YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	DINABANDHU ANDREWS COLLEGE
• Name of the Head of the institution	Dr. Somnath Mukhopadhyay
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03324304377
• Mobile No:	9433526663
• Registered e-mail	dacprincipal@gmail.com
• Alternate e-mail	iqacseminar@dacollege.org
• Address	54 Raja S.C. Mallick Road, Baishabghata, P.O. Garia, Kolkata, Pin-700084
• City/Town	Kolkata
• State/UT	West Bengal
• Pin Code	700084
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Semi-Urban

• Financial Status	**Grants-in aid**
• Name of the Affiliating University	**University of Calcutta**
• Name of the IQAC Coordinator	**Dr. Amitabha Roy**
• Phone No.	**03324301222**
• Alternate phone No.	**7908155493**
• Mobile	**9331026342**
• IQAC e-mail address	**iqacseminar@dacollege.org**
• Alternate e-mail address	**jsarkar80@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.dacollege.org/uploads/pdfs/aqar-2019-2020_new.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.dacollege.org/acal.html

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**75.2**	**2007**	**10/02/2007**	**10/02/2012**
Cycle 2	**B**	**2.37**	**2016**	**02/12/2016**	**02/12/2021**

6.Date of Establishment of IQAC	**15/06/2011**

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
Dr. Swapna Mukhopadhyay, Department of Microbiology	Major Project	Department of Higher Education, W.B.	2017 & 1095	524400
Dr. Tridip Sardar, Department of Mathematics	Major Project	DST SERB	2019 & 1095	2129843

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	**5**	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**	
• If yes, mention the amount		

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

• Recommendation of the development of a portal for holding online examination during the COVID period, • Recommendation for the procurement of a dedicated Google platform for accommodating more than 100 students in online classes during the COVID period • Recommendation for fitting transparent (colorless) plastic cover over the counters for the protection of the staff and the students

from COVID

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
Institutional Collaboration	A few institutional collaboration.
Encouragement for the publication by faculty	Numerous faculty members have had their work published in a variety of peerreviewed journals as research papers, reviews, or book chapters.
ICT integration for the purpose of teaching and learning	The online platform assisted in the launch of the teaching-learning system at the Mid of March.
To encourage various departments to host seminars at the state, national, and international levels	Various departments have organized several webinars during this lockdown period.
Infrastructure development planning	Constructional work of the New Silver Jubilee Building is currently underway.
Planning for organising a relief camp for Yash Cyclone affected villagers of Sunderban	Department of Botany in Collaboration with IQAC has organized one relief camp for that purpose.
Planning for organising a Awarness camp for COVID	Department of Microbiology in Collaboration with Microbiologists Society of India has organized several awareness programme camp for that purpose.
Planning to help for COVID affected people	Dinabandhu Andrews College has organized one vaccination program, sanitizer distribution program, mask distribution program and food distribution program for the economically challenged people.

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, Dinabandhu Andrews College	10/01/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	23/02/2022

15.Multidisciplinary / interdisciplinary

Since its founding, the college has solidified its standing as one of the top establishments in the South 24 Parganas district of West Bengal. It offers a variety of humanities, commerce, social science, biological and pure science subjects at the undergraduate level and Zoology and Electronics in the post-graduate level. It is already acknowledged as a place of research for the fields of Microbiology, Botany, Zoology, Geography, and Mathematics.

An enrollment of 3500 students or more is the goal in order to grow our institution into a larger multidisciplinary college. There will be more openings in modern disciplines.

Students would be able to develop a well-rounded education by participating in athletics and studying analytical, artistic, and creative subjects. Multidisciplinary research will improve the efficiency of both people and material resources.

16.Academic bank of credits (ABC):

Dinabandhu Andrews College adheres to the CBCS System, which was implemented by Calcutta University, and follows its approved curriculum for BA. B Sc. B Com. (Honours & General) from the academic year 2017-18 onwards for Commerce stream and 2018-19 for Humanities and Science streams. In this sense, the college follows the guidelines established by Calcutta University.

NEP 2020 has been introduced by the Govt. of India. The creation of an Academic Bank of Credits for all Higher Education Systems

beginning with the academic year 2021-2022 is one of the criteria authorized by UGC for the Government of India's NEP 2020 initiative.

In a July 28, 2021, gazette notification, the UGC notified all higher education institutions regarding the establishment of Academic Banks of Credits. NEP 2020 has not yet been implemented by the Govt. of West Bengal or University of Calcutta. ABC has not been introduced within our institution due to compliance with Calcutta University regulations.

17. Skill development:

Within the CBCS curriculum, the college offers Skill Enhancement Courses (SEC) in every topic. During their undergraduate education, students in the Arts, Science, and Commerce disciplines must choose four SEC courses from two topic areas.

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

In October 2020, the Indian Knowledge System (IKS) was established as an innovation cell under the Ministry of Education at AICTE in New Delhi. Its goal is to conserve and distribute IKS for future study as well as social uses. From the academic year 2017-18 for the Commerce stream and 2018-19 for the Humanities and Science stream, Dinabandhu Andrews College adheres to the specified curriculum under the CBCS System, which was implemented by Calcutta University for B.A., B. Sc., and B. Com. (Honours & General). The college is governed in this respect by the policies and guidelines established by Calcutta University. Some subjects within the curriculum of University of Calcutta include portions of traditional knowledge in their syllabuses. Bengali and Sanskrit language imparting ancient and modern knowledge to the students who are taking the subjects in their curriculum. Ancient and current knowledge are combined via the use of English as a foreign language in our knowledge system. Philosophy Honours includes a portion of Indian philosophical ideas in addition to the Political Science coursework.

However, the curricular standards of Calcutta University do not apply to IKS as introduced by the Ministry of Education at AICTE.

To far, no course has been offered online.

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

Dinabandhu Andrews College adheres to the CBCS System, which was implemented by Calcutta University, and follows its approved curriculum for BA. B Sc. B Com. (Honours & General) from the

academic year 2017-18 onwards for Commerce stream and 2018-19 for Humanities and Science streams. In this regard, the college is guided by rules and regulations laid down by Calcutta University.

NEP 2020 has been introduced by the Govt. of India with an emphasis on outcome-based education (OBE). NEP 2020 should be implemented for all higher education systems starting in the academic year 2021-2022, according to UGC's recommendation. NEP 2020 has not yet been put into practice by Calcutta University or the West Bengal government. This hasn't been applied at our institution since we follow the criteria set out by Calcutta University. Our organization already places a strong emphasis on OBE, emphasizing the problems associated with using contemporary tools, ethics, the environment, sustainability, and both individual and group effort. Project work and group presentations are two of OBE's initiatives.

20.Distance education/online education:

The New Normal period saw a lot of usage of blended learning. These days, online and offline classes are common to ensure that the course is completed on time. Our institution is already an officially accredited study centre for the Indira Gandhi National Open University (IGNOU), offering a wide variety of courses.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	21

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	3341

File Description	Documents
Data Template	[View File](#)

2.2	1001

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

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**891**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**95**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**95**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**30**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**273**
4.3 Total number of computers on campus for academic purposes	**101**

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

Being an affiliated college, we are not in a position to design any curriculum/curricula. Rather we are to follow the curricular design prescribed by the affiliating university. However, we are committed to implement the curricular design using optimum utilization of the resources available in the college by the following ways:

- Regularly holding departmental meetings for successful implementation of the curricula prescribed by the affiliating university
- Regularly holding meeting of the Academic Committee for coordinating the academic services to be rendered by the academic departments in order to implement the curricula successfully in a time bound manner
- The Academic departments prepare lesion plan, draw routine for holding classes, plan for holding internal examination (written/oral/written & oral etc.)

The students are informed accordingly

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

Preparation of an institutional Academic Calendar in tune with that of the affiliating university immediately after the closure of the first phase of the online admission is but an extant practice here in Dinabandhu Andrews College.

All the academic departments has their own style of student-centric activities such as (1) Group discussion between the students and teachers, (2) sharing ideas and clearing doubts individually or in groups. During the most part of 2020-21was included in the period of COVID Pandemic. Accordingly, all such departmental academic activities were restricted to the virtual mode only.

The coordinated effort of the college administration and the

Academic Committee result into a vibrant kind of academic exercise including teaching, learning and evaluation in an orchestrated fashion throughout the year.

In absence of conventional routine, the classes along with evaluation-based system of continuous learning was the practice during the most part of the academic session 2020-21.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	https://www.dacollege.org/acal.html

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

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

1.2 - Academic Flexibility

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

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

21

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

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

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

20

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

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

5000

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

1000

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

1.3 - Curriculum Enrichment

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

GENDER

Different papers in the syllabus on gender that address the social construction of gender are included in the curriculum of Bengali, English, Sanskrit, History, Philosophy, Political Science, and Economics. Special attention is given to gender and violence, gender and work, and gender and politics. These courses clarify the ways in which gender ideas define gendered relations in the workplace, in politics, and within the home.

ENVIRONMENT & SUSTAINABILITY

In various areas of the courses in Botany, Zoology, Environmental Science, Microbiology, Geography, Philosophy, Political Science, History, Geography, Physics, and Bengali, the environment is the main topic, and Environment Studies is a required subject. The required "Environment Studies" course for all first-year undergraduate students is given particular consideration and gravity in the Science, Commerce, and Humanities programmes. It is recommended of every student to turn in an assignment about environmental issues. NCC Programs are also occasionally held to raise student understanding of sustainability and the environment. Aside from being offered as Core Courses, courses like Economic Botany, Plant Ecology & Phytogeography, and Natural Resource Management are offered as Electives. Additionally, courses like Mushroom Culture Technology are offered as Skill Enhancement Courses.

HUMAN VALUES AND PROFESSIONAL ETHICS

Human Values and Professional Ethics are the key areas for the courses in Bengali, English, Sanskrit, Philosophy, Economics, and Political Science.

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

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

6

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

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

0

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**E. None of the above**

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

1.4.2 - Feedback process of the Institution may be classified as follows	**E. Feedback not collected**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	**Nil**

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

2442

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

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

579

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

As per the directives of the affiliating university and that of the State Government, the students are admitted to B.A./B.Sc./B.Com. courses through the online portal strictly on basis of merit. Accordingly, the first hand criterion for any student to be identified as Advanced or slow learners is their result at the 10+2 level. Subsequently, the performance of the students in the Internal Examination/Group Discussion/Interactions during the classes help identifying the students as Advanced or slow learners. Teachers' perception is also an important yardstick for categorization of the students as Advanced or slow learners. Once identified, the teachers often follows the following methods for their further academic development:

The Advanced Learners are often encouraged to

- **Join International/National/State-level seminars and workshops (in online mode for most part of 2021-22)**
- **Use e-resources such as N-List, INFLIBNET etc**

The interest of the slow learners are taken care of in the following ways:

- **Encouraged to use the 'Study Material' available on the college website**
- **Encouraged to use the 'Question Bank' available in te college library**

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
3341	95

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Experiential learning is a kind of learning that is helpful for the students to be benefitted from the facilities of hands-on learning whereby the students may learn by way of 'DOING' rather that 'LISTENING' to the lectures delivered by the teachers. The methodologies of experimental learning stress on practical experience in addition to gathering theoretical knowledge. The Field Studies (in some subjects) may also be regarded as a 'Natural Laboratory' where the students may get acquainted with the rules of nature.

Participative learning is a student-centric approach to education that emphasizes active participation and engagement from students in the learning process. Participative learning is a highly effective method for student-centric learning as it increases student engagement, motivation, and understanding of the material. It also helps students to learn at their own pace and promotes social interactions and collaborations. Dinabandhu Andrews College enhances Participative learning through the following means:

- **Conferences (online during 2020-21)**
- **Seminars (online during 2020-21)**
- **Workshops (online during 2020-21)**

Problem solving methodology is the act of defining a PROBLEM, determining the cause of the PROBLEM, identifying, prioritizing and selecting alternatives for a solution and implementing a solution.

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

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

Use of Information and Communication Technology for effective curriculum delivery has been the most important method of teaching beyond 'Chalk and Talk' method. In the present context, the Teaching-learning process in Dinabandhu Andrews College has been made ICT compatible:

- An well-equipped and WiFi enabled Computer Laboratory has been developed for holding classes of (1) Commerce, (2) Physics, (3) Chemistry, (4) Geography
- The teachers' room has been made WiFi enabled where 4 computers along with Printers have been installed.
- The College Library is WiFi enabled where the computers with internet connectivity have been provided for the students to use e-resources.
- Six classrooms have been fitted with LCD Projectors
- The Physics Laboratory has been provided with one LCD projector

During most of the 2020-21periods, the teaching-learning process was entirely dependent on ICT since most classes were held through (1) Google Meet, (2) Google Classroom, (3) WhatsApp Groups etc.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.dacollege.org/

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

95

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

2.4 - Teacher Profile and Quality

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

95

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

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

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

44

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

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

2.4.3.1 - Total experience of full-time teachers

1424

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

In order to functionalize a continuous quality improvement module, the following two stage evaluation and reform system has been implemented A) Student assessment – continuous monitoring of attendance, and responsiveness in the class, conduction of special remedial/tutorial classes outside the routine hours, periodic conduction of class tests, result analysis and discussion with the students B) Student feedback – The institution receives an exhaustive structured questionnaire from every student after year/semester end teaching, infrastructure, and the entire learning experience for the students during their tenure. The college has instituted an online student's feedback system to obtain feedback on teaching, coursework and various academic activities. The student's feedback is considered as a valuable source of information to measure

their level of satisfaction. ? Parent teacher meeting /monitoring – Parents are invited at least once in a semester to discuss the progress of their wards. This is in addition to the regular monitoring of the student's progress by their mentors. Academic audit – Regular academic audit both internal/external are conducted. The audit reports are reviewed and approved by the management. The faculty (mentor) regularly interacts with the assigned students to access and monitor the progress of each student and the same is communicated to the stakeholders.

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

No affiliated college is authorized to address the grievances relating to the examination be it Internal Examination or any other kind of examination such as Tutorial Examination, Theoretical Examination or Practical Examination. The affiliating university has own system for addressing the grievances such as (1) Review of the Theoretical Answer Script and (2) Inspection of already evaluated answer scripts. The affiliating university executes such redressal system through the affiliated college. The grievances regarding Internal or Tutorial examinations are not addressed by the university itself. Neither the affiliated college is authorized to address the same. But the teachers try to counsel the students from their experience while conducting classes so that the students perform better in the forthcoming examination of all sorts.

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.

As an affiliated college Dinabandhu Andrews College has little role, if any, with respect to the design of the curriculum and framing the syllabus apart from offering some suggestions and comments when sought by the appropriate authority of the affiliating university. However, some of the teachers are the members of Undergraduate Board of Studies (UGBOS) who contribute a lot for the design of the curriculum and framing the syllabus.

In the beginning of each Semester, the teachers of Dinabandhu Andrews College explain in every detail the Programme and Course outcomes for all Programmes offered by the college.

The Program Outcomes (POs) and the Course Outcomes (COs) have been displayed in the college website under Student Learning outcomes uploaded on the college website under the button 'ACADEMICS' for the information of the students. The matter is communicated to the students by way of public notification through the college website on one hand, and by way of direct communication between the students and teachers.

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

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

Being an affiliated college, Dinabandhu Andrews College offers different undergraduate courses/programmes under B.A., B.Sc., and B.Com. Streams. At present 15 Honours Courses/programmes, 1 major course/programme and 3 General Courses/programmes are on offer. Moreover, the college offers two postgraduate courses, one each in Zoology and Electronic Science.

The contents of the courses are so designed that the students may get basic theoretical fundamentals along with 'real life' knowledge in the form of 'Practical Curricula'.

Keeping the goal of attainment of programme outcome and course outcomes, the students are advised to refer to the "Programme Outcome and Course Outcomes' of all the programmes/courses available on the college website.

For the attainment of programme outcome and course outcomes, the college follows the following:

1. **Internal Evaluation (conducted by the departments in whatever form they wish to)**
2. **Internal Examination (formulated by the affiliating university and executed by the affiliated college), and**
3. **Semester-wise Theoretical and Practical/Tutorial Examinations (depending on whether the course if Laboratory-based or not).**

In addition, the students are encouraged for Ex-classroom teaching in the form of 'Excursion', 'Field Study', 'Visit' to the Museum, Assembly House, Historical place of interest etc. The college also organizes 'Seminars' for general awareness on matters of significance such as 'Goods and Service Tax' Awareness programme, programme of gender sensitization, legal rights of women, Cyber security awareness programme, workshops of career and job opportunities etc.

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

784

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

<u>https://www.dacollege.org/</u>

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)

26.54243

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

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

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

2

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

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

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

1

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

3.2 - Research Publications and Awards

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

the year

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

41

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

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

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

15

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

3.3 - Extension Activities

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

Dinabandhu Andrews College believes that the 'college' is a part of the society at large since the teachers, members of non-teaching staff and the students are representatives of the society. Accordingly, the college tries to get connection with the society by undertaking several programmes through its NCC Unit:

- **Observance of birthday of Netaji Subhas Chandra Bose**
- **Observance of the Republic Day**
- **Observance of Independence Day**
- **Observance of Road Safety Day**
- **Observance of Yoga Day**
- **Organizing Programmes of plantation on the college premises etc.**

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

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	<u>View File</u>
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

7

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

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

359

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

3.4 - Collaboration

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

0

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

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

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The College has a supportive infrastructure and physical facilities for teaching- learning such as classrooms, laboratories, computing equipment etc.:

- The college has about 50 classrooms from
- 35 Laboratories
- A large number of valuable instruments
- Six Smart Classrooms
- 12 Numbers of LCD Projectors
- 50 Desk-top and 12 lap-top computers
- One existing Computer Centre and two others in the making
- Research room one each for Lab-based departments (Physical Science), Lab-based departments (Biological Sciences) and Non-lab-based departments
- The Central Library (more than 30000 titles)
- Sufficient Number of Bathrooms and Toilets
- Two large Teachers' Room
- Open-kitchen type Staff Canteen
- Students' Canteen
- Girl Students' Common Room
- Boys' Common Room with indoor sport items
- Open air shed for holding different programmes (capacity: 300)
- Wheel Chair for Orthopedically challenged students/Teachers/Staff
- Concessionary book and education stationery store
- College website
- College ERP
- Air-conditioned auditorium (in the making) etc.
- Playground (on user-right basis)
- Solar Power Plant
- 24 X 7 power back up
- College garden

Natural water body on the college premises

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

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

Surrounded by cultural amenities, the institution exudes a welcoming and comfortable atmosphere. A huge common area with clean restrooms and a common room on the First Floor are available. There are stacks of magazines and newspapers in the central library for both relaxation and educational uses. For the convenience of the students, the central library included two reading rooms. Students can use the coolers and water purifiers that are located next to the restrooms on each floor. Students are encouraged to take part in cultural and patriotic events by the NCC department, which is located on the ground floor. There is a yoga area that has a gym nook as well. "Dinabandhu Mukta Mancha" is an open area of green in the northeastern part of the institution that serves as a gathering place and a place to rest. Rabindra-Jayanti and Teachers' Day were two occasions where students were urged to perform online, even during the COVID-19 era. College socials, Prize-Giving Ceremony and Bhasha-Dibas are often celebrated with young zeal and genuine excitement by both students and teachers.

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

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

8

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

8

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

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

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

82.9

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

4.2 - Library as a Learning Resource

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

· Name of ILMS software: SOUL software, version 3.0 · Nature of automation (fully or partially): 2020, partial · Version: 3.0 · Year of Automation:2020-2021

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-	**A. Any 4 or more of the above**

books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

10

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

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

4.2.4.1 - Number of teachers and students using library per day over last one year

150

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

4.3 - IT Infrastructure

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

Adequate IT facilities are provided by our college for Upcoming learning management and administrative services. The College Office, Principal's room, Bursar's Room, Teachers Room, Library and the

`Computer Centre has been made WiFi enabled with internet connectivity through dedicated fibre optics from BSNL. Moreover, all the lab-based departments have dedicated internet connectivity.`

`There exists a Server Room in the college which connects all the major areas of the college through dump terminals with internet connectivity.`

`The college has, in its possession, 5 numbers of photocopier machine including one in the Bursar's Room, one in the office, two in the Library and one in the Principal's Room. A heavy duty scanner is there in the Bursar's Room in addition to two scanners in the college office.`

`All the students have access to the Computer Centre where all the computers are fed with high speed internet connectivity.`

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

4.3.2 - Number of Computers

`101`

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	<u>View File</u>

4.3.3 - Bandwidth of internet connection in the Institution

`A. ? 50MBPS`

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

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)

52.9

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

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

Laboratory: There are 35 laboratories distributed in different Lab-based departments:

Physics:7,

Chemistry:5,

Electronics:3,

Geography:1,

Zoology:8,

Botany:3,

Serculture:1,

Microbiology:3, and

Molecular Biology:2.

All of the Lab-based departments maintain stock registers for both durable assets (instruments/equipments) and consumables (Chemicals, Glassware, Reaction Kits etc.). The departments also maintain log books for keeping records of the frequency of use and to quantify the use of the valuable instruments which are purchased out of

public money.

All the Lab-based departments maintain Departmental Pass Books in which the funds allotted to the departments are entered in the Pass Books in the beginning of a given financial year. All the transactions are recorded in the Pass Book for efficiently managing the fund allotted to the departments.

Sports Complex:

There is no Sports Complex in the college.

Computers:

The Computers maintained in the computer centre are periodically maintained under the supervision of the teachers of the Department of Electronics. All the computers are thoroughly monitored on a regular basis for hardware repair and associated services. Software of different departments

Gymnasia:

The Gymnasia, one each for the boys and girls are in the making. The upcoming Gymnasia are located on the Ground Floor of the Southern part of the under construction Diamond Jubilee Building.

Furniture (Tables/Chairs/Benches/Almirahs/desks/Fans etc. are with unique numbers and kept on record under the supervision of the Caretaker of the college.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

590

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

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

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

0

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**C. 2 of the above**

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

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

0

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

0

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

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

0

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

0

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

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

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

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

0

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

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)

Dinabandhu Andrews College belies in participative administration. According, it involves the members of Non-teaching staff and the students in its various bodies and Committees:

- **The Secretary of the Students' Body is the member Ex-officio to the Governing Body, the highest Administrative Body of the college.**
- **There exists a Students' representative to the Academic Committee, Students' Welfare Committee, Admission committee, Kanyasree Committee and other such committees.**

The students, by virtue of their inclusion in different committees, get the scope of learning tit bits of Academic Administration, the art of communication and the habit of listening to others.

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

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

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

0

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

5.4 - Alumni Engagement

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

Till Date, no alumni assoaciation has been registered. But the Department of Botany, Philosophy, Microbiology and Bengali has their own alumni association. They performed vaious social work, relief work, cultural activities, yearly meet etc. They also provide finantial support to the needy students of their respective departments.

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

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

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The functions on four major pillars, namely (1) Governing Body, the

highest decision making body with representation from all sectors such as (a) Teachers, (b) Non-teaching staff, (c) Student, (d) Government Nominees, (e) Nominees of the affiliating university, and (f) Local authority (Ex-Officio Member), (2) The Teachers' Council which advises the college authority in academic matters and its improvement, (3) The Students Body for looking after the students' interest, and (4) The Association of the Non-teaching staff. The harmonious and concerted effort of these four propels the college forward for achieving the goal of 'Academic Excellence'.

In addition, the Governing Body appoints several committees for looking after certain areas and forwarding their valued observations/recommendations to the Principal/Governing Body for its successful implementation.

Above all, there exists the Internal Quality Assurance Cell for coordinated execution of all routine works of the college on one hand, and the drawing of blueprints of all sorts of developmental activities including (1) Teachers promotion under CAS, (2) recommendations for undertaking developmental activities etc. , on the other.

File Description	Documents
Paste link for additional information	Nil
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.

Dinabandhu Andrews College emphasizes decentralization and participative management through various key activities:

Admission Process: The admission process begins with online applications from students and concludes with their registration with the affiliating university. Throughout each step, teachers and non-teaching staff actively engage to ensure smooth operations. Additionally, a student representative sits on the Admission Committee, offering proposals for enhancing the admission process.

Examination: Similar to the Admission Committee, the Examination Committee comprises teachers, non-teaching staff, and student representatives. This collaborative approach enables the college to devise optimal strategies for conducting examinations efficiently

and effectively.

Students' Welfare: The Students' Welfare Committee reflects a diverse composition, including teachers, non-teaching staff, and students. Together, they work harmoniously to enhance services for the benefit of students, maximizing their welfare and support.

Seminars/Symposia: Seminars and symposia benefit greatly from the combined efforts of teachers, non-teaching staff, and students. Their collective participation ensures these events are productive and impactful.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Colleges, like individuals, may not always possess proficiency in every aspect of education. To address this limitation, they often engage in mutually beneficial agreements known as Memorandums of Understanding (MoUs). These formal agreements outline collaborative plans between institutions to complement each other's strengths in various areas.

The overarching goals of MoUs include:

- Strengthening ties between higher education institutions.
- Enhancing academic, social, and cultural activities.
- Fostering better understanding among faculty, staff, and students.

MoUs may encompass initiatives such as:

- Faculty and student exchange programs.
- Collaboration on research endeavors.
- Any other activities aimed at advancing learning.

Through MoUs, colleges leverage their respective strengths to collectively enrich the educational landscape and broaden opportunities for academic and personal growth.

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

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

Dinabandhu Andrews College, established in accordance with Government Orders dated July 24/25, 1956, and August 31, 1956, has been affiliated with the University of Calcutta since its inception.

General Administration:

- Oversees the development and maintenance of physical and academic infrastructure.
- Manages financial affairs, including the appointment of teaching and non-teaching staff.

Financial Administration:

- The Principal serves as the Drawing and Disbursing Officer (DDO) and manages college funds jointly with the President or another non-employee/non-student member of the Governing Body.
- Financial matters are supported by the Bursar, a senior teacher appointed by the Governing Body as per Government Order No. 932-Edn(CS), dated July 12, 1982.

Quality Assurance Management:

- Focuses on academic and cultural enrichment, including the review of papers submitted by teachers for promotion under CAS.
- Executes Memorandums of Understanding (MoUs).

Teachers' Council:

- Constituted as per relevant Government orders for academic enhancement.

Appointment Procedures:

21-03-2024 12:47:42

- **Principal, teachers, and librarians are appointed in accordance with the WBCSC Act, 1978, and WB College Service Commission Act, 2012.**
- **The Backward Class Welfare Department, Government of West Bengal, maintains the Roster of Appointment for teachers, librarians, and non-teaching staff.**

Financial Operations:

- **College maintains communication with the relevant Treasury for grants disbursement and Provident Fund settlements.**

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

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	[View File](#)
Screen shots of user interfaces	[View File](#)
Any additional information	[View File](#)
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	[View File](#)

6.3 - Faculty Empowerment Strategies

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

Teaching

Non-teaching

The administration of Dinabandhu Andrews College has been committed to transmit the maximum possible benefits to its teaching staff as written hereunder:

- Enrolment to the Health Scheme sponsored by the Government of West Bengal
- Speedy disbursement of refundable or non-refundable loan from PF thorough the HRMS
- Budgetary allocation of seed money for research
- Rationalization of the grant of leave such as Earned Leave, Maternity Leave, Child Care Leave etc.
- Issuance of release order for joining the Refresher Courses and Orientation Programmes and other such academic programmes
- Speedy and timely transmission of papers for terminal benefits of the retiring teachers

The administration of Dinabandhu Andrews College has been committed to transmit the maximum possible benefits to its non-teaching staff as written hereunder:

- Enrolment to the Sasthya-Sathi Scheme sponsored by the Government of West Bengal
- Speedy disbursement of refundable or non-refundable loan from PF thorough the HRMS
- Interest-free advance upto Rs.10000.00
- Rationalization of the grant of leave such as Earned Leave, Maternity Leave, Child Care Leave etc.

Speedy and timely transmission of papers for terminal benefits of the retiring teachers etc.

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

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

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

0

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

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

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

0

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

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

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

33

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

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

Staff members, both teaching and non-teaching, annually complete a prescribed Self Appraisal Form containing essential service-related details. These forms are then submitted to the Institutional Quality Assurance Cell (IQAC) of the college. The self-appraisal process serves dual purposes: it aids the college administration in crafting strategic plans for academic enhancement and provides staff members with an opportunity for self-assessment, fostering both professional and personal growth.

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

Appointment of Auditor: The Education Directorate of the Department of Higher Education, Government of West Bengal appoints auditors (Audit Firm) for auditing the accounts of Grant-in-Aid Colleges per Government Order No. 364-Edn(CS), dated 02.03.1973. A panel of auditors is maintained by the Education Directorate, and at the end of each financial year, an order is issued for auditing purposes. The college must comply with the appointment of the auditor by the

Government.

Audit Process: The appointed auditor conducts the audit according to the terms of the appointment letter and generates a report based on observations. This report is jointly signed by the college Principal (DDO) and the authorized signatory of the Audit Firm appointed by the Government.

Submission of Audit Report: Following the audit, the report is promptly forwarded to the office of the Director of Public Instructions, Government of West Bengal.

Current Status: Audit reports for up to 2019-20 have been submitted to the Education Directorate. The accounts for 2020-21await auditing by the Government-appointed auditor, pending receipt of the auditor's name by the college.

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

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

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

0

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

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

The college relies on its own funds for daily operations and pays non-substantive staff. Expenses include bills for utilities like telephone, internet, and electricity, website and ERP maintenance,

infrastructure upkeep, various services, auditor's fees, and procurement of durables and consumables. Additionally, 50% of tuition fee income is remitted to the government as per G.O. No. 114-Edn(CS), dated 11.02.2013.

Income sources include student fees (admission, tuition, laboratory, annual charges) and interest from bank deposits, supplemented by government grants for specific developmental projects.

To maintain financial equilibrium, the college formulates an Annual Budget. This budget undergoes review by the Finance Committee and final approval by the Governing Body. Budget allocations are meticulously recorded in departmental Pass Books, with each transaction verified by the Bursar. Payment approvals by the Principal require verification by the Bursar.

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

6.5 - Internal Quality Assurance System

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

Contribution of IQAC during the COVID Pandemic:

In consultation with the IQAC, the college administration adopted some measures during the COVID Pandemic to help students continue their studies and all other academic activities while at home (due to the restriction measures imposed by the Government):

Curricular Aspects:

1. Conducting regular online classes as per the designated schedule.
2. Uploading study materials on the college website for easy access.
3. Establishing small WhatsApp groups for intimate student discussions by subject/course.
4. Organizing webinars on various topics to supplement learning.
5. Issuing online notices regarding internal and university examinations, enrollment forms, and other relevant matters.
6. Introducing Semester-I students to the concept of online

examinations.

Administrative Aspects:

1. Collaborating with IQAC to execute administrative tasks during the pandemic.
2. Managing financial and accounting responsibilities remotely, including voucher generation and salary bill preparation.
3. Ensuring seamless execution of all administrative duties while adhering to government-imposed restrictions.

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

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 COVID-19 Pandemic, which persisted from March 2020, the college predominantly operated in the online mode until late November 2021, as per the state Chief Secretary's directive. During this period, teachers utilized various online platforms including Google Classroom, Google Meet, Zoom, and WhatsApp Groups for:

1. Conducting theoretical classes.
2. Facilitating online examinations and evaluations.
3. Participating in national and international webinars, and other academic activities.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF	C. Any 2 of the above

any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Actions taken throughout the year by the institution to promote gender equity.

- **Throughout the academic curriculum of different courses, gender equity and sensitization are frequently addressed.**
- **Frequent counselling aids in stress management and confidence building. Students who feel more confident and accepting of themselves are better equipped to handle risky situations.**
- **The deployment of both male and female security personnel as well as CCTV cameras for video surveillance across the campus ensures both safety and security.**
- **On the campus, admission is restricted. ID cards are provided to office employees, faculty staff and students. Only after receiving authorization from the appropriate authority can visitors be admitted.**
- **Students do, in fact, require their own personal space. The common area is large, bright, and has its own restrooms. An incinerator and a sanitary napkin vending machine are available inside the girls' common room.**
- **To address any reported incidents, a sexual harassment cell and an anti-ragging cell have been set up.**
- **Teachers have expeditiously responded financial assistance to the victims of Amphan and Covid-19.**
- **Every female student receives extra support in the classroom**

to help them achieve gender equality.

- The Kanyashree Committee and the Women's Cell took an active part in a number of initiatives aimed at uplifting female students.
- Additionally, every female college student is guaranteed the "Kanyashree scholarship of West Bengal Government" by the Kanyashree Committee.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	A. 4 or All of the above

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

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

The following measures have been taken by Dinabandhu Andrews College in connection with management of wastes of different kinds:

Solid wastes:

Solid wastes are categorized into two groups: Biodegradable Solid Wastes and Non-bio-degradable Solid Wastes. While the Biodegradable Solid Wastes are collected in GREEN-coloured bins, the Non-bio-degradable Solid Wastes are collected in blue coloured bins kept at specified locations of the college. Both the Biodegradable and Non-

bio-degradable solid wastes are disposed off through the collecting Van of the local Municipal Administration (Kolkata Municipal Corporation).

Liquid waste:

Liquid wastes (Urine, floor drains, liquid wastes generated in the washroom wastes etc.) are diluted with water and put into the common drainage managed by the Kolkata Municipal Corporation.

E-waste management:

The non-repairable items procured from electrical gadgets and

computers are accumulated in a room to be disposed off

Other Wastes:

The hazardous wastes from Microbiology Laboratories such as Chemical Reagents, Discarded Bacterial Culture, Contaminated Materials etc. are segregated at source and labeled properly.

The methods of disposal involves (1) Autoclaving, (2) Chemical Treatment (Acid-base neutralization), and (3) Incineration depending on the nature of the wastes.

Other wastes like disposable plastics or general laboratory consumables are disposed through standard procedures.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	[View File](#)

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

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

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

7.1.7 - The Institution has disabled-friendly,	**B. Any 3 of the above**

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

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

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

Dinabandhu Andrews College has painstakingly promoted a "INCLUSIVE ENVIRONMENT" as described below:

- **The college maintains a 100-point Roster of Appointment of Teaching and Non-teaching Staff (authenticated by the Backward Class Welfare Department of Government of West Bengal) to accommodate reserved (UR/SC/ST/OBC-A/OBC-B/PwD/EWS) and unreserved employees according to government laws.**

- **The college follows the admission procedure that ensures admission as per the intake capacity approved by the affiliating university strictly on the basis of merit on the one hand and the observance of the reservation (UR/SC/ST/OBC-A/OBC-B/PwD/EWS) policy of the Government on the other.**

- **Waiver of Laboratory Fees (all Semesters of 2020-21 and 2021-22) without regard to caste, creed, religion and the financial condition of the students' families.**

- **Drastic reduction of Course Fees for the students of postgraduate studies without regard to caste, creed, religion and the financial condition of the students' families.**

- **A teacher as Nodal Officer to transmit benefits of government-sponsored schemes (Swami Vevekananda Merit & Means Scholarships, SC/ST/Minority Scholarships/Aikyasree Scholarships/Oasis Scholarships/Indira Gandhi Single Girl Child Scholarships, etc.)**

- **Formation of committee exclusively of the female members (teaching and non-teaching) for looking after the internally acclaimed scholarships for girls, named 'Kanyasree Prokalp'.**
- **Teachers often teach bilingually (English and Bengali). This shows collegiate tolerance for national language diversity.**

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

To inculcate values of empathy and sensitize students and Employees towards their duties and responsibilities, the college encourages the following:

- **Organizing Blood Donation Camps**
- **Distribution of material such as masks, hand sanitizer as a preventive measure against COVID Pandemic**
- **Organizing camps for Polio Vaccination**
- **Organizing camp for COVID Vaccination**
- **Organizing community outreach programmes like distribution of masks, sanitizers, and food items amongmarginalized section of the society**
- **Organizing awareness programmes on constitutional values,rights and duties as Indian citizens**
- **Organizing programs in connection with the observance of certain days of national importance such as (1) birth day of Nataji Subhas Chandra Bose, (2) Republic Day, (3) Science Day, (4) Independence Day etc.**

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**C. Any 2 of the above**

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

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

The institution celebrates/organizes several national and international commemorative days, events and festivals which are described below:

- **The NCC Unit of the college organizes Independence Day celebration on 15th August of every year in presence of the Principal, teachers and a number of students.**
- **The NCC Unit of the college organizes Republic Day celebration on 26th January of every year in presence of the Principal, teachers and a number of students.**

- **The NCC Unit of the college organizes Netaji Birth Day celebration on 23rd January of every year in presence of the Principal, teachers and a number of students**
- **Teachers' Day is organized by the students on 5th September of every year.**
- **International Mother Language Day is observed on 21st February of every year by the teachers and the students of the Bengali Department in collaboration with IQAC of the college.**
- **Most of the department celebrates Teachers' Day and other events every year.**

Due to the COVID-19 epidemic, several events were streamed online in the past academic year.

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

- **Arrangement of Free Covid Vaccination Camp in College Campus in association with the Govt. of West Bengal.**
- **Provide relief to the YASH cyclone affected people of Sundarban by the Department of Botany, Dinabandhu Andrews College.**
-

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

7.3 - Institutional Distinctiveness

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

Organize a webinar by Bruce Alberts

Provide relief to the YASH cyclone affected people of Sundarban by the Department of Botany, Dinabandhu Andrews College.

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

7.3.2 - Plan of action for the next academic year

- **Introduction of the system on Online leave application and approval for all members of teaching and non-teaching staff.**
- **Beautification of college campus and the space around the natural water body on the college premises with special emphasis to the Green Initiatives.**
- **Formation of students' Club such as Photography Clum/ Science Club/Debate Club/Quiz Club etc.**
- **Construction of two more Computer Centre for extending the benefits of ICT enabled advancement of learning to the majority of the students.**
- **Development of 2 high-must light system on the college campus.**