts at random are verified by head examiner to ensure the standard evaluation process. The marks obtained by the students in internal assessment tests are displayed on the department notice board. The marks obtained by the students in internal assessment tests are uploaded periodically on the university web portal along with their attendance. Day to day performance of the students is assessed for every experiment which includes regularity, performance, viva and the promptness in submitting the record. For lab courses, the marks/grade scored by the student for each experiment is indicated in the record. The independent learning, practical approach to the real-time applications is tested by viva voce for laboratory courses. The end semester examination for the laboratory and projects shall be conducted with internal and external examiner.

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 details are given in the attached file.

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.

Programme outcomes and course outcomes are evaluated by the institution through the e-learning portal of college with the help of internal assignments and internal evaluations

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

626

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)

https://tdbcollege.ac.in/naac_related_documents.php

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)

15

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
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

1

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	View File
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

06

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

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****15**

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year****07**

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

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

Nil

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

0

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

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

0

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)	No File Uploaded

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**

0

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)	No File Uploaded

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

0

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The Institution provides various physical facilities and infrastructure for good teaching-learning experience. These include a large campus area. Sufficient Classrooms, laboratories, Seminar Halls and Internet connection. The institution also offers ICT facilities to conduct classes. The laboratories are well-equipped and give adequate chances to the students to learn their subject in detail.

File Description	Documents
Upload any additional information	View File
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 Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor) etc. Various cultural programmes are celebrated throughout the year. Students are encouraged to take part in the annual cultural programmes under various segments like Singing, Dancing, Extempore, Recitation, Debate, Quiz etc. Students also take part in various sports tournament like Cricket, Football, Badminton etc. organised by the Institution. Apart from that, several indoor and outdoor games are also played by students in the college premises all around the year.

File Description	Documents
Upload any additional information	View File
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.

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

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

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)

23.82

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

4.2 - Library as a Learning Resource

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

- Name of ILMS software- KOHA
- Nature of automation (fully or partially)- partially.
- Version- 3.0
- Year of Automation- 2015

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

B. Any 3 of the above

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

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

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

2.31

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)	No File Uploaded

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

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

4.3 - IT Infrastructure

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

The Institution provides 3 classrooms featuring ICT Technology with Wi-Fi connection. Two of the classrooms have Smart Boards which are used for myriad academic purposes. All the three rooms have Projector and Screen. The use of internet facility in the teaching-learning process is also used widely by the teachers and students.

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

4.3.2 - Number of Computers

88

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

4.3.3 - Bandwidth of internet connection in the Institution

D. 10 - 5MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

62.23

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)	No File Uploaded

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.

(i) **Laboratory:** Laboratories are cleaned every day. Minor purchases and repairs are carried out from the contingency grants, the bills being submitted to the college office with prior approval of the Principal. Applications for purchase of larger equipments are submitted to the Principal. After fresh purchase every items are entered in stock and categorised.

(ii) **Library:** The college has a 'Library Committee' headed by the Principal, which holds regular meetings to decide on the procedure of maintenance of the library, allocation of funds to departments for purchase of books, status of automation of library and rules regarding circulation of books. New books are purchased for the library according to the latest syllabus by the approval of 'Library Committee' and college authority. Shelf order maintenance is done on daily basis. The library employees periodically do check the library materials, cleaning and disinfecting the library. Register for account of visitors is maintained on daily basis.

(iii) **Sports complex:** The outskirts of the complex is cleaned periodically. Sport equipments are purchased periodically as per needs. A particular committee looks after the maintenance of sport equipments.

(iv) **Computers:** The college has a 'Computer, Website and Internet

Maintenance and Management Committee', which deals with maintenance of computers. Any complaints relating to the computers as well as the website are communicated to this committee, which makes the prompt actions for resolving the problems. The committee also looks after the necessity of fresh purchase and makes necessary arrangements related with the computer and internet.

(v) Classrooms: Classrooms are cleaned regularly. An electrician employed by the college is always available to repair the lights and fans and switching on the diesel generators during power cuts. On college open days, classrooms are unlocked for cleaning purposes and locked up again after classes are over for the day. Strict vigil is maintained to see that the lights and fans are switched off in classrooms while not in use. It is worthwhile to mention here that the classes are conducted through online for the last three months of this academic session through e-learning portal.

File Description	Documents
Upload any additional information	View File
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

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

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

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

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

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

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

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

0

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

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	View File
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**

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

63

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

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

10

File Description	Documents
Upload supporting data for the same	View File
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.

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)

As per the order of the Government of West Bengal, Student Councils in state aided colleges have been suspended till further orders. However, student

representatives have been included in various Committees of the college. The

Governing Body of the college has a student representative. Student

representatives are also included in the IQAC.

File Description	Documents
Paste link for additional information	https://tdbcollege.ac.in/iqac_committee.php
Upload any additional information	No File Uploaded

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

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

0

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)	No File Uploaded

5.4 - Alumni Engagement

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

Registration of the Alumni Association has not been renewed hence, the Alumni

Association is not functional at present.

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)

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

Our college is committed in achieving academic excellence in its mission of imparting quality education to its stake holders by addressing issues like cultural diversity and individual dignity.

The faculty members of the college are included as members in various academic bodies like UG BOS, PG BOS, PhD BRS, EC, FC of the KNU, the affiliating university.

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

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

The coordinatorship of UG and PG departments are held on rotational mode, irrespective of the seniority or any other criterion of the faculty members. The coordinators are given the liberty to organize and arrange lectures to cater to the emerging trends of the various disciplines, so that the students can opt for various diverse career opportunities.

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

1. Teaching learning process

2. Organizing Webinars

3. Modification of evaluation process

4. Special lectures

5. Teachers Council meeting are held to discuss various academic issues like commencement of academic sessions, coordination of examination. Departments were given the liberty to organize Webinars in collaboration with the IQAC.

6. Meetings of various academic committee and administrative bodies are held on regular basis.

The college follows the academic calendar provided by the affiliating university. All departments of the college strive hard to complete the curriculum within the stipulated time as mentioned in the academic calendar. During the pandemic period, the e-learning portal of the college was launched and rigorously used to achieve effective teaching and learning. The portal was further used for online evaluation in both UG and PG courses. The transparency in the admission process was maintained as it was conducted through the college portal and as per the guidelines of the affiliating university. Various Webinars and special lectures were held through the college portal.

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

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.

IQAC actively guides the faculty members in their promotion file preparation as per latest govt. regulations. Decentralization has been done in various administrative activities like purchase, service book update by the formation of various committees.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

College provides necessary welfare assistance , necessary financial support during emergency, through "T.D.B College Employees' Cooperative Credit Society Ltd", for both teaching and non-teaching staff. Necessary arrangements are made to provide the benefits of WBHS (West Bengal Health Scheme) to its faculty members. A committee for the maintenance of college quarters is constantly working hard for improving the condition of residential quarters within the campus.

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

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

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

0

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

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

0

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

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

Feedback are collected from students through college portal each year from the outgoing students.

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

Internal audit is being conducted by P. Mitra.

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

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

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

0

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

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

The college received an infrastructure grant under RUSA in the previous academic session which was utilized for building two academic buildings.

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

6.5 - Internal Quality Assurance System

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

1. Data science club has been formed in assistance with Career Council Cell and Department of Statistics and Mathematics. Other departmental teachers and students also take part in it, especially from science and social sciences. It is an attempt to create collaboration between the academia and industry to help the students to be prepared for the future job market.

2. E-learning portal was developed during the lockdown to cater to the diverse needs of the students. Online classes, quiz and drawing competition were organized to motivate the students during the pandemic.

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

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

Through annual feedback collected from the students, improvements are assessed for teaching, office, services etc. These feedbacks are reviewed. The problem areas are identified and IQAC proposes various solutions to overcome those challenges. Continuous evaluation of students are done through various assignments given and collected through e-learning portal.

File Description	Documents
Paste link for additional information	https://tdbcollege.ac.in/naac_related_documents.php
Upload any additional information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://tdbcollege.ac.in/igac_minutes.php
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

• **Specific facilities provided for women in terms of:**

a. **Safety and security: Security Guards at different places within College Campus**

b. **Counselling : Students Counselling Cell launched**

c. **Common rooms : Separate Girl's & Boy's Common Room is present**

d. **Daycare Centre : NA**

e. **Any other relevant information: Providing separate Girl's Scholarships as per norms**

& schemes of Government of West Bengal

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for

C. Any 2 of the above

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

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

Biodegradable waste management procedures maintained by covering them under soil (pit).

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

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

C. Any 2 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:

C. Any 2 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	
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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
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	C. Any 2 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

Preparation and distribution of Hand Sanitizers to local community (free of cost) from the Department of Chemistry of the College (in collaboration with Asansol Municipal Corporation, AMC) during COVID-19 pandemic.

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

Celebration of National & International commemorative days (such as Independence day, Republic day, World Environmental day etc) with active participation of both Teachers & Students, Organization of Youth parliament events, various debates competitions, drawing competition etc

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

<p>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</p>	<p>D. Any 1 of the above</p>
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File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

College celebrates various events (such as World Environment Day, No Tobacco Day etc) & organizes several webinars/ seminar on public awareness (such as those related to COVID pandemic, Cancer biology, popular science talks etc). During this ongoing pandemic most of the events were organized in online mode, telecasted through YouTube channel of our College.

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

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. NET/SET Coaching for students of all genres continued.

2. Jiyonkathi (a social outreach activity run by the teachers and students of the college to help children who belong to economically challenged families residing in the neighbourhood of the college, was initiated in January, 2018) continued.

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

1. Online portal facilities developed to aid students in E-learning.

2. The College has initiated Alumni Assistance module through its website.

3. Arrangement of Institutional email id to each and every faculty members through Google Workspace platform.

4. College have successfully launched PhD programme in few subjects (viz. Hindi, Urdu, Geography etc).

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

7.3.2 - Plan of action for the next academic year

(i) Few more ramps are under construction for disabled person

(ii) Library OPAC module is under processing. This will help students & faculty members to browse books, articles, journals etc in our Central library through a single window.

(iii) Understanding the need, one self-financed BBA course has been started from the current session.

(iv) Hard copy book regarding the Code of Conduct is under publication

(v) PhD programme for few more subjects are to be opened

(vi) The infrastructural development of College using RUSA fund and State Govt. fund is under process. Construction of new academic buildings are about to be completed. Hopefully from next academic session regular classes will be arranged in those new buildings.

(vii) The College will organize a Covid- 19 vaccination drive in collaboration with CMOH, Paschim Bardhaman district.