



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution		MRINALINI DATTA MAHAVIDYAPITH
• Name of the Head of the institution		DR APURBA BANDYOPADHYAY
• Designation		PRINCIPAL
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		033325139100
• Mobile no		9433663649
• Registered e-mail		mdm.birati@gmail.com
• Alternate e-mail		akb.mdm@gmail.com
• Address		VIDYAPITH ROAD, BIRATI
• City/Town		KOLKATA
• State/UT		WEST BENGAL
• Pin Code		700051
2.Institutional status		
• Affiliated /Constituent		Affiliated
• Type of Institution		Co-education
• Location		Urban
• Financial Status		Grants-in aid

• Name of the Affiliating University	WEST BENGAL STATE UNIVERSITY				
• Name of the IQAC Coordinator	MAHUYA MAJI				
• Phone No.	03325139100				
• Alternate phone No.	03325393825				
• Mobile	09874492020				
• IQAC e-mail address	iqac.mdm@gmail.com				
• Alternate Email address	mdm.aqar@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://www.mdmbirati.org/uploads/AQAR20-21.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.mdmbirati.org/uploads/pdf/Academic%20Calendar%202021-22.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	83.75	2005	28/02/2005	27/02/2010
Cycle 2	B+	2.66	2016	05/11/2016	04/11/2021
6.Date of Establishment of IQAC			14/03/2005		
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	
NIL	NIL	NIL	0	0	
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	3
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
<p>Online Periodical Lecture on "Philosophical Aspects Reflected in Shrimad Bhagavad Gita and Its Impact on Today's Life" organized by Department of Sanskrit in collaboration with IQAC on 06.02.2022 focusing on the ways in which The Bhagavad Gita acts as philosophical guide for our society.</p>	
<p>One-Day Online International Seminar on "The Ethics of Technology: Issues & Initiatives" organized by Department of Philosophy in association with IQAC on 05.05.2022 to generate awareness among the students regarding responsible and ethical online behaviour.</p>	
<p>IQAC inspired skill-building project for students titled "A Learn and Earn Project: Holi with Organic Abir" by the Department of Botany and Department of Microbiology on 17.03.2022 where students made and sold eco-friendly powder colours as a substitute of chemical one.</p>	
<p>IQAC in collaboration with West Bengal Students' Credit Card Scheme Committee of the college observed a week long "Online Awareness Programme Observing Students' Week" (1st Jan - 7th Jan, 2022), for generating awareness on the various Welfare Schemes aimed for our students. , on 7 th January, 2022.</p>	
<p>Facilitating CAS promotion of eleven teachers; screening held on 10.05.2022</p>	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	

Plan of Action	Achievements/Outcomes
Continuation of Add On/Value Added Courses by various departments	Two Add-on courses conducted by: i) jointly by Microbiology and Botany and ii) jointly by English, Political Science and Sociology.
Continuation of MoUs with institutes and agencies.	Renewed the MoUs with WEBEL and Department of Anthropology of our college with Dera Natung Govt. College, Itanagar.
Institutional Social Responsibility (ISR) to be extended to provide Covid 19 Vaccination to the neighbourhood.	Covid-19 vaccination camp held on the campus for all students on 05.10.2021
Workshops to create awareness on Students' Scholarship	One week long online Students Awareness Programme conducted by West Bengal Student's Credit Card Scheme Cell of our college from 01/01/2022 to 07/01/2022.
Online seminars/ workshops on gender sensitization, environmental sustainability, human resource building etc	Students of Geography department submitted online posters on various environmental issues like "Mother Earth", "Saving Water",

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	04/02/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	31/01/2023

15. Multidisciplinary / interdisciplinary

Our institution follows the rules, regulations, and syllabus as prescribed by the affiliating university (West Bengal State University, Barasat). However, to facilitate our students in opting for interdisciplinary/multidisciplinary subjects at the UG level, a flexible routine structure has been designed by the college. A student enrolling in the Choice Based Credit System, B.A. and B.Sc. Honours (Core) course can opt to study any other Humanities or Science subject as an Elective (GE) paper.

Further, the students of the B.A or B.Sc. stream have the option to choose any topic as SEC paper (Skill Enhancement Course of 2 credits) in their 3rd and 4th Semesters (except in selected courses and B.Com. stream where the SEC Paper has been fixed by corresponding BOS of the affiliating University). Thus, remaining within the rules and regulations of WBSU, the college routine has been designed flexibly as far as practicable to allow students to exercise choices cutting across disciplines.

Further, the Add On Courses offered by the college can be availed by students from any discipline.

With regards to the PG departments (Education, Commerce, Bengali), students can opt for an interdisciplinary paper for their GEC course from any other stream.

16. Academic bank of credits (ABC):

The college awaits directives from the affiliating university (West Bengal State University) with regards to implementation of the Academic Bank Credit.

17. Skill development:

The West Bengal State University prescribed curriculum as followed by our institution makes it mandatory for the students to study various skill enhancement courses that are pertinent to today's society. These courses boost the student's employability, help them to choose better career options and to make them aware of the current national and international issues.

Value based topics like Gender, Ethics, Women's Rights, Business Ethics, Self management according to Gita, etc. are also part of the curriculum of several disciplines viz. History, Anthropology, Journalism & Mass Communication, Sociology, Political Science,

Commerce, Psychology, Sanskrit, English, Philosophy, and Education.

Beyond this, the college makes an effort to impart value-driven and skill-based education to the students through various add-on and certificate courses introduced from time to time. In the session 2021-22, the college conducted online courses on "Human Rights and Gender Studies", "Mushroom Cultivation and its Scope", "Advanced Techniques in Biology" and "Applied Plant Pathology".

To supplement, few capacity building and skill enhancement programs were also organized by the institution for the students on topics like:

- "Special Awareness Program on Entrepreneurship" - organized by Student's Unit.
- "Learn and Earn - A Student project to make and sell organic colours for Holi" - organized by departments of Botany and Microbiology.
- "Philosophical Aspects Reflected in Srimad Bhagavad Gita and Its Impact on Today's Life" organized by department of Sanskrit
- "Observational and Research Skill Development through a visit to Gurukul - An integral educational system of Mayapur Ashram of Krishna-Nagar (Nadia District)" - organized by department of Sociology.
- "Fieldwork at Atulia, Habra-I block (N 24 Pgns) for skill development in Data Collection, Interpretation, and Analysis for welfare of Society" - under supervision of the department of Anthropology.
- "Sports journalism reporting - idea generation and presentation" by department of Journalism.
- "Observational and Research skill development through field visit to familiarize students with adaptive features of Halophytes and Weed flora at two different ecological zones at Canning in S 24 Pgns and Bibhuti Bhusan Wildlife Sanctuary at N 24 Pgns." - undertaken by department of Botany.

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

The pedagogy of nineteen departments are taught in bilingual mode. Study materials are uploaded in the college website in both English and Bengali languages. Question papers of these relevant subjects are framed both in English and Bengali. The ancient Indian language Sanskrit is offered not only as

an Honours course but also as 6 credits MIL (Modern Indian Language) paper in the 3rd and 4th semesters to B.A. and B.Com. general stream students.

The departments of English (Indian Classical Literature), Bengali (History of Bengali Literature and Culture) , History (Understanding Indian Art), Philosophy (Outlines of Indian Philosophy, Classical Indian Text, Indian Philosophy of Language, Ethical and Social Philosophy of India), Sanskrit (Cultural Importance of Ramayana, Mahabharata, Puranas, Major Schools of Indian Poetics-Rasa, Alankara, Riti, Dhvani, Vakrokti and Aucitya), Anthropology (Tribal Culture and Tribal Development in India), Political Science (Classical Political Philosophy), Sociology (Sociology of India) teach papers related to Ancient Indian Art and Culture, Tribal and Endangered etc, as the part of their syllabus (Core paper, SEC paper), structured by the West Bengal State University.

The institution also conducted the following programs to promote Indian art, culture, traditions, languages, tribal studies.

- Online periodical lecture on "Philosophical Aspects Reflected in Srimad Bhagavad Gita and Its Impact on Today's Life" (06.02.2022) by Department of Sanskrit and IQAC and sponsored by Indian Council of Philosophical Research (New Delhi). The lecture focussed on how the philosophy of Gita is the philosophy of the Veda, which is the philosophy of Hinduism.
- Field visit to Mayapur temple (Nadia district) by the students and teachers of Sociology department to observe the relation between Indian religion and culture among the Iskon devotees (24.03.2022) by the Department of Sociology.
- Field visit to Gurukul of Mayapur Ashram (Nadia district) by the students and teachers of Sociology department to study its functioning as an integral vedic education system (24.03.2022) by the Department of Sociology.

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

In the beginning of each academic year, the college arranges preadmission counselling where teachers discuss about the different institutional support facilities, prospects of the different courses offered with the prospective students. Just after admission is over, the college arranges an orientation program for freshers' where a general outline and basic components of each program is discussed. Thereafter, every department individually arranges a general discussion with the students to make them aware of the course and program outcomes. Outcomes are measured by the CGPA score of the

students at the end of the three year program. The scores are calculated based on their performance in all courses/ papers they study throughout their six semester curriculum. Our college has a functional MOU

with the company WEBEL Informatics under which students are given compulsory computer training in basic programming skills and soft skills.

Outcome is focused on the vertical mobility of the students to the higher studies as well as on the movement of the students to the competitive examinations, and in the world of entrepreneurship development. Three departments of our institution, namely, Bengali, Education and Commerce, continuously motivate the successful candidates at the PG level for approaching NET/ SET examinations and also for Ph.D. work. In general, departments of the institution directly guide the interested students who wish to appear in various competitive examinations through the 'Entry-in-Services' Cell of our institution.

20.Distance education/online education:

In case of Distance education, our college is learner support center for UG, PG and Diploma courses of Netaji Subhas Open University, Kolkata (code- L-06). It is also a study centre for Rabindra Bharati University, Centre for Distance and Online Education (CDOE) (code - 55).

The session 2021-22 was particularly challenging because academic activities switched back and forth between online and offline modes.

The Online Class Assistance Committee (OCAC) continued to provide technical support to teachers and students regarding any challenges they may face while organizing online classes, online examinations and extra-curricular programs. Online programs of the college continued to be organized through the college's paid Google G-Suite account.

Faculties continued to use tools like PPT, video clips, online resources from NPTEL, Coursera, simulation tools, virtual labs, tools like Mentimeter, Quizz.com, and Cloud portals.

The add-on courses offered by the institution continued to be held in online mode.

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	793
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	2567
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	814
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	742
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	93
File Description	Documents
Data Template	View File
3.2	55

Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	90
4.2 Total expenditure excluding salary during the year (INR in lakhs)	30.14462
4.3 Total number of computers on campus for academic purposes	64

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution maintains a proper planning schedule to give a direction to our academic activities throughout the year. Firstly, the institution issues an academic calendar mentioning the teaching hours, list of holidays, internal evaluation schedule, recess, tentative schedule for university examinations (both theoretical and practical), tutorial hour, etc. Such planner is provided to the students much ahead of the session. It helps to maintain the progress of continuous linegraph of teaching-learning process. Secondly, the institution has formed a routine committee to distribute the academic work load evenly considering the manpower strength of each department as well as their pattern of requirement for the successful execution of the syllabus.

During the session 2021-22 physical classes resumed and closed quite a few number of times. The routine committee along with the departments put in extensive efforts to adjust to the shifting modes of delivering classes. Thirdly, an overall impression about the subjects, syllabus, modes of examination, other academic activities etc., is provided to the guardians of our students through orientation programs (both in online and offline mode). Through these

programs we try to acquaint them about the students' career prospects. The students are evaluated through continuous periodic examinations through online and offline mode which includes projects, chart preparations, class presentations and weekly assessment.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.mdbirati.org/uploads/pdf/Academic%20Calendar%202021-22.pdf

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

- The Academic calendar is one of the most important documents published on a regular basis by the college at the beginning of each academic session in order to give students an idea of the upcoming major curricular, co-curricular and extra curricular activities in advance. This academic calendar outlines the tentative dates of (a) commencement of classes (b) dates of internal assessment (c) dates of university examinations, (d) list of holidays (e) college events. The college makes every effort to ensure maximum compliance to the schedule mentioned in the academic calendar.
- Besides the internal assessment that is a part of the CBCS based end-semester exams, individual teachers take revision tests, assignments and students' presentations in order to evaluate the understanding of students on topics taught. Remedial classes are arranged for students to improve their performance. Thus very proactive effort is made to create an ambience in which students can constantly interact with all teachers to enrich the teaching-learning process.

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

1.1.3 - Teachers of the Institution participate in A. All of the above following activities related to curriculum development and assessment of the affiliating

University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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

26

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

2

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
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

50

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 college focuses on imparting a holistic approach in teaching-learning process. This process is further enriched by focusing its importance upon incorporating discourses on Professional Ethics, Human Rights and Gender studies, Applied Plant Pathology in the curriculum. This is effectively done by:

1. Opting for Discipline Specific Electives and Skill Enhancement courses that have the afore-mentioned points directly as part of the CBCS curriculum.
2. The Departments have organized seminars/webinars, lectures, that impart knowledge on the afore-mentioned values.

Besides the prescribed CBCS UG and PG syllabus of the various departments of the college (humanities and science) have successfully introduced Add-on certificate courses on the following catering the aforesaid topics.

- Human Rights and Gender Studies
- Applied Plant Pathology

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.	View File

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

14

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

268

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

B. Any 3 of the above

Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://www.mdmbirati.org/uploads/syllabus%20feedback%2021-22.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://www.mdmbirati.org/uploads/syllabus%20feedback%2021-22.pdf

TEACHING-LEARNING AND EVALUATION**2.1 - Student Enrollment and Profile****2.1.1 - Enrolment Number Number of students admitted during the year****2.1.1.1 - Number of students admitted during the year****1009**

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year****350**

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

2.2 - Catering to Student Diversity

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

Assessment is a systematic and continuous process through which the understanding, knowledge, skill and learning of the students of any programme can be refined and improved. To assess the learning of the students, the institution adopted various traditional as well as contemporary methodologies. The students were assessed periodically through interactions, observations, home assignments, class tests, project works, practical etc and the corresponding results were gathered, analyzed and interpreted in a systematic way. On the basis of the outcome, students were categorized as Slow Learners and Advanced Learners. For slow learners, the institute was caring enough to take student friendly initiatives like remedial classes, orientation programmes, revisionary classes, and extra classes, mentoring by faculty, discussion of their weakness and scopes of improvement. For advanced learners, the institute organized various programmes like Conferences, Seminars, Webinars, Online courses, Add-on courses etc. The advanced learners were encouraged to attend Summer Internships, Professional examinations etc. They were provided advanced books and study materials, e-resources, extended library opportunities, few research articles to help and guide them to gauge their progress.

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

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

Number of Students	Number of Teachers
2567	92

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

- The course objectives and outcomes, given to students at the beginning of the course help them to gain comprehensive understanding as well as self evaluation towards the conclusion of the course.
- Students are encouraged for innovative thought and novel interpretations through interactive classes. Audio-visual methodology, field-work and survey, hands-on training, projects are some of the means utilized by the departments to provide participative and experimental learning.
- Seminar, ppt presentations are made part of the internal assessments, allowing the students to present their assignment before the entire class.
- Students are encouraged to participate in online certification courses available through MOOCs.
- Departments organise add-on courses for enhancement of knowledge outside regular curriculum, and development of employability skills.
- Poster making, discussion and debates on contemporary issues, publication of wall magazine are organised by departments on regular basis.
- NSS, Youth Red Cross Society and NCC sub-unit have been setup for the student to participate, integrate and learn.
- Students are also made part of different committees formed by the Teacher's Council through representative to involve them in the decision making process and maintain transparency apart from inculcating a sense of responsibility in them.

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 makes it possible to use innovative educational resources and

modern learning methods. During the changing and challenging period of Covid-19 pandemic, the teachers adopted several ICT based modes of teaching and learning. They utilized various digital platforms like Google Meet, Zoom, G-suit, Google Class Room, You Tube, Whatsapp, College Website, Mail etc. Though it was challenging to get habituated to such digital teaching and learning for both the teachers and students, eventually these became the most powerful tools in the preceding and current session 2021-22. Along with normal online classes, many interactive methods for effective teaching such as PPT, videoclips, online resources from NPTEL, Coursera, simulation tools, virtual labs, tools like Mentimeter, Quizz.com, and Cloud portals were used by the teachers. Teachers also uploaded study materials in Google Classroom and college website. Pentabs were also used for board work and Google forms for Internal Assessments. A seminar was conducted by the West Bengal Student Credit Card Committee in association with IQAC for the students focussing on digital education or blended mode with emphasis on student participation (06.01.2022)

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

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

92

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

2.4 - Teacher Profile and Quality

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

55

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

42

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	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

1110

File Description	Documents
Any additional information	View File
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.

Teachers make students aware about the type, mode, frequency and time schedule of internal evaluation at the commencement of the session. Internal evaluation were organized by every department as per university rules prescribed by the corresponding board of studies. Internal evaluations were done through various ways such as written test (one or several times), assignments, viva-voce, project-work, ppt presentation, group work, etc. In the session of 2021-2022, the internal evaluations were conducted both through online and offline modes. The marks of internal evaluation is a component of university examination in CBCS mode. These marks are not communicated to the students, rather they are preserved confidentially by the corresponding departments and submitted to the university as per university directives. Marks for students' attendance are awarded according to the University norms. Practical examinations were conducted online as per the University guidelines.

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

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

As per the norms of the affiliating university, 20 marks are allotted for internal examinations. The internal assessment marks are directly uploaded on the university web portal and are declared along with the end semester university results. Usually, there are no grievances related to student performance in the internal examinations. If a student is not able to appear for any internal examination due to medical or any other genuine reason, examination is conducted for that student as per the university norms. Students may directly contact their subject teachers for any issues which are then promptly looked into. Department heads and college examination committee may also be approached for redressal.

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

2.6 - Student Performance and Learning Outcomes

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

Presently our institution is offering PG programme in three disciplines and UG programme in 22 disciplines. Under UG programme B.A, B.Sc and B.Com courses are running following a well-defined syllabus prescribed by affiliating university. Institution also offers compulsory computer training course and several Certificate/ Add-on courses. Institution also provides platforms for philanthropic activities like NSS, NCC, YRC and different extra academic activities like sports, cultural activities etc. For mechanistic steps, college arranges a orientation program for freshers' where a general outline and basic components of the courses are discussed and at every discipline, the departmenta lfaculties arrange a general discussion with students to make a general conscious about the course and discipline. For holistic perspective of education, institution always try to maintain a proper mechanism for academic and extra-academic activities through which as a Programme & Course Outcomes (POs & COs) students are able to develop

- leadership and managerial skills with scientific explanations
- problem solving skills
- capacity to choose work place in government/ private-sector
- professional attitude and work ethics
- knowledge in language and literature
- knowledge in sustainable development
- historical, geographical and political knowledge broadly
- empathy and build emotional intelligence.

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

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

Our institute is affiliated to West Bengal State University(WBSU), West Bengal. An affiliated UG and PG curriculum, prescribed from the university is thoroughly followed by our institute throughout these programs and courses. Accordingly, the Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) are evaluated.

The measurement of attainment of Programme Outcomes (POs) is

primarily focused on the progression of the students toward higher education and secondly on their qualification in various competitive examinations like NET/SET/MAT/GATE etc. Another measurement of execution is students' placement in companies and institutions.

The Programme Specific Outcomes (PSOs) are initially focused on an individual student based on his/her achieved cumulative results on all the courses, offered in a given programme followed by taking the average performance of all the students in a given programme.

Course Outcomes (COs) are the supportive statements for the learners, which ultimately make them to understand the reason behind pursuing the course in order to clarify their plausible activities at the end of the course.

At the beginning of every semester/year, the subject teachers convey and/or distribute and/or write the introductory lessons of course objectives for the respective subjects among students based on the departmental syllabi.

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

742

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	View File
Paste link for the annual report	https://www.mdmbirati.org/pagee.php?pid=37693cfc748049e45d87b8c7d8b9aacd

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://www.mdmbirati.org/uploads/SSS%2021-22_final.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

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

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The Department of Botany of our institution took the initiative to prepare distilled water from a glass-made water distillation plant which was prepared earlier from tap water. This effort directly initiates the preservation of groundwater as well as opens the door of entrepreneurial opportunities in front of the students of the Botany Department. Rainwater not only restores groundwater but also ensures the production of distilled water more conveniently. The Department of Botany now produced approx 400 lit distilled water annually which the concerned department can meet their own requirements as well as meet the requirements of other departments

MoU was signed between the Department of Anthropology of our institution and the Department of Anthropology, Dera Natung Government College, Itanagar in 2021. A series of online international lectures (12) jointly organised by the Departments of Anthropology, Sri Jayewardenepura University, Sri Lanka, Dera Natung Government College, Itanagar, India and Mrinalini Datta Mahavidyapith, Kolkata, India under the said MoU. Along with this lecture series, a Two?Day Online National Seminar on "Recent Trends in Anthropological Research" jointly organised by the Departments of Anthropology, Dera Natung Government College, Itanagar and Mrinalini Datta Mahavidyapith, Kolkata on 1st and 2nd July 2021.

Academic visit, guest lectures and research on tribal and indigenous people of India by Dr Suman Chakravarty, Head and Associate Professor at the Department of Anthropology of Mrinalini Datta Mahavidyapith at the University of Lapland, Finland between 22 May and 31 May 2022.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

1

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	https://www.mdmbirati.org/pagee.php?pid=8f14e45fceeal67a5a36dedd4bea2543
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

20

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

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

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

17

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

3.4 - Extension Activities

3.4.1 - 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 NCC and NSS units of the college collaborated with the Nimta Sub Traffic Guard unit under the Barrackpore Police Commissionerate (North 24 Paraganas, W.B.) for a road safety awareness campaign titled "Safe Drive Save Life" on 20/12/2021 & 22/12/2021. The program was held at the 201 bus stand on the Kalyani Expressway which is an accident-prone area. The aim of the program was to promote safe driving and riding habits like wearing helmets, especially by the pillion rider, obeying speed limits, discouraging rash motorcycle driving prevalent amongst young drivers, discouraging overtaking by buses, etc. The NCC cadets and NSS volunteers marched down the stretch making announcements and playing road safety songs over megaphones and distributed awareness leaflets as well as interacted with drivers and local people.
- The months of April and May saw a heat wave in the state. In order to sensitize both the students and the general public towards heat-related illnesses, especially heat stroke, the YRC unit of the college conducted an "Awareness Programme on Heat Wave" within and outside the campus (30.04.2022). YRC

volunteers interacted with local people and explained how to identify the common symptoms of heat stroke and discussed the preventive measures.

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

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise 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

3.4.3 - 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

3.4.3.1 - 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

3

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

150

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

3.5 - Collaboration**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

5

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

2

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 total covered area of the college is 1,73,160 sq ft. out of which the main campus covers an area of 79,200 sq. ft. Along with the main campus there is a well-furnished three storied Women's Hostel building with an area of 19,140 sq. ft. Due to inadequate number of applications from students for availing hostel facilities, a decision was taken by Governing Body of the college to use the building for academic purposes temporarily. Presently, the PG classes of Bengali, Education and Commerce are being held there. A computer lab is also present in the hostel building. The main campus comprises of an air conditioned auditorium with projector and green rooms with a seating capacity of 300 and covering an area of 6000 sq. ft. The college Central Library is situated within main campus and spreads over an area of 6000 sq. ft. The college playground lies adjacent to the main campus. It is encircled by a boundary wall and occupies an area of 28,800 sq. ft. Along with central library and auditorium there also exists an open stage, one canteen, two gymnasiums- one for boys and one for girls, two common rooms separate for boys and girls, and one cycle stand. There are two ICT enabled classrooms with projectors and one ICT enabled seminar cum conference room with an 60" interactive touch screen TV in the main building.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.mdmbirati.org/uploads/support%20facilities.pdf

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

The college has both indoor and outdoor sports facilities and infrastructure for cricket, football, long jump, shot put, table tennis, carom etc. Apart from the college playground we have separate gymnasiums for male and female students. Due to Covid-19 pandemic campuses remained closed for a good portion of the session 2021-2022, hence it was not possible to impart physical training to the students or to conduct any sports event during this period. However, the college remained in regular contact with the college athletes and players and continued motivating them in various ways.

We have an air-conditioned auditorium on the second floor, with 300 seating capacity, green-rooms and projecting screen. This venue is used to conduct various academic and cultural programmes all through the year, for example, the Intra College Talent Hunt 2022 (held on 13.06.2022) organized by the cultural subcommittee and IQAC and comprising of cultural competitions like singing, dancing, drawing and elocution were held in the auditorium and ICT seminar halls.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.mdmbirati.org/uploads/Facilities_2021.pdf

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

19

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.mdmbirati.org/uploads/Classroom.pdf
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)

0

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

4.2 - Library as a Learning Resource

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

The college library spreading over 6000 sq. ft. area remains open on all working days from 11:00 am to 5:00 pm. It can accommodate 50 students and 10 teachers at a time. A separate computer space is also there for accessing and printing online resources. A fully automated ILMS software KOHA is used to search through the library books and journals. In addition to books and journals, question papers of college and university examinations, career guidance books, daily newspaper are also present. During lockdown when access to hard copy books was limited, the library made special efforts to reach out to students and teachers by opening a whatsapp group where request for e-copy of open source books could be made.

The college is also a contributing member of e-contents to WBCOLOR through the college librarians. WBCOLOR (WEST BENGAL COLLEGE LIBRARIES ONLINE RESOURCES) is a government of West Bengal initiative to build a collaborative, centralized database of online learning resources on the subjects/topics taught in the CBCS syllabus followed in different undergraduate Govt./Govt. aided colleges of West Bengal.

- Name of the ILMS software : KOHA
- Nature of automation (fully or partially) : Fully
- Version : 3.14.06.000

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://www.mdmbirati.org/pagee.php?pid=e4da3b7fbbce2345d7772b0674a318d5

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources A. Any 4 or more of the above

File Description	Documents
Upload any additional information	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)

1.4

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

21

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

- IT facilities like Wi-Fi, LAN connections, cloud space, college website, online admission portal, student support software etc. were updated as per need basis.
 - New desktop computers, Routers, DLink 5 port switches and Gigabit switches were purchased and installed where required.
 - Repair and maintenance service were performed on laptops of different departments.
 - Faulty working parts were replaced for computers of some departments.
- The college continues to renew its paid subscription for Google cloud G-suite account (onlineteaching@mdmteach.com) on a monthly basis. This account is helpful in hosting large online programs.
- Three online payment gateways (Axis bank, SBI bank, and Razorpay) remain integrated with the online admission portal of the college to enable online payment of admission fees by both the UG and PG students.
- PG courses use dedicated software for marksheet generation. The software was updated as per need basis.

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

4.3.2 - Number of Computers

64

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	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	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

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

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

30.14462

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

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

Various procedures and policies are employed, tender is called and competent authority is appointed for the regular repair and upkeep of various facilities. Instruments and computers are serviced as and when needed. New software downloaded and updated to their latest versions. There is a regular inspection of the expiry dates of all the chemical reagents, of whether there is any fungal growth in the human bones and specimens, of the level of preservative materials. Necessary steps are taken when and where required. The Library Advisory Committee in consultation with all Departmental Heads to prepare a list of latest books and journals to be accommodated. Quotations are invited from reliable suppliers and order is placed on the basis of lowest quoted rates. Access to e-journals INFLIBNET NLIST is renewed annually. Latest question papers, employment

weekly, etc. are archived religiously throughout the year. Sports and gym equipment are regularly maintained. Professionally trained instructors are employed in the gymnasium. In every classroom, new whiteboards and marker pens have replaced the old blackboards, chalk and dusters.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

264

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

0

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

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

B. 3 of the above

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

37

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

37

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

8

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	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

58

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

3

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	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.

3

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

As per norms, student representation exists in different sub committees of our college like: Academic, Admission, Canteen and Concession. In addition, they actively participate in the day to day college affairs. One of their main roles is to act as a point of contact between the college authorities and the student community. They are encouraged to freely share their views and suggestions with the authorities. After completion of the admission procedure of students , the student representatives interact with the new incoming batch to counsel them on the various facilities available to them like student credit card scheme for loan services for higher education, concession and stipends, insurance scheme, student's health home etc. Apart from the regular activities like organizing Saraswati puja (Basanta Panchami), Basanta Utsav (17.03.2022), entrepreneurship awareness program (04.04.2022), prize distribution ceremony, fresher's welcome, farewell ceremonies, teacher's day etc. They also undertake philanthropic endeavours like relief distribution to those affected by Yash cyclone and Corona Pandemic.

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

15

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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 authority has submitted the application to the competent authority for the registration of Alumni Association following West Bengal Societies Registration Act, 1961. Meanwhile, different departments actively maintain contact with their former students and involve them frequently in arranging programs like interactive session between alumni members and current students for career and competitive exam related guidance, donating books and others support materials for study, sending updated news for job vacancies etc.

In 2021-22 session, the department of English organised a program entitled, "Till We Meet Again" a cultural interaction between the present students and the alumni members, Quizcompetition and an 'award 'program for securing the highest marks in the university endsemester examinations, 2021-22.

File Description	Documents
Paste link for additional information	https://www.mdmbirati.org/pagee.php?pid=c16a5320fa475530d9583c34fd356ef5
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	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

To achieve the vision and mission of the college, the governance of the college is distributed among all the tiers of the institutional structure. The Governing Body is the highest regulatory body of the college which makes effective plans for achieving the academic aims and objectives of the institution. It guides the overall academic, administrative and other activities of the college. In order to execute the decisions of the GB, the college forms different subcommittees comprising of representatives from all the stakeholders of the college. Thus, the teachers participate in all aspects of the day-to-day functioning of the college including the planning, execution, and monitoring of the different academic and administrative endeavours. The Internal Quality Assurance Cell ensures upholding of the quality of activities performed by these subcommittees through regular meetings and reviews.

File Description	Documents
Paste link for additional information	https://www.mdmbirati.org/pagee.php?pid=45c48cce2e2d7fbdea1afc51c7c6ad26
Upload any additional information	No File Uploaded

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

Governing Body (G.B)) of our College is the apex body where policy is framed for organising entire organisational operation such as admission, teaching- learning, sports and games, cultural activities etc. Principal of the college who is also secretary of G.B. is in-charge of execution and implementing the policy. Departmental Heads are empowered, different committees, such as, Exam Sub-Committee, Results Subcommittee, Academic sub-committee, Cultural sub-committees etc. are formed, in which every departmental teachers as well as students representatives and non-teaching staffs are involved. Moreover in the highest administrative body (G.B)

student's representation is also there as a policy matter. In the year 2021-22 students representative is vacant. Sports and games activities, Cultural activities are organised by our students under overall guidance of Principal and Teachers in which concept of participatory management is executed. In this process, students leadership is also encouraged.

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

Due to COVID-19 pandemic situation physical classes remained suspended from 1st July to 15th November 2021 and from 3rd January to 31st January 2022. Since 3rd February the college started physical classes according to government notification. However, during the pandemic period few students had no access to smart phones and/ or sufficient bandwidth. Moreover, aftermath effect of COVID-19 pandemic impacted the economic condition of the families of few students. To extend our reach to such students as well as to the students community at large, the college continued several strategies for online teaching-learning solution like 'Chalo Shikhi for School Students', Online Add on Course' for students inside and outside of the college.

The college took initiatives by planning and formulating course of action for better utilization of available human resources and infrastructure. Students academic excellence, their empowerment and welfare were of prime importance. The department and academic sub-committees planned the various activities.

Special awareness on entrepreneurship was organised by Student's Unit on 04.04.2022. Psychological counselling on 04.01.2022, and Career counselling on 05.01.2022 have been organised by WBSCC Cell of the college. Special lecture programmes and field works have been organised by various departments to ensure hand to hand experience in the students community.

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

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

Every non-government affiliated college of the state shall have a Governing Body to be constituted as per the statutes of the concerned affiliating University. The Governing Body shall act as the highest policy making body, comprising of the President, the Principal as Secretary, three elected members from substantiveteachers of the college, onerepresentativefrom the whole-time non-teaching employees of the college, three nominated members from the state government, three nominated members from the affiliating university, and one student representative. Based on the qualifications prescribed by the UGC, the College Service Commission recommends applicants for the post of Principal and teachers to the college. Based on the recommendations, the college then issues the appointment letters to the selected candidates. Recruitment to all the group C and D non-teaching posts are made by the college governing body through a duly constituted screening committee pursuant to the relevant government order. The posts of Head clerk, Accountant and Cashier are filled up by promotion fromgroup C category employees in accordance with the relevant government order. The service book, leave account, P.F. accounts of both the teaching and non-teaching employees are properly maintained by the office of the Principal. Service of both teaching and non teaching staff of the College, are regulated as per West Bengal Government service rules. Registerof appointmet and BCW Hundred Point Roster are maintained in the office.

File Description	Documents
Paste link for additional information	https://www.mdmbirati.org/pagee.php?pid=c51ce410c124a10e0db5e4b97fc2af39
Link to Organogram of the institution webpage	https://www.mdmbirati.org/pagee.php?pid=fb7b9ffa5462084c5f4e7e85a093e6d7
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 inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Organisational growth depends to a large extent on the faculty empowerment and Training programmes. Programmes introduced time to time by the UGC and the Government of West Bengal are considered sincerely in our institution for faculty empowerment. On many occasions the institution itself initiated such programmes. Faculty Development Programme, Faculty Exchange Programme, Short term courses and Health Scheme offered by either UGC or by the State Government for the empowerment of the teaching community are in regular practice in our institution. The college authority has initiated steps to offer 'Seed Money' to the younger teachers of our institution for carrying out research project with an objective of knowledge building. For empowering and training of Non Teaching staffs, different programmes such as soft skill development, administrative training have been conducted in our College. Besides,

in order to maintain relation time to time with our affiliating University different informative programme are carried out.

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

14

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
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 Performance Appraisal Report forms the basis of career advancement of the teaching faculty and it is prepared by the respective teachers following the UGC guidelines in this regard. The career advancement of the non-teaching staff is based on the West Bengal Service Rules. The College Authority takes necessary measures for the promotion of both teaching and non-teaching staff. For the

promotion of teaching faculty the authority follows the rules prescribed by the Department of Higher Education, Government of West Bengal which are totally based on the directives of UGC. Teachers join in the post of Assistant Professor of every discipline. Promotion to the next higher scale i.e. Associate Professor takes place after fourteen years (with Ph.D), fifteen years (with M.Phil) and sixteen years for others. According to the West Bengal Service Rules the posts of Head Clerk, Accountant, Cashier of every non-government affiliated college are to be filled in from the existing Group C nonteaching staff with prior approval from the Higher Education Department, Government of West Bengal. After taking approval from the concerned department, the Governing Body of the College forms a selection committee to lay down the modalities for the said purpose. Laboratory attendants get designated as Skilled Laboratory Attendant after seven years of service and entitled to 3% annual increment. The other non-teaching staff are entitled to 3% annual increment after serving ten years.

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

Necessary resolutions have been adopted for internal audit. Regular check up of day to day financial transactions is done by Bursar office. Process of financial transactions is managed by a team of staff not by a single staff and hence a system of Internal check is maintained. Overall financial policy is framed by Finance sub committee of the college. Periodically check up and scrutiny of accounts is approved by the Finance committee. We have also Purchase sub committee to assist and manage the expenditure on long term or capital assets. Ultimately entire financial accounts are approved by the Governing body of the college. Statutory audit of annual accounts is done by an independent external qualified auditor appointed by Directorate of Public Instruction (DPI), Government of West Bengal. In this respect it is pertinent to mention that our accounts department is completely computerized. Tally software is in operation to record day today transactions.

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

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

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

0

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

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

Our institution is a state aided college. Hence it has restrictions on the source of raising funds. However the college explores various avenues for raising funds on both recurring and non-recurring basis. On the recurring front, our main source of cash inflow is fees collection from students and interest income. While on the non-recurring front the main source of cash generation is receipt from MP/MLA LAD and grants or aids from state government for infrastructural development or other specific purposes. But during the pandemic year 2021-22, our college could generate resources only through the recurring sources. In respect of resource mobilization the college authority is bound to execute the plan or scheme for which the college raised funds either from the UGC, state government, MP/MLA LAD fund etc. The only one recurring source of income i.e., tuition fees are not being fully utilized by the institution because as per government rule the college is bound to deposit fifty percent of the tuition fees to the government treasury. The remaining fifty percent of the tuition fees is spent by the college on account of the various recurring and non-recurring activities. Development fees collected from our students utilised for

the generation of our capital asset.

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

During the session 2021-22 both the online and physical classes have been conducted.

During online session IQAC of the college promoted online teaching learning process providing G-suit account to help both teachers and students to carry on the regular mode of teaching/learning from home. IQAC continued a philanthropic online teaching-learning project entitled "CholoSikhi Online" (Let Us Learn Online) for offering free online education to students of Classes IX,X,XII . IQAC also has formed Value Added Course Committee to implement online Add on Courses. During this session two Add On Courses were offered on 'Applied Plant Pathology' by the Department of Botany and Microbiology and 'Human Rights & Gender Studies' by the Department of Political Science.

IQAC promotes and completed so many administrative, pedagogical and philanthropic programmes for the betterment of the institution. For example, motivational campaign under the title of 'Humanity Through Service - History and Introduction to Red Cross & Red Crescent Movement' dated 28/12/2021, Philosophical Aspects of Srimad Bhagwad Gita and its Impact on Today's life on 6/2/22, International webinar on The Ethics of Technology: Issues & Initiatives on 5/5/22, COVID-19 Vaccination Camp dated 05/10/21, ,Career Counselling Session dated 05/01//22have been done.

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

During the academic session 2021-22 all the departments of our institution regularly conducted class tests, parent-teacher meeting for informing the guardians about the performance of their wards. The institution regularly undertakes 'Students' Satisfactory Survey' by the out going students to evaluate the the strength and weakness of each department to develop a roadmap for overcoming the barriers in future.

According to the instructions of WBSU the internal assessment of the students was conducted by the respective departments. In case of any internal assesment related grievance, the students are advised to approach respective deaprtments and Grievance Cell of the college. After physical classes resumed, the IQAC encouraged the departments to undertake participative learning by organising field works, group discussion etc, for the students. Students were encouraged to participate in inter and intra college competitions. During pandemic the departments were encouraged to use different ICT tools to run the administrative and academic activities. Departments used various online platforms to take their classes, seminars and workshops. Teachers were encouraged to exploit ICT tools, ppt slides, films and documentaries to make the curriculam delivery more engaging and interactive.

File Description	Documents
Paste link for additional information	https://www.mdmbirati.org/uploads/SSS%2021-22_final.pdf
Upload any additional information	View File

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.mdmibirati.org/uploads/Annual%20Report%20MDM%202021-2022.pdf
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

Gender sensitization initiatives of the institution are aimed to promote gender equality and inclusiveness among students as well as employees. The concept also incorporates the endeavours to create awareness of gender issues and gender justice. The college has continuous on-campus CCTV surveillance and vigilant security guards at the campus entrances. To address any gender-related grievances the Internal Complaints Committee, Women Cell, Grievance Redressal Cell, and Anti Ragging Committee are actively functioning in the Institution. The counselling cell also assists in personal distress resolution. For women students, separate common rooms, and separate gym facilities are available. Sanitary pad vending machines are installed for both students and staff members. An add-on course titled "Human Rights and Gender Studies", offered by the Departments of English, Political Science and Sociology of the Institute in collaboration with the Centre for Studies in Gender, Culture & Media has been initiated from June 2021 to spread gender sensitisation. The Internal complaints committee of the institution adopted the resolutions (meeting held on 16.07.2021) to spread awareness regarding the sexual harassment of the women at workplace through poster posted in the prominent places of the college campus.

File Description	Documents
Annual gender sensitization action plan	https://www.mdmbirati.org/uploads/Annual%20Gender%20Sensitization%20Action%20Plan%20(2021-22).pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.mdmbirati.org/uploads/7.1.1%20report%20edited.pdf

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	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

The students of our college involved towards new ideas of waste management by reducing, reusing and recycling. The students of Geography reused materials and parts old/previous models they had prepared to make new ones. Furthermore, they used discarded card board boxes as waste paper bins and since then have stopped using the plastic bins in the class rooms. Unused chart papers and old print outs were converted into art items like flowers to decorate the department.

Department of Botany has initiated biodegradable wastes recycled for making biofertilizer in miniature scale. The leftover of plants, residual parts of fruits and residual part of tea are collected and stored in waste box. A handful amount of soil and 500 ml water are added to it. After 6 to 8 months these will be decomposed completely into brown to grey coloured biofertilizer which is used to fortify garden plants of our college.

Acid waste is neutralized through controlled addition of alkali under cold conditions and similarly alkali waste is neutralized using controlled acid addition under cold conditions. Fume hood is used if needed; Empty glass containers and bottles, aluminium cans, most plastic containers and bottles, and papers are recycled by Chemistry department.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

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

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

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

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

D. Any 1 of the above

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

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

B. Any 3 of the above

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

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

The college extends help to the socially and economically challenged students on various planes. By adhering to the government norms, a definite number of seats are reserved for the under-privileged sections of students. A 10% relaxation in the cut off marks for the candidates belonging to the SC and ST Community, taking up Honours course, is maintained, in comparison to the candidates belonging to the General category. As far as the seats are concerned, 22% of the total number of seats are reserved for the SC, 6 % for the ST, and 7% for OBC and Divyangjan. Pertaining to the Order of the Government, the college maintains these regulations with the motive of educational inclusion for the career development and betterment of the socio-economically challenged people of the locality.

The institution believes in equality of all culture and traditions as is evident from the fact that students belonging to different caste, religion, regions are studying here without any discrimination. The Youth Red Cross unit of our college celebrated "World Red Cross & Red Crescent Day" on the theme - BE HUMANKIND on 30.04.22 which addressed people from all cross-sections of the society, from all socio-economic backgrounds. This was an all-inclusive programme which empowered not only the students, but also the teaching and non-teaching members of the college. Every year the aesthetic event of Saraswati Puja is observed by all the students, non-teaching staff and teachers of the college irrespective of their religious, linguistic, and socio-economic backgrounds.

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

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

In order to sensitize our students towards the rights and duties of a responsible citizen we believe in giving holistic all around education of the students. Sensitization of students and employees of the institution to the constitutional obligations is done through curriculum as well as through extra-curricular activities. Many disciplines like history, political science, journalism and mass communication offer subjects that have topics which sensitize the students about the constitutional obligations. Also Environmental Studies is compulsory for all the first semester students which give them insight into Environmental Act, Forest Act, Wildlife Protection Act, Global Environmental Concerns etc. Every year Republic Day is observed by organising various activities that highlight the importance of Indian Constitution. Independence Day is also celebrated in every year to highlight the struggle of freedom and importance of Indian Constitution.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.mdmbirati.org/uploads/Value%20Education%202021-22.pdf
Any other relevant information	Nil

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

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

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

The Institution organized National and International commemorative days and festivals in college. It is an integral part of learning and building a strong cultural belief among the students. The college celebrates the National and International days, events and festivals throughout the year. Republic Day and Independence Day are celebrated every year with due honour. Besides this, in the academic year 2021-2022 a number of other national and international days were also observed so that students gained knowledge about the great personalities hailing from the political, social, cultural and scientific history of our nation such as Netaji jayanti (23rd January), Rabindra jayanti (9th May), Saraswati Puja, International mother language day (21st February), Basanta utsav, Earth Day (22nd April), World Red cross and Red crescent day (8th May) , International Yoga day (21st June) and Teachers day (5th september).

The birthday of Mahatma Gandhi on 2nd October is commemorated as Swachhta Diwas. "Swacha Bharat Abhiyan" was launched on 2nd October in order to honour Mahatma Gandhi's vision of clean India. NSS and NCC unit of our college take greater initiative in this occasion. A tree plantation programme was also conducted in this purpose. Seminars , special lectures, cultural function, Intra college competition was also organised by the cultural sub committee and students forum in association with IQAC.

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	View File
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.

Best Practice 1:Expanding Teaching Learning Beyond the Curriculum

Objectives ? To enhance practical exposure of the students ? To equip students with participative methodologies ? To explore and expand learner's experiential skills Context ? To help students handle the post-pandemic challenges of teaching-learning ? To supplement the classroom curriculum ? To motivate the learners reorient their skill sets

Best Practice 2:Ensuring Mental & Physical Health & Hygiene of Students

Objectives ? To prevent the students from infection ? To ensure proper mental health and wellbeing of the students ? To offer a medical exposure to the students

Context ? With the ongoing Covid 19 pandemic the need to prevent the students from the infection was a huge challenge ? Mass vaccination of the students could ensure better management of the pandemic ? To equip the students with proper medical knowledge to maintain good health.

File Description	Documents
Best practices in the Institutional website	https://www.mdmbirati.org/uploads/Best_Practices_21-22.pdf
Any other relevant information	Nil

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

"CHOLO SIKHI ONLINE" (LET'S LEARN ONLINE) In order to extend support of online learning to school students, the college in association with Vidyatan Sammilani, Birati, had arranged for a three month free curriculum related education programme entitled, "Cholo Sikhi Online".The planning of the programme was done by the Internal Quality Assurance Cell of the college and it was successfully executed by the Science Forum and NSS Units 1 and 2 of the institution. This undertaken project, conceived during the ongoing Covid 19 pandemic, was directed to provide an exposure to the school students between Classes IX and XII through an expert rendering of the college teachers, on important subjects like, English, Mathematics, Science, Geography etc.

The programme was inaugurated on 26.06.2021 through online deliberations of Swami Shastragyanananda, Principal, Ramkrishna Mission Abashik Mahavidyalaya, Narendrapur, and Dr. Partha Karmakar, WBES, Deputy Secretary (Academic), WB Secondary Education Council. Individual Whats App groups were created with students from several schools coming from Birati and its adjoining areas. Along with one-hour online class on the subjects of their curricula, the students were also offered exposure to trends in higher education, discussion on technologies that are need of the hour (like Artificial Intelligence), plus doubt clearing sessions. There was also an extended session on the Career Options that the students might avail in future.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution maintains a proper planning schedule to give a direction to our academic activities throughout the year. Firstly, the institution issues an academic calendar mentioning the teaching hours, list of holidays, internal evaluation schedule, recess, tentative schedule for university examinations (both theoretical and practical), tutorial hour, etc. Such planner is provided to the students much ahead of the session. It helps to maintain the progress of continuous linegraph of teaching-learning process. Secondly, the institution has formed a routine committee to distribute the academic work load evenly considering the manpower strength of each department as well as their pattern of requirement for the successful execution of the syllabus.

During the session 2021-22 physical classes resumed and closed quite a few number of times. The routine committee along with the departments put in extensive efforts to adjust to the shifting modes of delivering classes. Thirdly, an overall impression about the subjects, syllabus, modes of examination, other academic activities etc., is provided to the guardians of our students through orientation programs (both in online and offline mode). Through these programs we try to acquaint them about the students' career prospects. The students are evaluated through continuous periodic examinations through online and offline mode which includes projects, chart preparations, class presentations and weekly assessment.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.mdmbirati.org/uploads/pdf/Academic%20Calendar%202021-22.pdf

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

- The Academic calendar is one of the most important

documents published on a regular basis by the college at the beginning of each academic session in order to give students an idea of the upcoming major curricular, co-curricular and extra curricular activities in advance. This academic calendar outlines the tentative dates of (a) commencement of classes (b) dates of internal assessment (c) dates of university examinations, (d) list of holidays (e) college events. The college makes every effort to ensure maximum compliance to the schedule mentioned in the academic calendar.

- Besides the internal assessment that is a part of the CBCS based end-semester exams, individual teachers take revision tests, assignments and students' presentations in order to evaluate the understanding of students on topics taught. Remedial classes are arranged for students to improve their performance. Thus very proactive effort is made to create an ambience in which students can constantly interact with all teachers to enrich the teaching-learning process.

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

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

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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**

26

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

2

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
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

50

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 college focuses on imparting a holistic approach in teaching-learning process. This process is further enriched by focusing its importance upon incorporating discourses on Professional Ethics, Human Rights and Gender studies, Applied Plant Pathology in the curriculum. This is effectively done by:

1. Opting for Discipline Specific Electives and Skill Enhancement courses that have the afore-mentioned points directly as part of the CBCS curriculum.
2. The Departments have organized seminars/webinars, lectures, that impart knowledge on the afore-mentioned values.

Besides the prescribed CBCS UG and PG syllabus of the various departments of the college (humanities and science) have successfully introduced Add-on certificate courses on the following catering the aforesaid topics.

- Human Rights and Gender Studies
- Applied Plant Pathology

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.	View File

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

14

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

268

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

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://www.mdmbirati.org/uploads/syllabus%20feedback%2021-22.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://www.mdmbirati.org/uploads/syllabus%20feedback%2021-22.pdf
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of students admitted during the year	
1009	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)	
2.1.2.1 - Number of actual students admitted from the reserved categories during the year	
350	
File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File
2.2 - Catering to Student Diversity	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
Assessment is a systematic and continuous process through which the understanding, knowledge, skill and learning of the students of any programme can be refined and improved. To assess the	

learning of the students, the institution adopted various traditional as well as contemporary methodologies. The students were assessed periodically through interactions, observations, home assignments, class tests, project works, practical etc and the corresponding results were gathered, analyzed and interpreted in a systematic way. On the basis of the outcome, students were categorized as Slow Learners and Advanced Learners. For slow learners, the institute was caring enough to take student friendly initiatives like remedial classes, orientation programmes, revisionary classes, and extra classes, mentoring by faculty, discussion of their weakness and scopes of improvement. For advanced learners, the institute organized various programmes like Conferences, Seminars, Webinars, Online courses, Add-on courses etc. The advanced learners were encouraged to attend Summer Internships, Professional examinations etc. They were provided advanced books and study materials, e-resources, extended library opportunities, few research articles to help and guide them to gauge their progress.

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

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

Number of Students	Number of Teachers
2567	92

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

- The course objectives and outcomes, given to students at the beginning of the course help them to gain comprehensive understanding as well as self evaluation towards the conclusion of the course.
- Students are encouraged for innovative thought and novel interpretations through interactive classes. Audio-visual

methodology, field-work and survey, hands-on training, projects are some of the means utilized by the departments to provide participative and experimental learning.

- Seminar, ppt presentations are made part of the internal assessments, allowing the students to present their assignment before the entire class.
- Students are encouraged to participate in online certification courses available through MOOCs.
- Departments organise add-on courses for enhancement of knowledge outside regular curriculum, and development of employability skills.
- Poster making, discussion and debates on contemporary issues, publication of wall magazine are organised by departments on regular basis.
- NSS, Youth Red Cross Society and NCC sub-unit have been setup for the student to participate, integrate and learn.
- Students are also made part of different committees formed by the Teacher's Council through representative to involve them in the decision making process and maintain transparency apart from inculcating a sense of responsibility in them.

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 makes it possible to use innovative educational resources and modern learning methods. During the changing and challenging period of Covid-19 pandemic, the teachers adopted several ICT based modes of teaching and learning. They utilized various digital platforms like Google Meet, Zoom, G-suit, Google Class Room, You Tube, Whatsapp, College Website, Mail etc. Though it was challenging to get habituated to such digital teaching and learning for both the teachers and students, eventually these became the most powerful tools in the preceding and current session 2021-22. Along with normal online classes, many interactive methods for effective teaching such as PPT, videoclips, online resources from NPTEL, Coursera, simulation tools, virtual labs, tools like Mentimeter, Quizz.com, and Cloud portals were used by the teachers. Teachers also uploaded study

materials in Google Classroom and college website. Pentabs were also used for board work and Google forms for Internal Assessments. A seminar was conducted by the West Bengal Student Credit Card Committee in association with IQAC for the students focussing on digital education or blended mode with emphasis on student participation (06.01.2022)

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

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

92

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

2.4 - Teacher Profile and Quality

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

55

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

42

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	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

1110

File Description	Documents
Any additional information	View File
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.

Teachers make students aware about the type, mode, frequency and time schedule of internal evaluation at the commencement of the session. Internal evaluation were organized by every department as per university rules prescribed by the corresponding board of studies. Internal evaluations were done though various ways such as written test (one or several times), assignments, viva-voce, project-work, ppt presentation, group work, etc. In the session of 2021-2022, the internal evaluations were conducted both through online and offline modes. The marks of internal evaluation is a component of university examination in CBCS mode.

These marks are not communicated to the students, rather they are preserved confidentially by the corresponding departments and submitted to the university as per university directives. Marks for students' attendance are awarded according to the University norms. Practical examinations were conducted online as per the University guidelines.

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

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

As per the norms of the affiliating university, 20 marks are allotted for internal examinations. The internal assessment marks are directly uploaded on the university web portal and are declared along with the end semester university results. Usually, there are no grievances related to student performance in the internal examinations. If a student is not able to appear for any internal examination due to medical or any other genuine reason, examination is conducted for that student as per the university norms. Students may directly contact their subject teachers for any issues which are then promptly looked into. Department heads and college examination committee may also be approached for redressal.

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

2.6 - Student Performance and Learning Outcomes

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

Presently our institution is offering PG programme in three disciplines and UG programme in 22 disciplines. Under UG programme B.A, B.Sc and B.Com courses are running following a well-defined syllabus prescribed by affiliating university. Institution also offers compulsory computer training course and several Certificate/ Add-on courses. Institution also provides platforms for philanthropic activities like NSS, NCC, YRC and

different extra academic activities like sports, cultural activities etc. For mechanistic steps, college arranges a orientation program for freshers' where a general outline and basic components of the courses are discussed and at every discipline, the departmenta lfaculties arrange a general discussion with students to make a general conscious about the course and discipline. For holistic perspective of education, institution always try to maintain a proper mechanism for academic and extra-academic activities through which as a Programme & Course Outcomes (POs & COs) students are able to develop

- leadership and managerial skills with scientific explanations
- problem solving skills
- capacity to choose work place in government/ private-sector
- professional attitude and work ethics
- knowledge in language and literature
- knowledge in sustainable development
- historical, geographical and political knowledge broadly
- empathy and build emotional intelligence.

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

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

Our institute is affiliated to West Bengal State University(WBSU), West Bengal. An affiliated UG and PG curriculum, prescribed from the university is thoroughly followed by our institute throughout these programs and courses. Accordingly, the Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) are evaluated.

The measurement of attainment of Programme Outcomes (POs) is primarily focused on the progression of the students toward higher education and secondly on their qualification in various competitive examinations like NET/SET/MAT/GATE etc. Another measurement of execution is students' placement in companies and institutions.

The Programme Specific Outcomes (PSOs) are initially focused on an individual student based on his/her achieved cumulative results on all the courses, offered in a given programme followed by taking the average performance of all the students in a given programme.

Course Outcomes (COs) are the supportive statements for the learners, which ultimately make them to understand the reason behind pursuing the course in order to clarify their plausible activities at the end of the course.

At the beginning of every semester/year, the subject teachers convey and/or distribute and/or write the introductory lessons of course objectives for the respective subjects among students based on the departmental syllabi.

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

742

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	View File
Paste link for the annual report	https://www.mdmbirati.org/pagee.php?pid=37693cfc748049e45d87b8c7d8b9aacd

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://www.mdmbirati.org/uploads/SSS%2021-22_final.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

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

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The Department of Botany of our institution took the initiative to prepare distilled water from a glass-made water distillation plant which was prepared earlier from tap water. This effort directly initiates the preservation of groundwater as well as opens the door of entrepreneurial opportunities in front of the students of the Botany Department. Rainwater not only restores groundwater but also ensures the production of distilled water more conveniently. The Department of Botany now produced approx 400 lit distilled water annually which the concerned department can meet their own requirements as well as meet the requirements of other departments

MoU was signed between the Department of Anthropology of our institution and the Department of Anthropology, Dera Natung Government College, Itanagar in 2021. A series of online international lectures (12) jointly organised by the Departments of Anthropology, Sri Jayewardenepura University, Sri Lanka, Dera Natung Government College, Itanagar, India and Mrinalini Datta Mahavidyapith, Kolkata, India under the said MoU. Along with this lecture series, a Two?Day Online National Seminar on "Recent Trends in Anthropological Research" jointly organised by the Departments of Anthropology, Dera Natung Government College, Itanagar and Mrinalini Datta Mahavidyapith, Kolkata on 1st and 2nd July 2021.

Academic visit, guest lectures and research on tribal and indigenous people of India by Dr Suman Chakravarty, Head and Associate Professor at the Department of Anthropology of Mrinalini Datta Mahavidyapith at the University of Lapland, Finland between 22 May and 31 May 2022.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

1

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	https://www.mdmbirati.org/pagee.php?pid=8f14e45fceeal67a5a36dedd4bea2543
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

20

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

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

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

17

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

3.4 - Extension Activities

3.4.1 - 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 NCC and NSS units of the college collaborated with the Nimta Sub Traffic Guard unit under the Barrackpore Police Commissionerate (North 24 Paraganas, W.B.) for a road safety awareness campaign titled "Safe Drive Save Life" on 20/12/2021 & 22/12/2021. The program was held at the 201 bus stand on the Kalyani Expressway which is an accident-prone area. The aim of the program was to promote safe driving and riding habits like wearing helmets, especially by the pillion rider, obeying speed limits, discouraging rash motorcycle driving prevalent amongst young drivers, discouraging overtaking by buses, etc. The NCC cadets and NSS volunteers marched down the stretch making announcements and playing road safety songs over megaphones and distributed awareness leaflets as well as interacted with drivers and local people.
- The months of April and May saw a heat wave in the state. In order to sensitize both the students and the general

public towards heat-related illnesses, especially heat stroke, the YRC unit of the college conducted an "Awareness Programme on Heat Wave" within and outside the campus (30.04.2022). YRC volunteers interacted with local people and explained how to identify the common symptoms of heat stroke and discussed the preventive measures.

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

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise 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

3.4.3 - 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

3.4.3.1 - 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

3

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

150

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

5

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate

houses etc. during the year

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

2

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 total covered area of the college is 1,73,160 sq ft. out of which the main campus covers an area of 79,200 sq. ft. Along with the main campus there is a well-furnished three storied Women's Hostel building with an area of 19,140 sq. ft. Due to inadequate number of applications from students for availing hostel facilities, a decision was taken by Governing Body of the college to use the building for academic purposes temporarily. Presently, the PG classes of Bengali, Education and Commerce are being held there. A computer lab is also present in the hostel building. The main campus comprises of an air conditioned auditorium with projector and green rooms with a seating capacity of 300 and covering an area of 6000 sq. ft. The college Central Library is situated within main campus and spreads over an area of 6000 sq. ft. The college playground lies adjacent to the main campus. It is encircled by a boundary wall and occupies an area of 28,800 sq. ft. Along with central library and auditorium there also exists an open stage, one canteen, two gymnasiums- one for boys and one for girls, two common rooms separate for boys and girls, and one cycle stand. There are two ICT enabled classrooms with projectors and one ICT enabled seminar cum conference room with an 60" interactive touch screen TV in the main building.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.mdmbirati.org/uploads/support%20facilities.pdf

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

The college has both indoor and outdoor sports facilities and infrastructure for cricket, football, long jump, shot put, table tennis, carom etc. Apart from the college playground we have separate gymnasiums for male and female students. Due to Covid-19 pandemic campuses remained closed for a good portion of the session 2021-2022, hence it was not possible to impart physical training to the students or to conduct any sports event during this period. However, the college remained in regular contact with the college athletes and players and continued motivating them in various ways.

We have an air-conditioned auditorium on the second floor, with 300 seating capacity, green-rooms and projecting screen. This venue is used to conduct various academic and cultural programmes all through the year, for example, the Intra College Talent Hunt 2022 (held on 13.06.2022) organized by the cultural subcommittee and IQAC and comprising of cultural competitions like singing, dancing, drawing and elocution were held in the auditorium and ICT seminar halls.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.mdmbirati.org/uploads/Facilities_2021.pdf

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

19

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.mdmbirati.org/uploads/Classroom.pdf
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)

0

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

4.2 - Library as a Learning Resource

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

The college library spreading over 6000 sq. ft. area remains open on all working days from 11:00 am to 5:00 pm. It can accommodate 50 students and 10 teachers at a time. A separate computer space is also there for accessing and printing online resources. A fully automated ILMS software KOHA is used to search through the library books and journals. In addition to books and journals, question papers of college and university examinations, career guidance books, daily newspaper are also present. During lockdown when access to hard copy books was limited, the library made special efforts to reach out to students and teachers by opening a whatsapp group where request for e-copy of open source books could be made.

The college is also a contributing member of e-contents to WBCOLOR through the college librarians. WBCOLOR (WEST BENGAL COLLEGE LIBRARIES ONLINE RESOURCES) is a government of West Bengal initiative to build a collaborative, centralized database of online learning resources on the subjects/topics taught in the CBCS syllabus followed in different undergraduate Govt./Govt. aided colleges of West Bengal.

- Name of the ILMS software : KOHA
- Nature of automation (fully or partially) : Fully
- Version : 3.14.06.000

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://www.mdmbirati.org/pagee.php?pid=e4da3b7fbbce2345d7772b0674a318d5

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	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)

1.4

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

21

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

- IT facilities like Wi-Fi, LAN connections, cloud space, college website, online admission portal, student support software etc. were updated as per need basis.
 - New desktop computers, Routers, DLink 5 port switches and Gigabit switches were purchased and installed where required.
 - Repair and maintenance service were performed on laptops of different departments.
 - Faulty working parts were replaced for computers of some departments.
- The college continues to renew its paid subscription for Google cloud G-suite account (onlineteaching@mdmteach.com) on a monthly basis. This account is helpful in hosting large online programs.
- Three online payment gateways (Axis bank, SBI bank, and Razorpay) remain integrated with the online admission portal of the college to enable online payment of admission fees by both the UG and PG students.
- PG courses use dedicated software for marksheet generation. The software was updated as per need basis.

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

4.3.2 - Number of Computers

64

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	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	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

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

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

30.14462

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

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

Various procedures and policies are employed, tender is called and competent authority is appointed for the regular repair and upkeep of various facilities. Instruments and computers are serviced as and when needed. New software downloaded and updated to their latest versions. There is a regular inspection of the expiry dates of all the chemical reagents, of whether there is any fungal growth in the human bones and specimens, of the level of preservative materials. Necessary steps are taken when and where required. The Library Advisory Committee in consultation with all Departmental Heads to prepare a list of latest books and journals to be accommodated. Quotations are invited from reliable suppliers and order is placed on the basis of lowest quoted rates. Access to e-journals INFLIBNET NLIST is renewed annually. Latest question papers, employment weekly, etc. are archived religiously throughout the year. Sports and gym equipment are regularly maintained. Professionally trained instructors are employed in the gymnasium. In every classroom, new whiteboards and marker pens have replaced the old blackboards, chalk and dusters.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

264

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

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

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

0

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

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

B. 3 of the above

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

37

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

37

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	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

8

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	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

58

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

3

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	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.

3

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

As per norms, student representation exists in different sub committees of our college like: Academic, Admission, Canteen and Concession. In addition, they actively participate in the day to day college affairs. One of their main roles is to act as a point of contact between the college authorities and the student community. They are encouraged to freely share their views and suggestions with the authorities. After completion of the admission procedure of students, the student representatives interact with the new incoming batch to counsel them on the various facilities available to them like student credit card scheme for loan services for higher education, concession and stipends, insurance scheme, student's health home etc. Apart from the regular activities like organizing Saraswati puja (Basanta Panchami), Basanta Utsav (17.03.2022), entrepreneurship awareness program (04.04.2022), prize distribution ceremony, fresher's welcome, farewell ceremonies, teacher's day etc. They also undertake philanthropic endeavours like relief distribution to those affected by Yash cyclone and Corona Pandemic.

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

15

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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 authority has submitted the application to the competent authority for the registration of Alumni Association following West Bengal Societies Registration Act, 1961. Meanwhile, different departments actively maintain contact with their former students and involve them frequently in arranging programs like interactive session between alumni members and current students for career and competitive exam related guidance, donating books and others support materials for study, sending updated news for job vacancies etc.

In 2021-22 session, the department of English organised a program entitled, "Till We Meet Again" a cultural interaction between the present students and the alumni members, Quizcompetition and an 'award 'program for securing the highest marks in the university

endsemester examinations, 2021-22.

File Description	Documents
Paste link for additional information	https://www.mdmbirati.org/pagee.php?pid=c16a5320fa475530d9583c34fd356ef5
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
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File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

To achieve the vision and mission of the college, the governance of the college is distributed among all the tiers of the institutional structure. The Governing Body is the highest regulatory body of the college which makes effective plans for achieving the academic aims and objectives of the institution. It guides the overall academic, administrative and other activities of the college. In order to execute the decisions of the GB, the college forms different subcommittees comprising of representatives from all the stakeholders of the college. Thus, the teachers participate in all aspects of the day-to-day functioning of the college including the planning, execution, and monitoring of the different academic and administrative endeavours. The Internal Quality Assurance Cell ensures upholding of the quality of activities performed by these subcommittees through regular meetings and reviews.

File Description	Documents
Paste link for additional information	https://www.mdmbirati.org/pagee.php?pid=45c48cce2e2d7fbdea1afc51c7c6ad26
Upload any additional information	No File Uploaded

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

Governing Body (G.B)) of our College is the apex body where policy is framed for organising entire organisational operation such as admission, teaching- learning, sports and games, cultural activities etc. Principal of the college who is also secretary of G.B. is in-charge of execution and implementing the policy. Departmental Heads are empowered, different committees, such as, Exam Sub-Committee, Results Subcommittee, Academic sub-committee, Cultural sub-committees etc. are formed, in which every departmental teachers as well as students representatives and non-teaching staffs are involved. Moreover in the highest administrative body (G.B) student's representation is also there as a policy matter. In the year 2021-22 students representative is vacant. Sports and games activities, Cultural activities are organised by our students under overall guidance of Principal and Teachers in which concept of participatory management is executed. In this process, students leadership is also encouraged.

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

Due to COVID-19 pandemic situation physical classes remained suspended from 1st July to 15th November 2021 and from 3rd January to 31st January 2022. Since 3rd February the college started physical classes according to government notification. However, during the pandemic period few students had no access to smart phones and/ or sufficient bandwidth. Moreover, aftermath effect of COVID-19 pandemic impacted the economic condition of the families of few students. To extend our reach to such students as well as to the students community at large, the college continued several strategies for online teaching-learning solution like 'Chalo Shikhi for School Students', Online Add on Course' for students inside and outside of the college.

The college took initiatives by planning and formulating course of action for better utilization of available human resources and infrastructure. Students academic excellence, their empowerment

and welfare were of prime importance. The department and academic sub-committees planned the various activities.

Special awareness on enterprenureship was organised by Student's Unit on 04.04.2022. Psychological counselling on 04.01.2022, and Career counselling on 05.01.2022 have been organised by WBSCC Cell of the college. Special lecture programmes and field works have been organised by various departments to ensure hand to hand experience in the students community.

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

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

Every non-government affiliated college of the state shall have a Governing Body to be constituted as per the statutes of the concerned affiliating University. The Governing Body shall act as the highest policy making body ,comprising of the President, the Principal as Secretary, three elected members from substantiveteachers of the college, onerepresentativefrom the whole-time non-teaching employees of the college, three nominated members from the state government, three nominated members from the affiliating university, and one student representative. Based on the qualifications prescribed by the UGC, the College Service Commission recommends applicants for the post of Principal and teachers to the college. Based on the recommendations, the college then issues the appointment letters to the selected candidates. Recruitment to all the group C and D non-teaching posts are made by the college governing body through a duly constituted screening committee pursuant to the relevant government order. The posts of Head clerk, Accountant and Cashier are filled up by promotion fromgroup C category employees in accordance with the relevant government order. The service book, leave account, P.F. accounts of both the teaching and non-teaching employees are properly maintained by the office of the Principal. Service of both teaching and non teaching staff of the College, are regulated as per West Bengal Government service rules. Registerof appointmet and BCW Hundred Point Roster are

maintained in the office.

File Description	Documents
Paste link for additional information	https://www.mdmbirati.org/pagee.php?pid=c51ce410c124a10e0db5e4b97fc2af39
Link to Organogram of the institution webpage	https://www.mdmbirati.org/pagee.php?pid=fb7b9ffa5462084c5f4e7e85a093e6d7
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 inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Organisational growth depends to a large extent on the faculty empowerment and Training programmes. Programmes introduced time to time by the UGC and the Government of West Bengal are considered sincerely in our institution for faculty empowerment. On many occasions the institution itself initiated such programmes. Faculty Development Programme, Faculty Exchange Programme, Short term courses and Health Scheme offered by either UGC or by the State Government for the empowerment of the teaching community are in regular practice in our institution. The college authority has initiated steps to offer 'Seed Money' to the younger teachers of our institution for carrying out research project with an objective of knowledge building. For empowering and training of

Non Teaching staffs,different programmes such as soft skill development ,administrative training have been conducted in our College.Besides, in order to maintain relation time to time with our affiliating University different informative programme arecarried out.

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

14

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
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 Performance Appraisal Report forms the basis of career advancement of the teaching faculty and it is prepared by the respective teachers following the UGC guidelines in this regard. The career advancement of the non-teaching staff is based on the

West Bengal Service Rules. The College Authority takes necessary measures for the promotion of both teaching and non-teaching staff. For the promotion of teaching faculty the authority follows the rules prescribed by the Department of Higher Education, Government of West Bengal which are totally based on the directives of UGC. Teachers join in the post of Assistant Professor of every discipline. Promotion to the next higher scale i.e. Associate Professor takes place after fourteen years (with Ph.D), fifteen years (with M.Phil) and sixteen years for others. According to the West Bengal Service Rules the posts of Head Clerk, Accountant, Cashier of every non-government affiliated college are to be filled in from the existing Group C nonteaching staff with prior approval from the Higher Education Department, Government of West Bengal. After taking approval from the concerned department, the Governing Body of the College forms a selection committee to lay down the modalities for the said purpose. Laboratory attendants get designated as Skilled Laboratory Attendant after seven years of service and entitled to 3% annual increment. The other non-teaching staff are entitled to 3% annual increment after serving ten years.

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

Necessary resolutions have been adopted for internal audit. Regular check up of day to day financial transactions is done by Bursar office. Process of financial transactions is managed by a team of staff not by a single staff and hence a system of Internal check is maintained. Overall financial policy is framed by Finance sub committee of the college. Periodically check up and scrutiny of accounts is approved by the Finance committee. We have also Purchase sub committee to assist and manage the expenditure on long term or capital assets. Ultimately entire financial accounts are approved by the Governing body of the college. Statutory audit of annual accounts is done by an independent external qualified auditor appointed by Directorate of Public Instruction (DPI), Government of West Bengal. In this

respect it is pertinent to mention that our accounts department is completely computerized. Tally software is in operation to record day today transactions.

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

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

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

0

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

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

Our institution is a state aided college. Hence it has restrictions on the source of raising funds. However the college explores various avenues for raising funds on both recurring and non-recurring basis. On the recurring front, our main source of cash inflow is fees collection from students and interest income. While on the non-recurring front the main source of cash generation is receipt from MP/MLA LAD and grants or aids from state government for infrastructural development or other specific purposes. But during the pandemic year 2021-22, our college could generate resources only through the recurring sources. In respect of resource mobilization the college authority is bound to execute the plan or scheme for which the college raised funds either from the UGC, state government, MP/MLA LAD fund etc. The only one recurring source of income i.e., tuition fees are not being fully utilized by the institution because as per government rule the college is bound

to deposit fifty percent of the tuition fees to the government treasury. The remaining fifty percent of the tuition fees is spent by the college on account of the various recurring and non-recurring activities. Development fees collected from our students utilised for the generation of our capital asset.

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

During the session 2021-22 both the online and physical classes have been conducted.

During online session IQAC of the college promoted online teaching learning process providing G-suit account to help both teachers and students to carry on the regular mode of teaching/learning from home. IQAC continued a philanthropic online teaching-learning project entitled "Cholosikhi Online" (Let Us Learn Online) for offering free online education to students of Classes IX,X,XII . IQAC also has formed Value Added Course Committee to implement online Add on Courses. During this session two Add On Courses were offered on 'Applied Plant Pathology' by the Department of Botany and Microbiology and 'Human Rights & Gender Studies' by the Department of Political Science.

IQAC promotes and completed so many administrative, pedagogical and philanthropic programmes for the betterment of the institution. For example, motivational campaign under the title of 'Humanity Through Service - History and Introduction to Red Cross & Red Crescent Movement' dated 28/12/2021, Philosophical Aspects of Srimad Bhagwad Gita and its Impact on Today's life on 6/2/22, International webinar on The Ethics of Technology: Issues & Initiatives on 5/5/22, COVID-19 Vaccination Camp dated 05/10/21, ,Career Counselling Session dated 05/01//22 have been done.

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

During the academic session 2021-22 all the departments of our institution regularly conducted class tests, parent-teacher meeting for informing the guardians about the performance of their wards. The institution regularly undertakes 'Students' Satisfactory Survey' by the out going students to evaluate the the strength and weakness of each department to develop a roadmap for overcoming the barriers in future.

According to the instructions of WBSU the internal assessment of the students was conducted by the respective departments. In case of any internal assesment related grievance, the students are advised to approach respective deaprtments and Grievance Cell of the college. After physical classes resumed, the IQAC encouraged the departments to undertake participative learning by organising field works, group discussion etc, for the students. Students were encouraged to participate in inter and intra college competitions. During pandemic the departments were encouraged to use different ICT tools to run the administrative and academic activities. Departments used various online platforms to take their classes, seminars and workshops. Teachers were encouraged to exploit ICT tools, ppt slides, films and documentaries to make the curriculam delivery more engaging and interactive.

File Description	Documents
Paste link for additional information	https://www.mdmbirati.org/uploads/SSS%2021-22_final.pdf
Upload any additional information	View File

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

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	https://www.mdmbirati.org/uploads/Annual%20Report%20MDM%202021-2022.pdf
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

Gender sensitization initiatives of the institution are aimed to promote gender equality and inclusiveness among students as well as employees. The concept also incorporates the endeavours to create awareness of gender issues and gender justice. The college has continuous on-campus CCTV surveillance and vigilant security guards at the campus entrances. To address any gender-related grievances the Internal Complaints Committee, Women Cell, Grievance Redressal Cell, and Anti Ragging Committee are actively functioning in the Institution. The counselling cell also assists in personal distress resolution. For women students, separate common rooms, and separate gym facilities are available. Sanitary pad vending machines are installed for both students and staff members. An add-on course titled "Human Rights and Gender Studies", offered by the Departments of English, Political Science and Sociology of the Institute in collaboration with the Centre for Studies in Gender, Culture & Media has been initiated from June 2021 to spread gender sensitisation. The Internal complaints committee of the institution adopted the resolutions (meeting held on 16.07.2021) to spread awareness regarding the sexual harassment of the women at workplace through poster posted

in the prominent places of the college campus.

File Description	Documents
Annual gender sensitization action plan	https://www.mdmbirati.org/uploads/Annual%20Gender%20Sensitization%20Action%20Plan%20(2021-22).pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.mdmbirati.org/uploads/7.1.1%20report%20edited.pdf

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	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

The students of our college involved towards new ideas of waste management by reducing, reusing and recycling. The students of Geography reused materials and parts old/previous models they had prepared to make new ones. Furthermore, they used discarded card board boxes as waste paper bins and since then have stopped using the plastic bins in the class rooms. Unused chart papers and old print outs were converted into art items like flowers to decorate the department.

Department of Botany has initiated biodegradable wastes recycled for making biofertilizer in miniature scale. The leftover of plants, residual parts of fruits and residual part of tea are collected and stored in waste box. A handful amount of soil and 500 ml water are added to it. After 6 to 8 months these will be

decomposed completely into brown to grey coloured biofertilizer which is used to fortify garden plants of our college.

Acid waste is neutralized through controlled addition of alkali under cold conditions and similarly alkali waste is neutralized using controlled acid addition under cold conditions. Fume hood is used if needed; Empty glass containers and bottles, aluminium cans, most plastic containers and bottles, and papers are recycled by Chemistry department.

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

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

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

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

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

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

D. Any 1 of the above

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

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

B. Any 3 of the above

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

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

The college extends help to the socially and economically challenged students on various planes. By adhering to the government norms, a definite number of seats are reserved for the under-privileged sections of students. A 10% relaxation in the cut off marks for the candidates belonging to the SC and ST Community, taking up Honours course, is maintained, in comparison to the candidates belonging to the General category. As far as the seats are concerned, 22% of the total number of seats are reserved for the SC, 6 % for the ST, and 7% for OBC and Divyangjan. Pertaining to the Order of the Government, the college maintains these regulations with the motive of educational inclusion for the career development and betterment of the socio-economically challenged people of the locality.

The institution believes in equality of all culture and traditions as is evident from the fact that students belonging to different caste, religion, regions are studying here without any discrimination. The Youth Red Cross unit of our college celebrated "World Red Cross & Red Crescent Day" on the theme - BE HUMANKIND on 30.04.22 which addressed people from all cross-sections of the society, from all socio-economic backgrounds. This was an all-inclusive programme which empowered not only the students, but also the teaching and non-teaching members of the college. Every year the aesthetic event of Saraswati Puja is observed by all the students, non-teaching staff and teachers of the college irrespective of their religious, linguistic, and socio-economic backgrounds.

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

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

In order to sensitize our students towards the rights and duties of a responsible citizen we believe in giving holistic all around education of the students. Sensitization of students and employees of the institution to the constitutional obligations is done through curriculum as well as through extra-curricular activities. Many disciplines like history, political science, journalism and mass communication offer subjects that have topics which sensitize the students about the constitutional obligations. Also Environmental Studies is compulsory for all the first semester students which give them insight into Environmental Act, Forest Act, Wildlife Protection Act, Global Environmental Concerns etc. Every year Republic Day is observed by organising various activities that highlight the importance of Indian Constitution. Independence Day is also celebrated in every year to highlight the struggle of freedom and importance of Indian Constitution.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.mdmbirati.org/uploads/Value%20Education%202021-22.pdf
Any other relevant information	Nil

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

C. Any 2 of the above

students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

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

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

The Institution organized National and International commemorative days and festivals in college. It is an integral part of learning and building a strong cultural belief among the students. The college celebrates the National and International days, events and festivals throughout the year. Republic Day and Independence Day are celebrated every year with due honour. Besides this, in the academic year 2021-2022 a number of other national and international days were also observed so that students gained knowledge about the great personalities hailing from the political, social, cultural and scientific history of our nation such as Netaji Jayanti (23rd January), Rabindra Jayanti (9th May), Saraswati Puja, International Mother Language Day (21st February), Basanta Utsav, Earth Day (22nd April), World Red Cross and Red Crescent Day (8th May), International Yoga Day (21st June) and Teachers Day (5th September).

The birthday of Mahatma Gandhi on 2nd October is commemorated as Swachhta Diwas. "Swacha Bharat Abhiyan" was launched on 2nd October in order to honour Mahatma Gandhi's vision of clean India. NSS and NCC unit of our college take greater initiative in this occasion. A tree plantation programme was also conducted in this purpose. Seminars, special lectures, cultural function, Intra college competition was also organised by the cultural sub committee and students forum in association with IQAC.

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	View File
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.

Best Practice 1:Expanding Teaching Learning Beyond the Curriculum

Objectives ? To enhance practical exposure of the students ? To equip students with participative methodologies ? To explore and expand learner's experiential skills Context ? To help students handle the post-pandemic challenges of teaching-learning ? To supplement the classroom curriculum ? To motivate the learners reorient their skill sets

Best Practice 2:Ensuring Mental & Physical Health & Hygiene of Students

Objectives ? To prevent the students from infection ? To ensure proper mental health and wellbeing of the students ? To offer a medical exposure to the students

Context ? With the ongoing Covid 19 pandemic the need to prevent the students from the infection was a huge challenge ? Mass vaccination of the students could ensure better management of the pandemic ? To equip the students with proper medical knowledge to maintain good health.

File Description	Documents
Best practices in the Institutional website	https://www.mdmbirati.org/uploads/Best Practices 21-22.pdf
Any other relevant information	Nil

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

"CHOLO SIKHI ONLINE" (LET'S LEARN ONLINE) In order to extend support of online learning to school students, the college in association with Vidyatan Sammilani, Birati, had arranged for a three month free curriculum related education programme entitled, "Cholo Sikhi Online". The planning of the programme was done by the Internal Quality Assurance Cell of the college and it was successfully executed by the Science Forum and NSS Units 1 and 2 of the institution. This undertaken project, conceived during the ongoing Covid 19 pandemic, was directed to provide an exposure to the school students between Classes IX and XII through an expert rendering of the college teachers, on important subjects like, English, Mathematics, Science, Geography etc.

The programme was inaugurated on 26.06.2021 through online deliberations of Swami Shastragyanananda, Principal, Ramkrishna Mission Abashik Mahavidyalaya, Narendrapur, and Dr. Partha Karmakar, WBES, Deputy Secretary (Academic), WB Secondary Education Council. Individual Whats App groups were created with students from several schools coming from Birati and its adjoining areas. Along with one-hour online class on the subjects of their curricula, the students were also offered exposure to trends in higher education, discussion on technologies that are need of the hour (like Artificial Intelligence), plus doubt clearing sessions. There was also an extended session on the Career Options that the students might avail in future.

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

7.3.2 - Plan of action for the next academic year

1. Encouraging more collaborations with educational institutes and other organisations of repute by signing MoUs with them to promote academic, research, internship activities as well as extension and outreach programs. 2. To undertake workshops/ lecture series/seminars in collaboration with philanthropic organisations with the aim of promoting self development and emotional well being of the students. 3. Social/environmental awareness programmes to be undertaken in collaboration with local government body and other non-government agencies for the

development of the local community. 4. Workshop/ training programs/ management programs for office staff of the college will be considered. 5. Various philanthropic activities to be undertaken by the institution/department individually.