



YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1. Name of the Institution

Trivenidevi Bhalotia College

- Name of the Head of the institution

Mr. Mobinul Islam

- Designation

Teacher in Charge

- Does the institution function from its own campus?

Yes

- Phone no./Alternate phone no.

- Mobile No:

8927366321

- Registered e-mail

principal@tdbcollege.ac.in

- Alternate e-mail

- Address

P.S. & P.O. Raniganj, District
Paschim Barddhaman, PIN 713347

- City/Town

Raniganj

- State/UT

West Bengal

- Pin Code

713347

2. Institutional status

- Affiliated / Constitution Colleges

Affiliated

- 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. **9432273470**
- Alternate phone No.
- Mobile **9432273470**
- IQAC e-mail address **iqac2021@tdbcollege.ac.in**
- Alternate e-mail address **amitavanayek@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 2	B	2.48	2023	20/02/2023	19/02/2028

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
Trivenidevi Bhalotia College	Salary Grant	Govt. of West Bengal	2023-24	15,41,37,202
Trivenidevi Bhalotia College	NSOU	Netaji Subhash Open University	2023-24	6,200
Trivenidevi Bhalotia College	Project Grant	SERB	2023-24	5,00,000

8. Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year **02**

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

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

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

- If yes, mention the amount

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

During this period IQAC recommended various policies regarding academic programmes to the college authority including, student feedback of the outgoing final semester batch.

IQAC also recommended the college to take necessary step to make the existing alumni association to be more functional. For this a

dedicated active section in the college website for alumni association to be allocated and measures to be taken for the renewal of the memberships.

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
The HEI has a plan to carry out infrastructural development of the College Auditorium	Three giant screen for multipurpose usage has been installed inside the auditorium
A new department has been proposed for the UG courses in Santhali language	A significant progress has been achieved in this direction

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	31/01/2025

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Name of the Head of the institution	Mr. Mobinul Islam
• Designation	Teacher in Charge
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• Phone no./Alternate phone no.	
• Mobile No:	8927366321
• Registered e-mail	principal@tdbcollege.ac.in
• Alternate e-mail	
• Address	P.S. & P.O. Raniganj, District Paschim Barddhaman, PIN 713347
• City/Town	Raniganj
• State/UT	West Bengal
• Pin Code	713347
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Urban
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• Name of the IQAC Coordinator	Dr. Sarbendu Bikash Dhar

• Phone No.	9432273470				
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• if yes, whether it is uploaded in the Institutional website Web link:	https://tdbcollege.ac.in/academic_calendar.php				
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Name	Date of meeting(s)
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14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2023	Nil
15. Multidisciplinary / interdisciplinary	
<p>In coordination with the CBCS syllabus structure students are encouraged to pursue subjects of their own choice in Honours and Generic courses. Thus, a Science student may study a Humanities subject. Similarly, students opting humanities specialization can opt for science elective subjects. Some interdisciplinary subjects are taught to enhance the awareness for a holistic knowledge. Subjects like Biochemistry, Nutrition, Electronics are taught to broaden the spectrum of the student learners. In consideration of the coal-mining area in and surrounding our college, which is situated in Raniganj, Geology is taught as a major subject to enhance the interest of the students in their surrounding topography and enlarge the awareness of its pros and cons. Environmental Studies is taught to all students of all specializations to make the next generation ecologically aware to create empowered and responsible citizens who will save the earth.</p>	
16. Academic bank of credits (ABC):	
<p>The institution took the initiative to initiate the process of registering on NAD DigiLocker, but we have been officially informed that this is applicable only for the academic institutions who have the autonomy to issue any type of academic awards to their students. So the question of ABC registration does not arise in our case.</p>	
17. Skill development:	
<p>The institution promotes skill enhancement of students through organization of different events related to promotion of writing</p>	

skills, communication skills, computer skills, soft skills, data handling and interpretation skills, research methodology etc. During the academic session 2023-24, Department of Commerce in collaboration with the IQAC of the college with the help of the Career Counselling and Placement cell organized a Career Advancement Seminar for the benefit of the students. Events such as "Basanta Utsav" was celebrated to promote peace and harmony among students, teachers, and staff in the college campus. "Rabindra Jayanti" was celebrated with joy and fervour as students participated in the program with great gusto. Republic Day and Independence day are celebrated with parade by the NCC wing of the college.

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

The Institution, affiliated under Kazi Nazrul University offers Honours and Program courses in four Indian languages, Bengali, Hindi, Urdu, and Sanskrit. Students of each honours course opt for the generic elective courses, which can be studied in Bengali or English language for both humanities and science streams. The discipline specific elective courses can also be studied in Bengali language by Program students. University Question papers are also set in both Bengali and English language for the generic elective and discipline specific elective courses. Faculty members deliver their explanations in the classroom in both English/Bengali/Hindi to enable a student-centric mechanism of the teaching-learning process. Faculty members have also prepared E-contents in Bengali language and uploaded for open access by the students. In addition to the integration of Indian language in curriculum transaction, the institution takes sincere efforts to promote and preserve Indian language, Indian arts and Indian Culture and tradition. Every year, International Mother language Day is celebrated by Department of Bengali and the Cultural Sub-Committee. All Departments regularly publish Wall magazines that showcase the talents and feelings of students. During the academic session 2023-24, the college celebrated the Indian festival "Basanta Utsav" and Rabindranath Tagore's birth anniversary - "Rabindra Jayanti" which sensitized the stakeholders regarding the concept of tolerance and harmony of Indian Culture. Students are encouraged to participate in competitions on Indian languages, Indian Arts, Indian Culture and Tradition.

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

The program outcomes (POs) and course outcomes (COs) of each

course offered by the departments have been clearly mentioned in the college website and are also communicated to the students by the faculty members. For some courses, the affiliating university has defined the POs, COs and the PO-CO mapping in the syllabus, along with the assessment methods to measure the program outcome and course outcome assessment, which are followed by the institution. However, the courses for which the respective outcomes are not defined by the university in the syllabus, the respective department has taken the initiative to define the same considering the objectives related to the topics prescribed in the university curriculum. To capture the outcome-based education. in teaching and learning practices, the institution has taken sincere initiatives to assess the learning levels of students through conventional and non-conventional assessment strategies for measurement of attainment of course outcomes and program outcomes. These include student seminars, scheduled and surprise tests, problem solving exercises, student seminars, practical assignments, open-ended experiments, performance during field work, educational tour interactions, designing experiments related to daily life experiences, observation of practical skills, viva-voce interviews etc.

20.Distance education/online education:

The institution has taken sincere initiatives to promote the use of technological tools for teaching-learning activities. All departments have provided with the laptop, desktop and quite a few have been given LCD projector facilities and printers to undertake the use of computer-aided methods of teaching. Three classrooms were converted to smart classrooms as the post-accreditation initiative as also 2 new buildings to house the Hindi and English departments. Faculty members thereafter started participating in the workshops, refresher courses, short term courses on the Development of Massive Open Online Courses (MOOCs), open educational resources, Information and Communication Technology, FDPs, Online assessment techniques etc. This helped them to apply computer-aided methods of teaching and the practice proved to be the most effective one during the pandemic situation. The institution has also launched the E-content portal to provide open access of E-contents to students. The link to the E-content portal is provided in the online learning page of the institution. These E-contents have been prepared by the faculty members of the institution, to enable learning at any time and pace. Home assignments, Quizzes and ICT enabled classes are conducted to ensure the blended form of teaching-learning mechanism.

Extended Profile

1.Programme	
1.1	60
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	View File
2.Student	
2.1	5095
Number of students during the year	
File Description	Documents
Data Template	View File
2.2	2467
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	1030
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	149
Number of full time teachers during the year	
File Description	Documents
Data Template	View File

3.2	160
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4. Institution

4.1	47
Total number of Classrooms and Seminar halls	
4.2	49.13
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	209
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Departmental Coordinators of Trivenidevi Bhalotia College, affiliated to KNU, allocates the courses to the faculty members as per their expertise and option. The IQAC prepares an Annual Academic Plan accommodating the university academic calendar and departmental academic plans which is published in the College handbook and website. Each faculty prepares course outcomes, a micro level course plan, course notes and course handout, for executing day to day academic activities and the same is circulated to the students on the day of commencement of Instruction. A clear plan to fill up the Curricular Gaps either by teaching content beyond the syllabus, invited lectures, workshops or add-on programs are included in the course plan. The faculty members use the ICT platforms. Faculty members are encouraged to impart the curriculum through student centric learning methods, such as presentations, assignments, peer learning, group discussions, workshops, quiz, seminars, projects, industrial visits, etc., and innovative teaching methods such as Google classroom, etc. besides the traditional chalk and talk methods.

The Departmental Coordinators monitor the academic activities on a regular basis by verifying monthly syllabus coverage reports to ensure the execution of effective teaching learning process as per the academic calendar, and find the gap, if any.

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)

For effective delivery of the curriculum, the following process is developed and deployed. At the outset, the academic calendar provided by Kazi Nazrul University is taken as the base for making curriculum delivery plans. The academic calendar provides the date of commencement of the academic session, submission of continuous internal evaluation (CIE) marks, Parent Teachers meeting, the duration of the semester, the period of CIE, practical exam schedule, preparation holidays, semester end examinations (SEE) etc. The University also declares the list of general and optional holidays to affiliated colleges. The Head of the institution conducts meetings with the Departmental Coordinators for developing a detailed academic calendar for the effective implementation of the curriculum immediately after the release of the academic calendar of Kazi Nazrul University. A well-structured academic calendar which is in-line with the academic calendar of Kazi Nazrul University is prepared by the Head of the institution. Action plans for conducting co-curricular, extra-curricular activities, to enrich the curriculum are also included in the detailed academic calendar.

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

B. Any 3 of the above

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

56

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

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

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

02

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

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

63

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

63

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

1.3 - Curriculum Enrichment

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

The institution affiliated to the university which prescribes the syllabus and curriculum. The Syllabus of both UG and PG programmes includes topics related to cross-cutting issues which help the students to think critically and to act productively as responsible citizens. The institution integrates crosscutting issues relevant to professional ethics, gender, human values, the environment, and sustainability through curriculum delivery and co-curricular and extra-curricular activities for students.

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

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

10

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

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

237

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								
<table border="1"> <thead> <tr> <th data-bbox="86 353 529 421">File Description</th> <th data-bbox="529 353 1436 421">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 421 529 524">URL for stakeholder feedback report</td> <td data-bbox="529 421 1436 524" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 524 529 743">Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)</td> <td data-bbox="529 524 1436 743" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 743 529 846">Any additional information(Upload)</td> <td data-bbox="529 743 1436 846" style="text-align: center;">View File</td> </tr> </tbody> </table>	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	
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Any additional information(Upload)	View File								
1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed								
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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									
4473									
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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

584

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

The admissions procedure of the college is open and based only on merit. Heterogeneous groups of students are admitted in each class. As early as possible, the college identifies slow and advanced learners by conducting some internal tests. Performance in internal tests helps teachers understand the learning levels of the students. Apart from internal tests, performance in assignments also helps the teachers to understand the learning levels of a student. Learning levels of the students can also be determined with the help of faculty feedback and classroom/lab involvement.

The college responds to the needs of these advanced and slow learners through motivation and also by providing extended library facilities and encourages our students to participate in different seminars, workshops, science clubs, and PPT presentations. College also helps the students to avail different scholarships.

File Description	Documents
Link for additional Information	https://www.tdbcollege.ac.in/#
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
5095	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

Experiential learning

1. The UG and PG science department have different laboratory courses that provide hands on experience.
2. Different department like Geography, Zoology, History and Geology arrange fieldwork/excursions to provide firsthand experience of field data collection and analysis.
3. In the Postgraduate courses in Zoology, Chemistry, Bengali, English etc., students carry out project works/term papers under the supervision of faculties. These project works make them explore more innovative and scientific thinking for future research work.

Participative learning

1. Students of our college are encouraged to participate in various co-curricular activities like sports, exhibitions, and cultural programs. The NCC cell provides the exposure to the multifarious contributions towards social and environmental duties.
2. To enhance advanced scientific knowledge, students are encouraged to participate in various seminars or webinars.
3. Students actively participate in National Service Scheme (NSS) and other community outreach programs to enhance their social skills.

Problem-solving methodologies

1. Teachers are encouraged to identify differential learning problems and find remedial techniques for better teaching learning experiences.
2. Students are engaged in writing term papers, review of books and movies to enhance their writing skills.
3. Students are also introduced to various hands-on training courses and evaluation of their practical work.

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

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

ICT is a powerful tool for educational change and reform. By using ICT appropriately, the college has been able to increase student enthusiasm and make the connection between classroom instruction and real-world experiences. Students enjoy ICT-based learning more than chalk and talk methods of teaching. All the teachers of the college are very much aware of the needs of ICT tool-based teaching in today's life, and they are also comfortable with ICT tool-based teaching and learning methods.

The college provides an ICT classroom to each department of the college, containing a smartboard, internet connectivity, and Microsoft Office. The faculties can also use classrooms with LCD projector facilities. The college is also using IT-enabled learning tools such as PPT, video clippings, animations, and video demonstrations from online sources, apart from providing reading.

The college has set up an efficient and techno-friendly e-learning portal that facilitates online classes, internal assessments, internal examinations, etc.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://tdbcollege.in/NewLoginPage.aspx

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

149

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

2.4 - Teacher Profile and Quality

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

149

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

72

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

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

2.4.3.1 - Total experience of full-time teachers

804

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.

A transparent and systematic process of internal assessments/examinations is followed for all UG/PG Courses. The ratio of the weightage of marks in all courses in second and third year of UG/PG is 85-90% through External Exam and 15-10% through continuous internal evaluation as per the university rule. After implementation of NEP the ratio of the weightage of marks in all courses in first year of UG is 70% through External Exam and 30% through continuous internal evaluation.

Methods for Internal Assessment are:

Written examination: Traditional summative evaluation by MCQ or short answer type questions are also one of the used methods to assess students internally.

Presentation: Presentation in terms of knowledge, presentation skill, answering of questions are evaluated by this method of internal assessment.

Class performance and attendance: Monitoring during the whole course in terms of attendance and attentiveness.

Viva voce: Viva voce is one of the methods that decipher student's level of confidence in any subject matter as well his/her communication skill.

Project Submission: In several science subjects, End-Semester internal evaluation is performed by their project report.

Assignments: The completed assignments are expected to be submitted within a time schedule specified by the examiner and evaluated maintaining transparency.

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

If students are not satisfied with his/her internal result in the Internal Test, they are allowed to apply for rechecking or reassessment by giving an application directly to the departmental coordinator in a prescribed form with his/her grievances. The Coordinator gets the reassessment done and submits the result along with his report to the examination cell. If there is an improvement in the result, it is rectified soon.

Grievances related to exam are quickly addressed and office staffs and examinations committee help the students to set right any difficulties related to examination and results.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The board of studies members of affiliating university prepares the syllabus of each course of the subject. Syllabus of each course available on the University website. Starting of academic year HOD of each department arrange a departmental meeting regarding the Distribution of Syllabus to all faculty members. The department prepares Programme Outcomes (POs), Course Outcomes (Cos). The POs and COs and link of the syllabus of each programme and course are displaying on College website and the students can easily access any time.

Besides these, each subject teacher makes sure that the outcomes are specially explained and notes on these are given so that the students are well informed.

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

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

1. The CO is assessed through internal examinations and a final examination at the end of the semester.
2. The questions for the examinations are framed in line with Cos and the attainment is assessed from the answer scripts. The results of the final examinations are used to measure their attainment of POs and COs.
3. Various Co-curricular activities like workshops, seminars, projects, assignments, etc. are also useful for the attainment of POs and COs.
4. The feedback of students, teachers and alumni is collected and analysed for CO attainment.

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

2.6.3 - Pass percentage of Students during the year

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

1030

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)

8.50

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)	View File

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)	View File
Any additional information	View File
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	https://serb.gov.in/

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

14

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

3.2 - Research Publications and Awards

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

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

73

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

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

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

37

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

3.3 - Extension Activities

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

The aim of extension programs are to broaden the outlook of young students to create social and holistic humanitarian awareness. The college conducts all its extension activities through the NCC and NSS wings. The NSS is active in generating students participation on important landmark days such as Independence Day, Traffic Rule Awareness, Dengue Prevention Week, NSS Day Celebration, Shramdaan for Swachhta, Amrit Kalas Yatra, World Aids Day, College Campus Cleaning, Netaji Subhash Chandra Bose Jayanti, Republic Day Celebration, 'Mera Pehla Vote Desh Ke Liye', Special Camp and World Environment Day. NCC have also been very active by arranging for Swachhta Bharat Abhiyan, International Yoga Day, Youth Day and Garbage-free India activities. All these ensure the all-round development of young students to make them responsible citizens of India.

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

19

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

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

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

1542

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

12

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

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

09

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

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

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

The institution has the following infrastructure and physical facilities for a good teaching-learning process.

- Adequate classrooms- 47 Nos.
- Sufficient laboratories with well-equipped instruments-33 Nos.
- Seminar halls -2 Nos.

- Auditorium-1 Nos.
- Classroom with LCD facility -10 Nos.
- Internet facilities -Jio Fiber and Wifi
- Language lab (1).
- Other facilities (CCTV, Biometric attendance, machine, a weather station, solar panels)

The college includes a large campus area of 9.354 acres. Sufficient Classrooms (47) for theory classes. The institution also offers ICT facilities to conduct classes. The institution has one large auditorium with a sitting capacity of 200.

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

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 programs are celebrated throughout the year.

- Large Playground (partial gallery system) for playing football, cricket, badminton, volleyball, and other NCC, as well as NSS activities.
- Indoor games facilities are also available within college premises.
- Student common room and pocket-friendly canteen are available for their refreshment.
- There is a very good decorated stage for performing various cultural activities e.g., dance, drama, etc.
- Apart from this students take part in several cultural programs under various segments like singing, extempore, recitation, debate, quiz, etc.
- Yoga Day is also celebrated on 21st June of every year.
- Gymnasium facility is available.

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

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

10

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

10

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)	View File

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

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

49.13

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

4.2 - Library as a Learning Resource

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

- Name of ILMS software : KOHA (Latest)
- Nature of automation (fully or partially): Fully.
- Version:24.05.01
- Year of Automation : 2015

File Description	Documents
Upload any additional information	View File
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)

18.55

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

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

80

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

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

The Institution provides Ten classrooms featuring ICT Technology with Wi-Fi connection. All of the ICT enabled ten 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.

a) ICT Enable Classroom- 10 Nos.

b) LAN Network with WiFi

2023- 24 with extended WiFi

c) For Office work Purpose:

ICT Enable Facilities:

i. Online Admission.

ii. Online College Fees Payment -Receipt.

iii. Online Teaching-Learning and Evaluation Process.

iv. Online Registration of Alumni.

v. Online accounting System.

vi. Online Payroll Management System.

d) Library:

i. Book catalogue digitally.

ii. The latest KOHA software for Library Management.

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

4.3.2 - Number of Computers

209

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

88.18

File Description	Documents
Upload any additional information	View File
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 equipment are submitted to the Principal. After fresh purchase all items are entered in stock and categorized. (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.

(iii) **Sports complex:** The outskirts of the complex is cleaned periodically. Sport equipment are purchased periodically as per needs.

(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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
STUDENT SUPPORT AND PROGRESSION	
5.1 - Student Support	
5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
2044	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
181	
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)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above								
<table border="1"> <thead> <tr> <th data-bbox="86 441 529 506">File Description</th> <th data-bbox="529 441 1436 506">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 506 529 613">Link to institutional website</td> <td data-bbox="529 506 1436 613" style="text-align: center;">Nil</td> </tr> <tr> <td data-bbox="86 613 529 678">Any additional information</td> <td data-bbox="529 613 1436 678" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 678 529 815">Details of capability building and skills enhancement initiatives (Data Template)</td> <td data-bbox="529 678 1436 815" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Link to institutional website	Nil	Any additional information	View File	Details of capability building and skills enhancement initiatives (Data Template)	View File	
File Description	Documents								
Link to institutional website	Nil								
Any additional information	View File								
Details of capability building and skills enhancement initiatives (Data Template)	View File								
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year									
277									
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year									
277									
<table border="1"> <thead> <tr> <th data-bbox="86 1207 529 1272">File Description</th> <th data-bbox="529 1207 1436 1272">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1272 529 1337">Any additional information</td> <td data-bbox="529 1272 1436 1337" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 1337 529 1541">Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)</td> <td data-bbox="529 1337 1436 1541" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Any additional information	View File	Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File			
File Description	Documents								
Any additional information	View File								
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File								
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above								

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

67

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

329

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

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

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

government examinations) during the year

45

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.**

11

File Description	Documents
e-copies of award letters and certificates	View File
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)	View File

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)

During the academic year 2023-24, TDB College remains committed to promoting student involvement and participation in administrative, co-curricular, and extracurricular activities. The college has a student council provision, but it has been temporarily suspended for state supported colleges in line with a directive from the Government of West Bengal until further instructions are provided. Despite this, students at TDB College are still very involved in a wide range of activities. They actively engage in programs like the National Service Scheme (NSS) and the National Cadet Corps (NCC), dedicating themselves to serving the community and raising

social consciousness.

Additionally, students participate actively in college-organized sports events, cultural functions, awareness programs, and seminars or workshops. Student delegates have been assigned to various college committees. Student representatives are also members of the IQAC, Anti Ragging Committee, ICC, and Bird Watcher Cell. The representatives perform their required responsibilities in every college event where their help is required. In general, TDB College is committed to offering many chances for students to engage in administrative, cocurricular, and extracurricular activities, promoting a deep sense of ownership and involvement in the college's ongoing projects.

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

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

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

11

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

5.4 - Alumni Engagement

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

The college has a registered alumni association (Govt. Regd. No. S/IL-522718 of 2008-2009). It is a matter of pride for the college that some existing faculty as well as non-teaching staff are members of the association.

The alumni association serves as a connection between a proud history and a bright future. Alumni engaged as resource persons created a connection between theoretical knowledge and practical insights, enhancing the learning experience for current students. The distinguished alumni who served as resource persons for the college events are:

A) Prof. Partha Sarathi Mukherjee: A recipient of the prestigious Bhatnagar Award, Professor, Department of Inorganic and Physical Chemistry, Indian Institute of Science, Bangalore.

B) Dr. Kalyan Chakraborty: Professor of Mathematics, Harish-Chandra Research Institute. Allahabad, Uttar Pradesh.

C) Dr. Nabanita Chatterjee: Post-doctoral Fellow, Department of Chemistry, University of Cape Town, South Africa.

The Alumni Association also provides financial advice (C.A. Sarosh Hasan) and legal advice (District Judge Santosh Pathak) to the administration through qualified and successful professionals who are also alumni of this college. The Alumni Association serves as a measure of the college's success. The Alumni Association is a dynamic group that maintains communication with the college's administration during their charitable endeavors.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 - Institutional Vision and Leadership**

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

The college has established a higher learning Centre with quality education for the socially and economical backward students. The institution is committed to delivering a comprehensive educational experience integrating global and traditional perspectives.

The governance of this institution is translated through perspective, planning, and review mechanism in tune with the vision and mission of the institution with a democratic spirit involving the various stakeholders at all levels.

Following NEP 2020 for promoting skill development and creating Atmanirbhar Bharat under the initiative of Ek Bharat Shreshtha Bharat, the institution offers language like Bengali, Hindi, English, Sanskrit, and Urdu.

The institution follows the outcomes, educational principles to boost student involvement.

The Governing Body oversees the implementation of various policies and includes representatives from both teaching and non-teaching staff. The Teachers' Council plays a crucial role in maintaining the smooth operation of academic/administrative functions within the college.

To promote effective governance and management, the Internal Quality Assurance Cell (IQAC) actively supervises all activities conducted under its purview. This includes appointing a coordinator on a rotational basis for each department to liaise with college administration and stakeholders, as well as forming micro-level committees within departments to manage tasks such as workload and scheduling.

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.

Faculty members act as Governing Body Members. Bursar, IQAC members, SPIO, Hostel Wardens, NSS & NCC coordinators and convenor of NSOU for smooth functioning of the college.

The teacher council is the statutory body which comprises all faculty members including the principal that plays an important role in the smooth functioning of the college in academic and other matters

The coordinators of undergraduate and postgraduate departments are on the rotational basis for each department, irrespective of seniority for a term of two years to interface with the college administration and stakeholders of the department.

The college has various statutory and non-statutory committees which are dedicated towards academic, administrative and cocurricular activities such as Admission committee, Academic Committee, Internal Complain Cell(ICC) , Anti Ragging Committee & Anti Ragging Squad, Grievance Redressal and Sexual Harassment Committee, Cultural Committee, Library committee, Seminar, Committee, Research, and development Committee, Student Welfare and Stipend Committee, SC/ ST OBC and Minority Cell, Social Outreach committee, Boys Hostel Advisory Committee, etc.

Students are also given key responsibilities in different committees, such as IQAC, Anti-Ragging Committee, ICC, Grievance Redressal and Sexual Harassment Committee.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plan for the institution's various academic aspects is carefully designed and implemented to promote sustainable development.

1. Placement Cell operates under a detailed framework aimed at guiding student growth and development.
2. Recognizing the constraints of the current library and considering the suggestions from the second cycle NAAC peer team report, efforts are underway to improve research facilities for over 20 scholars across five research departments.
3. Answering the demands of the all the institution has taken an initiative to introduce a new undergraduate course in Santhali.
4. Well-furnished, technology-enabled, 367-seater Auditorium Hall has been upgraded for conducting seminars, conferences and workshops
5. This college ensures quality education through ICT-enabled curriculum delivery and regular seminars and workshops.
6. Construction of a Central Computer Lab with 94 computers for online examinations and Career Placement Training, constructed in 2023
7. To broaden the exposure of teachers and students, the college has signed MoUs with other institutions.
8. Sanskrit Language Certificate course is offered.
9. A separate department for Mass Communication was constructed in 2023
10. Soft skill development courses are offered to improve students' practical knowledge and abilities.
11. The NCC, NSS units, Social Outreach Cell, and IQAC engage students in community service activities to cultivate a sense of social responsibility.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
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.

Code of Professional Ethics is managed by the Principal and Governing Body.

An Organogram of the administrative structure illustrates the

decentralized functioning of the college administration.

The Governing Body remains responsible for the proper management of the college.

Finance Committee is a statutory body takes the decision regarding all major expenses of the college.

Principal, the head of the institution is responsible for administrative and academic activities. Principal is empowered to implement the policies and decisions of the Governing Body as well as other higher bodies.

Bursar oversees the financial administration including budgeting, accounting, and reporting

IQAC initiates, plans and supervises activities for the development and application of quality benchmarks.

State Public Information Officer addresses RTIs and other provides information to those who seek it.

Finance Committee, a statutory body takes the decisions regarding the purchase and all major expenses of the college.

The Teachers' Council coordinates the teaching learning, evaluation and examination, welfare of the teachers, felicitation at the time of retirements.

Appointment and service rules,

The roster for appointments, service rules and procedures are followed as mandated by the College Service Commission under WBHED.

The college ensures proper documentation of service records of its employees.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://tdbcollege.ac.in/governance_structure.php
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The college implements comprehensive welfare initiatives and career development programs for its staff. Moreover professional abilities, the college prioritizes on the security, well-being, and financial stability of its employees.

A: Welfare Measures:

Statutory Measures:

- Provident Fund
- Family Pension
- Leave Encashment and other retirement benefits
- Casual Leave, Earn Leave, Paternity Leave. Maternity benefits and medical leave

Avenues for Career Development/ Professional Progression:

- IQAC promotes participation in FDP/ MDPs.
- Promotion and CAS benefits under UGC/ State Government rules

Financial Assistance

Loan & Bonus:

- Non-Teaching Casual Staffs availed Festival Puja Bonus
- The college has a "T.D.B College Employees' Cooperative Credit Society Ltd" for the staff
- Loan from the Provident Fund according to government rules.

4. Physical and Health Assistance:

- West Bengal Health Scheme
- Games and sports for physical and mental wellness.

5. Safety & Security

- Insurance
- CCTV surveillance for 24x7.
- Biometric Attendance for the staff
- Free Wi-Fi facility

6. Miscellaneous Welfare measures

- E-Learning portal
- A computer Lab with adequate number of computers for teachers and student.
- Email ID in Google workspace
- Auditorium with more than 300 seating capacity
- College Central Library with a separate reading room for faculty
- Air-conditioned staff rooms
- Gymnasium
- Canteen food at a subsidized rate

Staff room for each department

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

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

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

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

42

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

The college implements a distinct appraisal system for both faculty members and office staff. This system includes a systematic record-keeping of leave accounts for each faculty and staff member. For faculty members, comprehensive performance

records are maintained annually, encompassing various assignments and academic responsibilities. These responsibilities include tracking class attendance, examination duties, invigilation tasks, and participation in several academic committees such as the Library Committee, Anti-Ragging Committee, and the Internet and Website Maintenance Committee. Faculty performance evaluations inform the assignment of additional responsibilities. Casual staff members receive incentives for their satisfactory performance within the college. The college authority employs various appraisal methodologies to enhance the productivity of both faculty and office staff. Supporting documents include the leave statements of each staff member, which are maintained in their personal files within their respective departments, CAS files for incumbents, and membership letters for various committees issued by the Principal and approved by the Governing Body.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Governing Body of this college is responsible for appointing the internal auditor, while the external auditors are designated by the Directorate of Public Instruction (DPI), West Bengal. This arrangement aims to guarantee accurate and thorough reporting of financial results, as well as to align performance and productivity with financial metrics. Financial transactions undergo concurrent auditing, and internal audits are performed periodically to confirm that these transactions receive the necessary approvals from the relevant authorities. Effective strategies are implemented to enhance the current system based on audit findings. Additionally, it is ensured that proper accounting records are maintained, and any queries or concerns regarding financial transactions are addressed with the Governing Body's approval. For the year 2023-24, a partial internal audit was conducted up to December 2023; however, the Directorate of Public Instruction, West Bengal has yet to appoint a government auditor for this year.

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

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

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

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 annual maintenance grant encompasses salary, pension, retirement benefits, Student Fee, Scholarships Grants: and a non-salary component.

The Annual budget is presented before the Finance committee & GB for its approval. Utilization of budgeted amount is closely monitored. Non-budgeted expenditure requires special permission

Optimal Utilization of Resources:

- Salary for the teaching and non-teaching staff is received from Govt. of West Bengal.
- Funds are utilised for the payment of salary of casual and contractual non-teaching staffs, as well as infrastructural development upgradation and maintenance work
- Purchase of books for the central and departmental library and subscription to N-List and offline journals.
- Funds allocated to the departments are utilized by conducting seminars, workshops, conferences. Funds are

mobilized for conducting Sports, cultural programmes, NSS activities.

Financial Management:

The institution routinely performs both external and internal audits for Government and Non-Government funds.

Financial transactions are audited on concurrent basis Internal Audit is conducted periodically to ensure that financial transactions are approved by concerned authorities' It also ensures that proper books of accounts are maintained. Queries and concerns related to financial transactions are settled with the approval of the Governing Body.

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

6.5 - Internal Quality Assurance System

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

- The Internal Quality Assurance Cell (IQAC) of the college establishes quality assurance strategies.
- Centralized access to reports and documents for the IQAC facilitates, processing of AISHE, AQAR, NIRF, and NAAC data.ed Appraisal System (PBAS) documentation.
- IQAC prepares the academic calendar, conduction of examinations, encouraging the faculties to participate in professional development courses, organizing workshops and seminars/webinars, research activities etc.
- Mentor Mentee and student and teacher feedback system are closely monitored by IQAC
- The IQAC further encourages faculty participation in faculty improvement programs, conferences, workshops, and seminars.
- The IQAC assists teachers and makes necessary arrangements to form the screening committee for CAS.
- It recommends the introduction of MBA and MA in Mass Communication as well as MA in History and Political Science etc.
- Introduction of M. Phil and Ph. D. in various departments
- Strategies implemented include the use of ICT in teaching,

assessments, home assignments, fieldwork, organizing seminars and conferences, utilizing e-learning resources, and monitoring attendance to maintain a high student retention rate.

- Review of concepts, Action Taken Reports, and feedback from both statutory and non-statutory subcommittees, helps the college to run effectively.
- The IQAC recommends several Memoranda of Understanding (MoUs) related to research and development.

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

The annual collection of feedback from the student body is conducted in a systematic and thorough manner, allowing for a detailed evaluation of various elements of the educational experience. This includes, but is not limited to, teaching methods, administrative functions, and support services, all aimed at facilitating significant enhancements. The feedback is meticulously reviewed and analyzed by the appropriate academic committees. Furthermore, a continuous assessment of student performance is maintained through the implementation of various assignments, which are regularly assigned to students and subsequently gathered and assessed through the institution's e-learning platform, thus ensuring a strong framework for evaluation.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for

C. Any 2 of the above

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)

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

- Well-trained and vigilant security guards stationed across the campus.
- Security checkpoints at all campus entries and exits.
- Extensive surveillance network with 24x7 monitored control rooms.
- Rotational duty by all faculty members for discipline and security.
- Night Patrols by local Police.
- Strict implementation of Anti-Ragging.
- Separate hostels for men and women with dedicated wardens.

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	https://drive.google.com/drive/folders/1vvabZXyvIRdGU_Fy06PtWOptJlX-9S4P?usp=sharing

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above
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File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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
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<p>Electronic waste, as known as e-waste, is generated when any electronic or electrical equipment becomes un t for the intended use or if it has crossed its expiry date. Due to rapid technological advancements and the production of newer electronic equipment, the old ones get easily replaced with new models. It has particularly led to an exponential increase in e-waste in India.</p> <p>The college entered into an agreement on 2nd May, 2022 with Hulladek Recycling Pvt. Ltd. In which the later agreed to pick up, carry, recycle and dispose of E-waste as per the norms laid by the Government from time to time.</p> <p>The visionof Hulladek Recycling Pvt. Ltd. is to lead the global movement towards a zero-waste future. It aims to revolutionize waste management by integrating cutting-edge technology, fostering community partnerships and setting new standards for sustainability. The primary goal is to minimize waste generation,</p>
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maximize resource recovery and create a circular economy where waste becomes a valuable resource.

The mission of this company is to provide innovative and sustainable waste management solutions. The company is committed towards delivering exceptional service to their clients, ensuring compliance with regulations and fostering a culture of environmental responsibility.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

A. Any 4 or all of the above

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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	View File

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

A conducive environment at the institution is provided to all students. The college celebrates its "Foundation Day" on 9th August, Republic day & Independence Day are celebrated yearly. NCC camps, NSS parade, Sports and Cultural programmes are conducted. The college celebrates Rabindra Jayanti, Bhasa Diwas, Youth Day. Festivals like Saraswati Puja, Basanta Utsab teaches culture and community activities. Freshers' Welcome and Social/Fest is conducted every year. Orientation programmes are held every year for newly admitted students to acquaint them about the use of the resources of the main library for academic purposes. The students who are economically weak but deserving, are given the privilege of full-free or half-free education.

Women's day is organized to appraise the social, economic, cultural and political achievements of women that promote Justice, Dignity, Appreciation, and Respect for women that aids to remove gender inequality. Communal socio - economic diversities TDB College, Raniganj established in 1957 provides destination for higher education to students belonging to a large cross-section of economically weaker population residing in rural, semi-urban and urban areas of the Raniganj coal belt.

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

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

The institution strictly follows the reservation policies laid out by the Government of India and/ West Bengal Government for student's admission and appointment of teaching and non-teaching staff. Special cells like the SC, ST and OBC cells are in place to ensure parity and transparency during the admission process. The college provides equal opportunity to all categories of students. Students from low socio-economic spectrum are granted fee concessions in every academic session. In specific cases, aid funds are also provided to the students. The college also helps students to secure financial assistance/scholarships provided under various schemes by the Government of India, State Governments and non-governmental organizations. Every year the NCC of the college conducts an enlightening survey on the National Voter's Day.

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

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

D. Any 1 of the above

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

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

i. Netaji Subhash Chandra Bose birthday

College celebrates Netaji Subhash Chandra Bose Jayanti every year on 23rd January, celebrated as 'Parakram Diwas' or Courage Day.

ii. Republic Day/ Independence Day

TDB College celebrates 26th January and 15th August every year with the Principal hoisting the flag and delivering speech in commemoration. NCC cadets perform marchpast and drill.

iii. Saraswati Puja

Saraswati Puja (Basanta Panchami) is celebrated within the college campus organized students and faculty members.

iv. Basanta Utsav

Every year the College celebrates the colour festival within the college campus organized by students and faculty members.

v. Environment Day (5th June) Poster Competition and other events are held to raise environmental awareness among the students.

vi. Yoga day (21st June) is commemorated to build healthy habits and mental strength among young learners.

vii. Munshi Premchand's Birthday (31st July)

Munshi Premchand's birthday is celebrated to honor the life and contributions of the prolific Hindi and Urdu writer.

viii. Foundation day

Every year the College celebrates Foundation Day on 9th August with great honour and pride.

ix. Teacher's Day

Every year the College celebrates Teacher's Day on 5th September with all its faculty members.

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

7.2 - Best Practices

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

Jiyonkathi

- Objectives Provides academic assistance to children from economically challenged backgrounds.
 - Students and faculties undertake voluntary teaching and mentoring.
1. Recognizing the challenges of underprivileged children, some faculty members initiated Jiyonkathi on January 5, 2018.
 2. Jiyonkathi aims to equip these children with confidence and skills to overcome their economic/social barriers and strive for a better future
- Cultural Participation: Presentation of Tagore's poem "Birpurush" at an event organized by the Raniganj-based NGO Udaan.
 - Participation in the Annual College Cultural Programme in 2023.
 - On March 13, 2024, Jiyonkathi organized a cultural program titled "Palasher Bhasa" to celebrate International Mother Language Day and Basanta Utsav.

Despite the success of the Jiyonkathi initiative many children discontinue due to family issues. Also Limited Funding and Sustainability of the Program is a challenge.

Student Orientation program

- Introducing new students to the undergraduate academic structure.
- The Principal and Faculty introduce the students to the college's vision, values, and make them aware of the rules and regulations of the college, the course structure, syllabus, and examination patterns.

Evidence of Success: The orientation program empowers the students to begin their academic journey. The Central Library of the college introduces library resources, online book-searching methods, and ways to avail of library services.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	View File

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

Trivenidevi Bhalotia College strives towards imparting education to students beyond academics, thereby emphasizing on their individual well-being, cultural growth, social responsibility and financial independency. The College caters to the diverse academic needs of students across various disciplines (i.e., Arts, Science, Commerce and Administration). Regular assessments, workshops, field trips, projects and seminars contribute towards maintaining high academic standards. The inclusion of online learning platforms, virtual labs, and digital libraries, have enhanced the learning experience of students. The College have introduced smart classrooms equipped with advanced audio-visual systems, interactive white-boards, and projectors. These tools allow for more engaging presentations, live demonstrations, and visual learning aids, which help students grasp complex concepts more effectively. The College is committed towards improving the physical and the mental health of students by organizing sports

(both, indoor and outdoor) as well as cultural events. The sense of social responsibility is nurtured among students through various events conducted by National Service Scheme (N.S.S.). The College have implemented an extended community outreach program named 'Jiyonkathi'. This initiative provides quality educational opportunities to underprivileged children from local community. The College organizes job placement and career counselling seminars to assist students in exploring career options and setting professional goals

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

1. The college proposes to introduce Major courses in Santhali. Contractual teachers will be hired to take care of the courses until full-time teachers are appointed by the government. Classrooms and necessary infrastructure will be provided.
2. With the new NEP syllabus structure, the Honours courses will be for 4 years. New classrooms must be constructed to ensure holistic education spread across 4 years of academic improvement.
3. With the increase in Gender related problems and various social issues the college plans to conduct Gender Sensitization programs consisting of lectures and workshops to sensitize our students to this burning issue.
4. The present Journalism and Mass Communication Department is functioning from an old college quarter which is damp and uninhabitable. The college will ensure that the department is shifted to a new location within the premises for effective functioning of this important department.
5. The college plans to start a Counselling Centre that will be open for the students, staff and teachers of the college, with the help of our Psychology department, as the mental health and wellbeing of our students, staff and teachers are of primary importance.