



# **YEARLY STATUS REPORT - 2022-2023**

## **Part A**

### **Data of the Institution**

#### **1.Name of the Institution**

**MRINALINI DATTA MAHAVIDYAPITH**

- Name of the Head of the institution **Dr. Sudeshna Lahiri**
- Designation **PRINCIPAL**
- Does the institution function from its own campus? **Yes**
  
- Phone no./Alternate phone no. **03325139100**
- Mobile No: **9674497871**
- Registered e-mail **mdm.birati@gmail.com**
- Alternate e-mail **iqac.mdm@gmail.com**
- Address **VIDYAPITH ROAD, BIRATI**
- City/Town **KOLKATA**
- State/UT **WEST BENGAL**
- Pin Code **700051**

#### **2.Institutional status**

- Affiliated / Constitution Colleges **Affiliated**
- Type of Institution **Co-education**
  
- Location **Urban**
  
- Financial Status **Grants-in aid**

- Name of the Affiliating University **WEST BENGAL STATE UNIVERSITY**
- Name of the IQAC Coordinator **MAHUYA MAJI**
- Phone No. **03325139100**
- Alternate phone No. **03325393825**
- Mobile **09874492020**
- IQAC e-mail address **iqac.mdm@gmail.com**
- Alternate e-mail address **mdm.aqar@gmail.com**

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

<https://www.mdmbirati.org/uploads/AQAR%2021-22.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/academic%20calendar%2022-23.pdf>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B++</b>	<b>83.75</b>	<b>2005</b>	<b>28/02/2005</b>	<b>27/02/2010</b>
<b>Cycle 2</b>	<b>B+</b>	<b>2.66</b>	<b>2016</b>	<b>05/11/2016</b>	<b>04/11/2021</b>

**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
<b>Department of Sociology</b>	<b>Annual Status of Education Report</b>	<b>PRATHAM EDUCATION FOUNDATION</b>	<b>2023, from Sept 2022 to December 2023</b>	<b>76,675</b>
<b>Institute</b>	<b>Purpose of maintenance of tree saplings</b>	<b>WWF-India</b>	<b>2022</b>	<b>5000</b>

**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** **4**

- 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)**

Conducting programmes on the back-burning issue of "Environmental Protection and Sustainable Development" in collaboration with various agencies like NSS, NCC, Green Campus Committee, Science Forum, WWF-India, Social Welfare Society, etc.

Addressing the social issue of "Women Empowerment" through modalities like Poster Exhibition by students, Wall Magazine, observance of Women's Day & International Daughter's Day, Awareness session on sexual harassment, Value added course on Gender Sensitization, etc.

Special attention to physical, mental and community health through initiatives like "HIV Awareness Program in nearby school", "Prevention of Suicide", "Health and Life-style Education", "Emotional Well-being", "Thalassemia Awareness and Screening Camp", "Dengue prevention and Awareness in local community in collaboration with North Dum-Dum Municipality", "Low cost Blood-testing camp", "Boot Camp on epically aligned by Dept. of Philosophy", "International Yoga Day", etc.

In order to make college experience more fruitful for students, IQAC

conducted various academic orientation programmes to introduce students to essential resources such as library, sports and gym, scholarships, student credit card facility, counseling services, facilities for PH/VH, extra-curricular activities, cultural life on campus, as well as how to approach institutional committees like Internal Complaints Committee, Grievance Cell, Anti-Ragging Committee for redressal of grievances. The orientation also provided insights in to the Code of conduct & campus life rules. A Two-Day Book Exhibition was also held by the Central Library on 16.05.2023 & 17.05.2023 to provide an opportunity for the college community to explore a wide range of books, fostering a culture of reading and intellectual growth.

IQAC in collaboration with West Bengal Students' Credit Card Scheme Committee of the college observed a week long program called "Student's Week" from 02.01.2023 to 07.01.2023 with various activities and sessions for their holistic development. Activities included awareness camps, health check-ups, career counseling, workshops, seminars, interactive visits, and competitions.

**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
Encouraging more collaborations with educational institutes and other organisations of repute by signing MoUs with them to promote academic, research, internship activities as well as extension and outreach programs.	Five new MoUs were signed with reputed organizations. And one MoU was renewed.
To undertake workshops/ lecture series/seminars in collaboration with philanthropic organisations with the aim of promoting self development and emotional well being of the students.	Many such programmes were conducted throughout the year.
Social/environmental awareness programmes to be undertaken in collaboration with local government body and other non-government agencies.	More than ten such programmes conducted throughout the year.
Workshop/ training/management/ orientation programs for the office staff.	Administrative training workshop (21.01.2023); Code of Conduct for Employees (23.05.2023)

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	27/04/2024

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

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• IQAC e-mail address	iqac.mdm@gmail.com
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<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://www.mdmbirati.org/uploads/AQAR%2021-22.pdf">https://www.mdmbirati.org/uploads/AQAR%2021-22.pdf</a>
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.mdmbirati.org/uploads/academic%20calendar%2022-23.pdf">https://www.mdmbirati.org/uploads/academic%20calendar%2022-23.pdf</a>

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<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>
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<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>	
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<p>Conducting programmes on the back-burning issue of "Environmental Protection and Sustainable Development" in collaboration with various agencies like NSS, NCC, Green Campus Committee, Science Forum, WWF-India, Social Welfare Society, etc.</p>	
<p>Addressing the social issue of "Women Empowerment" through modalities like Poster Exhibition by students, Wall Magazine, observance of Women's Day &amp; International Daughter's Day, Awareness session on sexual harassment, Value added course on Gender Sensitization, etc.</p>	
<p>Special attention to physical, mental and community health through initiatives like "HIV Awareness Program in nearby school", "Prevention of Suicide", "Health and Life-style Education", "Emotional Well-being", "Thalassemia Awareness and Screening Camp", "Dengue prevention and Awareness in local community in collaboration with North Dum-Dum Municipality", "Low cost Blood-testing camp", "Boot Camp on epically aligned by Dept. of Philosophy", "International Yoga Day", etc.</p>	
<p>In order to make college experience more fruitful for students, IQAC conducted various academic orientation programmes to</p>	



introduce students to essential resources such as library, sports and gym, scholarships, student credit card facility, counseling services, facilities for PH/VH, extra-curricular activities, cultural life on campus, as well as how to approach institutional committees like Internal Complaints Committee, Grievance Cell, Anti-Ragging Committee for redressal of grievances. The orientation also provided insights in to the Code of conduct & campus life rules. A Two-Day Book Exhibition was also held by the Central Library on 16.05.2023 & 17.05.2023 to provide an opportunity for the college community to explore a wide range of books, fostering a culture of reading and intellectual growth.

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Workshop/ training/management/ orientation programs for the office staff.	Administrative training workshop (21.01.2023); Code of Conduct for Employees (23.05.2023)
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Governing Body	27/04/2024
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2022-23	29/02/2024
<b>15. Multidisciplinary / interdisciplinary</b>	

Our institution follows the rules, regulations, and syllabus as prescribed by the affiliating university (West Bengal State University, Barasat). However, to facilitate our students in opting for interdisciplinary/multidisciplinary subjects at the UG level, a flexible routine structure has been designed by the college. A student enrolling in the Choice Based Credit System, B.A. and B.Sc. Honours (Core) course can opt to study any other Humanities or Science subject as an Elective (GE) paper. Further, the students of the B.A or B.Sc. stream have the option to choose any topic as SEC paper (Skill Enhancement Course of 2 credits) in their 3rd and 4th Semesters (except in selected courses and B.Com. stream where the SEC Paper has been fixed by corresponding BOS of the affiliating University). Thus, keeping within the rules and regulations of WBSU, the college routine has been designed flexibly as far as practicable to allow students to exercise choices cutting across disciplines. Further, the Add On Courses offered by the college can be availed by students from any discipline. With regards to the PG departments (Education, Commerce, Bengali), students can opt for an interdisciplinary paper for their GEC course from any other stream.

#### **16.Academic bank of credits (ABC):**

Not implemented yet in the institution.

#### **17.Skill development:**

The West Bengal State University prescribed curriculum as followed by our institution makes it mandatory for the students to study various skill enhancement courses that are pertinent to today's society. These courses boost the student's employability, help them to choose better career options and to make them aware of the current national and international issues. Value based topics like Gender, Ethics, Women's Rights, Business Ethics, Self management according to Gita, etc. are also part of the curriculum of several disciplines viz. History, Anthropology, Journalism & Mass Communication, Sociology, Political Science, Commerce, Psychology, Sanskrit, English, Philosophy, and Education. Additionally, some capacity building and skill enhancement programs that were organized by the institution for the benefit of the students :- Preparation and presentation of Annual Status of Education Report (ASER) 2022 by Department of Sociology. Professional Skill Enhancement Programme for students of Journalism and Mass Communication for hands on training on editing and newspaper page makeup by Department of Journalism (30.06.2022 & 07.02.2023). Demonstration programme on Art and Craft by NSS Units I and II in collaboration with

Pidilite Industry Limited (16.11.2022). Development of ICT skills of students of the Department of English by the faculty members of the Department of Computer Science (06.12.2022 & 07.12.2022) Participation in Quiz Competition on "Indian Federalism" by students of several departments at JIS University on 21.03.2023. Language and Communication Skills development session called "Fine Tuning Language" by Department of English (28.06.2022)

**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 in the classroom. Question papers of these relevant subjects are framed both in English and Bengali. The ancient Indian language Sanskrit is offered not only as an Honours course but also as 6 credits MIL (Modern Indian Language) paper in the 3rd and 4th semesters to B.A. and B.Com. general stream students. The departments of English (Indian Classical Literature), Bengali (History of Bengali Literature and Culture), History (Understanding Indian Art), Philosophy (Outlines of Indian Philosophy, Classical Indian Text, Indian Philosophy of Language, Ethical and Social Philosophy of India), Sanskrit (Cultural Importance of Ramayana, Mahabharata, Puranas, Major Schools of Indian Poetics-Rasa, Alankara, Riti, Dhvani, Vakrokti and Aucitya), Anthropology (Tribal Culture and Tribal Development in India, Anthropology of Health) Political Science (Classical Political Philosophy), Sociology (Sociology of India) teach papers related to Ancient Indian Art and Culture, Tribal and Endangered language etc, as the part of their syllabus (Core paper, SEC paper), structured by the West Bengal State University. The institution also conducted the following programs to promote Indian art, culture, traditions, languages, tribal studies: Observing Sanskrit Divas (12.08.2022). A trip to witness the struggles of Indian Freedom Fighters via visit to Central Jail Museum and Indian Town Hall, Kolkata by department of History (04.01.2023). Educational tour to the temples and educational system of Mayapur by Department of Education (03.01.2023) Exhibition of coins belonging to ancient, medieval, and modern time periods of India conducted by Department of History (06.04.2023). Special lecture on Cultural resilience for Climate Resilient Tribal Development (11.04.2023 & 26.04.2023). Rabindra Jayanti - celebrating the immense contribution of poet Ravindra Nath Tagore towards Indian Culture and Literature (10.05.2023). Celebration of "Azadi Ka Amrit Mahotsav" , Felicitations of Veergatha Awardees, (15.08.2022, 12.08.2022, and 23.09.2022).

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

In the beginning of each academic year, the college arranges preadmission counselling where teachers discuss about the different institutional support facilities, prospects of the different courses offered with the prospective students. Just after admission is over, the college arranges an orientation program for freshers' where a general outline and basic components of each program is discussed. Thereafter, every department individually arranges a general discussion with the students to make them aware of the course and program outcomes. Outcomes are measured by the CGPA score of the students at the end of the three year program. The scores are calculated based on their performance in all courses/ papers they study throughout their six semester curriculum. Our college has a functional MoU with the company WEBEL Informatics under which students are given compulsory computer training in basic programming skills and soft skills. Five new MoUs with various organizations of repute like IBRAD, Juridical Sciences (JIS University), etc., were signed for undertaking various academic activities and two Online Add-on Certificate Courses on Human Rights and Gender Studies and Applied Plant Pathology were also undertaken in 2022-23. 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.

### 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). Faculties continued to use tools like PPT, video clips, online resources from NPTEL, Coursera, simulation tools, virtual labs, tools like Mentimeter, Quizz.com, and Cloud portals. The add-on course offered by the institution continued to be held in online mode.

## Extended Profile

### 1.Programme

1.1

793

Number of courses offered by the institution across all programs during the year		
File Description		Documents
Data Template	<a href="#">View File</a>	
<b>2.Student</b>		
2.1 Number of students during the year		<b>1862</b>
File Description		Documents
Data Template	<a href="#">View File</a>	
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		<b>814</b>
File Description		Documents
Data Template	<a href="#">View File</a>	
2.3 Number of outgoing/ final year students during the year		<b>352</b>
File Description		Documents
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1 Number of full time teachers during the year		<b>93</b>
File Description		Documents
Data Template	<a href="#">View File</a>	
3.2 Number of Sanctioned posts during the year		<b>55</b>

File Description	Documents
Data Template	<a href="#">View File</a>

<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	70
4.2 Total expenditure excluding salary during the year (INR in lakhs)	100.09872
4.3 Total number of computers on campus for academic purposes	62

## **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 examination (both theoretical and practical), etc. Such planner is provided to the students at the beginning of the session. This helps to maintain a steady progress of the teaching-learning process.

Secondly, the routine sub-committee of the institution prepares the central timetable to distribute the academic work load evenly across the week days keeping in mind the manpower available in each department as well as their syllabus specific requirements if any for the successful execution of the syllabus.

Thirdly, the overall impression about the subjects, syllabus, modes of examination, other academic activities etc., is provided to both the students and the guardians through various orientation programmes held from time to time in both online and offline modes.

Fourthly, all students undergo continuous evaluation and assessment process throughout the year. This includes periodic examinations, weekly assessments, class presentations, group projects, individual projects, chart/popster preparations, wall magazines, educational excursions, etc. These activities are discussed in advance with the students and notices in this regard are served from time to time.

Thus through academic calendar, periodic notices about assessments, structured routine and frequent orientation sessions, the institution delivers the curriculum to the students in an organized manner.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.mdmbirati.org/uploads/academic%20calendar%2022-23.pdf">https://www.mdmbirati.org/uploads/academic%20calendar%2022-23.pdf</a>

#### 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 every academic session an outline of the forthcoming curricular, co-curricular and extra-curricular activities is provided to the students through a printed as well as online academic calendar.
- The Academic Calendar notifies the tentative dates of (a) commencement of classes (b) dates of internal assessment (c) dates of University Examinations, (d) list of holidays (e) various college events. The college makes every effort to ensure maximum compliance to the schedule mentioned in the academic calendar.
- Besides the periodic internal assessments that are a part of the CBCS system, teachers conduct inter alia, revision tests, written assignments, student presentations, to gauge the students' grasp of the lessons taught. Remedial classes are arranged for students to improve their performance.



File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **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	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data**

**requirement for year: (As per Data Template)**

**02**

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

**37**

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

**64**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**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 holistic education to its students. The teaching-learning process is further enriched by laying importance upon incorporating discourses on professional ethics, human rights and gender studies, environmental conservation, sustainability etc. This is effectively done in two ways:

1. Apart from the core courses mentioned in the syllabus, some departments have opted for Discipline Specific Electives and Skill Enhancement Courses, that have the aforementioned points directly as part of their CBCS curriculum. Gender Sensitization is one such paper taught as Skill Enhancement Course in the Department of Sociology.

2. Many departments have organized seminars/webinars, special lectures, workshops, training camps, special talk etc on the issues of Earth day, International Daughters' Day, Awareness Camp on Cervical Cancer etc to cater to the aforementioned values.

3. IQAC,NSS, NCC and other sub-committees of the college also organised different activities pertaining to the aforesaid issues in collaboration with different reputed organizations.

4. Besides the prescribed CBCS Undergraduate and Postgraduate syllabus, the college has successfully introduced Add-on courses on Human Rights and Gender Studies and Plant Pathology in the session 2022-23. Such add-on courses added additional weightage to the integrated inclusive approach towards afore-mentioned values.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

14

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

153

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
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File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="https://www.mdmbirati.org/uploads/Syllabus_Feedback_2022-23.pdf">https://www.mdmbirati.org/uploads/Syllabus_Feedback_2022-23.pdf</a>

**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	<a href="#">View File</a>

**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**

**226**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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 continuous process that aims at understanding and improving student learning. It is a continuous cycle of learning improvement.

At the course level, assessment is about evaluating student's progress through classroom observation, interactions, continuous and regular assessments, home assignments etc. The corrected answer scripts are shared with each student so that they can identify their weak points and improve on them. Evaluations are done on the basis of class tests, presentations, and project works, and viva voce is conducted on the basis of practical demonstrations for laboratory-based subjects.

Slow learners are encouraged to attend remedial classes, revision classes, counselling sessions and additional teaching arranged by various departments of the institution. Tutorial classes with additional learning and reference materials are arranged for the advanced learners. They are encouraged to enrol in MOOC courses and add-on courses.

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

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

Number of Students	Number of Teachers
1862	93

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

Students are given course objectives and outcomes at the beginning of the course to help them understand and self-evaluate by the end of the course.

Interactive classes encourage students to think uniquely and innovatively that come up with creative interpretations through the use of audiovisual aids, field work, surveys, on-the-job training, and project-based learning.

Students' seminars, PowerPoint presentations etc are organized so that students can present their work to the whole class.

Students are encouraged to take online certification courses offered by MOOCs.

Departments offer add-on courses to supplement the regular curriculum and enhance employability skills.

Activities such as poster making, discussions, debates on current issues, and the publication of wall magazines are organized regularly by departments.

Students are also encouraged to participate in extra-curricular activities through NSS, YRC, and NCC to promote integration and learn.

Students are also represented in different committees formed by the Teacher's Council so that they can be involved in the decision-making process and ensure transparency.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

maximum of 200 words

The faculty members of the college utilize Information and Communication Technology (ICT) extensively to bolster, enrich, and streamline the educational experience to the students.

The college has been making use of the following ICT resources:

- A spacious auditorium furnished with digital amenities including microphones, projectors, cameras, WIFI access, and computer systems.
- Department-specific projectors installed in classrooms and laboratories.
- Several seminar and conference rooms outfitted with advanced digital infrastructure.
- Two dedicated ICT rooms featuring smart boards, projectors, and sound systems.
- Management of a digital library to ensure the availability of electronic resources.

The digital approach to teaching and learning encompasses several activities, including:

- In addition to conventional classes, various interactive teaching methods are employed for enhanced learning. These methods include presentations with animations, and video clips, utilization of online resources from platforms like NPTEL, Coursera, and YouTube, simulation tools, virtual laboratories etc.
- Many of the departments keep conducting special lectures for the benefit of the students.
- Students are actively encouraged to participate in a variety of activities such as PowerPoint presentations, quizzes, debate competitions, and art competitions organized by the college.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

**2.4 - Teacher Profile and Quality**

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

93

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

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

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

42

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

1202

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The teachers inform students about the method, frequency, and timing of internal assessments at the beginning of the academic year. Each department organizes internal assessments following university regulations. These assessments include written tests, assignments, oral examinations, projects, presentations, and group work. During the 2022-2023 sessions, internal assessments were conducted in offline mode. The marks obtained are part of the university examination under CBCS mode. They are kept confidential by the departments and submitted to the university as per guidelines. Attendance marks adhere to university norms, and practical exams follow specific procedures outlined by the university.

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

In dealing with grievances related to internal examinations, the college strictly follows the guidelines issued by the affiliating university in this regard. The Examination Committee handles issues regarding the evaluation process. Students are informed about the schedule of the internal examinations well in advance. After the tests, the solutions to the questions asked and the evaluation scheme are discussed with the students to maintain transparency and uniformity in the assessment of the internal tests. The evaluated assignments are returned to the students, thus maintaining the transparency of the marks assigned and to resolve grievances if any. The experiments performed by the students on practical tests are immediately evaluated by the faculty and the performance marks are assigned based on the methodological accuracy of the experiments and the same is afterwards discussed with the concerned students to ensure transparency and to clear the path for resolution of grievances, if any. Students who are not satisfied with their examination are allowed to appear in improvement examinations. If any student has any grievance related to question paper and evaluation during internal examination, the subject handling faculty and Head of the Department resolve the problem immediately.

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

## 2.6 - Student Performance and Learning Outcomes

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

The institute offers PG program in 3 different disciplines and UG programs in 23 different disciplines. B. A., B. Sc. and B. Com. courses are running under the UG programme following a well-defined syllabus prescribed by the affiliating university, West Bengal State University. The college offers computer training courses for all students and some certificate or add-on courses. The institution provides platforms like NSS, NCC, YRC etc for philanthropic activities and extra-academic activities like sports, cultural activities etc. As the mechanistic steps, the college arranges an 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 aware of the course and discipline. From a holistic perspective of education, the institution always try to maintain a proper mechanism for academic and extra-academic activities through which students are able to develop

- headship and managerial skills with scientific explanations
- problem-solving skills
- capacity to choose a work place in the government or private sector
- professional attitude and work ethics
- knowledge in language and literature
- knowledge in overall environment and sustainable development
- historical, geographical and political knowledge
- empathy and build emotional intellect

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

The institution is affiliated to West Bengal State University (WBSU). It offers undergraduate and postgraduate courses in arts, commerce and science. The institute adheres the university's prescribed curriculum and accordingly, Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) are evaluated.

Attainment of Programme Outcomes (POs)

Assessment of POs primarily focuses on students' progress toward further studies, as well as their placement in companies or other sectors. The POs include fostering community engagement, imparting applied knowledge in Economics, Marketing and Management, nurturing innovative thinking, instilling scientific, social and environmental responsibility and enhancing communication skills.

## Attainment of Programme Specific Outcomes (PSOs)

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

## Attainment of Course Outcomes (COs)

COs serve as guiding statements for learners, clarifying the purpose of the course and their expected activities upon completion. Evaluation tools for COs encompass syllabus coverage, tests, assignments, presentations, fieldwork and written examinations, continuous assessment, question paper design and examination results at the end of each semester.

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

## 2.6.3 - Pass percentage of Students during the year

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

352

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://mdmbirati.org/pagee.php?pid=37693cfc748049e45d87b8c7d8b9aacd">https://mdmbirati.org/pagee.php?pid=37693cfc748049e45d87b8c7d8b9aacd</a>

## 2.7 - Student Satisfaction Survey

### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution

may design its own questionnaire) (results and details need to be provided as a weblink)

[https://www.mdmbirati.org/uploads/SSS\\_2022-23.pdf](https://www.mdmbirati.org/uploads/SSS_2022-23.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)

0.77

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://www.pratham.org/programs/education">https://www.pratham.org/programs/education</a> /

#### 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**

8

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**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**

50

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**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**

34

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**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

On 30/11/22, the NSS Units I and II of the college partnered with NRS Medical College and Hospital and MANABIC(NGO) for a Thalassemia Awareness and Screening camp. With 28 volunteers, 120 students, teachers, and staff were screened to raise awareness about Thalassemia.

A rally addressing contemporary social issues was held by NSS on 28.03.2023 in and around the college vicinity and in the slum area of the wards adopted by the college. They visited Sisu Sikswa Prakalpa - a Mid Day Meal Scheme School, and interacted with the school students. NSS students demonstrated healthy habits to promote awareness among the school pupils.

On 23/01/2023, the college, in collaboration with IQAC, organized a Swachh Bharat Abhiyan. 26 NCC cadets participated, cleaning the campus and highlighting the importance of cleanliness.

On 29/11/22, IQAC, collaborating with North Dum Dum Municipality, conducted a Dengue Prevention and Awareness Campaign. Activities included household visits, pamphlet distribution, megaphone broadcasting, and surveys. The aim was to educate residents on dengue symptoms and preventive measures, fostering proactive prevention.

On 06/02/2023, the Extension and Outreach Sub-Committee, with IQAC of Mrinalini Datta Mahavidyapith, Birati, partnered with WBSAP & CS for an HIV Awareness Programme at Uttar Dum Dum Vidyapith for Boys. Sessions aimed to educate on HIV/AIDS prevention, empowering for a healthier community.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### **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**

07

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

**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**

743

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

<b>3.4 - Collaboration</b>	
<b>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</b>	
6	
<b>File Description</b>	<b>Documents</b>
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
<b>3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year</b>	
<b>3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year</b>	
7	
<b>File Description</b>	<b>Documents</b>
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>
<b>INFRASTRUCTURE AND LEARNING RESOURCES</b>	
<b>4.1 - Physical Facilities</b>	
4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.	
<p>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. Presently, the PG classes of Bengali, Education and Commerce are being held there. UG classes for Anthropology, Mathematics, Bengali, Education,</p>	

Psychology and Food and Nutrition are also held in this building. A computer lab is present in the hostel building. There is an air-conditioned staff room. Proper toilet facilities are also available for teachers and students. The main campus comprises of an air-conditioned auditorium with projector and green rooms with a seating capacity of 300 and covering an area of 6000 sq. ft. The college Central Library is situated within main campus and spreads over an area of 6000 sq. ft. The college playground lies adjacent to the main campus. It is encircled by a boundary wall and occupies an area of 28,800 sq. ft. Along with central library and auditorium there also exists an open stage, one canteen, two gymnasiums- one for boys and one for girls, two common rooms separate for boys and girls, and one cycle stand. There are two ICT enabled classrooms with projectors and one ICT enabled seminar cum conference room with an 60" interactive touch screen TV in the main building.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.mdmbirati.org/uploads/SupportFacilityTeachingLearning_22-23.pdf">https://www.mdmbirati.org/uploads/SupportFacilityTeachingLearning_22-23.pdf</a>

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. Annual sports competition for students and teachers was organised on 11/01/2023. We have an air-conditioned auditorium on the second floor, with 300 seating capacity, open stage, green-rooms and projecting screen to conduct various academic and cultural activities all through the year. For example, 'The Sanskrit Divas' was celebrated on 12/08/2022, Azadi ki Amrit Mahotsav celebrated on 15/08/2022, 162nd Birth Anniversary of Rabindranath Tagore celebrated on 10/05/23 organized by the cultural sub-committee and IQAC and comprising of cultural programmes, competitions of singing, dancing, drawing and elocution were held in the auditorium and ICT seminar halls. College celebrates World Yoga Day every year at the auditorium.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.mdmbirati.org/uploads/SupportFacilitySportsCulture_22-23.pdf">https://www.mdmbirati.org/uploads/SupportFacilitySportsCulture_22-23.pdf</a>

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

20

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

20

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.mdmbirati.org/uploads/Classroom.pdf">https://www.mdmbirati.org/uploads/Classroom.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

103.94927

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)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

The college Library has been partially automated since 2015 using KOHA Library software. The KOHA version was updated to ver 22.05.13.000 in 2023. The college library is spreading over 6000 sq. ft. It 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. Renewal for Online Public Access Catalogue (OPAC) for the providing global access through the college website was under consideration in the session 2022-23. 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 newspapers are also present. Master File of KOHA manages referential data used by other modules, including authority files, subjects/topics, publishers, suppliers, etc. KOHA system allows global configuration, index management, database backup, etc. Additionally, it features an OPAC for searching the library's collections and supports day-to-day library activities. KOHA LINK - 127.0.0.1:8000/cgi-bin/koha/about.pl

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

### 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	<a href="#">View File</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

### 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)**

0.59604

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

**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**

11

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure**

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

80

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
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)

29.20799

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)	<a href="#">View File</a>

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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**

663



File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**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**

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

167

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

167

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

**5.2 - Student Progression**

**5.2.1 - Number of placement of outgoing students during the year**

**5.2.1.1 - Number of outgoing students placed during the year**

5

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**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**

34

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**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**

4

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

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

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

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	<a href="#">View File</a>

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 )

Students' Union of our college is elected as per State Government's ordinances (governs the electoral process of the student union) issued from time to time. It is strictly an apolitical body and acts as representative of students during the session and headed by the principal by virtue of her position as our academic patron. The executive council of the union comprises a President, Vice-President, Secretary and Joint Secretary. They are assisted by Class Representatives (CR). As per the ordinance, there are reservations for girls too and hence the elected office bearers play an important role in administration. Students also act as member of the Governing Body and as students' representative of different sub-committees like IQAC, Admission subcommittee, sports subcommittee, cultural subcommittee, NSS and Science Forum. The most relevant aspects of the union is to bridge the gap between students and the administration by providing active assistance and guidance to the candidates and their parents during the admissions every year. The members ensure that the student grievances are put up before the authorities and are resolved on time. Apart from these, the team, being conscious and alert citizens of the country, exercise their skills and ideas to enact actively their institutional duties and responsibilities to achieve a better version of themselves and for making a better future society.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

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

The institution registered its Alumni Association under the West Bengal Societies Registration Act, 1961 on 08.09.2022 with registration number S0030140 of 2022-23. The first meeting of the governing body of the association was held on 05.01.2023.

Meanwhile, different departments actively maintain contact with their former students through various social media platforms and involve them in arranging programs like educational tours, career counselling, etc. Departments like Sociology and English have arranged alumni meet, career counselling and educational tours with their alumni members. A wheel chair was donated by the alumni association of the college for the benefit of Divyangjan or for emergency purposes.

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

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

**E. <1Lakhs**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>

## **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 - Institutional Vision and Leadership**

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

The college's governance structure is designed to ensure alignment with its vision and mission at every level of operation. At the top sits the Governing Body, responsible for devising effective plans to fulfill the institution's academic goals. To achieve the vision and mission of the college, the governance of the college is distributed among all the tiers of the institutional structure. The Governing Body is the highest regulatory body of the college which makes effective plans for achieving the academic aims and objectives of the institution. It guides the overall academic, administrative and other activities of the college. In order to execute the decisions of the GB, the college forms different subcommittees comprising of representatives from all the stakeholders of the college. Thus, the teachers participate in all aspects of the day-to-day functioning of the college including the planning, execution, and monitoring of the different academic and administrative endeavours. The Internal Quality Assurance Cell ensures upholding of the quality of activities performed by various subcommittees through regular meetings and reviews ensuring adherence to established standards and continuous improvement.

File Description	Documents
Paste link for additional information	<a href="https://www.mdmbirati.org/pagee.php?pid=45c48cce2e2d7fbde1afc51c7c6ad26">https://www.mdmbirati.org/pagee.php?pid=45c48cce2e2d7fbde1afc51c7c6ad26</a>
Upload any additional information	No File Uploaded

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

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Effective strategy development and deployment are vital for institutional success. It involves crafting a comprehensive plan that aligns with the organization's goals and values. The college took initiatives to expedite the academic exercises viz, Summer Research project for PG Students by Dr. Prabuddha Bhattacharya & Dr. Debashis Mallick & Pulak Naskar ( Department of Chemistry); Dr. Soumini Chowdhury (Department of Physics); Dr. Dilip Mondal (Department of Education) and Dr. Anirban Mandal (Department of Microbiology), special lecture on specific issues (by Teaching

staffs), professional skill enhancement workshop (Department of Journalism and Mass Communication), Educational tour (Department of Botany, Geography, Sanskrit, History, Anthropology), Field work (Anthropology, Microbiology, Zoology) by planning and formulating course of action for better utilization of available human resources and infrastructure. The department and academic sub-committees planned the various activities. The college continued several strategies for online teaching learning solutions like online Add on courses for students inside and outside of the college.

Training and Placement Cell of our College organized a Skill Development Programme and Placement Assistance Activity in partnership with the Alumni Association. This initiative aimed to empower final semester students and former students with essential skills and provide them with placement support to enhance their career prospects. The College's recent MoU engagements with different institutions signify strategic initiatives aligned with the institutional perspective plan's effective deployment.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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.

Each non-government affiliated college in the state must form a Governing Body in accordance with the policies of the relevant affiliating university. This Governing Body is the primary policymaking body and is made up of the President, the Principal acting as Secretary, three elected members of the college's teaching staff, one representative from the non-teaching staff, three nominees from the state government, three nominees from the affiliating university, and one student representative.

The College Service Commission recommends applicants for principal and teaching jobs based on UGC qualifications, and the college sends appointment letters accordingly. The college's governing council oversees recruitment for non-teaching roles in groups C and D via a screening committee in accordance with government



directives. According to government laws, promotions to jobs such as Head Clerk, Accountant, and Cashier are limited to group C employees.

The Principal's Office meticulously maintains service records, leave accounts, and provident fund accounts for both teaching and non-teaching staff, in accordance with West Bengal Government service laws. Appointment registrations and BCW Hundred Point Rosters are also properly preserved at the office.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://www.mdmbirati.org/pagee.php?pid=fb7b9ffa5462084c5f4e7e85a093e6d7">https://www.mdmbirati.org/pagee.php?pid=fb7b9ffa5462084c5f4e7e85a093e6d7</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

**6.3 - Faculty Empowerment Strategies**

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

Organisational growth depends to a large extent on the faculty empowerment and Training programmes. Programmes introduced time to time by the UGC and the Government of West Bengal are considered sincerely in our institution for faculty empowerment. On many occasions the institution itself initiated such programmes.

Faculty Development Programme, Faculty Exchange Programme, Short term courses offered by UGC for Teaching community and Health Scheme as well as Swastha Sathi offered by the State Government for the benefit of the teaching and Non-teaching community. 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. With an objective to improve the skill of the non-teaching staff of our institution programs named Administrative Training Workshop - ' Office Management : An Overview', was organised on 21.01. 2023.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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**

01

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

**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**

07

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

**6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff**

The Performance Appraisal Report forms the basis of career advancement of the teaching faculty and it is prepared by the respective teachers following the UGC guidelines in this regard. The career advancement of the non-teaching staff is based on the

West Bengal Service Rules. The College Authority takes necessary measures for the promotion of both teaching and non-teaching staff. For the promotion of teaching faculty the authority follows the rules prescribed by the Department of Higher Education, Government of West Bengal which are totally based on the directives of UGC. Teachers join in the post of Assistant Professor of every discipline. Promotion to the next higher scale i.e. Associate Professor takes place after fourteen years (with Ph.D), fifteen years (with M.Phil) and sixteen years for others.

According to the West Bengal Service Rules the posts of Head Clerk, Accountant, Cashier of every non-government affiliated college are to be filled in from the existing Group C 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

The Finance Sub-Committee of the college implemented necessary measures for the process of internal auditing on 22nd May 2023. The daily financial transactions of the college are regularly checked by the Bursar's office. These transactions are managed by a team of staff members: online transactions overseen by the Accountant, Head Clerk, Bursar, and the Principal; and cash transactions managed by the Cashier, Head Clerk, Bursar, and the Principal, ensuring an internal system of checks. The Finance Sub-Committee is also responsible for formulating the overall financial policy, and approves periodic checks and scrutiny of accounts. Additionally, there is a Purchase Sub-Committee to oversee and manage expenditure on long-term or capital assets. The

entire financial accounts are ultimately approved by the Governing Body of the college. The statutory audit of annual accounts is conducted by an independent external auditor appointed by the Directorate of Public Instruction (DPI), Government of West Bengal. Notably, the college's accounts department is fully computerized, utilizing Tally software for recording day-to-day transactions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 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)

0.05

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

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

As a state-supported institution, our college faces limitations on fundraising sources. Nonetheless, we actively explore diverse avenues for both recurring and non-recurring funds. Recurring revenue primarily stems from student fees and interest earnings, while non-recurring funds typically originate from receipts from MP/MLA Local Area Development (LAD) allocations and grants or aids from the state government, earmarked for infrastructure or specific projects. However, during the 2022-23 session, our college relied solely on recurring sources for resources.

Regarding resource mobilization, the college is obligated to implement plans or schemes for which funds are raised from

entities such as the UGC, state government, or MP/MLA LAD fund. Notably, our institution cannot fully utilize the sole recurring income source, tuition fees, because government regulations mandate the deposit of fifty percent of tuition fees into the government treasury. The remaining fifty percent is allocated by the college for various recurring and non-recurring activities. Development fees collected from students are directed towards generating our capital assets.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 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

**IQAC of the institution significantly contributed the following strategies for institutionalizing quality assurance:**

**1. MoU Signing: the following five MoUs were signed and two MoUs were renewed:**

i. Department of Judicial Sciences JIS University (20.07.2022)

ii. WWF, India (26.08.2022)

iii. Rishi Bankim Chandra College, Naihati (28.11.2022)

iv. Reach India Trust (06.04.2023)

v. IBRAD (11.04.2023)

vi. Dera Natung Govt College, Itanagar, Arunachal Pradesh renewed on 08. 05.2023

vii. WEBEL (in continuation).

**2. infrastructural development/Philanthropic/ Awareness/ Pedagogical Activities:**

**1. Conducted an Orientation Programme for 3rd and 5th Semester students on 30.08.2022**

2. Organized a Two-Days Book Exhibition in collaboration with the Central Library of the institution on 16.05.2023 & 17.05.2023.
3. Two Online Add On Certificate Courses have been offered during the session.: 1."Human Rights and Gender studies" 2. 'Applied Plant Pathology'
4. Conducted a Dengue Prevention Awareness Camp on 29.11.22 in collaboration with North Dumdum Municipality
5. Organized a Health talk on 'Awareness of Early Detection of Cancer' on 11.05.2023.
6. HIV awareness Programme on 06.02.2023 in collaboration with West Bengal State AIDS Prevention and Control Society (WBSAP & CS), Department of Health and Family Welfare, Government of West Bengal
7. Tree plantation (27.06.2022), Campus Cleaning Programme (23.01.23), and Earth Hour Celebration (21.03.2023) etc.
8. Sanskrit Day Celebration on 12.08.2022

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Amidst the academic whirlwind of 2022-23, our institution's departments orchestrated a symphony of progress. From the rhythm of regular class tests to the harmonious cadence of parent-teacher meetings, every note played a crucial role in nurturing student success.

Guided by a commitment to excellence, our institution embarked on a journey of self-discovery through the Students' feedback survey over syllabus by out-going students and 'Students' Satisfactory Survey.' has been done, shedding light on departmental syllabus, strengths and weaknesses, etc., paving the way for a brighter future.

Fuelled by the spirit of innovation, IQAC championed participative learning experiences. Fieldwork adventures and lively group

discussions became the canvas upon which students painted their academic prowess.

Embracing the digital age, our institution harnessed the power of ICT tools to navigate administrative waters seamlessly. Online platforms seamlessly intertwined with traditional teaching methods, ushering in a new era of academic exploration.

In the classroom, teachers transformed into tech-savvy maestros, weaving together captivating presentations, enriching films, and thought-provoking documentaries. Curriculum delivery transcended the mundane, captivating minds and inspiring hearts along the way.

Our institution orchestrated symphony of achievement of student success and academic excellence during the session to further improvement.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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)**

**B. Any 3 of the above**



File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.mdmbirati.org/uploads/Annual%20Report%20Session%202022-2023.pdf">https://www.mdmbirati.org/uploads/Annual%20Report%20Session%202022-2023.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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 are aimed to promote gender equality and inclusiveness among students as well as employees. The college has continuous on-campus CCTV surveillance and vigilant security guards at the campus entrances. The Internal Complaints Committee, Women's Cell, Grievance Redressal Cell, and Anti Ragging Committee are actively functioning in the Institution. For female students, separate common rooms, gymnasium are available. Sanitary pad vending machines are installed for both female students and staff members. An add-on course entitled "Human Rights and Gender Studies", offered by the Departments of English, Political Science and Sociology has been initiated from June 2021 and running successfully every year to spread gender sensitization. Ten teachers of the college were invited to act as Resource Persons in the Value Added Course entitled, "Gender Sensitization" organized by the JIS University from 21.07.22 to 26.07.22. "Teen Kanya" was organized by the Women's Cell on 25.09.22 to uphold the importance of the girl child. "Sexual Harassment of Women at Work Place" was organized by Internal Complaints Committee on 12.05.23. Soumi Guha Thakurta, Advocate, HC, enlightened all with her invaluable lecture promoting gender equity through legal means. The ICC also spread awareness within the campus through a poster campaign on 02.05.2023.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.mdmbirati.org/uploads/Gender_Sensetization_2022-23.pdf">https://www.mdmbirati.org/uploads/Gender_Sensetization_2022-23.pdf</a>
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	<a href="https://www.mdmbirati.org/uploads/7_1_1_Gender_Sensetization_2022-23_Pictures.pdf">https://www.mdmbirati.org/uploads/7_1_1_Gender_Sensetization_2022-23_Pictures.pdf</a>

<b>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</b>	<b>C. Any 2 of the above</b>
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File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The students of our college involved towards new ideas of waste management by reducing, reusing and recycling. The students of Geography reused materials and parts old/previous models they had prepared to make new ones. Furthermore, they used discarded cartons from the college office as waste paper bins for disposing day to day practical sheets. Unused chart papers and old print outs were converted into art items like flowers to decorate the department.

The Department of Botany also categorically used separate bins for biodegradable waste disposal which is an important step forward for waste management attempt of our college. This understanding of categorising the wastes in degradable and non degradable wastes are improtant for disposal at local to regional scale. The microbial wastes are killed by autoclaving before disposing as degradable waste by the Department of Botany.

The faculty members used or rather reused the waste papers for making some important page marks while they sorted the notice for academic report making purposes. The small baby steps are indeed crucial for a bigger perspective of world environment management.

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	<a href="#">View File</a>

<b>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</b>	<b>D. Any 1 of the above</b>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>	<b>A. Any 4 or All of the above</b>
<ol style="list-style-type: none"> <li><b>1. Restricted entry of automobiles</b></li> <li><b>2. Use of Bicycles/ Battery powered vehicles</b></li> <li><b>3. Pedestrian Friendly pathways</b></li> <li><b>4. Ban on use of Plastic</b></li> <li><b>5. landscaping with trees and plants</b></li> </ol>	

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

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

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

**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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**

**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
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 socio-economically challenged students. As per government norms, a definite number of seats are reserved for the under-privileged sections of students. A 10% relaxation in the cut off marks for candidates belonging to SC and ST Community, taking up Honours course, is maintained, in comparison to the candidates belonging to the General category. As far as the seats are concerned, 22% of the total number of seats are reserved for the SC, 6 % for the ST, and 7% for OBC and Divyangjan. Pertaining to the Order of the Government, the college maintains these regulations with the motive of educational inclusion.

The reservation policies of the government regarding appointments of teaching and non-teaching staff ( following the 100 point roster) cater to the spirit of inclusivity.

The inclusive environment is promoted by the activities of the Students' Credit Card Cell, Institutional Welfare and Students' Scholarship Committee.

Every year the events of Saraswati Puja and Festival of Colours are observed by all the students, NTS and teachers irrespective of their religious, linguistic, social backgrounds. International Mother Language Day was commemorated on 21.02.23, remembering the sacrifices of the martyr students of the University of Dhaka on 21/02/1952, promoting multiculturalism.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

- The institution intends to induce among the students and employees an awareness regarding constitutional obligations and responsibilities. They are made conscious of their duties and responsibilities on a macrocosmic level. Certain

related programmes are organized in order to promote these values. The NCC and NSS volunteers of the college celebrated Netaji Jayanti on 23/01/2023 to inculcate among the youth of our college a feeling of patriotic fervour. An awareness programme, entitled, Swachhta Hi Sewa on Swachh Bharat Abhiyan was also organized to commemorate the occasion of Azadi ka Amrit Mahotsav.

- On 23/09/2022, the Department of English, along with Department of Bengali of our college celebrated the importance of our Independence day in tune with the spirit of Azadi ka Amrit Mahotsav. A photograph and book exhibition on Sbadhinata 75 ensued along with deliverance of speeches, readings and other cultural programmes.
- The NCC and NSS units of the college also organized a Rally on the occasion, in which the students, teaching and non-teaching staff of the college participated.
- Students' participation in the Mock Parliament and their consistent success and prizes for the same establish the effective sensitizational steps taken by the college to make students aware regarding constitutional rights and duties.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
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**

A. All of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The college administration has always tried to uphold the prestige and vibrancy of our rich heritage by commemorating national and international days, occasions and events which promote and motivate the students. Teachers and students of our institution eagerly participate in observing various commemorative days and festivals. The occurrence and observance of various events in the campus keeps adding to the educational, cultural and social spirit of the students, thus mentoring them and making them capable enough to contribute to the country on a larger scale. This also enhances the essence of growth, stability and prosperity of the students. The following events were commemorated:

- International Yoga Day, 21.06.22
- Independence Day, 15.08.22
- NSS Foundation Day, 24.09.22
- International Daughters' Day, 25.09.22
- Netaji Jayanti, 23.01.23
- Republic Day, 26.01.23
- International Mother Language Day, 21.02.23
- Festival of Colours, 03.03.23
- Earth Hour, 21.03.23
- Earth Day, 02.05.23

Along with academic activities, these events showcased the inner skills and talents which the students of our college possess. Apart from enlightening them on the importance of the significant days, the mission of the college is to aim at a holistic and all round development of the students.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
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: Beyond the Curriculum: Fostering Skill Development & Career Opportunities

#### Objectives:

- To empower the students of the institution with adequate skill sets that will enable them to seek employment and improve their productivity.

#### Context:

- Employability among students of the college can be addressed by fostering skill development beyond the curriculum.

#### Practice

- 'Fine Tuning Language'on 28/ 06 /2022 by Orell Techno Systems Pvt. Ltd.
- ICT Computing Skills on 6/12/2022 & 7/12/2022
- 'Advanced Career Prospects in Advanced Java and Advanced Excel for Technical and Non-Technical Trade' by NGO Anudip Foundation on 19 /12/2022
- 'Life Service and Career with the Indian Coast Guards' on 31 /01/2023 as a career option



- Best Practice - 2: Environment, Sustainability and Green Initiatives
- Objectives:
  - To instilla pro-environmental attitude which will help students to create environmental ethics
- Context
  - Environmental sustainability aims to improve human welfare through organising programmes to spread environmental awareness.
  - Practice
    - Hands on training activity of tree plantation, conservation and Green Audit, "Sustainable Thinking for Sustainable Development: Afforestation in Urban Area for Conservation of Birds" on 12/7/2022.
    - MOU signed with the World Wide Fund for Nature India (WWF) on 17 /01/2023
    - Earth Hour 2023 organised on 21/03/2023

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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 aims to develop a community of students, fully aware of their legal rights and responsibilities. Legal Literacy of the students is one of the aims that our college may proudly declare as its institutional distinctiveness.

- Signing of MOU with the School of Juridical Science, JIS University.
- The IQAC with the Seminar Subcommittee and the Departments of Commerce and Economics organised a legal awareness programme entitled, "Consumer Rights and Responsibilities" on 23.11.22
- A National Seminar entitled "Understanding Human Rights in the 21st Century: Theory and Practice" organised by the

department of Political Science and IQAC with Seminar Subcommittee on 20.12.22 to disseminate knowledge and instil awareness regarding human rights and its protection. The programme was organised in collaboration with Centre for Studies of South and South-East Asian Societies, Kazi Nazrul University.

- The Internal Complaint's Committee in collaboration with IQAC of our college organised an awareness programme on "Sexual Harassment of Woman at Workplace" on 12.05.23.
- An add-on-course on "Human Rights and Gender Studies" was conducted by the departments of English, Political Science and Sociology in collaboration with Centre for Studies in Gender, Culture and Media, WBSU focussed on legal intricacies related to human rights and LGBTQ rights in particular.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

- To organise programs promoting ecological awareness among students.
- To conduct skill based training programs and organise inudstrial job fair to help students in their employability.
- To arrange and conduct workshops for teachingand non teaching staff for implementing NEP 2020 curriculum.
- To organise induction program for the 1st semester students to give them an exposure to the vision and mission, infrastructure, support facilities of the college.
- To promote academic exchange programs among different institutes to inculcate knowledge and cross-culturalunderstanding and collaboration among faculty and students.
- To encourage more linkage/collaboration by signing MOUs with academic institutions and industries.
- To promote philanthropic activities to expedite positive social changes within communities.