



YEARLY STATUS REPORT - 2020-2021

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.

03325139100

- 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

- 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 **DR MITALI GANGOPADHYAY**
- Phone No. **03325139100**
- Alternate phone No. **03325393825**
- Mobile **9831598089**
- IQAC e-mail address **iqac.mdm@gmail.com**
- Alternate e-mail address **ganguly.mitali@gmail.com**

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

https://www.mdmbirati.org/uploads/2019-20_aqar_report.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%20Calender%202020-21.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

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **No**

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

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

- If yes, mention the amount

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

- Online National Workshop entitled "Online Classes: Usefulness and Precautions" was organized by IQAC on 05/09/2020 to orient both teachers and students to online teaching-learning process during the pandemic lockdown.
- Online International Seminar entitled "Intellectually Property Rights: Patency, Design and Publication Ethics" was organized by IQAC, supported by Department of Promotion of Industry and Internal Trade, Govt. of India on 15/09/2020.
- 7-Day International Level Online Faculty Development Programme on "Methodology of Research in Social Sciences" organized jointly by IQAC and Department of Education in collaboration with Faculty Development Centre, Mizoram University, Aizawl, from 25/07/2020 to 31/07/2020.
- Collection and analysis of Feedback from UG/PG students on the efficacy of online teaching-learning process through Google Questionnaire on 13/03/2021.
- Facilitating CAS promotion of three teachers; screening held on 19/04/2021.

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
<p>Proposal for introduction of Add On/ Value Added Courses</p>	<ul style="list-style-type: none"> • Commencement of three Add On Courses from even semester, 2021 • Framing of Add On/Value Added Committee
<p>Organising and collaborating online national/international seminar/workshop/FDP</p>	<ul style="list-style-type: none"> • International Seminar on "Intellectually Property Rights: Patency, Design and Publication Ethics " on 15.09.2020 • National Workshop on "Online Classes: Usefulness and Precautions" on 05.09.2020 • 7-Day FDP on "Methodology of Research in Social Sciences" with Department of Education from 25.07.20 to 31.07.20
<p>Collection of Feedback</p>	<ul style="list-style-type: none"> • Feedback of UG/PG students on the usefulness of online teaching-learning process collected and analysed. • 1215 responses were collected through Google Questionnaire on 13.03.2021
<p>CAS promotion of Teachers</p>	<ul style="list-style-type: none"> • Facilitated promotion of three teachers as per CAS regulations • Processing of documents for CAS promotion of 11 teachers
<p>Philanthropic Online Programmes for School Students of higher classes</p>	<ul style="list-style-type: none"> • A 3-month project entitled "Cholo Sikhi Online" (Let Us Learn Online) commenced with offering free online education to students of Classes IX,X,XII under the guidance of Science Forum. • Around 165 students from 37 schools from 9 districts of West Bengal participated in the programme

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	19/05/2022

14. Whether institutional data submitted to AISHE

NAAC

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
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• State/UT	WEST BENGAL
• Pin Code	700051
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• Location	Urban
• Financial Status	Grants-in aid
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• Mobile	9831598089				
• IQAC e-mail address	iqac.mdm@gmail.com				
• Alternate e-mail address	ganguly.mitali@gmail.com				
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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%20Calender%202020-21.pdf				
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<p>13. Whether the AQAR was placed before statutory body?</p>	<p>Yes</p>

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	19/05/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	27/02/2022

15. Multidisciplinary / interdisciplinary

Our institution being affiliated to West Bengal State University, Barasat, follows the rules, regulations, and syllabus as prescribed by the university. 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 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.

16. Academic bank of credits (ABC):

The affiliating university (West Bengal State University) has not yet circulated any instructions regarding Academic Bank Credit.

17. Skill development:

The West Bengal State University prescribed curriculum as followed by our institution contains compulsory skill enhancement courses to 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 2020-21, the college conducted online courses on "Human Rights and Gender Studies", "Mushroom Cultivation and its Scope", "Advanced Techniques in Biology" and "Basic skills of Psychological First Aid, Advertisement of Community Mental Health and Wellbeing".

To supplement, few capacity building and skill enhancement programs were also organized by the institution for the students on topics like: "Don't Let the Virus Invade your mind (for addressing mental health issues)", "Basic Understanding of Remote Sensing and GIS", "Entrepreneurs & Entrepreneurship", "Spiritual Connect - A Meditation session".

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 BA and BCom 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, Alaṅkāra, Rīti, 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 conducted online seminars to promote Indian art, culture, traditions, languages, tribal studies.

- International online seminar on "Isolation: It's Reflection In Ancient To Modern Literature" on 19.09.2020 by the department of Sanskrit.
- Celebration of International Yoga Day (21/6/2021) by the Department of Philosophy, through an online Seminar named "Spiritual Connect Attaining perfection through the control of the body, senses and mind".
- Web Lecture Series Organised By department Of History On The Living Past (11th June to 16th June, 2021).
- An International webinar on 'Indigenous Right : Issues and Challenges' organized by the department of Anthropology on 14.01.2021.
- To uphold the culture and traditions of Indian as well as of Bengal the department of History and Journalism and Mass Communication jointly organised the workshop under the title ' Our Heritage Our Identity ' in collaboration with Peoples Green Society, Deshkal Media and Dum Dum Heritage Preservation Society on 25.09.2020.

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

In the beginning of each academic year, the college arranges pre-admission 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 its 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).

By the direction of the government, the college campus remained closed during the period of pandemic. Consequently, all academic activities of the college shifted to online mode. In order to facilitate this shift from the following measures were taken: Online Class Assistance Committee (OCAC) was formed 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 seminars on related topic "Online classes: Usefulness and Precautions" was organized. A paid Google G-Suite account was created to enable online programs with large audience with recording facilities. Faculties were encouraged to use tools like PPT, video clips, online resources from NPTEL, Coursera, simulation tools, virtual labs, tools like Mentimeter, Quizz.com, and Cloud portals.

Two unique online education initiatives were also undertaken by the college during this time:

- A three-months philanthropic project entitled "Cholo Sikhi Online" (Let Us Learn Online) commenced with offering free online education to students of Classes IX,X,XII under the guidance of Science Forum and IQAC. Around 165 students from 37 schools of 9 districts of West Bengal participated in the programme.

- An 'E-Teaching Broadcast Committee' was formed on 08.07.2020 in collaboration with 24x7 Bengali news TV channel 'High News' for broadcasting of certain lectures on relevant topics by faculty members of various departments. A total of 86 lectures were aired on the channel using teaching aids like whiteboard and ppt slides etc. Broadcasted videos are available for viewing on YouTube Channel.

Three add-on courses and a certificate course was introduced by the institution completely in online mode, right from enrollment to awarding of the certificate.

Extended Profile

1.Programme

1.1

26

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

File Description	Documents
Data Template	View File

2.Student

2.1

2356

Number of students during the year

File Description	Documents
Data Template	View File

2.2

811

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

File Description	Documents
Data Template	View File

2.3

570

Number of outgoing/ final year students during the year

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 Number of Sanctioned posts during the year	55
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)	22.35112
4.3 Total number of computers on campus for academic purposes	71

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 line graph 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 pandemic (2020-21) routine committee along with departments have put extensive efforts to make an online routine accommodating all the technical challenges of the teachers and the students and formed a schedule that best suits the requirement all the students' and teachers.

Thirdly, we also provide an overall impression about the subjects, syllabus, modes of examination, other academic activities etc., 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.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.mdmbirati.org/uploads/pdf/Academic%20Calender%202020-21.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 documents	View File
Link for Additional information	Nil

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

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

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)

4

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

105

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

232

File Description	Documents
Any additional information	View File
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 laying

importance upon incorporating discourses on professional ethics, Human Rights and Gender studies, applied plant pathology and psychological counselling. 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 about the afore-mentioned values.

Besides the prescribed CBCS UG and PG syllabus of the various departments of the college, the arts and science departments of the college have successfully introduced Add-on certificate/diploma courses on the following:

- Human Rights and Gender Studies
- Mushroom Cultivation and its Scope
- Advanced Techniques in Biology
- Basic skills of Psychological First Aid, Advertisement of Community Mental Health and Wellbeing.

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

12

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

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

691

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

1.4 - Feedback System

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

C. Any 2 of the above

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

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	View File
URL for feedback report	https://www.mdmbirati.org/uploads/Stakeholder's%20Feedback%20(2020-21).pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1796

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

239

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
Link for additional Information	https://www.mdmbirati.org/uploads/Webinars_compressed.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
2356	93

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, mini projects, industrial visits 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 industry-oriented 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	No File Uploaded
Link for additional information	Nil

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

ICT makes it possible to use innovative educational resources and modern learning methods. Our institute has adequate infrastructural facilities for ICT, but it was not possible to utilize them as the campus was closed due to Covid-19 pandemic. The teachers adopted alternative ICT based modes of teaching and learning in the changing and challenging scenario. Teachers utilized various digital platforms like Google Meet, Zoom, G-suit, Google Class Room, You Tube, Whatsapp, College Website, TV Channel, 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 session 2020-21. Workshops on the use of ICT tools were organized both for teachers and students. Along with normal online classes, many interactive methods for effective teaching such as PPT, video clips, 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 and delivered class lectures through "High News" TV Channel to reach mass students in such hard times. Pentabs were also used for board work and Google Forms for Internal Assessments.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

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

41

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

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

2.4.3.1 - Total experience of full-time teachers

1024

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 had been organized by every department as per university rule 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 2020-2021, the internal evaluations were conducted through online mode due to pandemic situation.

The marks of internal evaluation is a component of university examination in CBCS mode. These marks are not communicated to the students rather are preserved confidentially by the corresponding departments and submitted to the university as per university directives.

Marks for students' attendance were awarded according to the University norms.

Practical examinations were conducted online as per the University guideline. Feedback is collected by teachers from the student so that gaps in assessment can be recognized.

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

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 departmental faculties 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 courses (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 towards 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 conveys 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	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

570

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	Nil

2.7 - Student Satisfaction Survey

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

[https://www.mdmbirati.org/uploads//Student%20satisfaction%20survey_MDM%20\(2020-21\).pdf](https://www.mdmbirati.org/uploads//Student%20satisfaction%20survey_MDM%20(2020-21).pdf)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

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 departments having Research projects funded by government and non government agencies during the year

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

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

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

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

42

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

3.2 - Research Publications and Awards

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

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

48

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

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

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

16

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

3.3 - Extension Activities

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

This being the period of worldwide pandemic the college organized covid related awareness programmes like workshop on "Don't let the virus invade your mind" focusing on the mental issues faced by students due to sudden lockdown. A Covid related stress-test app was developed by students in collaboration with local NGO Manabic to gauge the level of covid induced stress in students. A poster competition by the students on pre and post covid world beautifully captured the transition during this difficult phase. For environmental awareness a tree plantation programme at the college ground in association with Vasundhara Environmental Society and an online poster making competition on 'go-green for sustainable earth' were conducted. Another online initiative by the college involving local school students was the 'Chalo-Sikhi'

drive in which the college faculty members lectured and interacted with the school students of grade 11 and 12 to give them an academic exposure to higher studies and the pre-requisite skills needed for applying to UG courses of their choice.

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

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

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

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

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

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

9

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 last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

389

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

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

1

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

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

4

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. The PG classes of Bengali, Education and Commerce run from there. A computer lab is also present in the hostel building. The main campus comprises of a well-equipped air conditioned auditorium with 300 sitting capacity 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 and one ICT enabled seminar cum conference room in the main building. Along with the above facilities the 6 seminar halls and 18 laboratories together make the main campus colourful.

File Description	Documents
Upload any additional information	View File
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. The college has formed Mrinalini Datta Mahavidyapith Cricket Academy (MDMCA) in a partnership venture with Pakre Cricket Academy to promote cricket among the students. We also train our students for capacity building for Youth Parliament Competition. Due to Covid-19 pandemic and subsequent closure of campuses during the session 2020-2021, it was not possible to impart physical training to the students or to conduct any sports event or 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 top floor, with 300 seating capacity, green-rooms and projecting screen. This venue is used to conduct various cultural programmes all round the year viz. Annual Cultural Competition in the fields of singing, dancing, drawing and elocution. Owing to the pandemic we could not conduct offline competitions in 2020-21 however the students along with the teachers performed online inaugural programme for International/National Webinars.

File Description	Documents
Upload any additional information	View File
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

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

19

File Description	Documents
Upload any additional information	View File
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-content 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	View File
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)

0.069

File Description	Documents
Any additional information	View File
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

5

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

4.3 - IT Infrastructure

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

- IT facilities like Wi-Fi, LAN connections, cloud space, college website, online admission portal, student support software etc. are updated as per need basis.
- The college has opened a Google cloud G-suite account (Google workspace business plan) (onlineteaching@mdmteach.com) starting from October 2020 (Invoice no. 3814661688 dated 31.10.2020) and renewed every month thereafter.
- In addition to the two existing online payment gateways (Axis bank, and SBI bank) a third new payment gateway called Razorpay was integrated with the online admission portal of the college to enable online payment of admission fees by students (July-August 2020).
- CBCS compliant college management ERP was updated so that teachers could now upload class notes and check student fees related information online. (https://adm.mdmbirati.org/cmsys/ocms/index_note.php).
- The online mark sheet generation software for PG courses was updated to reflect new changes in the marking system.

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

4.3.2 - Number of Computers

78

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

22.3512

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. The institution also maintains proper AMC for this purpose. All lab-based departments maintain proper calibration of their equipments. 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 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 INFLIBNETNLIST is renewed annually. Latest question papers, employment weekly, etc. are archived religiously throughout the year. Sports and gym equipment are regularly bought, updated and maintained. Professionally trained instructors are employed in the gymnasium. In every classroom, new white boards 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

176

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

C. 2 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

0

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

0

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

1

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

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

5.2.2.1 - Number of outgoing student progression to higher education

53

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

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

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

2

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

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

8

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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 admission phase of students completes, the student members interact with the new incoming batch to counsel them on the various facilities available to them while in college like student credit card scheme for loan services for higher education, concession and stipends, insurance schemes, student's health home etc. Apart from the regular activities like organizing Saraswati Puja (Basanta Panchami utsav), Intra college talent hunt, sports and cultural competitions, prize distribution ceremony, fresher's welcome, farewell ceremonies, teacher's day etc., they also undertake philanthropic endeavors like forming the Pandemic relief fund for helping the underprivileged students and people from the local community in 2020-21. Earlier they had actively distributed relief to the residents of Sandeshkhali -1 block who were affected by the Amphan super cyclone hitting the coastal areas of West Bengal in 2020.

File Description	Documents
Paste link for additional information	https://www.mdmbirati.org/uploads/Activities_2021.pdf
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

8

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

5.4 - Alumni Engagement

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

The registration of Alumni Association of our institution is under process.

Departments maintain active contact with their respective alumni and frequently organize programs involving them like interactive session between alumni members and current students to provide career and competitive exam related guidance, donating books and support materials to library, sending updates on job vacancies, etc. In 2020-21 session, online alumni interviews were conducted by the departments of Botany and Computer Science where ex-students met current students to discuss emerging scopes in their respective course of study.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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 IQAC ensures upholding of the quality of activities performed by these subcommittees through regular meetings and review.

File Description	Documents
Paste link for additional information	https://www.mdmbirati.org/pagee.php?pid=45c48cce2e2d7fbdealafc51c7c6ad26
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.

Both UG and PG courses run successfully in our institution. The concept of 'Decentralization and Participative Management' are reciprocal to each other. The college adheres to these practices in various aspects viz., admission, examination, student support activities viz., NSS, NCC, Scholarships, etc.

Case study of application of 'Decentralization and Participative Management' in the college is as under: The admission of students to UG and PG level is conducted by the Admission Sub-committee comprising of all Department Heads . The said committee is headed by the Principal as Chairman and two teachers act as Joint Conveners. The functions of this committee are governed by the rules framed by the Department of Higher Education, Govt. of West Bengal and affiliating university (WBSU) for the said purpose. This is how decentralization of the norms fixed by the Dept of Higher Education, Government of West Bengal, is carried out.

As part of participative management the institution sets the various yardsticks to carry out admission in various subjects, keeping in view the distinctive requirements of the subject concerned. For example, to reduce hardships on students seeking admission during the pandemic, annual semester fees have been collected in two instalments.

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

In 2020-21 the world was going through pandemic and physical classes remained suspended. The college shifted to online mode of teaching-learning. However, not all students had access to smart phones and/or sufficient bandwidth. To extend our reach to such students as well as to the student community at large, the college chalked out several strategies for online learning solutions like 'Online Add On Courses', 'Chalo Sikhi Online Classes for School Students', 'TV broadcasting of lectures (High News)'. One such activity is described as under:-

An 'E-Teaching Broadcast Committee' was formed on 08.07.2020 in collaboration with Bengali news TV channel 'High News' for broadcasting of certain lectures on relevant topics by faculty members of various departments. A total of 86 lectures were aired on the channel using teaching aids like whiteboard and ppt slides etc. A Positive feedback was received from participating teachers and beneficiary students.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.mdmbirati.org/uploads/Institutional%20Distinctiveness%202020-21.pdf
Upload any additional information	No File Uploaded

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

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 and guiding body comprising of the President, the Principal as Secretary, three elected members from whole time teachers of the college, two representatives from 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 promoting the group C 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.

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/uploads/Organogram_final.pdf
Upload any additional information	No File Uploaded

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Organisational growth depends to a large extent on the faculty empowerment 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.

In collaboration with WEBEL our institution organises different

computer training programmes both for the teaching and non-teaching employees with an objective of knowledge enrichment and skill development. The college authority initiated necessary training programmes specially for those non-teaching staff who were engaged to handle the newly introduced HRMS portal by the State Government for releasing salary grants and for other financial affairs.

File Description	Documents
Paste link for additional information	https://wbhealthscheme.gov.in/
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

1

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	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

15

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.

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 non-teaching 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

Internal audit by independent external person is not followed in our college. But 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 to day 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 2020-21, 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.

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

6.5 - Internal Quality Assurance System

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

The entire teaching-learning process shifted to online mode during 2020-21 and the IQAC took a number of initiatives to help the college continue on an online platform.

Two significant initiatives taken are as follows:

1. The IQAC promoted online teaching-learning process through organising national/international workshops on the features of using online platforms in order to help both teachers and students to carry on the regular mode of teaching/learning from home. A national workshop entitled "Online Classes: Usefulness and Precautions" was organised by IQAC on 05/09/2020 to orient both teachers and students to online teaching-learning process during the pandemic lockdown. The college also procured a domain and G-suite for facilitating large online classes, seminars and workshops. The IQAC also formed Online Class Assistance Committee (OCAC) for extending help to both students and teachers who would face any impediment in organising and executing classes on online platforms.
2. The IQAC has also planned and implemented its philanthropic mission online. A 3-month project entitled "CholoSikhi Online" (Let Us Learn Online) commenced with offering free online education to students of Classes IX, X, XII under the guidance of Science Forum. Around 165 students from 37

schools from 9 districts of West Bengal participated in the programme.

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

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

The pandemic led to closure of campus and face to face classes could not be held. Teaching learning process shifted to online/blended mode. In order to facilitate this shift the institution

a) Constitution of Online Class Assistance Committee (OCAC) to provide technical support to teachers to switch to the new online mode of teaching-learning, augmenting IT infrastructural facilities like G Suite account for holding online programs with large audience.

b) The college used to receive feedback of guardians and the students of the 3rd year (annual system) on academic activities and campus condition. From this session the college has started to collect feedback of the students of all the semesters. In the pandemic situation the whole feedback process was organized on online platform. It has given a micro-level picture of the academic situation of the college with more clarity.

File Description	Documents
Paste link for additional information	https://www.mdmbirati.org/uploads//Student%20satisfaction%20survey MDM%20(2020-21).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/pagee.php?pid=3295c76acbf4caaed33c36b1b5fc2cb1
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. A one-day special lecture on "Beyond Gender Binary: Issues and Challenges" was conducted by the Department of Sociology to promote better acceptance of gender diversity.

File Description	Documents
Annual gender sensitization action plan	https://www.mdmbirati.org/uploads/Annual%20Gender%20Sensitization%20Action%20Plan%20(2020-21).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.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	No File Uploaded

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

We are alert towards recycling and reusing our wastes:-

- In order to make the students realise the importance of small initiatives for conservation of resources, old cartons (say boxes of newly bought printers and computers) are used as waste paper bins in classrooms. This is a good method of providing hands-on training and creating mass awareness among the students.
- Initiatives have been taken by the faculty members to re-use the sheets/notebooks submitted for correction by the students for rough work and other innovative work like making photo-albums. This is in accordance to the students' perception for a Clean Classroom, Green World Initiative. Way back in the year 2016, the department of Geography framed an innovative idea regarding re using the already used pages and sheets in the practical cases like making a

Photo-Album remembering all the past events and activities of their department.

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

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

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

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

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 underprivileged sections of students. A 10% relaxation of the cut off marks for the candidates belonging to the SC and STCommunity, 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 3 % 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.

To spread an all-encompassing awareness about COVID-19, the Youth Red Cross Unit organised a special lecture programme on the World Red Cross Day, 8th May 2021, entitled "Unstoppable" 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, with adequate knowledge to fight the pandemic.

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

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

In order to sensitize our students towards the rights and duties of a responsible citizen and to be globally aware the following activities were undertaken:

Certain webinars were organised to make the students aware of the contemporary societal issues and also their individual rights.

- The Department of Political Science in collaboration with the IQAC of our college organised a webinar named "India-China Relations: Security, Predicament and Threat

Perceptions" on 11th July, 2020.

- An Online-Lecture Programme entitled "Human Rights: Anthropological Approaches" was organised by the Department of Anthropology on 2nd September 2020.
- The Department of Political Science conducted a webinar entitled, 'Dynamics of Democracy and Challenges of Governance in New Normal' on 21st October 2020.
- The Department of Anthropology organised a webinar on 'Indigenous Right: Issues and Challenges' on 14th January 2021
- Lastly, the Department of Sociology conducted a special lecture programme on 'Beyond Gender Binaries: Issues and Challenges' on 2nd March, 2021.

All the above mentioned events aimed towards building a better future for the students.

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

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

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

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

Teachers and students of our institution eagerly participate in observing various commemorative days and festivals. Even during the pandemic, such programs were held in online mode.

- The institution celebrated International Yoga Day on 21st June 2021. This was in pursuit to make students aware of their physical and mental health. This was also a teaching in order to address certain physical ailments that had affected them during the pandemic times.
- On 8th May 2021, the Youth Red Cross Unit of the college celebrated the World Red Cross Day by organising a Special Lecture Programme named, 'Unstoppable'. This was a motivational session for the students where they got to know about the relentless efforts taken by the Red Cross Unit Members as frontline workers to fight the Pandemic.
- Various Departments celebrated Teachers Day online, on September 5th, 2021 by expressing their love and gratitude for their teachers.
- Independence Day and Republic Day were celebrated by the Institution maintaining the COVID protocols.

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

7.2 - Best Practices

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

BEST PRACTICE 1

Title of the Practice: COVID-19 Pandemic Awareness, Responsibilities and Drives

Objectives of the Practice:

1. Carrying out the philanthropic and societal responsibilities of the institution during pandemic.
2. Taking necessary steps towards altruistic welfare of the students.

Context of the Practice: During the ongoing pandemic, most of our students, hailing from challenged socio-economic backgrounds, faced major crises which were personal, economic, educational, psychological, etc which compromised their basic necessities for living.

BEST PRACTICE 2

Title of the Practice: Cholo Shikhi Online (Let's Learn Online)

Objectives of the Practice:

1. To impart alternate free education and guidance
2. Catering to the needs of High School Students during the pandemic before their board examinations.

The Context: During the lockdown this practice offered an alternate audio-visual mode of free learning. The high school students were offered exposure to Higher Education

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

The college collaborated with the 24X7 Bengali News TV Channel 'High News' to reach out to a large cross-section of students beyond the institutional boundaries, across all disciplines during the ongoing pandemic which had led to a compromised offline educational facilities, otherwise provided to the students. The faculty of the college were invited as guest panelists/ academicians in the Online Panel Discussion Programme, 'High Classroom'. The e-Teaching and e-Broadcast Committee of the college met on 31st August 2020 and agreed upon certain resolutions to be carried out like

- the video links of the classes to be maintained, analysed and reviewed as a document
- collecting data and feedback of students/ target audience on the progress of the classes
- to practice uniqueness in teaching and enhance the scope of learning
- the committee henceforth would monitor the smooth running of the classes

The first broadcast was on 24.07.2020. The endeavour of the linkage with the channel also targeted at minimising of the use of smartphones and data-usage resulting in an economic advantage for the students during lockdown. When the whole world was on quarantine, the linkage of our institution with NTA e Solutions provided an alternative virtual educational platform for the students.

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 line graph 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 pandemic (2020-21) routine committee along with departments have put extensive efforts to make an online routine accommodating all the technical challenges of the teachers and the students and formed a schedule that best suits the requirement all the students' and teachers.

Thirdly, we also provide an overall impression about the subjects, syllabus, modes of examination, other academic activities etc., 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.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.mdmbirati.org/uploads/pdf/Academic%20Calender%202020-21.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 documents	View File
Link for Additional information	Nil

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

A. All of the above

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

4

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

105

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

232	
File Description	Documents
Any additional information	View File
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	
<p>The college focuses on imparting a holistic approach in teaching-learning process. This process is further enriched by laying importance upon incorporating discourses on professional ethics, Human Rights and Gender studies, applied plant pathology and psychological counselling. This is effectively done by:</p> <ol style="list-style-type: none"> 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 about the afore-mentioned values. <p>Besides the prescribed CBCS UG and PG syllabus of the various departments of the college, the arts and science departments of the college have successfully introduced Add-on certificate/diploma courses on the following:</p> <ul style="list-style-type: none"> • Human Rights and Gender Studies • Mushroom Cultivation and its Scope • Advanced Techniques in Biology • Basic skills of Psychological First Aid, Advertisement of Community Mental Health and Wellbeing. 	

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

12

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

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

691

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

1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above
File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	View File
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	View File
URL for feedback report	https://www.mdmbirati.org/uploads/Stakeholder's%20Feedback%20(2020-21).pdf
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of sanctioned seats during the year	
1796	
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

239

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
Link for additional Information	https://www.mdmbirati.org/uploads/Webinars_compressed.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
2356	93

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, mini projects, industrial visits 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 industry-oriented 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	No File Uploaded
Link for additional information	Nil

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

ICT makes it possible to use innovative educational resources and modern learning methods. Our institute has adequate infrastructural facilities for ICT, but it was not possible to utilize them as the campus was closed due to Covid-19 pandemic. The teachers adopted alternative ICT based modes of teaching and learning in the changing and challenging scenario. Teachers utilized various digital platforms like Google Meet, Zoom, G-suit, Google Class Room, You Tube, Whatsapp, College Website, TV Channel, 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 session 2020-21. Workshops on the use of ICT tools were organized both for teachers and students. Along with normal online classes, many interactive methods for effective teaching such as PPT, video clips, 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 and delivered class lectures through "High News" TV Channel to reach mass students in such hard times. Pentabs were also used for board work and Google Forms for Internal Assessments.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)**2.3.3.1 - Number of mentors**

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**

41

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

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

2.4.3.1 - Total experience of full-time teachers

1024

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 had been organized by every department as per university rule 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 2020-2021, the internal evaluations were conducted through online mode due to pandemic situation.

The marks of internal evaluation is a component of university examination in CBCS mode. These marks are not communicated to the students rather are preserved confidentially by the

corresponding departments and submitted to the university as per university directives.

Marks for students' attendance were awarded according to the University norms.

Practical examinations were conducted online as per the University guideline. Feedback is collected by teachers from the student so that gaps in assessment can be recognized.

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

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 departmental faculties 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 courses (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 towards 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 conveys 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	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

570

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	Nil

2.7 - Student Satisfaction Survey

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

[https://www.mdmbirati.org/uploads//Student%20satisfaction%20survey_MDM%20\(2020-21\).pdf](https://www.mdmbirati.org/uploads//Student%20satisfaction%20survey_MDM%20(2020-21).pdf)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

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 departments having Research projects funded by government and non government agencies during the year

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

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

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

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

42

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

3.2 - Research Publications and Awards

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

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

48

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year

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

16

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

3.3 - Extension Activities

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

This being the period of worldwide pandemic the college organized covid related awareness programmes like workshop on "Don't let the virus invade your mind" focusing on the mental issues faced by students due to sudden lockdown. A Covid related stress-test app was developed by students in collaboration with local NGO Manabic to gauge the level of covid induced stress in students. A poster competition by the students on pre and post covid world beautifully captured the transition during this difficult phase. For environmental awareness a tree plantation programme at the college ground in association with Vasundhara Environmental Society and an online poster making competition on 'go-green for sustainable earth' were conducted. Another online initiative by the college involving local school students was the 'Chalo-Sikhi' drive in which the college faculty members lectured and interacted with the school students of grade 11 and 12 to give them an academic exposure to higher studies and the pre-requisite skills needed for applying to UG courses of their choice.

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

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

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

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

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

9

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 last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

389

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

3.4 - Collaboration

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

1

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

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

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

4

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. The PG classes of Bengali, Education and Commerce run from there. A computer lab is also present in the hostel building. The main campus comprises of a well-equipped air conditioned auditorium with 300 sitting capacity 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 and one ICT enabled seminar cum conference room in the main building. Along with the above facilities the 6 seminar halls and 18 laboratories together make the main campus colourful.

File Description	Documents
Upload any additional information	View File
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. The college has formed Mrinalini Datta Mahavidyapith Cricket Academy (MDMCA) in a partnership venture with Pakre Cricket Academy to promote cricket among the students. We also train our students for capacity building for Youth Parliament Competition. Due to Covid-19 pandemic and subsequent closure of campuses during the session 2020-2021, it was not possible to impart physical training to the students or to conduct any sports event or 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 top floor, with 300 seating capacity, green-rooms and projecting screen. This venue is used to conduct various cultural programmes all round the year viz. Annual Cultural Competition in the fields of singing, dancing, drawing and elocution. Owing to the pandemic we could not conduct offline competitions in 2020-21 however the students along with the teachers performed online inaugural programme for International/National Webinars.

File Description	Documents
Upload any additional information	View File
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

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

19

File Description	Documents
Upload any additional information	View File
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	View File
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)

0.069

File Description	Documents
Any additional information	View File
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

5

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

4.3 - IT Infrastructure

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

- IT facilities like Wi-Fi, LAN connections, cloud space, college website, online admission portal, student support software etc. are updated as per need basis.
- The college has opened a Google cloud G-suite account (Google workspace business plan) (onlineteaching@mdmteach.com) starting from October 2020 (Invoice no. 3814661688 dated 31.10.2020) and renewed every month thereafter.
- In addition to the two existing online payment gateways (Axis bank, and SBI bank) a third new payment gateway called Razorpay was integrated with the online admission portal of the college to enable online payment of admission fees by students (July-August 2020).
- CBCS compliant college management ERP was updated so that teachers could now upload class notes and check student fees related information online. (https://adm.mdmbirati.org/cmsys/ocms/index_note.php).
- The online mark sheet generation software for PG courses was updated to reflect new changes in the marking system.

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

4.3.2 - Number of Computers

78

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

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS
File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	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)	
22.3512	
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.	
<p>Various procedures and policies are employed, tender is called and competent authority is appointed for the regular repair and upkeep of various facilities. The institution also maintains proper AMC for this purpose. All lab-based departments maintain proper calibration of their equipments. 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</p>	

Advisory Committee in consultation with all Departmental Heads 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 INFLIBNETLIST is renewed annually. Latest question papers, employment weekly, etc. are archived religiously throughout the year. Sports and gym equipment are regularly bought, updated and maintained. Professionally trained instructors are employed in the gymnasium. In every classroom, new white boards 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

176

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

C. 2 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

0

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

0

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

<p>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</p>	<p>A. All of the above</p>
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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

1

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

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

5.2.2.1 - Number of outgoing student progression to higher education

53

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

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

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

2

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

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

8

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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 admission phase of students completes, the student members interact with the new incoming batch to counsel them on the various facilities available to them while in college like student credit card scheme for loan services for higher education, concession and stipends, insurance schemes, student's health home etc. Apart from the regular activities like organizing Saraswati Puja (Basanta Panchami utsav), Intra college talent hunt, sports and cultural competitions, prize distribution ceremony, fresher's welcome, farewell ceremonies, teacher's day etc., they also undertake philanthropic endeavors like forming the Pandemic relief fund for helping the underprivileged students and people from the local community in 2020-21. Earlier they had actively distributed relief to the residents of Sandeshkhali -1 block who were affected by the Amphan super cyclone hitting the coastal areas of West Bengal in 2020.

File Description	Documents
Paste link for additional information	https://www.mdmbirati.org/uploads/Activities_2021.pdf
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

8

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

5.4 - Alumni Engagement

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

The registration of Alumni Association of our institution is under process.

Departments maintain active contact with their respective alumni and frequently organize programs involving them like interactive session between alumni members and current students to provide career and competitive exam related guidance, donating books and support materials to library, sending updates on job vacancies, etc. In 2020-21 session, online alumni interviews were conducted by the departments of Botany and Computer Science where ex-students met current students to discuss emerging scopes in their respective course of study.

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

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

File Description	Documents
Upload any additional information	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 IQAC ensures upholding of the quality of activities performed by these subcommittees through regular meetings and review.

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.

Both UG and PG courses run successfully in our institution. The concept of 'Decentralization and Participative Management' are reciprocal to each other. The college adheres to these practices in various aspects viz., admission, examination, student support activities viz., NSS, NCC, Scholarships, etc.

Case study of application of 'Decentralization and Participative Management' in the college is as under: The admission of students to UG and PG level is conducted by the Admission Sub-committee comprising of all Department Heads. The said committee is headed by the Principal as Chairman and two teachers act as Joint Conveners. The functions of this committee are governed by the rules framed by the Department of Higher Education, Govt. of West Bengal and affiliating university (WBSU) for the said purpose. This is how

decentralization of the norms fixed by the Dept of Higher Education, Government of West Bengal, is carried out.

As part of participative management the institution sets the various yardsticks to carry out admission in various subjects, keeping in view the distinctive requirements of the subject concerned. For example, to reduce hardships on students seeking admission during the pandemic, annual semester fees have been collected in two instalments.

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

In 2020-21 the world was going through pandemic and physical classes remained suspended. The college shifted to online mode of teaching-learning. However, not all students had access to smart phones and/or sufficient bandwidth. To extend our reach to such students as well as to the student community at large, the college chalked out several strategies for online learning solutions like 'Online Add On Courses', 'Chalo Sikhi Online Classes for School Students', 'TV broadcasting of lectures (High News)'. One such activity is described as under:-

An 'E-Teaching Broadcast Committee' was formed on 08.07.2020 in collaboration with Bengali news TV channel 'High News' for broadcasting of certain lectures on relevant topics by faculty members of various departments. A total of 86 lectures were aired on the channel using teaching aids like whiteboard and ppt slides etc. A Positive feedback was received from participating teachers and beneficiary students.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.mdmbirati.org/uploads/Institutional%20Distinctiveness%202020-21.pdf
Upload any additional information	No File Uploaded

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

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 and guiding body comprising of the President, the Principal as Secretary, three elected members from whole time teachers of the college, two representatives from 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 promoting the group C 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.

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/uploads/Organogram_final.pdf
Upload any additional information	No File Uploaded

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Organisational growth depends to a large extent on the faculty empowerment 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.

In collaboration with WEBEL our institution organises different

computer training programmes both for the teaching and non-teaching employees with an objective of knowledge enrichment and skill development. The college authority initiated necessary training programmes specially for those non-teaching staff who were engaged to handle the newly introduced HRMS portal by the State Government for releasing salary grants and for other financial affairs.

File Description	Documents
Paste link for additional information	https://wbhealthscheme.gov.in/
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

1

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	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

15

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.

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 non-teaching 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

Internal audit by independent external person is not followed in our college. But 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 to day 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 2020-21, 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.

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

6.5 - Internal Quality Assurance System

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

The entire teaching-learning process shifted to online mode during 2020-21 and the IQAC took a number of initiatives to help the college continue on an online platform.

Two significant initiatives taken are as follows:

1. The IQAC promoted online teaching-learning process through organising national/international workshops on the features of using online platforms in order to help both teachers and students to carry on the regular mode of teaching/learning from home. A national workshop entitled "Online Classes: Usefulness and Precautions" was organised by IQAC on 05/09/2020 to orient both teachers and students to online teaching-learning process during the pandemic lockdown. The college also procured a domain and G-suite for facilitating large online classes, seminars and workshops. The IQAC also formed Online Class Assistance Committee (OCAC) for extending help to both students and teachers who would face any impediment in organising and executing classes on online platforms.

2. The IQAC has also planned and implemented its philanthropic mission online. A 3-month project entitled "Cholosikhi Online" (Let Us Learn Online) commenced with offering free online education to students of Classes IX, X, XII under the guidance of Science Forum. Around 165 students from 37 schools from 9 districts of West Bengal participated in the programme.

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

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

The pandemic led to closure of campus and face to face classes could not be held. Teaching learning process shifted to online/blended mode. In order to facilitate this shift the institution

a) Constitution of Online Class Assistance Committee (OCAC) to provide technical support to teachers to switch to the new online mode of teaching-learning, augmenting IT infrastructural facilities like G Suite account for holding online programs with large audience.

b) The college used to receive feedback of guardians and the students of the 3rd year (annual system) on academic activities and campus condition. From this session the college has started to collect feedback of the students of all the semesters. In the pandemic situation the whole feedback process was organized on online platform. It has given a micro-level picture of the academic situation of the college with more clarity.

File Description	Documents
Paste link for additional information	https://www.mdmbirati.org/uploads//Student%20satisfaction%20survey%20MDM%20(2020-21).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
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File Description	Documents
Paste web link of Annual reports of Institution	https://www.mdmbirati.org/pagee.php?pid=3295c76acbf4caaed33c36b1b5fc2cb1
Upload e-copies of the accreditations and certifications	<p align="center">No File Uploaded</p>
Upload any additional information	<p align="center">View File</p>
Upload details of Quality assurance initiatives of the institution (Data Template)	<p align="center">View File</p>

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 gendersensitisation. A one-day special lecture on "Beyond Gender Binary: Issues and Challenges" was conducted by the Department of Sociology to promote better acceptance of gender diversity.

File Description	Documents
Annual gender sensitization action plan	https://www.mdmbirati.org/uploads/Annual%20Gender%20Sensitization%20Action%20Plan%20(2020-21).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.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	No File Uploaded

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

We are alert towards recycling and reusing our wastes:-

- In order to make the students realise the importance of small initiatives for conservation of resources, old cartons (say boxes of newly bought printers and computers) are used as waste paper bins in classrooms. This is a good method of providing hands-on training and creating mass awareness among the students.
- Initiatives have been taken by the faculty members to re-

use the sheets/notebooks submitted for correction by the students for rough work and other innovative work like making photo-albums. This is in accordance to the students' perception for a Clean Classroom, Green World Initiative. Way back in the year 2016, the department of Geography framed an innovative idea regarding re using the already used pages and sheets in the practical cases like making a Photo-Album remembering all the past events and activities of their department.

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

A. Any 4 or All of the above

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

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

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

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 underprivileged sections of students. A 10% relaxation of the cut off marks for the candidates belonging to the SC and STCommunity, 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 3 % 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.

To spread an all-encompassing awareness about COVID-19, the Youth Red Cross Unit organised a special lecture programme on the World Red Cross Day, 8th May 2021, entitled "Unstoppable" 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, with adequate knowledge to fight the pandemic.

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

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

In order to sensitize our students towards the rights and duties of a responsible citizen and to be globally aware the following activities were undertaken:

Certain webinars were organised to make the students aware of the contemporary societal issues and also their individual rights.

- The Department of Political Science in collaboration with the IQAC of our college organised a webinar named "India-China Relations: Security, Predicament and Threat Perceptions" on 11th July, 2020.
- An Online-Lecture Programme entitled "Human Rights: Anthropological Approaches" was organised by the Department of Anthropology on 2nd September 2020.
- The Department of Political Science conducted a webinar entitled, 'Dynamics of Democracy and Challenges of Governance in New Normal' on 21st October 2020.
- The Department of Anthropology organised a webinar on 'Indigenous Right: Issues and Challenges' on 14th January 2021
- Lastly, the Department of Sociology conducted a special lecture programme on 'Beyond Gender Binaries: Issues and Challenges' on 2nd March, 2021.

All the above mentioned events aimed towards building a better future for the students.

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

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

4. Annual awareness programmes on Code of Conduct are organized

D. Any 1 of the above

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

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

Teachers and students of our institution eagerly participate in observing various commemorative days and festivals. Even during the pandemic, such programs were held in online mode.

- The institution celebrated International Yoga Day on 21st June 2021. This was in pursuit to make students aware of their physical and mental health. This was also a teaching in order to address certain physical ailments that had affected them during the pandemic times.

- On 8th May 2021, the Youth Red Cross Unit of the college celebrated the World Red Cross Day by organising a Special Lecture Programme named, 'Unstoppable'. This was a motivational session for the students where they got to know about the relentless efforts taken by the Red Cross Unit Members as frontline workers to fight the Pandemic.
- Various Departments celebrated Teachers Day online, on September 5th, 2021 by expressing their love and gratitude for their teachers.
- Independence Day and Republic Day were celebrated by the Institution maintaining the COVID protocols.

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

7.2 - Best Practices

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

BEST PRACTICE 1

Title of the Practice: COVID-19 Pandemic Awareness, Responsibilities and Drives

Objectives of the Practice:

1. Carrying out the philanthropic and societal responsibilities of the institution during pandemic.
2. Taking necessary steps towards altruistic welfare of the students.

Context of the Practice: During the ongoing pandemic, most of our students, hailing from challenged socio-economic backgrounds, faced major crises which were personal, economic, educational, psychological, etc which compromised their basic necessities for living.

BEST PRACTICE 2

Title of the Practice: Cholo Shikhi Online (Let's Learn Online)

Objectives of the Practice:

1. To impart alternate free education and guidance
2. Catering to the needs of High School Students during the pandemic before their board examinations.

The Context: During the lockdown this practice offered an alternate audio-visual mode of free learning. The high school students were offered exposure to Higher Education

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

The college collaborated with the 24X7 Bengali News TV Channel 'High News' to reach out to a large cross-section of students beyond the institutional boundaries, across all disciplines during the ongoing pandemic which had led to a compromised offline educational facilities, otherwise provided to the students. The faculty of the college were invited as guest panelists/ academicians in the Online Panel Discussion Programme, 'High Classroom'. The e-Teaching and e-Broadcast Committee of the college met on 31st August 2020 and agreed upon certain resolutions to be carried out like

- the video links of the classes to be maintained, analysed and reviewed as a document
- collecting data and feedback of students/ target audience on the progress of the classes
- to practice uniqueness in teaching and enhance the scope of learning
- the committee henceforth would monitor the smooth running of the classes

The first broadcast was on 24.07.2020. The endeavour of the linkage with the channel also targeted at minimising of the use of smartphones and data-usage resulting in an economic advantage for the students during lockdown. When the whole

world was on quarantine, the linkage of our institution with NTA e Solutions provided an alternative virtual educational platform for the students.

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

Future Plan of Action:

1. Introduction of Add On/ Value added Courses by Humanities, Commerce and Science Departments
2. New MoUs with educational institutes of repute and linkages with industries to be signed
3. The scope of Institutional Social Responsibility (ISR) to be extended to provide Covid 19 Vaccination to the neighbourhood
4. Workshops to create awareness on Students' Scholarship
5. Online seminars/ workshops on gender sensitization, environmental sustainability, human resource building etc
6. Proposals to introduce Language Lab to be considered