YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	DINABANDHUN 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, Baishnabghata, 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	UGC 2f and 12(B)
• Name of the Affiliating University	University o0f Calutta
• Name of the IQAC Coordinator	Dr. Joy Sarkar
• Phone No.	7908155493
• Alternate phone No.	7908155493
• Mobile	7908155493
• IQAC e-mail address	iqacseminar@dacaollege.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%202021-2022.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	15/06/2021

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
Major Research Project PI: Dr Tridip Sardar (Mathematics)	EEQ/2019/000008, Dt. 12.07.2022	Science & Engineering Research Board (SERB)	2022-2023	400000

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)

 # Organized an webinar on The Science of Induced Fish Breeding. # Organized Student Credit Card Awareness Camp (Under Duare Sarkar Programme of the Government of West Bengal). # Organized 'Students' Week' in terms of the instructions of the Government of west Bengal. # Organized food festival inside college campus (By the college students of various departments). # Organized different seminars and conferences by different Departments.

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
Clean and green energy solution	The college installed solar panel on the roof top to ensure minimum use of energy through fossil fuels. The college uses all energy efficient bulbs and fans to utilize a minimum amount of energy. Moreover, the bulbs and fans are immediately switched off after the classes are over.
Safe drinking water	The college has installed a no. of water purifiers in its campus to meet the thirst of the students and the staff of the college.
Water conservation and management	The college utilizes interconnected drains to gather rainwater from rooftops, guiding it towards a campus pond. Furthermore, construction of a water collection tank is underway to harvest rainwater for garden irrigation. Prominent placement of 'Save Water' stickers serves to raise awareness and encourage conservation efforts.
Installation of CCTV	The college has successfully installed CCTV in the college premises.

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
Yes	12/03/2024

15.Multidisciplinary / interdisciplinary

The college in the South 24 Parganas district of West Bengal is poised for significant development and expansion. Here's a concise overview of its key points:

- **Diverse Academic Offerings:** Offers a broad spectrum of subjects at undergraduate and postgraduate levels, spanning humanities, commerce, social sciences, and both biological and pure sciences, including specialized programs in Zoology and Electronics.

- **Research Excellence:** Recognized as a research hub across various fields like Microbiology, Botany, Zoology, Geography, and Mathematics, underscoring its commitment to scholarly pursuits.

- **Enrollment Growth:** Aims to expand enrollment to 3500 students or more, signifying a desire for a larger, more diverse student body to enrich the academic community.

- **Multidisciplinary Focus:** Emphasizes multidisciplinary research and education, fostering innovation and critical thinking among students across diverse subjects and research areas.

- **Holistic Education:** Prioritizes a well-rounded education, blending athletics with analytical, artistic, and creative subjects to offer students a comprehensive learning experience.

- **Modernization Efforts:** Intends to introduce more openings in modern disciplines, demonstrating adaptability to evolving educational and industrial landscapes.

In summary, the college is committed to growth, excellence, and innovation, aiming to equip students with the skills and knowledge necessary for success in their academic and professional endeavors.

16.Academic bank of credits (ABC):

Dinabandhu Andrews College remains committed to the implementation of the Choice Based Credit System (CBCS), which was initiated by Calcutta University. The college diligently follows the university's prescribed curriculum for BA, BSc, and BCom programs, encompassing both Honours and General courses. This curriculum was adopted starting from the academic year 2017-18 for the Commerce stream and 2018-19 for Humanities and Science streams, ensuring alignment with the educational standards set by Calcutta University.

Despite the introduction of the National Education Policy (NEP) 2020 by the Government of India, which includes the establishment of an Academic Bank of Credits (ABC) for all Higher Education Systems, beginning from the academic year 2021-2022, it's noteworthy that this particular criterion has yet to be embraced by the Government of West Bengal or the University of Calcutta as of the 2022-23 academic year.

The University Grants Commission (UGC) issued a gazette notification on July 28, 2021, addressing all higher education institutions regarding the implementation of Academic Banks of Credits. However, Dinabandhu Andrews College, in accordance with its commitment to adherence to the regulations stipulated by Calcutta University, has refrained from introducing the ABC system within its institution.

By upholding the standards and guidelines established by Calcutta University, Dinabandhu Andrews College maintains its focus on providing quality education and academic excellence to its students while staying abreast of national educational policies and initiatives.

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17.Skill development:

Dinabandhu Andrews College integrates Skill Enhancement Courses (SEC) into its CBCS curriculum across Arts, Science, and Commerce disciplines. Undergraduates choose four SEC courses from two distinct areas to augment their field of study. SECs enhance practical skills, critical thinking, and overall competency.

In Arts, SECs cover communication, writing, foreign languages, digital literacy, and fine arts, broadening students' perspectives for diverse professional settings. Science students learn laboratory techniques, data analysis, computational skills, and interdisciplinary subjects like environmental studies or bioinformatics, fostering hands-on experience and proficiency in

scientific methodologies. Commerce students focus on financial literacy, business communication, entrepreneurship, and emerging trends, gaining practical skills and insights relevant to commerce and business management.

Dinabandhu Andrews College's integration of SECs ensures students receive a well-rounded education blending theoretical knowledge with practical skills. This approach enhances employability, fosters lifelong learning, and prepares students for academic and professional success.

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

In October 2020, the Ministry of Education at AICTE in New Delhi established the Indian Knowledge System (IKS) as an innovation cell. This initiative aims to safeguard and propagate India's rich intellectual heritage for future study and practical application. Dinabandhu Andrews College diligently follows the prescribed curriculum under the CBCS System, mandated by Calcutta University. This curriculum was adopted for B.A., B. Sc., and B. Com. (Honours & General) starting from the academic year 2017-18 for the Commerce stream and 2018-19 for the Humanities and Science streams.

Adhering closely to the policies and guidelines laid down by Calcutta University, the college integrates traditional knowledge within certain subject syllabuses. For instance, Bengali and Sanskrit language courses serve as conduits for imparting both ancient wisdom and contemporary insights to students, fostering a harmonious blend of traditional and modern perspectives. Moreover, English, serving as a foreign language, facilitates the fusion of ancient and current knowledge within the college's academic framework.

Philosophy Honours stands out as a subject where Indian philosophical ideas are seamlessly interwoven with Political Science coursework, enriching students' academic experiences with diverse intellectual traditions. However, it's worth noting that while the curricular standards set by Calcutta University prioritize a holistic educational approach, they do not directly align with the specific objectives of IKS as outlined by the Ministry of Education at AICTE.

Furthermore, despite the dynamic landscape of online education, Dinabandhu Andrews College has yet to embark on offering courses through digital platforms, underscoring its commitment to

traditional pedagogical methods and in-person learning experiences.

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

Dinabandhu Andrews College adheres steadfastly to the CBCS System, which was implemented by Calcutta University. The college meticulously follows the university's approved curriculum for BA, B.Sc., and B.Com. (Honours & General), beginning from the academic year 2017-18 for the Commerce stream and 2018-19 for Humanities and Science streams. In all educational matters, the college abides by the rules and regulations laid down by Calcutta University.

The Government of India introduced the National Education Policy (NEP) 2020, emphasizing outcome-based education (OBE) across all higher education systems, beginning in the academic year 2021-2022 as per UGC's recommendation. However, NEP 2020 has not yet been implemented by Calcutta University or the West Bengal government. Consequently, our institution has not integrated NEP 2020 into its framework, as we adhere strictly to the criteria established by Calcutta University.

Nonetheless, our organization places significant emphasis on outcome-based education, highlighting contemporary issues, ethical considerations, environmental sustainability, and the importance of both individual and collective efforts. Initiatives such as project work and group presentations are integral components of our commitment to outcome-based education, fostering holistic learning experiences for our students.

20.Distance education/online education:

During the era of the "New Normal," the educational landscape experienced a remarkable surge in blended learning methodologies. Today, the fusion of online and offline classes has become a ubiquitous practice, seamlessly ensuring timely completion of courses. At our institution, we proudly stand as an officially accredited study center for the prestigious Indira Gandhi National Open University (IGNOU), presenting an extensive array of captivating courses that cater to diverse educational aspirations.

Embracing the essence of blended learning, our institution harnesses the power of digital platforms and traditional classroom settings to create an enriching educational environment. This dynamic approach not only fosters flexibility but also enhances student engagement and comprehension.

Through our partnership with IGNOU, we unlock a world of

possibilities, empowering learners to pursue their academic and professional goals with unparalleled convenience and accessibility. Our commitment to excellence resonates through the seamless integration of online and offline modalities, offering students a holistic learning experience that transcends boundaries and propels them towards success in the digital age.

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	**3574**

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

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**1001**

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

2.3 Number of outgoing/ final year students during the year	**985**

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

3.Academic

3.1	**91**

Number of full time teachers during the year	

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

3.2 Number of Sanctioned posts during the year	**97**

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)	**219.98**
4.3 Total number of computers on campus for academic purposes	**110**

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

Dinabandhu Andrews College, as an affiliated institution, adheres to the curriculum set by the affiliating university. However, our commitment surpasses mere compliance. We emphasize the effective implementation of the curriculum through strategic resource utilization:

- **Faculty members convene regularly to discuss strategies, share insights, and address challenges in curriculum delivery.**

- **The Academic Committee coordinates academic services, ensuring alignment with curriculum objectives and timely execution of activities.**

- **Academic departments meticulously craft lesson plans, establish class schedules, and organize internal examinations for comprehensive curriculum coverage and effective teaching-learning processes.**

- **We prioritize transparency by promptly informing students about the curriculum, class schedules, and examination procedures, encouraging their active engagement in the academic journey.**

Through these practices, college maintains academic standards and facilitates meaningful learning experiences for our students within the framework provided by the affiliating university.

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)

In Dinabandhu Andrews College, the tradition of crafting an institutional Academic Calendar aligning with the affiliating university's schedule immediately following the closure of the first phase of online admissions is deeply ingrained. Each academic department engages in its own student-centric activities, such as group discussions and individual or group idea-sharing sessions with teachers. However, due to the COVID-19 pandemic, much of the academic year 2020-21 was conducted virtually, restricting departmental activities to online platforms and afterthat college run into normal rouitn ein the current academic session.

The concerted efforts of the college administration and the Academic Committee have led to a vibrant academic environment characterized by synchronized teaching, learning, and evaluation processes throughout the year. In the absence of conventional routines, the academic sessions of 2022-23predominantly relied on a continuous learning model, where classes and evaluations were seamlessly integrated into the ongoing educational process.

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**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: The curriculum of various subjects such as Bengali, English, Sanskrit, History, Philosophy, Political Science, and Economics incorporates papers that delve into the social construction of gender. These courses explore topics like gender and violence, gender and work, and gender and politics, elucidating the ways in which gender ideologies shape relations within the workplace, political spheres, and domestic environments.

Environment & Sustainability: The curriculum across disciplines including Botany, Zoology, Environmental Science, Microbiology, Geography, Philosophy, Political Science, History, Physics, and Bengali extensively covers topics related to the environment and sustainability. Emphasizing the importance of Environment Studies, a

mandatory course for first-year undergraduate students across Science, Commerce, and Humanities programs, the curriculum underscores the gravity of environmental issues. Students are encouraged to submit assignments focusing on environmental concerns, and occasional NCC programs further enhance student awareness about sustainability and environmental preservation. Additionally, elective courses such as Economic Botany, Plant Ecology & Phytogeography, Natural Resource Management, and Skill Enhancement Courses like Mushroom Culture Technology complement the core curriculum, offering students comprehensive knowledge and skills in environmental conservation.

Human Values and Professional Ethics: Human Values and Professional Ethics are central themes in courses offered in Bengali, English, Sanskrit, Philosophy, Economics, and Political Science. These courses aim to instill ethical values and principles among students, fostering a sense of responsibility and integrity in their personal and professional lives.

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

18

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

1551

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

A. All of the above

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

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

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://dacollegeerp.in/StudentPortal/Login.aspx

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

2431

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

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

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

695

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

In accordance with the directives of the affiliating university and the State Government, admission to B.A./B.Sc./B.Com. courses occurs through the online portal based strictly on merit, with the

students' performance at the 10+2 level serving as the primary criterion for identification as Advanced or slow learners. Subsequently, students' performance in Internal Examinations, Group Discussions, and interactions during classes aids in distinguishing between Advanced and slow learners, with teachers' perceptions also playing a crucial role in this assessment.

Once identified, teachers employ various methods for the academic development of both Advanced and slow learners:

For Advanced Learners:

1. Encouragement to participate in International/National/State-level seminars and workshops, predominantly conducted online during the 2022-23academic year.
2. Access to e-resources such as N-List, INFLIBNET, etc., to further enhance their learning experience for further studies.

For Slow Learners:

1. Encouragement to utilize the 'Study Material' available on the college website, providing additional resources to facilitate their understanding and comprehension through easy ways.
2. Encouragement to utilize the 'Question Bank' available in the college library, enabling them to practice and reinforce their understanding of key concepts.

By employing these strategies, Dinabandhu Andrews College ensures that both Advanced and slow learners receive the necessary support and resources to optimize their academic development and achieve their full potential.

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
3574	91

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 offers students the opportunity to learn through hands-on experience rather than solely through lectures. This method emphasizes practical experience alongside theoretical knowledge, utilizing activities that engage students in active participation. Field studies, in particular, serve as natural laboratories where students can observe and understand the principles of nature firsthand.

Participative learning, on the other hand, is a student-centric approach that encourages active involvement and engagement in the learning process. By fostering student participation, this method enhances understanding, motivation, and social interaction. Dinabandhu Andrews College promotes participative learning through various avenues, including offline and online conferences, seminars, and workshops held during 2022-23.

Problem-solving methodology involves a systematic approach to addressing challenges. It entails defining the problem, analyzing its root causes, identifying and evaluating potential solutions, and implementing the most effective one. Through this method, individuals can navigate complex issues and arrive at practical resolutions.

Dinabandhu Andrews College enhances Participative learning through the following means: Conferences (online during 2022-23), Seminars (online during 2022-23), Workshops (online during 2022-23)

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

The integration of Information and Communication Technology (ICT)

has revolutionized curriculum delivery, surpassing traditional methods like 'Chalk and Talk'. At Dinabandhu Andrews College, the teaching-learning process has been made ICT-compatible through various initiatives:

1. Establishment of a well-equipped and WiFi-enabled Computer Laboratory catering to subjects like Commerce, Physics, Chemistry, and Geography.
2. Implementation of WiFi connectivity in the teachers' room, equipped with four computers and printers.
3. WiFi-enabled College Library offering internet-connected computers for students to access e-resources.
4. Installation of LCD projectors in six classrooms to facilitate multimedia presentations.
5. Equipping the Physics Laboratory with an LCD projector for enhanced teaching and demonstrations.

During the majority of the 2022-23academic year, the teaching-learning process heavily relied on ICT platforms such as Google Meet, Google Classroom, and WhatsApp Groups for conducting classes, ensuring continuity and accessibility despite physical limitations.

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/index.html

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

91

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

91

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

42

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

1425.11

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.

To operationalize continuous quality improvement, a two-stage evaluation and reform system has been introduced:

A) Student Assessment:

- **Continuous monitoring of attendance and participation in class.**
- **Provision of special remedial/tutorial classes outside regular hours.**
- **Periodic administration of class tests, followed by result analysis and discussion with students.**

B) Student Feedback:

- **Students submit structured questionnaires assessing teaching quality, infrastructure, and overall learning experience at the end of each year or semester.**
- **Implementation of an online feedback system for students to provide insights on teaching methods, coursework, and academic activities, serving as a crucial measure of satisfaction.**

Additionally:

- **Parent-teacher meetings are held at least once per semester to discuss student progress, complementing regular mentorship.**
- **Academic audits, conducted internally and externally, ensure quality standards are maintained. Audit reports undergo review and approval by the management.**
- **Faculty mentors engage regularly with assigned students to monitor progress, with updates communicated to stakeholders.**

This comprehensive approach to evaluation and reform fosters continual enhancement of educational practices and student support services.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://www.dacollege.org/acal.html

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

Affiliated colleges are handle grievances related to examinations, whether they are Internal, Tutorial, Theoretical, or Practical. in additionthe affiliating university administers its own redressal mechanisms, including the review of theoretical answer scripts and the inspection of evaluated scripts.

While the university oversees grievance redressal processes through its affiliated colleges, it's noteworthy that the university's system does not extend to grievances regarding Internal or Tutorial examinations. Therefore, the college endeavors to address examination-related grievances within its capacityand resources.

Despite this, teachers play a pivotal role in supporting students by offering guidance and counseling based on their expertise during classes. This proactive approach aims to enhance students' performance in all types of examinations. However, it's crucial for students to understand the distinction between the support provided by teachers and the formal grievance redressal procedures managed by the university.

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 plays a limited role, if any, in the curriculum design and syllabus framing process, except for providing suggestions and feedback when requested by the relevant authorities of the affiliating university. However, some faculty members actively contribute to the design of the curriculum and framing of syllabi as members of the Undergraduate Board of Studies (UGBOS).

At the beginning of each semester, teachers at Dinabandhu Andrews College meticulously explain the Programme and Course outcomes for all programs offered by the college. These Program Outcomes (POs) and Course Outcomes (COs) are prominently displayed on the college website under the section "Student Learning Outcomes" within the "ACADEMICS" button for easy access by students.

The college ensures that students are informed about these outcomes through public notifications on the college website and direct communication between students and teachers. This transparent communication approach helps students understand the learning objectives associated with their programs and courses.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.dacollege.org/uploads/pdfs/popso 2023.pdf
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.

Dinabandhu Andrews College, as an affiliated institution, offers various undergraduate courses/programs within the B.A., B.Sc., and B.Com. streams. Presently, it provides 15 Honours Courses/programs, 1 Major Course/program, and 3 General Courses/programs. Additionally, the college offers two postgraduate courses, one in Zoology and the other in Electronic Science.

The course contents are meticulously crafted to provide students with essential theoretical fundamentals complemented by practical knowledge relevant to real-life scenarios. To ensure the attainment of program outcomes and course outcomes, students are advised to consult the "Programme Outcome and Course Outcomes" available on the college website.

To facilitate this, the college employs the following strategies:

1. Internal Evaluation, conducted by respective departments in a format of their choosing.
2. Internal Examinations, formulated by the affiliating university and administered by the affiliated college.
3. Semester-wise Theoretical and Practical/Tutorial Examinations, tailored based on whether the course is laboratory-based or not.
4. College also take measures for identifying slow learnersafter evaluation of thier mark-sheet in different semesters.

Furthermore, students are encouraged to engage in Ex-classroom teaching through excursions, field studies, museum visits, and

exploration of historical sites. The college also organizes seminars on various topics of significance such as Goods and Service Tax awareness, gender sensitization, women's legal rights, cybersecurity awareness, as well as workshops focusing on career and job opportunities. These initiatives aim to enrich students' learning experiences and prepare them for the challenges of the future.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://dacollege.org/uploads/pdfs/popso2023.pdf

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

497

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://dacollege.org/home.php#

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://dacollegeerp.in/StudentPortal/Login.aspx#

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)

4

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

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

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

01

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	https://www.serbonline.in/SERB/HomePage

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

16

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

37

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

0

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 perceives itself as an integral part of society, recognizing that its teachers, non-teaching staff, and students serve as representatives of the broader community. To foster connections with society, the college actively engages in various initiatives through its NCC Unit, including:

- **Commemoration of Netaji Subhas Chandra Bose's birthday**
- **Celebration of Republic Day and Independence Day**
- **Recognition of Road Safety Day**
- **Participation in Yoga Day activities**
- **Organizing plantation drives on college premises**

Additionally, Dinabandhu Andrews College extends its outreach

through the following endeavors:

- Community health camps focusing on medical check-ups and awareness programs
- Environmental awareness campaigns promoting sustainability and eco-friendly practices
- Blood donation drives in collaboration with local hospitals or blood banks
- Educational workshops on topics such as financial literacy, career guidance, and skill development
- Cultural events and talent shows showcasing the diverse talents of students and members of the local community

These extension activities reflect the college's commitment to societal engagement and the holistic development of its students, fostering a sense of responsibility and citizenship beyond the academic realm.

File Description	Documents
Paste link for additional information	https://dacollege.org/home.php
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)	View File
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

12

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)	[View File](#)

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

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

321

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

11

File Description	Documents
e-copies of linkage related Document	[View File](#)
Details of linkages with institutions/industries for internship (Data Template)	[View File](#)
Any additional information	[View File](#)

3.4.2 - Number of functional MoUs with national and international institutions, universities,

industries, corporate houses etc. during the year

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

11

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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 boasts a robust infrastructure and comprehensive facilities designed to enhance the teaching-learning experience. These include:

- Approximately 50 well-equipped classrooms conducive to effective learning.
- 35 specialized laboratories furnished with a wide array of valuable instruments.
- Six modernized classrooms integrated with advanced technology for interactive learning.
- A total of 12 LCD projectors installed across various facilities.
- A total of 110 desktop computers, along with 12 laptops, facilitating academic and research endeavors.
- One existing and two upcoming centers to support technological requirements.
- Dedicated spaces for laboratory-based departments in Physical and Biological Sciences, and non-laboratory-based departments.
- A repository of over 30,000 titles catering to diverse academic interests.
- Adequate number of bathrooms and toilets for the convenience of students and staff.
- Two spacious areas designated for faculty members to

collaborate and engage in academic discussions.
- Both a staff canteen designed in an open-kitchen style and a students' canteen serving nourishing meals.
- Separate common rooms for girls and boys equipped with indoor sports amenities.
- An open-air shed capable of accommodating up to 300 individuals for various events.
- Provision of wheelchairs for orthopedically challenged students, teachers, and staff.
- A concessionary bookstore offering educational materials and stationery items.
- A college website and ERP system for streamlined administrative and academic operations.
- An air-conditioned auditorium, currently under construction, to facilitate large-scale events and gatherings.
- Access to a playground available on a user-right basis for recreational activities.
- Integration of a solar power plant, 24/7 power backup, and a college garden promoting environmental sustainability.
- Presence of a natural water body within the college premises, enhancing the campus environment

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://dacollege.org/home.php

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

Nestled amidst cultural amenities, the institution radiates a warm and inviting ambiance. A spacious common area, along with well-maintained restrooms and a common room, graces the First Floor. The central library houses an extensive collection of magazines and newspapers, catering to both leisurely reading and educational pursuits. To facilitate focused study, two reading rooms are available within the central library.

For student convenience, coolers and water purifiers are conveniently placed adjacent to the restrooms on each floor. The NCC department, located on the ground floor, actively engages students in cultural and patriotic events. Additionally, a dedicated yoga area, complemented by a gym nook, promotes holistic well-being among students and staff.

"Dinabandhu Mukta Mancha," a verdant open area situated in the northeastern part of the institution, serves as a gathering spot and a tranquil resting place. Special occasions such as Rabindra-Jayanti and Teachers' Day witness online performances by students, fostering a sense of celebration and camaraderie. College socials, the Prize-Giving Ceremony, and Bhasha-Dibas are commemorated with youthful enthusiasm and genuine joy, cherished by both students and teachers alike.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://dacollege.org/home.php

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)

219.986

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)	<u>View File</u>

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	<u>https://libdac.wordpress.com/</u>

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources   **B. Any 3 of the above**

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

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)

.027571

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

Our college is equipped with comprehensive IT facilities to support upcoming learning management and administrative services. WiFi connectivity has been extended to key areas including the College Office, Principal's Room, Bursar's Room, Teachers Room, Library, and the Computer Centre, all powered by dedicated fiber optics from BSNL and/or Aliance Broadband services. Additionally, all lab-based departments enjoy dedicated internet connectivity.

A central Server Room interconnects major areas of the college through terminal points, ensuring seamless internet connectivity. To facilitate document handling, the college boasts 5 photocopier machines, strategically located in the Bursar's Room, College Office, Library, and Principal's Room. Furthermore, a heavy-duty scanner is available in the Bursar's Room, complemented by two scanners in the college office.

Students benefit from access to the Computer Centre, where all computers are equipped with high-speed internet connectivity, enhancing their learning and research capabilities. These IT resources serve to enrich the academic and administrative environment of the college, promoting efficiency and innovation.

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

4.3.2 - Number of Computers

110

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

4.3.3 - Bandwidth of internet connection in the Institution   **A. ? 50MBPS**

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

4.4 - Maintenance of Campus Infrastructure

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

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

69.986

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 Facilities: Our college boasts 35 state-of-the-art laboratories, spread across various Lab-based departments, ensuring hands-on experiential learning:

- Physics: 7
- Chemistry: 5
- Electronics: 3
- Geography: 1
- Zoology: 8
- Botany: 3
- Sericulture: 1
- Microbiology: 3
- Molecular Biology: 2

Each Lab-based department meticulously maintains stock registers for both durable assets (instruments/equipment) and consumables (chemicals, glassware, reaction kits, etc.). Moreover, log books are diligently maintained to record the frequency of instrument usage, ensuring efficient utilization of resources acquired through public funding.

Financial Management: To ensure transparent financial management, all Lab-based departments maintain Departmental Pass Books, meticulously recording funds allotted at the beginning of each financial year. Every transaction is diligently recorded in these Pass Books, enabling efficient fund utilization across departments.

Infrastructure Development: While we currently do not have a Sports Complex, plans are underway to establish dedicated Gymnasia for both boys and girls. These upcoming facilities, located in the under-construction Diamond Jubilee Building, signify our commitment to holistic student development.

Computer Maintenance: Our Computer Centre is managed by the Department of Electronics, where regular maintenance ensures the optimal performance of all computers. Through systematic monitoring and periodic hardware repairs, we ensure uninterrupted access to essential software across various departments.

Asset Management: Furniture items such as tables, chairs, benches, almirahs, and desks are meticulously cataloged with unique numbers, overseen by our dedicated caretaker. This meticulous record-keeping ensures efficient asset management and upkeep across the college

premises.

Through meticulous financial management, infrastructure development, and asset maintenance, we remain dedicated to providing a conducive learning environment for our students, fostering holistic growth and development.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://dacollege.org/home.php#

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

1871

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

A. All of the above

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

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

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

241

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.

5

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

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

Dinabandhu Andrews College is committed to participative administration, actively involving both non-teaching staff and students in various bodies and committees:

1. **Students' Representation:**

   - **The Secretary of the Students' Body holds an Ex-officio position on the Governing Body, the highest administrative body of the college.**
   - **Students are represented on key committees such as the Academic Committee, Students' Welfare Committee, Admission Committee, Kanyasree Committee, and others.**

2. **Learning Opportunities:**

   - **Through their participation in different committees, students gain insights into academic administration, develop communication skills, and cultivate the habit of listening to diverse perspectives.**

By integrating students into decision-making processes and administrative bodies, Dinabandhu Andrews College fosters a culture of collaboration and shared governance, ensuring that the voices and perspectives of all stakeholders are heard and valued.

File Description	Documents
Paste link for additional information	https://dacollege.org/home.php#
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

15

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

As of now, no central alumni association has been formally registered. However, individual departments such as Botany, Philosophy, Microbiology, and Bengali have established their own alumni associations. These associations actively engage in social work, relief efforts, cultural activities, and annual gatherings. Moreover, they extend financial assistance to students in need within their respective departments. Through these initiatives, the alumni associations contribute significantly to the welfare and development of both students and the community at large.

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

At the heart of our institution lie four pillars of excellence:

The Governing Body: A diverse assembly representing all facets of
our community - from teachers to government nominees - steering our
course towards greatness.

The Teachers' Council: Guiding academic visionaries, fostering
innovation, and paving the path to scholarly brilliance.

The Student Body: Advocates of student welfare, catalysts of change,
shaping a vibrant educational landscape.

The Association of Non-teaching Staff: Unsung heroes, weaving the
fabric of support that underpins our collective success.

Together, they form an indomitable force propelling us towards the
pinnacle of academic distinction.

In tandem, our Governing Body orchestrates specialized committees,
empowering initiatives and driving progress through insightful
recommendations.

At the nucleus lies the Internal Quality Assurance Cell, harmonizing
the rhythm of daily operations while architecting blueprints for
transformative growth - from fostering teacher excellence to
spearheading pioneering initiatives.

In unity, we march forward, fueled by our shared commitment to the
pursuit of academic eminence.

File Description	Documents
Paste link for additional information	https://dacollege.org/index.php?option=com_content&view=article&id=1&Itemid=0
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.

At Dinabandhu Andrews College, empowerment reigns supreme,
championing decentralization and participative management across key
domains:

Admission Odyssey: Embarking on a journey from online applications to university registration, our faculty and staff join forces, ensuring a seamless voyage. With a student emissary at the helm, the Admission Committee navigates toward innovation, enriching the application experience.

Examination Expedition: Anchored by educators, bolstered by support staff, and guided by student voices, our Examination Committee charts a course for exam excellence. Together, we engineer strategies that streamline processes and elevate outcomes.

Students' Oasis: In the nurturing embrace of our Students' Welfare Committee, teachers, staff, and students converge, sculpting an oasis of care and support. Bound by a common purpose, we sculpt services that nurture and empower, amplifying student well-being.

Seminars and Symposia Spectacle: Where ideas converge and minds ignite, our seminars and symposia thrive on the synergy of teachers, staff, and students. Fueled by collective brilliance, these events sparkle with innovation and resonate with impact.

Unified in purpose, fueled by collaboration, we chart a course where every voice resonates and every contribution enriches the journey of academic exploration.

File Description	Documents
Paste link for additional information	https://dacollege.org/home.php
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In the realm of higher education, colleges often form partnerships akin to Memorandums of Understanding (MoUs), fostering synergy and collective impact.

MoUs serve as catalysts for cooperation, guiding efforts toward common goals:

Strengthening Intercollegiate Bonds: Forge connections between institutions, fostering a shared learning ecosystem.

Elevating Academic, Social, and Cultural Horizons: Enrich education

by embracing diverse perspectives and celebrating human experiences.

Nurturing Synergies Among Stakeholders: Cultivate collaboration among faculty, staff, and students to achieve collective success.

Initiatives within MoUs include:

Faculty and Student Exchanges: Foster a global mindset and enrich educational experiences.

Collaborative Research Ventures: Address challenges and unlock new knowledge frontiers.

Innovative Learning Initiatives: Nurture creativity and empower learners on their academic journey.

MoUs unite colleges, leveraging their strengths to cultivate innovation and transformation for a brighter future.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://dacollege.org/index.php?option=com_content&view=article&id=36&Itemid=0
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 according to Government Orders issued on July 24/25, 1956, and August 31, 1956, has been affiliated with the University of Calcutta since its inception.

General Administration:

- Supervises the development and upkeep of physical and academic infrastructure.
- Handles financial matters, including the hiring of teaching and non-teaching personnel.

Financial Administration:

- The Principal acts as the Drawing and Disbursing Officer (DDO)

and jointly manages college funds with the President or another non-employee/non-student member of the Governing Body.
- Financial affairs are supported by the Bursar, a senior teacher appointed by the Governing Body in accordance with Government Order No. 932-Edn(CS), dated July 12, 1982.

Quality Assurance Management:

- Emphasizes academic and cultural enrichment, including the evaluation of papers submitted by teachers for promotion under the Career Advancement Scheme (CAS).
- Implements Memorandums of Understanding (MoUs).

Teachers' Council:

- Established as per relevant Government directives to promote academic excellence.

Appointment Procedures:

- Principal, teachers, and librarians are appointed following the guidelines of 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:

- The college maintains correspondence 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	https://dacollege.org/index.php?option=com_content&view=article&id=4&Itemid=0
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and   A. All of the above

Accounts Student Admission and Support
Examination

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

6.3 - Faculty Empowerment Strategies

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

The administration of Dinabandhu Andrews College is dedicated to ensuring optimal benefits for its esteemed teaching staff, as outlined below:

1. Facilitating enrollment in the Health Scheme sponsored by the Government of West Bengal.
2. Ensuring prompt disbursement of refundable or non-refundable loans from the Provident Fund through the Human Resource Management System (HRMS).
3. Allocating budgetary resources as seed money for research endeavors.
4. Streamlining the allocation of various types of leave, including Earned Leave, Maternity Leave, and Child Care Leave.
5. Issuing release orders for participation in Refresher Courses, Orientation Programmes, and other academic activities.
6. Ensuring swift and timely processing of paperwork for the retirement benefits of faculty members.

Similarly, the administration is equally committed to extending maximum possible benefits to its non-teaching staff, as articulated below:

1. Facilitating enrollment in the Sasthya-Sathi Scheme sponsored by the Government of West Bengal.
2. Ensuring expeditious disbursement of refundable or non-refundable loans from the Provident Fund through the HRMS.
3. Providing interest-free advances up to Rs. 10,000.00.
4. Rationalizing the allocation of various types of leave,

  including Earned Leave, Maternity Leave, and Child Care Leave.
 5. **Ensuring prompt and efficient processing of paperwork for the retirement benefits of non-teaching staff members.**

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)	<u>View File</u>

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

225

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)	View File

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

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

12

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

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

Each year, both teaching and non-teaching staff members diligently fill out a designated Self Appraisal Form, encompassing crucial service-related particulars. These forms are promptly forwarded to the Institutional Quality Assurance Cell (IQAC) of the college. The self-appraisal mechanism serves a twofold purpose: it empowers the college administration to sculpt strategic blueprints for academic

elevation while affording staff members a platform for self-reflection, catalyzing their professional and personal evolution.

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

Auditor Appointment: Under Government Order No. 364-Edn(CS), dated 02.03.1973, the Education Directorate of the Department of Higher Education, Government of West Bengal, selects auditors (Audit Firm) to examine the accounts of Grant-in-Aid Colleges. A dedicated panel of auditors is meticulously maintained by the Education Directorate. Annually, as per protocol, an official order is issued for the appointment of auditors, mandating the college's compliance with the Government's selection.

Audit Procedure: The designated auditor undertakes the audit in accordance with the terms outlined in the appointment letter. Subsequently, a comprehensive report, reflecting observations and findings, is meticulously compiled. This report bears the joint endorsement of the college Principal (DDO) and the authorized representative of the Government-appointed Audit Firm.

Audit Report Submission: Post-audit, the meticulously prepared report is promptly dispatched to the office of the Director of Public Instructions, Government of West Bengal.

Current Status: The college has diligently submitted audit reports up to the 2019-20 fiscal year to the Education Directorate. However, the eagerly anticipated auditing of accounts for 2020-21, 2021-22, and 2022-23 remains pending due to the awaited appointment of an auditor by the Government.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

0

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

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

The college sustains its daily operations and compensates non-substantive staff primarily through its internal funds. Operational expenses encompass utility bills such as telephone, internet, and electricity, alongside expenditures for website and ERP maintenance, infrastructure upkeep, various services, auditor's fees, and procurement of durables and consumables. Moreover, in adherence to G.O. No. 114-Edn(CS), dated 11.02.2013, 50% of tuition fee income is remitted to the government.

Income streams comprise student fees (including admission, tuition, laboratory, and annual charges) and interest generated from bank deposits. These are augmented by government grants earmarked for specific developmental endeavors.

To ensure fiscal stability, the college meticulously crafts an Annual Budget. This budget undergoes thorough scrutiny by the Finance Committee before receiving final endorsement from the Governing Body. Allocation details are meticulously recorded in departmental Pass Books, with each transaction meticulously verified

by the Bursar. Payment approvals sanctioned by the Principal necessitate validation 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 to Curricular Aspects: In collaboration with the IQAC, the college administration implemented several measures to support students during the pandemic, ensuring the continuity of their studies and academic activities despite the challenges posed by government restrictions. These initiatives included:

1. Conducting regularclasses as per the notified schedule/program.
2. Uploading study materials on the college website for easy accessibility.
3. Establishing small WhatsApp groups based on subjects/courses for more personalized discussions with students.
4. Organizing webinars on various topics to enrich students' knowledge.
5. Issuing online notices to keep students informed about upcoming Internal Examinations, University Examinations, and other relevant notifications.
6. Conduction of Sensitization programmes for Semester-I students from college as welll as by the departments
7. Contribution of IQAC to Administrative Aspects: In collaboration with the IQAC, the college administration implemented measures to facilitate teaching and non-teaching staff in fulfilling their duties while working from home during the pandemic. These measures encompassed the execution of administrative, financial, and accounting responsibilities such as voucher generation, salary bill preparation, and the completion of other administrative tasks from the comfort of their homes. This strategic approach ensured the seamless functioning of administrative processes despite the challenges imposed by government restrictions, fostering organizational efficiency.

File Description	Documents
Paste link for additional information	https://dacollege.org/index.php?option=com_content&view=article&id=7&Itemid=0
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

Following accreditation, the IQAC initiates post-assessment reviews for teaching-learning reforms:

The IQAC conducts annual internal academic audits at the end of each academic session. These audits involve collecting detailed departmental profiles covering admission statistics, curriculum implementation, teaching methodologies, examination results, extracurricular activities, and faculty research output. Following analysis, constructive feedback is provided to departments to enhance internal quality and meet emerging challenges. Additionally, the IQAC reviews teaching-learning outcomes by gathering online feedback from students regarding curriculum delivery and implementation.

The Institutionalimplements ofvarious initiatives to enhance teaching-learning processes facilitated by IQAC:

1. **Infrastructure Development: Constructing classrooms, laboratories, and a new G+5 building to improve the learning environment.**
2. **Certificate Course Introduction: Annually introducing new certificate courses to broaden students' learning horizons and enrich their skill sets.**
3. **Seminar Organization: Encouraging departments to host seminars on relevant themes to meet students' educational needs and foster continuous learning.**
4. **Innovative Teaching Methods: Advocating for innovative pedagogical approaches like projects, field trips, and workshops to boost student engagement and improve learning outcomes.**
5. **Soft Skill Training: Collaborating with the Placement Cell to**

     conduct regular soft skill training sessions, equipping students with essential professional skills.

6. Learning Resource Procurement: Procuring laboratory equipment, books, and other resources to ensure students have access to up-to-date knowledge and technologies.

7. Industry-Academia Collaborations: Establishing partnerships between industry and academia to keep students abreast of the latest trends and developments, bridging the gap between theory and practice.

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://dacollege.org/index.php?option=com_content&view=article&id=56&Itemid=0
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Throughout the year, the institution has implemented various actions to promote gender equity:

1. Gender equity and sensitization are integrated into the academic curriculum of different courses, fostering awareness and understanding among students.

2. Frequent counselling sessions aid in stress management and confidence building, empowering students to navigate challenging situations with resilience.

3. The deployment of both male and female security personnel and CCTV cameras ensures comprehensive video surveillance, prioritizing safety and security across the campus.

4. Admission to the campus is restricted, with ID cards provided to office employees, faculty staff, and students. Visitors are only admitted upon authorization from the appropriate authority.

5. The campus features a spacious common area with bright surroundings and dedicated restrooms. Additional amenities include an incinerator and a sanitary napkin vending machine inside the girls' common room, ensuring privacy and convenience.

6. To address reported incidents, the institution has established a sexual harassment cell and an anti-ragging cell, providing avenues for redressal and support.

7. Teachers have promptly responded with financial assistance to victims affected by natural disasters such as Amphan,demonstrating solidarity and support.

8. Every female student receives extra support within the classroom, facilitating their journey towards gender equality and empowerment.

9. The Kanyashree Committee and the Women's Cell actively engage in initiatives aimed at uplifting female students, promoting their holistic development and well-being.

10. Additionally, every female college student is guaranteed the "Kanyashree scholarship of West Bengal Government" by the Kanyashree Committee, ensuring access to educational opportunities and financial support.

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

Dinabandhu Andrews College has implemented various measures for the management of different kinds of wastes:

1. **Solid Wastes:**

   - **Biodegradable Solid Wastes are collected in GREEN-colored bins, while Non-biodegradable Solid Wastes are collected in blue-colored bins placed at designated locations within the college premises.**
   - **Both types of solid wastes are disposed of through the collecting Van of the local Municipal Administration (Kolkata Municipal Corporation).**

2. **Liquid Waste:**

- Liquid wastes, including urine, floor drains, and washroom wastes, are diluted with water and discharged into the common drainage managed by the Kolkata Municipal Corporation.

3. E-waste Management:

   - Non-repairable items from electrical gadgets and computers are accumulated in a designated room for proper disposal.

4. Hazardous Wastes:

   - Hazardous wastes from Microbiology Laboratories, such as chemical reagents, discarded bacterial cultures, and contaminated materials, are segregated at the source and labeled appropriately.
   - Disposal methods include Autoclaving, Chemical Treatment (Acid-base neutralization), and Incineration, depending on the nature of the wastes.

5. Other Wastes:

   - Disposable plastics and general laboratory consumables are disposed of using standard procedures to ensure environmental sustainability and safety.

These measures underscore the college's commitment to environmental stewardship and responsible waste management practices, contributing to a cleaner and healthier campus environment.

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   A. Any 4 or all of the above

well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

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

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

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	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 is committed to fostering an inclusive environment through various initiatives:

1. **Appointment Roster: The college maintains a 100-point Roster of Appointment for Teaching and Non-teaching Staff, ensuring**

representation from reserved (UR/SC/ST/OBC-A/OBC-B/PwD/EWS) and unreserved categories in accordance with government regulations.

2. **Admission Procedure:** Admission procedures adhere strictly to the affiliating university's approved intake capacity, prioritizing merit-based selection while also honoring reservation policies (UR/SC/ST/OBC-A/OBC-B/PwD/EWS) mandated by the government.

3. **Financial Assistance:** The college waived Laboratory Fees for all Semesters of 2020-21 and 2021-22, irrespective of caste, creed, religion, or financial status. Course Fees for postgraduate students were significantly reduced with similar considerations.

4. **Government Schemes:** A designated teacher serves as the Nodal Officer to facilitate access to government-sponsored schemes such as Swami Vivekananda Merit & Means Scholarships, SC/ST/Minority Scholarships, Aikyasree Scholarships, Oasis Scholarships, and Indira Gandhi Single Girl Child Scholarships.

5. **Committee for Female Empowerment:** An exclusive committee comprising female members (teaching and non-teaching) oversees internally acclaimed scholarships for girls under the 'Kanyasree Prokalp' initiative.

6. **Bilingual Teaching:** Teachers demonstrate collegiate tolerance for national language diversity by teaching bilingually in English and Bengali, ensuring effective communication and inclusivity in the learning process.

These measures underscore the college's commitment to creating an inclusive environment where individuals from diverse backgrounds feel valued, respected, and empowered to succeed.

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 instill empathy and promote awareness of duties and responsibilities among students and employees, Dinabandhu Andrews College encourages the following initiatives:

1. Blood Donation Camps: Organizing events where individuals can voluntarily donate blood to support healthcare initiatives and save lives.

2. Distribution of Preventive Materials: Providing essential items like masks and hand sanitizer to promote preventive measures against diseases, particularly during the COVID-19 pandemic.

3. Polio Vaccination Camps: Facilitating vaccination camps to eradicate polio and promote public health initiatives.

4. Health Camps: Organizing Health camps ensuring the safety and well-being of the college community and beyond.

5. Community Outreach Programs: Engaging in outreach programs to distribute masks, sanitizers, and food items among marginalized sections of society, fostering a sense of social responsibility and solidarity.

6. Awareness Programs on Constitutional Values: Conducting awareness programs to educate individuals about constitutional rights and duties as citizens of India, promoting civic engagement and responsibility.

7. Observance of National Importance Days: Organizing events and programs to commemorate significant days such as the birth anniversary of Netaji Subhas Chandra Bose, Republic Day, Science Day, Independence Day, etc., fostering patriotism and a sense of national pride.

Through these initiatives, Dinabandhu Andrews College actively cultivates a culture of empathy, social responsibility, and civic engagement among its students and employees, contributing positively to the community and society at large.

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

A. All 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 organizes and celebrates various national and international commemorative days, events, and festivals, which include:

1. **Independence Day Celebration: Organized by the NCC Unit of the college on 15th August every year, attended by the Principal, teachers, and students.**

2. **Republic Day Celebration: Conducted by the NCC Unit of the college on 26th January annually, with the presence of the Principal, teachers, and students.**

3. Netaji Birth Day Celebration: Held on 23rd January each year by the NCC Unit of the college, attended by the Principal, teachers, and students.

4. Teachers' Day: Organized by students on 5th September annually to honor and appreciate teachers for their contributions to education.

5. International Mother Language Day: Observed on 21st February every year by the Bengali Department in collaboration with the IQAC of the college, involving teachers and students.

6. Departmental Celebrations: Many departments celebrate Teachers' Day and other events annually, fostering camaraderie and appreciation within the academic community.

7. Online Events: In response to evolving circumstances, several events were streamed online, and program videos were uploaded on platforms like YouTube, ensuring participation and engagement despite physical constraints.

These events and celebrations serve as opportunities for the college community to come together, celebrate diversity, honor historical figures, and promote a sense of unity and pride in national and cultural heritage.

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.

Title of the Practice: 360 Degree Appraisal of Teachers

The college aims to implement a 360-degree appraisal system for teachers to understand their strengths and weaknesses, fostering qualitative development rather than focusing solely on performance

evaluation.

The University Grants Commission mandates teacher appraisal, directly influencing career advancement and pay scales. Continuous teacher development is essential.

The IQAC collects feedback from four perspectives: self-appraisal, student feedback, principal appraisal, and external expert assessment. Initial resistance among teachers was encountered. Resources for overcoming resistance and facilitating implementation are required. Teachers' empowerment through e-learning has shown promising growth.

Title of the Practice: 'Entry-in-Service' software

Prepare final year students for job market and higher education effectively and conveniently. Final year students lack awareness of preparing for competitive examinations. An online portal accessible through the college website provides students with model questions on logical reasoning, general knowledge, mathematics, and English, along with answers and explanations. Ample number of questions can be solved without purchasing personal books or specialized coaching. The mobile-friendly platform allows preparation anytime and anywhere, benefiting students in campus recruitment drives.

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

Practices that foster inclusivity within and beyond the campus include:

Educational Practices:

(a) Classroom teaching emphasizes inclusivity.

(b) A compassionate approach is adopted in teaching.

(c) Mentor-Mentee meetings provide personalized support.

(d) Establishment of Language to facilitate language learning and practice for students

Community Involvement:

(a) The NCC unit at DAC offers military training opportunities, irrespective of gender, focusing on character-building and leadership.

(b) The NSS unit at DAC trains students for community outreach, instilling a sense of social responsibility.

Collaborative Practices:

(a) DAC engages in MOUs with external organizations to enhance opportunities for students.

(b) The college administers several State Government scholarships to support financially disadvantaged students.

Supplementary Aids and Services:

Scholarships and fee concessions are provided to economically underprivileged students, especially during the pandemic.

Through these initiatives, DAC aims to create an inclusive environment that supports the holistic development of its students while fostering a commitment to sustainability and social responsibility.

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

Dinabandhu Andrews College, as an affiliated institution, adheres to the curriculum set by the affiliating university. However, our commitment surpasses mere compliance. We emphasize the effective implementation of the curriculum through strategic resource utilization:

- Faculty members convene regularly to discuss strategies, share insights, and address challenges in curriculum delivery.

- The Academic Committee coordinates academic services, ensuring alignment with curriculum objectives and timely execution of activities.

- Academic departments meticulously craft lesson plans, establish class schedules, and organize internal examinations for comprehensive curriculum coverage and effective teaching-learning processes.

- We prioritize transparency by promptly informing students about the curriculum, class schedules, and examination procedures, encouraging their active engagement in the academic journey.

Through these practices, college maintains academic standards and facilitates meaningful learning experiences for our students within the framework provided by the affiliating university.

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)

In Dinabandhu Andrews College, the tradition of crafting an institutional Academic Calendar aligning with the affiliating university's schedule immediately following the closure of the first phase of online admissions is deeply ingrained. Each academic department engages in its own student-centric activities, such as group discussions and individual or group idea-sharing sessions with teachers. However, due to the COVID-19 pandemic, much of the academic year 2020-21 was conducted virtually, restricting departmental activities to online platforms and afterthat college run into normal rouitn ein the current academic session.

The concerted efforts of the college administration and the Academic Committee have led to a vibrant academic environment characterized by synchronized teaching, learning, and evaluation processes throughout the year. In the absence of conventional routines, the academic sessions of 2022-23predominantly relied on a continuous learning model, where classes and evaluations were seamlessly integrated into the ongoing educational process.

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: The curriculum of various subjects such as Bengali, English, Sanskrit, History, Philosophy, Political Science, and Economics incorporates papers that delve into the social construction of gender. These courses explore topics like gender and violence, gender and work, and gender and politics, elucidating the ways in which gender ideologies shape relations within the workplace, political spheres, and domestic environments.

Environment & Sustainability: The curriculum across disciplines including Botany, Zoology, Environmental Science, Microbiology, Geography, Philosophy, Political Science, History, Physics, and Bengali extensively covers topics related to the environment and sustainability. Emphasizing the importance of Environment Studies, a mandatory course for first-year undergraduate students across Science, Commerce, and Humanities programs, the curriculum underscores the gravity of environmental issues. Students are encouraged to submit assignments focusing on environmental concerns, and occasional NCC programs further enhance student awareness about sustainability and environmental preservation. Additionally, elective courses such as Economic Botany, Plant Ecology & Phytogeography, Natural Resource Management, and Skill Enhancement Courses like Mushroom Culture Technology complement the core curriculum, offering students comprehensive knowledge and skills in environmental conservation.

Human Values and Professional Ethics: Human Values and Professional Ethics are central themes in courses offered in Bengali, English, Sanskrit, Philosophy, Economics, and Political Science. These courses aim to instill ethical values and principles among students, fostering a sense of responsibility and integrity in their personal and professional lives.

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

18

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

1551

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	A. All of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows	D. Feedback collected

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://dacollegeerp.in/StudentPortal/Login.aspx

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

2431

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

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

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

695

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

In accordance with the directives of the affiliating university and the State Government, admission to B.A./B.Sc./B.Com. courses occurs through the online portal based strictly on merit, with the students' performance at the 10+2 level serving as the primary criterion for identification as Advanced or slow learners. Subsequently, students' performance in Internal Examinations, Group Discussions, and interactions during classes aids in distinguishing between Advanced and slow learners, with teachers' perceptions also playing a crucial role in this assessment.

Once identified, teachers employ various methods for the academic development of both Advanced and slow learners:

For Advanced Learners:

1. Encouragement to participate in International/National/State-level seminars and workshops, predominantly conducted online during the 2022-23academic year.
2. Access to e-resources such as N-List, INFLIBNET, etc., to further enhance their learning experience for further studies.

For Slow Learners:

1. Encouragement to utilize the 'Study Material' available on the college website, providing additional resources to facilitate their understanding and comprehension through easy ways.
2. Encouragement to utilize the 'Question Bank' available in the college library, enabling them to practice and

reinforce their understanding of key concepts.

By employing these strategies, Dinabandhu Andrews College ensures that both Advanced and slow learners receive the necessary support and resources to optimize their academic development and achieve their full potential.

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
3574	91

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 offers students the opportunity to learn through hands-on experience rather than solely through lectures. This method emphasizes practical experience alongside theoretical knowledge, utilizing activities that engage students in active participation. Field studies, in particular, serve as natural laboratories where students can observe and understand the principles of nature firsthand.

Participative learning, on the other hand, is a student-centric approach that encourages active involvement and engagement in the learning process. By fostering student participation, this method enhances understanding, motivation, and social interaction. Dinabandhu Andrews College promotes participative learning through various avenues, including offline and online conferences, seminars, and workshops held during 2022-23.

Problem-solving methodology involves a systematic approach to addressing challenges. It entails defining the problem, analyzing

its root causes, identifying and evaluating potential solutions, and implementing the most effective one. Through this method, individuals can navigate complex issues and arrive at practical resolutions.

Dinabandhu Andrews College enhances Participative learning through the following means: Conferences (online during 2022-23), Seminars (online during 2022-23), Workshops (online during 2022-23)

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

The integration of Information and Communication Technology (ICT) has revolutionized curriculum delivery, surpassing traditional methods like 'Chalk and Talk'. At Dinabandhu Andrews College, the teaching-learning process has been made ICT-compatible through various initiatives:

1. Establishment of a well-equipped and WiFi-enabled Computer Laboratory catering to subjects like Commerce, Physics, Chemistry, and Geography.
2. Implementation of WiFi connectivity in the teachers' room, equipped with four computers and printers.
3. WiFi-enabled College Library offering internet-connected computers for students to access e-resources.
4. Installation of LCD projectors in six classrooms to facilitate multimedia presentations.
5. Equipping the Physics Laboratory with an LCD projector for enhanced teaching and demonstrations.

During the majority of the 2022-23academic year, the teaching-learning process heavily relied on ICT platforms such as Google Meet, Google Classroom, and WhatsApp Groups for conducting classes, ensuring continuity and accessibility despite physical limitations.

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/index.html

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

91

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

91

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

42

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

1425.11

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.

To operationalize continuous quality improvement, a two-stage evaluation and reform system has been introduced:

A) Student Assessment:

- **Continuous monitoring of attendance and participation in class.**
- **Provision of special remedial/tutorial classes outside regular hours.**
- **Periodic administration of class tests, followed by result analysis and discussion with students.**

B) Student Feedback:

- **Students submit structured questionnaires assessing teaching quality, infrastructure, and overall learning experience at the end of each year or semester.**

- Implementation of an online feedback system for students to provide insights on teaching methods, coursework, and academic activities, serving as a crucial measure of satisfaction.

Additionally:

- Parent-teacher meetings are held at least once per semester to discuss student progress, complementing regular mentorship.
- Academic audits, conducted internally and externally, ensure quality standards are maintained. Audit reports undergo review and approval by the management.
- Faculty mentors engage regularly with assigned students to monitor progress, with updates communicated to stakeholders.

This comprehensive approach to evaluation and reform fosters continual enhancement of educational practices and student support services.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://www.dacollege.org/acal.html

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

Affiliated colleges are handle grievances related to examinations, whether they are Internal, Tutorial, Theoretical, or Practical. in additionthe affiliating university administers its own redressal mechanisms, including the review of theoretical answer scripts and the inspection of evaluated scripts.

While the university oversees grievance redressal processes through its affiliated colleges, it's noteworthy that the university's system does not extend to grievances regarding Internal or Tutorial examinations. Therefore, the college endeavors to address examination-related grievances within its capacityand resources.

Despite this, teachers play a pivotal role in supporting students by offering guidance and counseling based on their expertise during classes. This proactive approach aims to enhance students'

performance in all types of examinations. However, it's crucial for students to understand the distinction between the support provided by teachers and the formal grievance redressal procedures managed by the university.

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 plays a limited role, if any, in the curriculum design and syllabus framing process, except for providing suggestions and feedback when requested by the relevant authorities of the affiliating university. However, some faculty members actively contribute to the design of the curriculum and framing of syllabi as members of the Undergraduate Board of Studies (UGBOS).

At the beginning of each semester, teachers at Dinabandhu Andrews College meticulously explain the Programme and Course outcomes for all programs offered by the college. These Program Outcomes (POs) and Course Outcomes (COs) are prominently displayed on the college website under the section "Student Learning Outcomes" within the "ACADEMICS" button for easy access by students.

The college ensures that students are informed about these outcomes through public notifications on the college website and direct communication between students and teachers. This transparent communication approach helps students understand the learning objectives associated with their programs and courses.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.dacollege.org/uploads/pdfs/popso2023.pdf
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.

Dinabandhu Andrews College, as an affiliated institution, offers various undergraduate courses/programs within the B.A., B.Sc., and B.Com. streams. Presently, it provides 15 Honours Courses/programs, 1 Major Course/program, and 3 General Courses/programs. Additionally, the college offers two postgraduate courses, one in Zoology and the other in Electronic Science.

The course contents are meticulously crafted to provide students with essential theoretical fundamentals complemented by practical knowledge relevant to real-life scenarios. To ensure the attainment of program outcomes and course outcomes, students are advised to consult the "Programme Outcome and Course Outcomes" available on the college website.

To facilitate this, the college employs the following strategies:

1. Internal Evaluation, conducted by respective departments in a format of their choosing.
2. Internal Examinations, formulated by the affiliating university and administered by the affiliated college.
3. Semester-wise Theoretical and Practical/Tutorial Examinations, tailored based on whether the course is laboratory-based or not.
4. College also take measures for identifying slow learnersafter evaluation of thier mark-sheet in different semesters.

Furthermore, students are encouraged to engage in Ex-classroom teaching through excursions, field studies, museum visits, and exploration of historical sites. The college also organizes seminars on various topics of significance such as Goods and Service Tax awareness, gender sensitization, women's legal rights, cybersecurity awareness, as well as workshops focusing on career and job opportunities. These initiatives aim to enrich students' learning experiences and prepare them for the challenges of the future.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://dacollege.org/uploads/pdfs/popso2023.pdf

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

497

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://dacollege.org/home.php#

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://dacollegeerp.in/StudentPortal/Login.aspx#

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)

4

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

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

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

01

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	https://www.serbonline.in/SERB/HomePage

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

16

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

37

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

0

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 perceives itself as an integral part of society, recognizing that its teachers, non-teaching staff, and students serve as representatives of the broader community. To foster connections with society, the college actively engages in various initiatives through its NCC Unit, including:

- **Commemoration of Netaji Subhas Chandra Bose's birthday**
- **Celebration of Republic Day and Independence Day**
- **Recognition of Road Safety Day**
- **Participation in Yoga Day activities**
- **Organizing plantation drives on college premises**

Additionally, Dinabandhu Andrews College extends its outreach through the following endeavors:

- Community health camps focusing on medical check-ups and awareness programs
- Environmental awareness campaigns promoting sustainability and eco-friendly practices
- Blood donation drives in collaboration with local hospitals or blood banks
- Educational workshops on topics such as financial literacy, career guidance, and skill development
- Cultural events and talent shows showcasing the diverse talents of students and members of the local community

These extension activities reflect the college's commitment to societal engagement and the holistic development of its students, fostering a sense of responsibility and citizenship beyond the academic realm.

File Description	Documents
Paste link for additional information	https://dacollege.org/home.php
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)	View File
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

12

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)	View File

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

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

321

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

11

File Description	Documents
e-copies of linkage related Document	**View File**
Details of linkages with institutions/industries for internship (Data Template)	**View File**
Any additional information	**View File**

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

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

11

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**View File**
Any additional information	**View File**
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 boasts a robust infrastructure and comprehensive facilities designed to enhance the teaching-learning experience. These include:

- **Approximately 50 well-equipped classrooms conducive to effective learning.**
- **35 specialized laboratories furnished with a wide array of valuable instruments.**
- **Six modernized classrooms integrated with advanced technology for interactive learning.**
- **A total of 12 LCD projectors installed across various facilities.**

- A total of 110 desktop computers, along with 12 laptops, facilitating academic and research endeavors.
- One existing and two upcoming centers to support technological requirements.
- Dedicated spaces for laboratory-based departments in Physical and Biological Sciences, and non-laboratory-based departments.
- A repository of over 30,000 titles catering to diverse academic interests.
- Adequate number of bathrooms and toilets for the convenience of students and staff.
- Two spacious areas designated for faculty members to collaborate and engage in academic discussions.
- Both a staff canteen designed in an open-kitchen style and a students' canteen serving nourishing meals.
- Separate common rooms for girls and boys equipped with indoor sports amenities.
- An open-air shed capable of accommodating up to 300 individuals for various events.
- Provision of wheelchairs for orthopedically challenged students, teachers, and staff.
- A concessionary bookstore offering educational materials and stationery items.
- A college website and ERP system for streamlined administrative and academic operations.
- An air-conditioned auditorium, currently under construction, to facilitate large-scale events and gatherings.
- Access to a playground available on a user-right basis for recreational activities.
- Integration of a solar power plant, 24/7 power backup, and a college garden promoting environmental sustainability.
- Presence of a natural water body within the college premises, enhancing the campus environment

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://dacollege.org/home.php

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

Nestled amidst cultural amenities, the institution radiates a

warm and inviting ambiance. A spacious common area, along with well-maintained restrooms and a common room, graces the First Floor. The central library houses an extensive collection of magazines and newspapers, catering to both leisurely reading and educational pursuits. To facilitate focused study, two reading rooms are available within the central library.

For student convenience, coolers and water purifiers are conveniently placed adjacent to the restrooms on each floor. The NCC department, located on the ground floor, actively engages students in cultural and patriotic events. Additionally, a dedicated yoga area, complemented by a gym nook, promotes holistic well-being among students and staff.

"Dinabandhu Mukta Mancha," a verdant open area situated in the northeastern part of the institution, serves as a gathering spot and a tranquil resting place. Special occasions such as Rabindra-Jayanti and Teachers' Day witness online performances by students, fostering a sense of celebration and camaraderie. College socials, the Prize-Giving Ceremony, and Bhasha-Dibas are commemorated with youthful enthusiasm and genuine joy, cherished by both students and teachers alike.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://dacollege.org/home.php

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)

219.986

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	https://libdac.wordpress.com/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-	**B. Any 3 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)

.027571

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

Our college is equipped with comprehensive IT facilities to support upcoming learning management and administrative services.

WiFi connectivity has been extended to key areas including the College Office, Principal's Room, Bursar's Room, Teachers Room, Library, and the Computer Centre, all powered by dedicated fiber optics from BSNL and/or Aliance Broadband services. Additionally, all lab-based departments enjoy dedicated internet connectivity.

A central Server Room interconnects major areas of the college through terminal points, ensuring seamless internet connectivity. To facilitate document handling, the college boasts 5 photocopier machines, strategically located in the Bursar's Room, College Office, Library, and Principal's Room. Furthermore, a heavy-duty scanner is available in the Bursar's Room, complemented by two scanners in the college office.

Students benefit from access to the Computer Centre, where all computers are equipped with high-speed internet connectivity, enhancing their learning and research capabilities. These IT resources serve to enrich the academic and administrative environment of the college, promoting efficiency and innovation.

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

4.3.2 - Number of Computers

110

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

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

4.4 - Maintenance of Campus Infrastructure

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

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

69.986

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 Facilities: Our college boasts 35 state-of-the-art laboratories, spread across various Lab-based departments, ensuring hands-on experiential learning:

- Physics: 7
- Chemistry: 5
- Electronics: 3
- Geography: 1
- Zoology: 8
- Botany: 3
- Sericulture: 1
- Microbiology: 3
- Molecular Biology: 2

Each Lab-based department meticulously maintains stock registers for both durable assets (instruments/equipment) and consumables (chemicals, glassware, reaction kits, etc.). Moreover, log books are diligently maintained to record the frequency of instrument usage, ensuring efficient utilization of resources acquired through public funding.

Financial Management: To ensure transparent financial management, all Lab-based departments maintain Departmental Pass Books, meticulously recording funds allotted at the beginning of each

financial year. Every transaction is diligently recorded in these Pass Books, enabling efficient fund utilization across departments.

Infrastructure Development: While we currently do not have a Sports Complex, plans are underway to establish dedicated Gymnasia for both boys and girls. These upcoming facilities, located in the under-construction Diamond Jubilee Building, signify our commitment to holistic student development.

Computer Maintenance: Our Computer Centre is managed by the Department of Electronics, where regular maintenance ensures the optimal performance of all computers. Through systematic monitoring and periodic hardware repairs, we ensure uninterrupted access to essential software across various departments.

Asset Management: Furniture items such as tables, chairs, benches, almirahs, and desks are meticulously cataloged with unique numbers, overseen by our dedicated caretaker. This meticulous record-keeping ensures efficient asset management and upkeep across the college premises.

Through meticulous financial management, infrastructure development, and asset maintenance, we remain dedicated to providing a conducive learning environment for our students, fostering holistic growth and development.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://dacollege.org/home.php#

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

1871

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	View File
Upload any additional information	No File Uploaded

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

241

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.

5

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

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

Dinabandhu Andrews College is committed to participative administration, actively involving both non-teaching staff and students in various bodies and committees:

1. **Students' Representation:**

   ○ **The Secretary of the Students' Body holds an Ex-officio position on the Governing Body, the highest administrative body of the college.**
   ○ **Students are represented on key committees such as the Academic Committee, Students' Welfare Committee, Admission Committee, Kanyasree Committee, and others.**

2. **Learning Opportunities:**

   ○ **Through their participation in different committees, students gain insights into academic administration, develop communication skills, and cultivate the habit of listening to diverse perspectives.**

By integrating students into decision-making processes and administrative bodies, Dinabandhu Andrews College fosters a culture of collaboration and shared governance, ensuring that the voices and perspectives of all stakeholders are heard and valued.

File Description	Documents
Paste link for additional information	https://dacollege.org/home.php#
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

15

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

As of now, no central alumni association has been formally registered. However, individual departments such as Botany, Philosophy, Microbiology, and Bengali have established their own alumni associations. These associations actively engage in social work, relief efforts, cultural activities, and annual gatherings. Moreover, they extend financial assistance to students in need within their respective departments. Through these initiatives, the alumni associations contribute significantly to the welfare and development of both students and the community at large.

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

At the heart of our institution lie four pillars of excellence:

The Governing Body: A diverse assembly representing all facets of our community - from teachers to government nominees - steering our course towards greatness.

The Teachers' Council: Guiding academic visionaries, fostering innovation, and paving the path to scholarly brilliance.

The Student Body: Advocates of student welfare, catalysts of change, shaping a vibrant educational landscape.

The Association of Non-teaching Staff: Unsung heroes, weaving the fabric of support that underpins our collective success.

Together, they form an indomitable force propelling us towards the pinnacle of academic distinction.

In tandem, our Governing Body orchestrates specialized committees, empowering initiatives and driving progress through insightful recommendations.

At the nucleus lies the Internal Quality Assurance Cell, harmonizing the rhythm of daily operations while architecting blueprints for transformative growth - from fostering teacher

excellence to spearheading pioneering initiatives.

In unity, we march forward, fueled by our shared commitment to the pursuit of academic eminence.

File Description	Documents
Paste link for additional information	https://dacollege.org/index.php?option=com_content&view=article&id=1&Itemid=0
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.

At Dinabandhu Andrews College, empowerment reigns supreme, championing decentralization and participative management across key domains:

Admission Odyssey: Embarking on a journey from online applications to university registration, our faculty and staff join forces, ensuring a seamless voyage. With a student emissary at the helm, the Admission Committee navigates toward innovation, enriching the application experience.

Examination Expedition: Anchored by educators, bolstered by support staff, and guided by student voices, our Examination Committee charts a course for exam excellence. Together, we engineer strategies that streamline processes and elevate outcomes.

Students' Oasis: In the nurturing embrace of our Students' Welfare Committee, teachers, staff, and students converge, sculpting an oasis of care and support. Bound by a common purpose, we sculpt services that nurture and empower, amplifying student well-being.

Seminars and Symposia Spectacle: Where ideas converge and minds ignite, our seminars and symposia thrive on the synergy of teachers, staff, and students. Fueled by collective brilliance, these events sparkle with innovation and resonate with impact.

Unified in purpose, fueled by collaboration, we chart a course where every voice resonates and every contribution enriches the journey of academic exploration.

File Description	Documents
Paste link for additional information	<https://dacollege.org/home.php>
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In the realm of higher education, colleges often form partnerships akin to Memorandums of Understanding (MoUs), fostering synergy and collective impact.

MoUs serve as catalysts for cooperation, guiding efforts toward common goals:

Strengthening Intercollegiate Bonds: Forge connections between institutions, fostering a shared learning ecosystem.

Elevating Academic, Social, and Cultural Horizons: Enrich education by embracing diverse perspectives and celebrating human experiences.

Nurturing Synergies Among Stakeholders: Cultivate collaboration among faculty, staff, and students to achieve collective success.

Initiatives within MoUs include:

Faculty and Student Exchanges: Foster a global mindset and enrich educational experiences.

Collaborative Research Ventures: Address challenges and unlock new knowledge frontiers.

Innovative Learning Initiatives: Nurture creativity and empower learners on their academic journey.

MoUs unite colleges, leveraging their strengths to cultivate innovation and transformation for a brighter future.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	https://dacollege.org/index.php?option=com_content&view=article&id=36&Itemid=0
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 according to Government Orders issued on July 24/25, 1956, and August 31, 1956, has been affiliated with the University of Calcutta since its inception.

General Administration:

- **Supervises the development and upkeep of physical and academic infrastructure.**
- **Handles financial matters, including the hiring of teaching and non-teaching personnel.**

Financial Administration:

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

Quality Assurance Management:

- **Emphasizes academic and cultural enrichment, including the evaluation of papers submitted by teachers for promotion under the Career Advancement Scheme (CAS).**
- **Implements Memorandums of Understanding (MoUs).**

Teachers' Council:

- **Established as per relevant Government directives to promote academic excellence.**

Appointment Procedures:

- **Principal, teachers, and librarians are appointed following the guidelines of 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:

- **The college maintains correspondence 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	https://dacollege.org/index.php?option=com_content&view=article&id=4&Itemid=0
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

The administration of Dinabandhu Andrews College is dedicated to ensuring optimal benefits for its esteemed teaching staff, as outlined below:

1. Facilitating enrollment in the Health Scheme sponsored by the Government of West Bengal.
2. Ensuring prompt disbursement of refundable or non-refundable loans from the Provident Fund through the Human Resource Management System (HRMS).
3. Allocating budgetary resources as seed money for research endeavors.
4. Streamlining the allocation of various types of leave, including Earned Leave, Maternity Leave, and Child Care Leave.
5. Issuing release orders for participation in Refresher Courses, Orientation Programmes, and other academic activities.
6. Ensuring swift and timely processing of paperwork for the retirement benefits of faculty members.

Similarly, the administration is equally committed to extending maximum possible benefits to its non-teaching staff, as articulated below:

1. Facilitating enrollment in the Sasthya-Sathi Scheme sponsored by the Government of West Bengal.
2. Ensuring expeditious disbursement of refundable or non-refundable loans from the Provident Fund through the HRMS.
3. Providing interest-free advances up to Rs. 10,000.00.
4. Rationalizing the allocation of various types of leave, including Earned Leave, Maternity Leave, and Child Care Leave.
5. Ensuring prompt and efficient processing of paperwork for the retirement benefits of non-teaching staff members.

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)	View File

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

225

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)	View File

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

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

12

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

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

Each year, both teaching and non-teaching staff members diligently fill out a designated Self Appraisal Form, encompassing crucial service-related particulars. These forms are promptly forwarded to the Institutional Quality Assurance Cell (IQAC) of the college. The self-appraisal mechanism serves a twofold purpose: it empowers the college administration to sculpt strategic blueprints for academic elevation while affording staff members a platform for self-reflection, catalyzing their professional and personal evolution.

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

Auditor Appointment: Under Government Order No. 364-Edn(CS), dated 02.03.1973, the Education Directorate of the Department of Higher Education, Government of West Bengal, selects auditors (Audit Firm) to examine the accounts of Grant-in-Aid Colleges. A dedicated panel of auditors is meticulously maintained by the Education Directorate. Annually, as per protocol, an official order is issued for the appointment of auditors, mandating the

college's compliance with the Government's selection.

Audit Procedure: The designated auditor undertakes the audit in accordance with the terms outlined in the appointment letter. Subsequently, a comprehensive report, reflecting observations and findings, is meticulously compiled. This report bears the joint endorsement of the college Principal (DDO) and the authorized representative of the Government-appointed Audit Firm.

Audit Report Submission: Post-audit, the meticulously prepared report is promptly dispatched to the office of the Director of Public Instructions, Government of West Bengal.

Current Status: The college has diligently submitted audit reports up to the 2019-20 fiscal year to the Education Directorate. However, the eagerly anticipated auditing of accounts for 2020-21, 2021-22, and 2022-23 remains pending due to the awaited appointment of an auditor by the Government.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

0

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

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

The college sustains its daily operations and compensates non-substantive staff primarily through its internal funds. Operational expenses encompass utility bills such as telephone, internet, and electricity, alongside expenditures for website and ERP maintenance, infrastructure upkeep, various services, auditor's fees, and procurement of durables and consumables. Moreover, in adherence to G.O. No. 114-Edn(CS), dated 11.02.2013, 50% of tuition fee income is remitted to the government.

Income streams comprise student fees (including admission, tuition, laboratory, and annual charges) and interest generated from bank deposits. These are augmented by government grants earmarked for specific developmental endeavors.

To ensure fiscal stability, the college meticulously crafts an Annual Budget. This budget undergoes thorough scrutiny by the Finance Committee before receiving final endorsement from the Governing Body. Allocation details are meticulously recorded in departmental Pass Books, with each transaction meticulously verified by the Bursar. Payment approvals sanctioned by the Principal necessitate validation 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 to Curricular Aspects: In collaboration with the IQAC, the college administration implemented several measures to support students during the pandemic, ensuring the continuity of their studies and academic activities despite the challenges posed by government restrictions. These initiatives included:

1. Conducting regularclasses as per the notified schedule/program.
2. Uploading study materials on the college website for easy accessibility.
3. Establishing small WhatsApp groups based on subjects/courses for more personalized discussions with

> students.
>
> 4. **Organizing webinars on various topics to enrich students' knowledge.**
> 5. **Issuing online notices to keep students informed about upcoming Internal Examinations, University Examinations, and other relevant notifications.**
> 6. **Conduction of Sensitization programmes for Semester-I students from college as welll as by the departments**
> 7. **Contribution of IQAC to Administrative Aspects: In collaboration with the IQAC, the college administration implemented measures to facilitate teaching and non-teaching staff in fulfilling their duties while working from home during the pandemic. These measures encompassed the execution of administrative, financial, and accounting responsibilities such as voucher generation, salary bill preparation, and the completion of other administrative tasks from the comfort of their homes. This strategic approach ensured the seamless functioning of administrative processes despite the challenges imposed by government restrictions, fostering organizational efficiency.**

File Description	Documents
Paste link for additional information	https://dacollege.org/index.php?option=com_content&view=article&id=7&Itemid=0
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

Following accreditation, the IQAC initiates post-assessment reviews for teaching-learning reforms:

The IQAC conducts annual internal academic audits at the end of each academic session. These audits involve collecting detailed departmental profiles covering admission statistics, curriculum implementation, teaching methodologies, examination results, extracurricular activities, and faculty research output. Following analysis, constructive feedback is provided to departments to enhance internal quality and meet emerging

challenges. Additionally, the IQAC reviews teaching-learning outcomes by gathering online feedback from students regarding curriculum delivery and implementation.

The Institutionalimplements ofvarious initiatives to enhance teaching-learning processes facilitated by IQAC:

1. **Infrastructure Development:** Constructing classrooms, laboratories, and a new G+5 building to improve the learning environment.
2. **Certificate Course Introduction:** Annually introducing new certificate courses to broaden students' learning horizons and enrich their skill sets.
3. **Seminar Organization:** Encouraging departments to host seminars on relevant themes to meet students' educational needs and foster continuous learning.
4. **Innovative Teaching Methods:** Advocating for innovative pedagogical approaches like projects, field trips, and workshops to boost student engagement and improve learning outcomes.
5. **Soft Skill Training:** Collaborating with the Placement Cell to conduct regular soft skill training sessions, equipping students with essential professional skills.
6. **Learning Resource Procurement:** Procuring laboratory equipment, books, and other resources to ensure students have access to up-to-date knowledge and technologies.
7. **Industry-Academia Collaborations:** Establishing partnerships between industry and academia to keep students abreast of the latest trends and developments, bridging the gap between theory and practice.

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 any other quality audit recognized by state, national or	A. All of the above

international agencies (ISO Certification, NBA)	

File Description	Documents
Paste web link of Annual reports of Institution	https://dacollege.org/index.php?option=com _content&view=article&id=56&Itemid=0
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Throughout the year, the institution has implemented various actions to promote gender equity:

1. Gender equity and sensitization are integrated into the academic curriculum of different courses, fostering awareness and understanding among students.

2. Frequent counselling sessions aid in stress management and confidence building, empowering students to navigate challenging situations with resilience.

3. The deployment of both male and female security personnel and CCTV cameras ensures comprehensive video surveillance, prioritizing safety and security across the campus.

4. Admission to the campus is restricted, with ID cards provided to office employees, faculty staff, and students. Visitors are only admitted upon authorization from the appropriate authority.

5. The campus features a spacious common area with bright surroundings and dedicated restrooms. Additional amenities include an incinerator and a sanitary napkin vending machine inside the girls' common room, ensuring privacy and

convenience.

6. To address reported incidents, the institution has established a sexual harassment cell and an anti-ragging cell, providing avenues for redressal and support.

7. Teachers have promptly responded with financial assistance to victims affected by natural disasters such as Amphan,demonstrating solidarity and support.

8. Every female student receives extra support within the classroom, facilitating their journey towards gender equality and empowerment.

9. The Kanyashree Committee and the Women's Cell actively engage in initiatives aimed at uplifting female students, promoting their holistic development and well-being.

10. Additionally, every female college student is guaranteed the "Kanyashree scholarship of West Bengal Government" by the Kanyashree Committee, ensuring access to educational opportunities and financial support.

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

Dinabandhu Andrews College has implemented various measures for the management of different kinds of wastes:

1. **Solid Wastes:**

   - **Biodegradable Solid Wastes are collected in GREEN-colored bins, while Non-biodegradable Solid Wastes are collected in blue-colored bins placed at designated locations within the college premises.**
   - **Both types of solid wastes are disposed of through the collecting Van of the local Municipal Administration (Kolkata Municipal Corporation).**

2. **Liquid Waste:**

   - **Liquid wastes, including urine, floor drains, and washroom wastes, are diluted with water and discharged into the common drainage managed by the Kolkata Municipal Corporation.**

3. **E-waste Management:**

   - **Non-repairable items from electrical gadgets and computers are accumulated in a designated room for proper disposal.**

4. **Hazardous Wastes:**

   - **Hazardous wastes from Microbiology Laboratories, such as chemical reagents, discarded bacterial cultures, and contaminated materials, are segregated at the source and labeled appropriately.**
   - **Disposal methods include Autoclaving, Chemical**

Treatment (Acid-base neutralization), and Incineration, depending on the nature of the wastes.

5. **Other Wastes:**

   o **Disposable plastics and general laboratory consumables are disposed of using standard procedures to ensure environmental sustainability and safety.**

These measures underscore the college's commitment to environmental stewardship and responsible waste management practices, contributing to a cleaner and healthier campus environment.

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	**No File Uploaded**

7.1.5 - Green campus initiatives include

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

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**

3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File]
Policy documents and information brochures on the support to be provided	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 is committed to fostering an inclusive environment through various initiatives:

1. **Appointment Roster:** The college maintains a 100-point Roster of Appointment for Teaching and Non-teaching Staff, ensuring representation from reserved (UR/SC/ST/OBC-A/OBC-B/PwD/EWS) and unreserved categories in accordance with government regulations.

2. **Admission Procedure:** Admission procedures adhere strictly to the affiliating university's approved intake capacity, prioritizing merit-based selection while also honoring reservation policies (UR/SC/ST/OBC-A/OBC-B/PwD/EWS) mandated by the government.

3. **Financial Assistance:** The college waived Laboratory Fees for all Semesters of 2020-21 and 2021-22, irrespective of caste, creed, religion, or financial status. Course Fees for postgraduate students were significantly reduced with similar considerations.

4. **Government Schemes:** A designated teacher serves as the Nodal Officer to facilitate access to government-sponsored schemes such as Swami Vivekananda Merit & Means Scholarships, SC/ST/Minority Scholarships, Aikyasree Scholarships, Oasis Scholarships, and Indira Gandhi Single Girl Child Scholarships.

5. **Committee for Female Empowerment:** An exclusive committee

comprising female members (teaching and non-teaching) oversees internally acclaimed scholarships for girls under the 'Kanyasree Prokalp' initiative.

6. **Bilingual Teaching:** Teachers demonstrate collegiate tolerance for national language diversity by teaching bilingually in English and Bengali, ensuring effective communication and inclusivity in the learning process.

These measures underscore the college's commitment to creating an inclusive environment where individuals from diverse backgrounds feel valued, respected, and empowered to succeed.

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 instill empathy and promote awareness of duties and responsibilities among students and employees, Dinabandhu Andrews College encourages the following initiatives:

1. **Blood Donation Camps:** Organizing events where individuals can voluntarily donate blood to support healthcare initiatives and save lives.

2. **Distribution of Preventive Materials:** Providing essential items like masks and hand sanitizer to promote preventive measures against diseases, particularly during the COVID-19 pandemic.

3. **Polio Vaccination Camps:** Facilitating vaccination camps to eradicate polio and promote public health initiatives.

4. **Health Camps:** Organizing Health camps ensuring the safety and well-being of the college community and beyond.

5. **Community Outreach Programs:** Engaging in outreach programs to distribute masks, sanitizers, and food items among

marginalized sections of society, fostering a sense of social responsibility and solidarity.

6. Awareness Programs on Constitutional Values: Conducting awareness programs to educate individuals about constitutional rights and duties as citizens of India, promoting civic engagement and responsibility.

7. Observance of National Importance Days: Organizing events and programs to commemorate significant days such as the birth anniversary of Netaji Subhas Chandra Bose, Republic Day, Science Day, Independence Day, etc., fostering patriotism and a sense of national pride.

Through these initiatives, Dinabandhu Andrews College actively cultivates a culture of empathy, social responsibility, and civic engagement among its students and employees, contributing positively to the community and society at large.

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	A. All 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 organizes and celebrates various national and international commemorative days, events, and festivals, which include:

1. **Independence Day Celebration: Organized by the NCC Unit of the college on 15th August every year, attended by the Principal, teachers, and students.**

2. **Republic Day Celebration: Conducted by the NCC Unit of the college on 26th January annually, with the presence of the Principal, teachers, and students.**

3. **Netaji Birth Day Celebration: Held on 23rd January each year by the NCC Unit of the college, attended by the Principal, teachers, and students.**

4. **Teachers' Day: Organized by students on 5th September annually to honor and appreciate teachers for their contributions to education.**

5. **International Mother Language Day: Observed on 21st February every year by the Bengali Department in collaboration with the IQAC of the college, involving teachers and students.**

6. **Departmental Celebrations: Many departments celebrate Teachers' Day and other events annually, fostering camaraderie and appreciation within the academic community.**

7. **Online Events: In response to evolving circumstances, several events were streamed online, and program videos**

were uploaded on platforms like YouTube, ensuring
participation and engagement despite physical constraints.

These events and celebrations serve as opportunities for the
college community to come together, celebrate diversity, honor
historical figures, and promote a sense of unity and pride in
national and cultural heritage.

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.

Title of the Practice: 360 Degree Appraisal of Teachers

The college aims to implement a 360-degree appraisal system for
teachers to understand their strengths and weaknesses, fostering
qualitative development rather than focusing solely on
performance evaluation.

The University Grants Commission mandates teacher appraisal,
directly influencing career advancement and pay scales.
Continuous teacher development is essential.

The IQAC collects feedback from four perspectives: self-
appraisal, student feedback, principal appraisal, and external
expert assessment. Initial resistance among teachers was
encountered. Resources for overcoming resistance and facilitating
implementation are required. Teachers' empowerment through e-
learning has shown promising growth.

Title of the Practice: 'Entry-in-Service' software

Prepare final year students for job market and higher education
effectively and conveniently. Final year students lack awareness

of preparing for competitive examinations. An online portal accessible through the college website provides students with model questions on logical reasoning, general knowledge, mathematics, and English, along with answers and explanations. Ample number of questions can be solved without purchasing personal books or specialized coaching. The mobile-friendly platform allows preparation anytime and anywhere, benefiting students in campus recruitment drives.

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

Practices that foster inclusivity within and beyond the campus include:

Educational Practices:

(a) Classroom teaching emphasizes inclusivity.

(b) A compassionate approach is adopted in teaching.

(c) Mentor-Mentee meetings provide personalized support.

(d) Establishment of Language to facilitate language learning and practice for students

Community Involvement:

(a) The NCC unit at DAC offers military training opportunities, irrespective of gender, focusing on character-building and leadership.

(b) The NSS unit at DAC trains students for community outreach, instilling a sense of social responsibility.

Collaborative Practices:

(a) DAC engages in MOUs with external organizations to enhance opportunities for students.

(b) The college administers several State Government scholarships to support financially disadvantaged students.

Supplementary Aids and Services:

Scholarships and fee concessions are provided to economically underprivileged students, especially during the pandemic.

Through these initiatives, DAC aims to create an inclusive environment that supports the holistic development of its students while fostering a commitment to sustainability and social responsibility.

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

- **The focus for the upcoming academic year is on conducting a comprehensive audit covering gender, energy, academic, environmental, and administrative aspects. The gender audit aims to identify critical gender gaps and address them by utilizing available resources effectively while raising awareness about women's rightful access to opportunities. Simultaneously, an energy audit will seek to reduce energy expenses, exploring the feasibility of solar panel installation and capacity enhancement. This audit will ensure a holistic evaluation and improvement of performance and sustainability across academic, environmental, and administrative domains.**
- **Urgent measures include establishing a National Service Scheme (NSS) unit and enhancing the National Cadet Corps (NCC) activities to bolster community engagement.**
- **The installation of a lift in the main building is also scheduled for the upcoming academic year. This initiative aims to provide support and convenience for the elderly and differently abled individuals.**
- **In an effort to promote knowledge expansion, we plan to enhance our library facilities, including computer access, to accommodate teachers and advanced students from nearby schools/ Institutions in our community.**
- **Continuing our commitment to introducing new certificate courses, we also endeavor to forge additional Memorandums**

of Understanding (MoUs) with a variety of academic and private organizations, with a particular focus on aiding job seekers in our community.

- Organizing national and international seminars and workshops for both teaching and non-teaching staff members, alongside implementing soft skill development programs aimed at enhancing overall professional competency.