



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

| | | |
|--|-------------------------------------|---------------------------------|
| 1.Name of the Institution | | DURGAPUR WOMEN'S COLLEGE |
| • Name of the Head of the institution | Prof Madhumita Jajodia | |
| • Designation | Principal | |
| • Does the institution function from its own campus? | Yes | |
| • Phone no./Alternate phone no. | 03432605922 | |
| • Mobile No: | 9679830853 | |
| • Registered e-mail | mjm_dwc@yahoo.co.in | |
| • Alternate e-mail | dwciqac2017@gmail.com | |
| • Address | Mahatma Gandhi Road,Durgapur | |
| • City/Town | Durgapur | |
| • State/UT | West Bengal | |
| • Pin Code | 713209 | |
| 2.Institutional status | | |
| • Type of Institution | Women | |
| • Location | Urban | |
| • Financial Status | UGC 2f and 12(B) | |

| | | | | | |
|--|---|--|-----------------------------|---------------|-------------|
| • Name of the Affiliating University | Kazi Nazrul University | | | | |
| • Name of the IQAC Coordinator | Dr. Dulal Chandra Sen | | | | |
| • Phone No. | 03432605922 | | | | |
| • Alternate phone No. | | | | | |
| • Mobile | 9433164759 | | | | |
| • IQAC e-mail address | dwcqiqac2017@gmail.com | | | | |
| • Alternate e-mail address | mjm_dwc@yahoo.co.in | | | | |
| 3.Website address (Web link of the AQAR (Previous Academic Year) | http://www.dwcollege.org/Upload/Files/AQAR%20Report_2019-20.pdf | | | | |
| 4.Whether Academic Calendar prepared during the year? | Yes | | | | |
| • if yes, whether it is uploaded in the Institutional website Web link: | http://www.dwcollege.org/Upload/Files/ACADEMIC%20CALENDAR_2019-20.pdf | | | | |
| 5.Accreditation Details | | | | | |
| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
| Cycle 1 | B++ | 2.77 | 2017 | 30/10/2017 | 30/10/2022 |
| 6.Date of Establishment of IQAC | | | 14/11/2014 | | |
| 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 | |
| Institution | RUSA 2.0 | UGC through Higher Education Dept., Govt. of West Bengal | 2018-2021 | 20000000 | |
| 8.Whether composition of IQAC as per latest NAAC guidelines | | | Yes | | |
| • Upload latest notification of formation of IQAC | View File | | | | |

| | | |
|--|------------------|--|
| | | |
| 9.No. of IQAC meetings held during the year | 4 | |
| <ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | Yes | |
| <ul style="list-style-type: none"> 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 | |
| <ul style="list-style-type: none"> If yes, mention the amount | | |
| 11.Significant contributions made by IQAC during the current year (maximum five bullets) | | |
| <p>IQAC has maintained regular correspondence with various stakeholders of the College to ensure the smooth running of the administrative and academic functions of the Institution during the pandemic situation & maintained regular contact with the College office to ensure the timely disbursement of various scholarships/stipends that the students used to receive.</p> | | |
| <p>Monitoring regular online classes in the lockdown period and conducting online examination and evaluation maintaining the University norms and schedule.</p> | | |
| <p>IQAC encouraged the various departments and faculty members to adopt student-centric learning approaches and use various teaching-aids to make online classes more comprehensive and interesting. IQAC also encouraged the departments to arrange virtual special lectures and seminars by eminent scholars for the benefit of the students.</p> | | |
| <p>IQAC initiated the system of taking online feedback not only from the students but also from various other stakeholders, viz. alumni, faculty members and employers.</p> | | |
| <p>Teachers are advised to prepare documents related to career advancement scheme (CAS). IQAC monitored the progress.</p> | | |
| 12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year | | |

| Plan of Action | Achievements/Outcomes |
|--|--|
| Monitoring regular online classes in the lockdown period | Teachers have taken regular online classes through google meet, conference call, zoom, skype, whatsapp, etc. Study materials prepared by teachers, link for e-resources have been regularly provided through Whatsapp and e-mail to the students to cover the syllabus. |
| Conducting online examination and evaluation maintaining the University norms and schedule | Online internal & end semester examination and evaluation were conducted as per the University norms. As practical classes could not be held in the college laboratory, practical classes were conducted through virtual labs and project works. In some cases, students were also asked to deliver online power point presentation. |
| To address the problems with network and other issues in connection with online teaching-learning process faced by the students and teachers during lockdown period | Teachers kept continuous contact with the students and tried to resolve various issues they faced during lockdown period. |
| To ensure the upgradation of college website and availability of uninterrupted e-resources in the library during lockdown period | IQAC requested the Principal to ensure that all informations and notices are available in the website. Librarian was also requested to make the e-resources available to the students and teachers. |
| To ensure skeleton attendance of staff in the lockdown period to maintain essential services in the office and college premises so that minimum services to students and staff can be provided | The Principal and her office attended the college maintaining the covid protocol and continued the essential official services. Arrangement of cleaning the campus was also made by the Principal following covid norms. |

| | |
|---|--|
| Career Advancement Scheme (CAS) of Teachers | Teachers are advised to prepare documents related to CAS. IQAC monitored the progress. |
| Preparation of IIQA and SSR for 2nd cycle NAAC accreditation | Preparation is in progress |
| To encourage and ensure active participation of all the stakeholders in the development of the college. | IQAC has organized online meetings with Teachers and Non-Teaching staff of the college to discuss several aspects regarding maintenance and development of the college during the lockdown period. |
| Teachers were encouraged to organise and participate in the national and international webinars. | Teachers organised a few webinars. They also participated in various webinars. |
| Teachers were advised to participate in various professional development (OP, RC, FIP, STC, Workshops) programmes | Teachers were participated in various online programmes at their best. |
| Maintenance of greenery and herbal garden existing in the college campus. | The Principal made the arrangement for maintaining the greenery in the campus as required. |
| Preparation of AQAR | Steps for preparation of AQAR for the academic year from 2018-2019 onwards were taken. |
| Staff and students were encouraged to vaccinate (Covid 19 vaccine) themselves with family members as per the availability. They are also advised to strictly maintain the covid protocols as laid by the Govt. from time to time. | Staff and students started taking covid 19 vaccines and adhered to covid protocols. |
| 13. Whether the AQAR was placed before statutory body? | Yes |
| <ul style="list-style-type: none"> Name of the statutory body | |

| | |
|----------------|--------------------|
| Name | Date of meeting(s) |
| Governing Body | 30/03/2022 |

14. Whether institutional data submitted to AISHE

| | |
|------|--------------------|
| Year | Date of Submission |
| 2022 | 28/02/2022 |

Extended Profile**1. Programme**

| | |
|--|-----|
| 1.1 | 511 |
| Number of courses offered by the institution across all programs during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2. Student

| | |
|------------------------------------|------|
| 2.1 | 1571 |
| Number of students during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

| | |
|--|------|
| 2.2 | 1071 |
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

| | |
|---|-----|
| 2.3 | 377 |
| Number of outgoing/ final year students during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

3.Academic

| | |
|--|-----------|
| 3.1 | 28 |
| Number of full time teachers during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

| | |
|--|-----------|
| 3.2 | 29 |
| Number of Sanctioned posts during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

4.Institution

| | |
|--|-----------|
| 4.1 | 37 |
| Total number of Classrooms and Seminar halls | |

| | |
|---|---------------|
| 4.2 | 252000 |
| Total expenditure excluding salary during the year (INR in lakhs) | |

| | |
|---|-----------|
| 4.3 | 78 |
| Total number of computers on campus for academic purposes | |

Part B**CURRICULAR ASPECTS****1.1 - Curricular Planning and Implementation**

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

The College ensures effective curriculum delivery through a well planned and documented process. Students are briefed on the academic activities of the college during orientation meeting with Principal and faculty members at the commencement of every academic year. Seperate workshops on CBCS curriculum are organised by IQAC to make

the students familiar with the system. Departmental meetings are held semester-wise for course distribution and other responsibilities. Syllabus of each subject is provided to the students in every semester. Faculty members prepare semester-wise teaching plan for theory and practical classes. For effective transmission and delivery of curricula, departments integrate online teaching, students seminars, presentations, tutorials, question papers solving etc. Faculties effectively and creatively use PPTs, models, charts, various online resources and educational softwares for delivering the subject knowledge. Besides this, some departments have mentoring system for academic-related issues and IQAC is planning to extend the same for other departments as well. Library facilities are also available for teachers and students to facilitate the teaching learning process. College provides internet connectivity with Wi-Fi facility to the teachers and students for effective teaching-learning. The college encourages faculty members to attend Orientation/Refresher courses, workshops and to present papers in seminars/conferences for their professional developments.

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

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

The college conducts Continuous Internal Assessments for each semester as suggested by the affiliating University (Kazi Nazrul University). College adheres the academic calendar as provided by the university. As per the academic calendar, internal examination is conducted on the dates scheduled by the College Examination Committee. For laboratory based subjects, emphasis is given on CIE for practical papers.

The schedule of end semester examination as fixed by the university is displayed on notice boards, college website and department WhatsApp groups, The college has mechanisms to ensure syllabus completion and conduct of CIE within the time frame. The Teachers' Council ensures the implementation of the Academic Calendar by monitoring academic activities. College fixes schedules for conducting extracurricular and social activities viz. celebration of birth anniversaries of the national icons, College Foundation Day, Freshers' Welcome, Students' Farewell, celebration of various

National and International days.

| File Description | Documents |
|--------------------------------------|---|
| Upload relevant supporting documents | View File |
| Link for Additional information | http://www.dwcollege.org/ContentPage.aspx?pageid=128 |

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

A. All of the above

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

1.2 - Academic Flexibility

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

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

28

| 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)**

02

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template) | View File |

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

770

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

770

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

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

Kazi Nazrul University integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the curriculum. These are effectively transacted to the students both through classroom lectures and co-curricular activities. At the undergraduate level, the areas covered in Core Courses are Bio technology, Applied Zoology, Movements Pharmacognosy, social displacement, Global Environment Movements. The transaction of the various courses has a strong focus on Gender differentials in the socialization of students. Also, various days and rallies related to gender issues are celebrated and organized by

NSS, NCC of the college. NSS and NCC promote awareness through tree plantation, water conservation, blood donation, cleanliness of the environment. Human values and professional ethics are taught and developed among students as these are the part of almost all the syllabus. The college organizes various extension activities through NSS and NCC. The cross cutting issues are also an intrinsic part of the students' co-curricular activities. The college also has conducted various activities/programs on cross-cutting to supplement the university curriculum.

| 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

02

| 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

26

| 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

C. Feedback collected and analyzed

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| URL for feedback report | Nil |

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

780

| 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

90

| 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

Each department takes sincere initiatives to assess the learning levels of students. Before the pandemic situation, the learning levels were assessed through regular interaction with the students through class lectures, formative assessments, problem-solving sessions, conducting viva voce, etc. During the pandemic period in academic session 2020-21, the learning levels were assessed through online mode following the above-mentioned usual procedures. The Departments conducted classes adopting either Google-meet or Google-class room or Zoom to organize group discussions among students. For the slow learners, special attention was taken by the teachers of the departments holding remedial classes, group discussions, and academic counseling. Frequent assessment tests were conducted for them. Special classes were also organized separately for the advanced learners as well as for slow learners preparing the presentation of a topic selected by them through power-point presentations in order to improve their communication and presentation skills. Advanced learners were encouraged to participate in departmental seminars, competitions, debates, creative writing, elocution contest, and also organize various presentation programmes in accordance with their intelligence and abilities. All the special programmes have been conducted by individual departments in online mode for this session.

| File Description | Documents |
|-----------------------------------|---------------------------|
| Link for additional Information | Nil |
| Upload any additional information | View File |

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 1571 | 28 |

| File Description | Documents |
|----------------------------|------------------|
| Any additional information | No File Uploaded |

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 for the students is accomplished by doing project work, Laboratory work, Field study and also by performing different experiments and project works included in Skill Enhancement Courses (SEC). Departments try to enhance academic abilities through periodic assignments, seminar presentations, viva-voce sessions, etc. In laboratory based subjects, students are divided in small groups led by a student. Students are provided with the assignment to enhance their problem-solving skills. Participative learnings are enhanced by mutual sharing of knowledge among intra and inter groups.

Participative learning for the students is accomplished by attending seminars, workshops, various college level to state level quiz competitions, essay writing competitions, etc. Some departments encourage the students to prepare write up on various topics on their own. Students submit writeups and presentations for College and departmental magazines. They prepare posters on various academic and social issues.

| 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

Teachers use ICT-enabled tools to ensure an effective teaching-learning process, which has been considerably increased during the academic session 2020-21 in the pandemic situation.

Online teaching platforms viz. Google Classroom, Google Meet, Zoom, Skype, etc. have been used by the teachers to continue the teaching learning process in the pandemic situation. Assignments and power-point presentations are prepared and presented by the teachers for the students. E-texts are prepared and video lectures are uploaded by faculty members so that students can learn at their own pace and time after the regular class hours.

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

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

2.3.3.1 - Number of mentors

70

| 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

28

| 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 | View File |

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

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

14

| 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

340

| 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.

Internal assessment held as per university norms. Frequently teachers organize assessments for the proficiency maturation of the

students. Teachers discuss with students in detail their performance after the evaluation of the paper. Re-examination is conducted if the student's performance is not satisfactory. Under CBCS, Continuous Internal Evaluation (CIE) of 10 marks for theory and 30 marks for Laboratory are compulsory for each paper as prescribed by the University. Accordingly, the Departments take the tests and submit the marks within the stipulated period. The departments duly notify all students about the dates of the Assessment well in advance. Keeping in mind the importance of the marks obtained in the CIE, Departments carefully preserve the corrected answer scripts in order to face any query which may arise later. Several departments take surprise tests and involve the students in group discussions. Home assignments are also given to students to assess their comprehension of a given topic. During lock down period, internal evaluation has been conducted through online platforms using Whatsapp, Google Classrooms, Google forms, etc. End semester examinations are also conducted online. Evaluation of practical papers has done through project work, viva, etc.

| File Description | Documents |
|---------------------------------|---------------------------|
| Any additional information | View File |
| Link for additional information | Nil |

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

Teachers carefully listen to all the grievances of the students and deal with the problems sensitively.

1. Teachers evaluate the answer scripts of internal examinations carefully within the stipulated time frame.
2. The evaluated answer scripts are shown to the students.
3. In case of poor performance, students are asked to appear retest for further improvement. Moreover, they are also given scope for enrichment through assignments, power point presentations, etc.
4. Some departments arrange more than one test for each paper and the best performance/average performance is counted.
5. For practical papers, continuous internal assessments are done by the concerned teachers through the entire semester. Attendance, experimental aptitude, capability of analyzing obtained results,

viva-voce are taken into consideration.

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

2.6 - Student Performance and Learning Outcomes

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

The Learning Outcome Based Curriculum framework (LOCF) have been introduced by the affiliating university from the academic session 2020-21. The program outcomes and course outcomes of each discipline are uploaded and displayed on the college website. In the orientation session for the newly admitted students, the program outcomes are communicated to them by the teachers. At the beginning of each semester, teachers inform the students about the course outcomes and also address their queries related to the same. In each academic session, the Internal Quality Assurance Cell (IQAC) collects feedback from the students that whether the expected competencies, course outcomes, and program outcomes were delivered to them by the teachers. Based on the feedback report, IQAC gives suggestions to the departments. The IQAC also collects feedback from the faculty members that whether the course outcomes mentioned in the syllabus are well defined and clear and forwards the feedback report through the Principal to the affiliating University for necessary action.

| File Description | Documents |
|--|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | http://www.dwcollege.org/ContentPage.aspx?pageid=135 |
| 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.

The assessment of program outcomes is accomplished by the institution by monitoring their performances after completion of the degree. Some students got a job and joined after completing their degree. They get chance to pursue higher degrees, diplomas in

renowned Institutions across the country. The attainment in program outcomes is evaluated from students' performances in a seminar, quiz competition, coding competition at the state level, country level.

The attainment of the course outcomes is considered by the institution from the performance of students in the continuous internal assessment examinations. The attainment of course outcome is also estimated from the constructive assessments such as student seminar, viva-voce, lab-based investigations, and field study.

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

2.6.3 - Pass percentage of Students during the year

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

344

| 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 | Nil |

2.7 - Student Satisfaction Survey

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

https://drive.google.com/file/d/1rsHZQMZLwN_6J2B9PCK20KStwvGgtJ3I/view?usp=sharing

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects /

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

0

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

0

| 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 | No File Uploaded |
| Paste link to funding agency website | Nil |

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

4

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | View File |
| 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

5

| 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

12

| 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

Regular activities could not be conducted due to Covid restrictions during this period. However, a few activities were carried out by the NCC and NSS units of the college maintaining Covid protocols. A

list has been provided in the Data Template 3.3.3 & 3.3.4.

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

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

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

26

| 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

23

| 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

462

| 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

3

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution offers 34 undergraduate programmes by 19 departments. The student strength in academic session 2020-21 was 1571. Classes of Commerce Stream are held in the morning session, while that of arts and science streams held in the day session to ensure adequacy of classrooms. There are 37 classrooms, out of which there are 2 smart classrooms. The institution has 1 auditorium, 1 Seminar Room with AV facility and 3 computer laboratories (Central Computer laboratory, Mathematics and Computer Science laboratories). There are total 15 Science laboratories for the departments of Chemistry, Physics, Botany, Zoology, Electronics, Mathematics, Geography and Computer Science and 1 language laboratory. Currently, there are total 78 computers available for academic purposes. There are 2 rooms with ICT facilities. Central library has a collection of 3009837 books and subscription of online journal and many departments have their own seminar libraries. Central library has been automated by KOHA software. There are facilities for co-curricular and sports activities within the college campus. College office, departments and library are connected with broad band. Wi-fi facility is also available in the campus for staff and students.

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

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

The institution has the "Games and Sports Sub Committee" and 'Cultural Sub Committee' to organize sports and cultural activities. There are facilities for playing Volley Ball, Basket Ball and Badminton. The institution also has a gymnasium, which is used by our students and staff. Annual athletic meet is organized every year by the college in the college playground. Due to COVID-19 pandemic situation, the sports activities could not be organized during the academic session 2020-2021. Girls common room has the facilities of indoor games. There is an open stage in the college premises which is used to organise different events, viz. cultural programme, annual college social, etc. During the annual exhibition, students decorate the college campus including the departments classrooms to display their prepared models, charts and other innovative projects.

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

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

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

2

| 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) | No File Uploaded |

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)

| Nil | |
|---|---------------------------|
| 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 KOHA
- Nature of automation (fully or partially) FULLY
- Version 16.11.01.000
- Year of Automation 2017-2018

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

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

E. None 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) | 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)

Nil

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year**

34

| 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**

The institution takes adequate steps to ensure broad band connection and wi fi facility in the college campus. The office management, library management etc. are done through updatedsoftwares.

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

4.3.2 - Number of Computers

0

| 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 | No File Uploaded |
| 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)

Year 2020-2021 (INR in Lakhs) 715200

| 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.

Lock down Period: Classes in every semester are organised as per the class routine. Library facilities are extended to the students and to make it effective, specific rules have been framed for this purpose. Policies have been taken to ensure adequate academic facilities for the students. Therefore, attempts have been taken to extend as much support as possible to all the departments, particularly the laboratory based ones. 1. Laboratories for Zoology

and Botany have been upgraded for newly introduced courses 2. Wi-Fi adapters have been provided to a few departments. 3. The Computer Science Department has been provided with some necessary Devices/Software to upgrade their computers. 4. Open air stage is now made functioning and programmes have been organised in this stage. 6. Facility of College Canteen are being continued to cater the students and staff. 7. Renovation process of College Staff Quarter is going on and sson to be made ready. 8. Policies have been made to upgrade all laboratories to cover the CBCS Courses. Post Lock Down Period: During lock down, students could not avail any physical facility of the college campus. However, teachers supported the students in all possible ways viz. supplying e-content study material from different resources. They were also supplied various links of e-study resources. Virtual laboratory classes have been conducted.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

191

| 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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

07

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Number of students benefitted 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 | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

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

0

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

0

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

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 | No File Uploaded |
| Upload any additional information | No File Uploaded |
| 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

8

| 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 | |
| 86 | |
| 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 | |
| 1 | |
| File Description | Documents |
| Upload supporting data for the same | View File |
| Any additional information | View File |
| 5.3 - Student Participation and Activities | |
| 5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year | |
| 5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year. | |
| 03 | |

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

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

Students' representation and engagement in co-curricular and extracurricular activities are regular practices of this college but due to pandemic situation the participation of our students in various activities was limited. Financially support and logistics arrangements were made by the College and Teachers' Council for NCC Cadet SUO Shrabani Malakar to participate in International Chess-Boxing. NCC ANO of the College encouraged and taken sufficient steps for the NCC cadets to participate in various outreach activities even during Covid pandemic situation.

Students' participation in various administrative and cocurricular activities wererestricted due to covid protocols as per Govt norms.

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

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

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

0

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

5.4 - Alumni Engagement

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

There exists an Alumni Association but it has not been registered yet. Registration of Alumni Association is under process.

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

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

E. <1Lakhs

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The College has ceaselessly attempted to provide holistic education to its students, so that at the end of their course, they emerge as competent, confident and responsible individuals, duly equipped to face an increasingly competitive and complex world on their own. With this vision in mind, we encourage our students to actively

participate in NCC and the various social outreach programmes taken on by the College. Maintaining its singularity as the sole institute of higher education for women in the area, the institution envisions to include and empower female students from various sections of the society and also from remote rural areas. Concurrently, we endeavour to equip our students to meet the challenges of the world outside the campus walls. For each academic session, the Teachers' Council nominates the committees related to academic affairs. Teachers representatives in the Governing Body and the IQAC contribute significantly to the planning and implementation of the targeted goals. Teachers act as mentors to take care of the intellectual and emotional needs of the students. Feedback collected from the stakeholders is analyzed and considered in the decisions taken for the institution's continual march towards improvement.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.dwcollege.org/ContentPage.aspx?pageid=6 |
| Upload any additional information | View File |

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

The management of the college believes in fair, democratic, and affirmative leadership. Decentralization and participative management are cornerstones of this belief system. At the beginning of each academic session, the first meeting of the teachers' council is held to frame the sub-committees related to academic affairs. Teachers propose their suggestions and after thorough discussions, the composition of each committee is nominated unanimously by the council. Every year, the composition of different committees is changed to ensure uniform exposure of duties for the academic and professional development of teachers. The Governing Body, IQAC, and all sub-committees have teachers' representatives, while the Governing Body, Anti-Ragging Committee, an Internal Complaints Committee have student representatives. All administrative committees include Non-teaching staff representatives. Participative management is ensured at the strategic, functional, and operational levels. The Principal, Governing Body, Teachers' Council, and the IQAC are involved in defining policies & procedures, framing guidelines and rules & regulations pertaining to admission, examination, discipline, grievance, support services, finance, etc. Teachers share knowledge and expertise among themselves, students,

and staff members while working in a committee. The Principal interacts with the affiliating university, government, and external agencies & teachers also maintain academic interactions with the concerned departments of affiliating university. Students and office staff contribute significantly to executing the academic, administrative, extension-related, co-curricular and extracurricular activities.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.dwcollege.org/ContentPage.aspx?pageid=123 |
| Upload any additional information | No File Uploaded |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- Teachers were encouraged to undertake doctoral and postdoctoral research and attend Refresher Courses, Short-term courses and training programmes for their career advancements.
- Teaching involves delivering class lectures, creating accessible learning materials, using technology to enhance classroom teaching, and providing students with a proper insight into the scope and significance of the chapters, and doubt-clearing sessions.
- Admission was conducted online as per the directives of the Department of Higher Education, West Bengal. Admission was completed without the physical involvement of the faculty members or meetings of candidates.
- Faculty members put in their valuable suggestions and feedback regarding the course structure through the teachers who are members of the Board of Studies. Adequate teaching methods (iv are implemented to meet the deadlines laid out in the University's academic calendars for each semester (of the CBCS curriculum).

| File Description | Documents |
|--|---|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | http://www.dwcollege.org/ContentPage.aspx?pageid=123 |
| 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.

The institution is a government-aided college and follows the rules, regulations, and policies of the University Grants Commission vis-a-vis Government of West Bengal. Recruitment, promotion, transfer, and other service-related matters of staff are fully controlled by Government of West Bengal in accordance with the UGC regulations. Recruitment of Faculty Members is done by the Higher Education Department, Government of West Bengal on the recommendation of the West Bengal College Service Commission. Curriculum designing and examination patterns and modalities are decided by the affiliating university. The institution involves the participation of Governing Body, Internal Quality Assurance Cell (IQAC), Teacher's Council, various committees and sub-committees of Teachers' Council, non-teaching staff and Students' Representative for implementation of the policies and guidelines.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Link to Organogram of the Institution webpage | http://www.dwcollege.org/ContentPage.aspx?pageid=10 |
| Upload any additional information | View File |

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

1. All benefits of the West Bengal Government Employees are applicable to the Teaching and Non-Teaching Staff of this institution. Some of them are listed below:
 - General Provident Fund (GPF) with nomination and loan facilities
 - West Bengal Health Scheme (WBHS) for all medical benefits
 - Gratuity and Pension Scheme of Government of West Bengal after retirement
 - Child Care Leave (for male and female teachers and non-teaching staff) and maternity leave (for female teachers and non-teaching staff)
2. Faculty Members are provided duty-on-leave to participate in orientation programmes, refresher courses, faculty improvement programme, short term courses, seminars, workshops and other professional development programmes.
3. Workshops for Income Tax related issues faced by teachers and non-teaching staff.
4. Health awareness programmes.
5. Potable drinking water facility.
6. Ramps to cater to the needs of the differently-abled students and staff.
7. Stress management through different recreational programmes such as Cultural Programs, Celebration of Teachers' Day, Annual Function etc.
8. Staff Quarter.

9. Gymnasium for students and staff.

10. The college arranges advance payment to the staff incase of emergency.

| 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

0

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

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

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

21

| 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

The Performance Appraisal System for teaching and non-teaching staff is followed as per the Government Guidelines. In pursuance to G.O. No. 1196-Edn(A)/5P-90/12 dated 31.12.12, Memo No. ED-104/2013 dated 18-02-2013, Memo No. Ed293/2013, 07.05.2013, Memo No. ED-049/2016/OM-38L/2016 dated 03-03-2016 and 198-EH/ (CG)/ (A) 5P-90/12 (Pt) dated 07.12.2017 of the Government of West Bengal, the

Internal Quality Assurance Cell (IQAC) of the institution invites applications from the faculty members in the prescribed proforma, which are verified and checked by the IQAC and the Head of the Institution and then forwarded to the Screening/Selection Committee comprising of the Government Nominee and the Subject Experts from the affiliating University. The verified files are then subsequently sent to the Department of Higher Education, Government of West Bengal for necessary action. The Performance Appraisal System of non-teaching staff is followed as per the West Bengal Service Rules. During the academic session 2020-21, the files of 6 CAS Awaitee Teachers were placed to the IQAC for verification.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution is a government-aided institution. Financial audits are conducted by competent authorities approved by the Department of Higher Education, Government of West Bengal and audits are done as per the relevant government norms.

Internal Financial Audit is carried out by the College management-appointed firm. External Financial Audit is carried out by a C.A firm. The firm is approved by the Govt. of West Bengal.

After the audits, the reports are placed in Finance Committee and Governing Body for approval and necessary action. After due approval, audit reports are sent to the Higher Education Department, Govt. of West Bengal.

| 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) | No File Uploaded |

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

Being a Government-aided institution, the source of funds is primarily the Government of West Bengal. The salary of Full Time Teachers, SACT and No-teaching Staff are paid by the Government of West Bengal. Excluding the salary component, the institution applies to the government for administrative approval stating the justification and fund requirement for academic, physical, and support facilities. Funds were also received under the RUSA scheme.

The institution approaches local Government bodies viz. Asansol Durgapur Development Authority, Durgapur Municipal Corporation, Steel Authority of India Limited and Non Government Corporate houses/industries for funding the developmental projects under CSR scheme.

The funds obtained are used for the very purpose as sanctioned. Utilization certificates are submitted to the corresponding organisations.

| 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

- IQAC has provided suggestions to improve teaching-learning and administrative activities of the college.
- It has encouraged teachers to apply for promotions under Career Advancement Schemes, research projects, and engage in paper presentations, publications in peer-reviewed journals, faculty development programmes throughout the session.
- It has also helped and encouraged teachers to endeavour in student-centric teaching. In so doing, the IQAC has emphasized the importance of student-feedback system, remedial coaching, interactive sessions, hands-on training and workshops and seminars.
- It has also endeavoured to maintain greenery in the campus, accelerate the holistic development of the students.
- IQAC suggests introduction of new add-on career oriented, skill development courses and monitor the implementation of the same.
- IQAC organises awareness workshop on teaching learning processes for the staff and students.

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

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

The IQAC sincerely reviews and has suggested strategies to improve the quality of teaching-learning process from time to time during the post-accreditation period. IQAC suggests procurement and installation of ICT tools for classroom teaching. Each department has been provided with the desktops/laptops. LCD projectors to display power-point presentations in classroom teaching were installed in the classrooms. All teachers now use ICT-enabled tools for teaching. Subscription of N-LIST for E-resources has been implemented. The feedback of students, teachers, alumni and employers on curricular aspects are reviewed by the IQAC to provide suggestions for implementation such as the program outcomes and course outcomes are uploaded in the institutional website and orientation programs are also organized to make students aware of

the learning outcomes. Implementation of Institutionalised mentoring mechanism is under due consideration of IQAC.

IQAC regularly intimates information regarding various career oriented training programmes, on and off campus placements, progression to higher education, seminars, workshops, paper presentations to the students and teachers.

| 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)

C. Any 2 of the above

| File Description | Documents |
|--|---|
| Paste web link of Annual reports of Institution | http://www.dwcollege.org/ContentPage.aspx?pageid=126 |
| Upload e-copies of the accreditations and certifications | View File |
| Upload any additional information | No File Uploaded |
| Upload details of Quality assurance initiatives of the institution (Data Template) | No File Uploaded |

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

Durgapur Women's College, since its very inception, has been committed to promoting gender equity. As the sole women's College in

the city, it [rocatively works to inculcate values of gender equity among its students. Since classes were held in online mode throughout the session, no offline programme could be organized to further the goal of gender sensitization. The Department of English organized a virtual lecture for its students which addressed the issue of gender equity in the field of literature. Various courses are taught by the several departments of the College which address the issues of gender equality and equity through the curriculum itself. The various committees of the College like the anti-ragging committee, the Internal Complaints Committee remained functional even during the lockdown period to address any untoward incidents. The physical infrastructure of the College is geared towards addressing the needs of the students. Sanitary napkin vending machines and incinerators have been installed to ensure a basic standard of hygiene for the students. They are also actively encouraged to participate in sports, various extra and co-curricular activities as well the NCC and NSS in order to ensure their all-round personality development.

| 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 | <p style="text-align: center;">Durgapur Women's College is the only exclusively all-female College in the city of Durgapur, and its very inception, it has been fully committed to educating and empowering its students. Some of the Facilities Available to the Students on the Campus includes- CCTV cameras at various strategic places on the campus Internal Complaints Committee and anti-ragging cells to look into any occurrence of such incidents Sanitary napkin vending machines and incinerators Common room for students Opportunity and institutional support to excel in sports and other co-curricular activities Presence of security guard at the entrance to the College</p> |

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/

C. Any 2 of the above

| power efficient equipment | |
|--|---------------------------|
| File Description | Documents |
| Geo tagged Photographs | View File |
| Any other relevant information | View File |
| <p>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</p> <p>Solid Waste Management- The Institution takes due precaution to manage the biodegradable and non-biodegradable waste generated by the day-to-day activities of the College. Dustbins are placed at multiple places on the campus and outside the classrooms to collect trash. The campus is a plastic-free zone and sincere efforts are not to litter the campus.</p> <p>Due to the Pandemic situation, practical classes were held online during the academic session 2020-21. However, as a matter of routine, chemical waste generated by the laboratories is neutralized before disposal. Part of the waste generated by the Botany department is used as manure for the College garden. The Zoology department keeps Biological Specimens in sealable plastic bags which are then sealed and placed in additional trash bags for final disposal. Containers with biohazardous materials are properly sterilized and disposed of with regular trash.</p> | |
| File Description | Documents |
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | Nil |
| Any other relevant information | View File |
| <p>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</p> | E. None of the above |

| of water bodies and distribution system in the campus | |
|--|------------------------------|
| File Description | Documents |
| Geo tagged photographs / videos of the facilities | No File Uploaded |
| 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: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants | A. Any 4 or All of the above |
| File Description | Documents |
| Geo tagged photos / videos of the facilities | View File |
| Any other relevant documents | View File |
| 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution | |
| 7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following <ol style="list-style-type: none"> 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities | D. Any 1 of the above |
| File Description | Documents |
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded |
| Certification by the auditing agency | No File Uploaded |
| Certificates of the awards received | No File Uploaded |
| Any other relevant information | View File |

| | |
|--|------------------------------|
| <p>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</p> | <p>C. Any 2 of the above</p> |
|--|------------------------------|

| 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 | View File |

| |
|---|
| <p>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).</p> |
| <p>Durgapur Women's College makes sincere efforts to provide an inclusive environment and tolerance towards different socio-cultural, linguistic, and religious communities. Since Durgapur is a multicultural city, teachers are encouraged to switch linguistic codes while delivering lectures (other than in the literature departments) so that the lessons are more comprehensible to students from different linguistic communities. The College strictly follows the reservation policy of the Government of India, and the Govt. of West Bengal while admitting students. The College also welcomes, and teachers provide special care and attention to students with learning difficulties. For students from underprivileged families, various government and non-government scholarships are actively pursued and it is ensured that these schemes benefit as many students as possible. Cultural competitions and annual exhibitions ensure the participation of a large number of students and various departments make presentations on themes of harmony and inclusiveness.</p> |

| 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

The College observes and celebrates various commemorative and observed Days like Independence Day and Republic Day to inculcate values like patriotism in the students and employees of the college. The Department of Political Science encourages its students to participate in youth parliaments held at various levels. The students of the said department have won awards for their excellent performance in the activity. The cadres of the NCC Unit of the College visited the family of Martyr Rajesh Oraon and paid their respect. The teachers of the College relentlessly attempt to inculcate constitutional values and responsibilities in the day-to-day teaching-learning practices of the College. The department of Political Science organized a seminar on the thought, works, and contribution of Raja Ram Mohan Roy in colonial India which deeply impressed his contemporary society. Through various such activities, the Institution inculcates constitutional values in the students and employees.

| 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

D. Any 1 of the above

Conduct are organized

| File Description | Documents |
|--|------------------|
| Code of ethics policy document | No File Uploaded |
| 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

Durgapur women's College celebrates various national and international commemorative days, events and, festivals with due dignity. Due to the Pandemic situation, some of this celebration for the current session took place virtually. Initiatives like Cheer for India, to motivate the Indian Contingent in the Tokyo Olympics were organized by the NSS Unit of the College virtually, International Yoga Day was also celebrated virtually. Whereas the NCC Unit observed Swacch Bharat Abhiyan, World Health Day, and Independence Day as well as Republic Day with due solemnity in the presence of teachers and non-teaching staff of the College following the COVID-19 protocol. Various Departments organized virtual celebrations of Teachers' Day, special lectures, and webinars were organized by the Departments of English and Political Science respectively. Unlike other years, the Annual exhibition, Cultural Competitions, and the College Fest could not be organized due to the prevailing situation.

| File Description | Documents |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | View File |
| Geo tagged photographs of some of the events | View File |
| Any other relevant information | View File |

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format

provided in the Manual.

1. Assessing the learning levels of students:

The first step of student-centric teaching-learning process involved assessing the learning levels of the students and accordingly designing the teaching process. This was done through interactive sessions, question-answer sessions during classes, formative assessments and academic counselling by the mentors. The slow learners were given specific attention through remedial classes and assistance beyond class hours, while the advanced learners were encouraged to participate in competitions, creative writing and processing of their research-oriented thoughts in different dimensions.

2. Cultivating the critical thinking and problem-solving skills in the learning process: This was practiced by giving topics of assignments to students but not the answers. They came up with multiple answers and the selected best solution for implementation. Students worked in groups during practicals to exchange ideas and solve a problem

| 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

The primary objective of Durgapur Women's College since its very inception has been to empower women. Since it is the sole degree College in the vicinity of Durgapur that caters exclusively to women-learners, it has managed to further its goal in the fortyyears of its existence. Apart from the curriculum-based learning, the value-added courses offered by the College enable students to learn different skill-sets that would help them to enhance their employability once they graduate from the College. From basic computer literacy to advanced courses like TALLY; from basic skin and hair care courses to karate classes, the Institute has strived to make its students fit for the job market. Since a lot of our students hail from either underprivileged backgrounds or are first-generation learners, these courses enable them to seek employment opportunities in various fields. The College also encourages its

students to continue studying even after marriage so as to reduce the number of drop-outs, which has been a major concern during the COVID-19 lockdown. The NCC and NSS units of the College also help in furthering these objectives of making the students employed/self-employed and confident.

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

7.3.2 - Plan of action for the next academic year

- Introduction of an E-platform for uploading of E-content by teachers
- Encouraging faculty members to guide Ph.D. students
- Further Strengthening of the Student Mentoring System
- Implementation of ICT facilities in more number of classrooms
- Organization of training programmes for students