YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	**HOOGHLY MOHSIN COLLEGE**
• Name of the Head of the institution	**Prof. (Dr.) Tapan Kumar Karpha, (Till 10.02.2021), DR. PURUSHOTTAM PRAMANIK (From 10.02.2021)**
• Designation	**PRINCIPAL**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**033-26802252**
• Mobile no	
• Registered e-mail	**hooghlymohsincollege@gmail.com**
• Alternate e-mail	**puru.pra@gmail.com**

• Address	**P.O. Chinsurah, Dist. Hooghly**
• City/Town	**Chinsurah**
• State/UT	**West Bengal**
• Pin Code	**712101**

2.Institutional status

• Affiliated /Constituent	**Constituent**
• Type of Institution	**Co-education**
• Location	**Urban**
• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**The University of Burdwan**
• Name of the IQAC Coordinator	**Prof. (Dr.) Sajal Kumar Maiti (Till 28.02.2021), Sri Suresh Nath Bairagya (From 01.03.2021)**
• Phone No.	**+91 9830692067**
• Alternate phone No.	
• Mobile	**+91 9051115369**
• IQAC e-mail address	**aqarhmc@gmail.com**

• Alternate Email address	
3.Website address (Web link of the AQAR (Previous Academic Year)	http://hooghlymohsincollege.ac.in/IQAC/19-20/AQAR.pdf
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://hooghlymohsincollege.ac.in/IQAC/20-21/ACADEMIC_CALENDAR.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	81.5	2007	21/03/2007	20/03/2012

6.Date of Establishment of IQAC	09/07/2007

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
Hooghly Mohsin College	Salary & wages	State Govt	2020-21 (365 days)	217899318
Hooghly Mohsin College	Development Grant	State Govt	2020-21 (365 days)	670232
Hooghly Mohsin College	Office	State Govt	2020-21 (365 days)	150000
Hooghly Mohsin College	Furniture	State Govt	2020-21 (365 days)	4258268
Hooghly Mohsin College	T.A.	State Govt	2020-21 (365 days)	2500
Hooghly Mohsin	WBHS	State	2020-21 (365	60000

College		Govt	days)	
Hooghly Mohsin College	Electricity	State Govt	2020-21 (365 days)	1900000
Hooghly Mohsin College	Telephone	State Govt	2020-21 (365 days)	30000
Hooghly Mohsin College	Construction of 2nd & 3rd floor of D.L.Roy building	State Govt	2020-21 (365 days)	2500000
Hooghly Mohsin College	Construction of 2nd & 3rd floor of D.L.Roy building	State Govt	2020-21 (365 days)	7540242
Hooghly Mohsin College	Hostel	State Govt	2020-21 (365 days)	3631439

8.Whether composition of IQAC as per latest NAAC guidelines	Yes
• Upload latest notification of formation of IQAC	

9.No. of IQAC meetings held during the year	6
• 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)

* Online system of feedback form collection (Students, Ex-students, Teachers, Non-teaching staff), analysis of the feedback and submitted the report to the Principal for academic audit.

* Introduction of formal Mentor-Mentee system. However, at the present pandemic condition this has been introduced for Honours and PG students only. Students are distributed for guidance among the teachers of the concerned departments. Some departments (Commerce, Economics, Political Science, History and Sanskrit) have not formally started the process for various reasons. Number of students in the Economics and Commerce departments are manageable to the extent of personal care whereas in case of other departments like Political Science, History and Sanskrit, it seems untenable in online mode because of huge number of students. But still these departments extend every possible guidance to the students whenever it seems necessary. Moreover all students are clubbed in Whatsapp group with the teachers of the concerned department. So there is regular communication between students and teachers.

* Promotion of Webinar and Students' Seminar in all departments.

* Arrangement of webinar for +2 students of the nearby schools informing the scope and opportunities of general courses, E-counselling (psychological) programme for students, webinars on gender equity.

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
Delinking of Law section	Law section has been delinked
Uploading of AQAR	AQAR for the session 2019-20 has been prepared, uploaded in the month of May'2021 and accepted.
Online collection of feedback	Feedbacks from Students, Ex-students, Teachers, Non-teaching Staff have been collected in online mode. Students' feedback have been analysed and forwarded to the Principal for Academic Audit.
Students' Seminar to be promoted	All departments have successfully arranged Students' Seminar in the months of June-July.
Psychological Counselling	Dr. Nilanjana Bagchi addressed the students on 03.6.21 and 07.6.21 in two separate groups through webinar
Gender equity seminars	Internal Complaints Committee in collaboration with IQAC have arranged 2 webinars on 29th May and 29th July on POSH Act and UGC Guidelines and Gender

discrimination, Power and Authority: Then and Now.

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

- Name of the statutory body

Name	Date of meeting(s)
IQAC	**26/10/2021**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
NO	**Nil**

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	**28**
2.Student	
2.1 Number of students during the year	**2858**
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**856**
2.3 Number of outgoing/ final year students during the year	**783**
3.Academic	
3.1 Number of full time teachers during the year	**104**
3.2 Number of sanctioned posts during the year	**127**
4.Institution	
4.1 Total number of Classrooms and Seminar halls	**63**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**Rs. 156.16 lakhs**

4.3 Total number of computers on campus for academic purposes	70

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

Curriculum for each course has been prescribed by the University of Burdwan. Curriculum delivery has been executed as per academic calendar and prescribed routine. Duration of the classes (Theory and Practical) are according to the stipulated UGC norms. An attendance register is usually maintained for each paper mentioned in the curriculum. But due to Covid-19 scenario, each teacher has maintained the online attendance as their own in separate sheets for each paper mentioned in the curriculum. Though teachers usually adopt different methods of curriculum delivery system-from chalk and talk method to ICT enabled delivery method, they were forced to adopt online mode of teaching in the current year owing to government enforced suspension of in-person teaching in the wake of Covid-19 pandemic. All teachers have used Google Meet platform to deliver his/her lectures. The Departments have been following CBCS since July, 2017, as per university requirement. The Departments conduct internal assessment of their students, which counts towards their semester grade points (20% of the Total marks for each paper).

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)

Other than the general Academic Calendar, mentioning the tentative dates of Internal and End Sem exams, each department prepares its own detailed Academic Calendar at the beginning of the academic session in a meeting with all Faculty members of the Departments. At the beginning of each semester the calendar is issued wherein each teacher is assigned with course(s). Academic calendar includes the time, duration allotted to complete each unit of the syllabus. There is complete liberty of a teacher in implementing the Continuous Internal Evaluation. The assessment process varies from class tests, assignments, quiz, and surprise tests, compositions writing, mock teaching by students, extempore speaking and students' seminar / webinar. In the current year the

entire process was carried out online owing to pandemic restrictions. These are done other than compulsory Internal Assessment which is an integral part of the Semester End Exam.

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

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**C. Any 2 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

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)

0

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

0

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

1.3 - Curriculum Enrichment

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

Since the inception of the CBCS pattern by the University of Burdwan, the Institute follows the CBCS Curriculum. There are several crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in the curriculum. Environmental Studies is a compulsory paper in SEM-I (AECC-I). In the language subjects (Bengali, English, Hindi, Sanskrit and Urdu), there are proses, verses where these issues are addressed. Professional ethics and social responsibilities are largely dealt in subjects like Economics and Commerce. Economics also include gender aspects like gender inequalities, role of women in decision making etc. and environmental economics. These topics are integral part of Philosophy, History and Political Science also. Ethics and human values, gender issues and environmental sustainability are vividly covered in Philosophy. The status of women in ancient and medieval periods can be compared with the present studying History. Similar topics are also included in Political Science. Science subjects like Chemistry, Botany, Zoology and Geology include the environmental aspects in various forms. Green Chemistry is a part of the Chemistry syllabus. Botany and Zoology cover the topics on

ecology, diversity of plant and animal kingdoms and the necessity of conservation of threatened and endangered species. Biology and Chemistry together integrate the environmental sustainability.

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

13

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**
Institutional Data in Prescribed Format	**View File**

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

135

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	**B. Any 3 of the above**

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

1.4.2 - Feedback process of the Institution may be classified as follows	**B. Feedback collected, analyzed and action has been taken**

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

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

1274

2.1.1.1 - Number of students admitted during the year

1274

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

553

File Description	Documents
Any additional information	**View File**
Number of seats filled against seats reserved (Data Template)	**View File**

2.2 - Catering to Student Diversity

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

Departmental and Master Routines are prepared in such a manner that the classes are equitably distributed among the teachers. Number of classes per teacher per semester are so maintained that the syllabus can be covered as per the Academic Calendar. But still all students cannot grasp the concept equally well within that time frame. Sometimes students feel uncomfortable and get lagged in learning process due to constraints of online teaching, unavailability of text books and reference books. To cope up these problems, teachers share with the students prepared notes either in Whatsapp group or personal Email. However, some students need extra care. So remedial classes are arranged for them. Also there are tutorial classes to prepare them for problem solving. To make the process of teaching-learning more interesting mock teaching is arranged which is entirely conducted by the students with the help of faculty member(s). Sometimes it is felt that students may get attracted by the lecture(s) of other teacher(s) on the same topic which (s)he learnt in college. So Teachers' Exchange Programme is arranged in some courses. Other than understanding, communication: both verbal and written, is an important skill that a student should learn. To achieve the goal, Students' Seminars and publication of magazines are promoted.

File Description	Documents
Paste 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
2858	104

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

Since there was restrictions in offline classes, field work was not possible. But students presented Term papers (in certain courses mentioned in the template), delivered verbal presentations in the Students' seminar, wrote articles for magazines (Wall Magazine, E-Magazine or e- book cum e-dossier). Some departments also arrange Mock teaching. Students are also encouraged to interact during conventional classes. All these processes took place in virtual mode mostly in Google platform. Experiential learning through social outreach project work, survey-based project work, and computer application, are mandatory in some courses.

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

In the current year, owing to the pandemic related restrictions on in-person teaching, all the teacher practiced online teaching using google meet platform. Teachers make necessary Whatsapp groups with the students for communication. There are also E-mail groups for sending necessary literary materials. Link for the classes have been conveyed to the corresponding students' groups well ahead of the classes. Study Materials were made and all the subject topics were elucidated to the students with utmost care. Additional e-materials were provided by each faculty members to the students based upon their demands through e-mail and college website. Assessment was also conducted online, using e-mail service and google form.

Following ICT tools are generally used by the teachers:

Computer, Laptop, Smart Phone, Graphic tablet etc.

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

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

74

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	**View File**
Circulars pertaining to assigning mentors to mentees	**View File**
Mentor/mentee ratio	**View File**

2.4 - Teacher Profile and Quality

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

104

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

61

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

666.5

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 is an integral part of CBCS programme. Since the evaluation of these assessments are confidential, there is little scope to show the answer scripts to the students but individual weaknesses are taken up in class and discussed. There is an Internal Assessment Sub-committee who prepares the schedule and gives necessary instructions for the Internal Assessment. The students are intimated through notice, published at least 7 to 15 days before the examination on the website. Departments follow the notice, given by Internal Exam Sub- committee of the college and also circulate the same to the students through respective Whatsapp groups. Question papers are uploaded on the websites generally when there are large number of students so that not a single student faces any difficulty in getting question paper. For small groups question papers are sent to their Email or Whatsapp. Based on their performances, tutorials and remedial classes are taken. Presently 01 internal assessment per course is mandatory. But the department practices continuous evaluation. Teachers are free to arrange class test, quiz, and take home exercises, assignments. Though the marks of these evaluations are not counted in the final result, these are beneficial to the students to prepare themselves for better understanding of the course curriculum and in broader aspect for their competitive examinations. There are no fixed numbers of examinations. The numbers vary according to the requirement of the students and as the concerned teacher thinks it necessary. During the period of pandemic and online mode of teaching even google forms are used for quiz.

File Description	Documents
Any additional information	No File Uploaded

Link for additional information	Nil

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

There is no grievance of students regarding evaluation process till date. But there is a learning environment and learning commitment with learning comfort in the college where students can freely communicate with their respective mentors and try to solve any difficulties with full satisfaction. Moreover, the tests which have been conducted by the department (other than Internal Assessment) are not counted in the final report card. Students are assured to believe that these tests are for their future benefit only. It can be said that transparency in the assessment process has so far preempted students' grievances.

However, during examination some students face problem in uploading answer scripts owing to slow net connectivity particularly the students residing at the remote areas. The respective department addressed this problem and arranged alternative ways by providing offline service where students physically came to the college and submitted their answer scripts.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The curriculum of the programmes is designed by the university, the college teachers have to define the programme outcomes for each programme offered by the college.

Graduate Programme

1. *Acquire knowledge to apply*
2. *Skill to communicate*
3. *Aptitude to think critically, reasonably and capacity to solve problems*
4. *Develop a spirit of team work, moral and ethical values*
5. *Cultural tolerance*
6. *Aptitude of self-learning and lifelong learning*
7. *Environment sensitivity*

Post Graduate Programme

1. Advanced Knowledge in the field of study and the ability to apply to the emerging problems.

2. Identification of a research problem, ability to state the problem, application of proper research methods, collection, analysis and interpretation of the data set.

3. Skill to communicate in verbal and written form

4. Professional and ethical responsibilities

5. Originality-Conduct original work

6. Demonstrate teamwork and leadership skill.

Mechanism of communication: Programme outcomes and course outcomes are clearly stated and displayed on the college website. They are also communicated to the students in regular classes. The assessment of students in the light of POs, PSOs and COs is carried out that help our faculty to know how well their students understand the various topics present in the course. Students' feedback also provide necessary clues regarding their achievement of POs and COs that is beneficial in improving the teaching learning process.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**https://hooghlymohsincollege.ac.in/IQAC/20-21/2.6.1_PO-PSO-CO.pdf**
Upload COs for all Programmes (exemplars from Glossary)	**View File**

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

Due to Covid pandemic and lockdown, the teachers have monitored the students' progress via online mode of communications e.g. Google meet and e-mail, accompanied with Mentor: Mentee meeting and Parent-Teachers meeting. To measure the level of attainment of POs, PSOs and COs, the following methods are taken by the departments:

 1. Class Test

2. **Project work and Students' Seminar**
3. **Assignment**
4. **Term Paper submission**
5. **Mock teaching**

The Whatsapp group connectivity has opened up a new way of communication between teacher and student. Even beyond the normal class hours students are free to send questions through Whatsapp to the teachers. Teachers can also take their time to answer the questions. This helps the students to attain the required outcomes of the course.

All these measures are reflected finally in their Semester End Examination or different competitive examinations.

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

723

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://hooghlymohsincollege.ac.in/wp-content/uploads/2021/09/405-B.SC_.-HONOURS-86-STUDENTS.pdf**

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://hooghlymohsincollege.ac.in/IQAC/20-21/Student_Satisfaction_Survey.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

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

0

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

3.1.2 – Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 – Number of teachers recognized as research guides

19

File Description	Documents
Any additional information	**View File**
Institutional data in prescribed format	**View File**

3.1.3 – Number of departments having Research projects funded by government and non government agencies during the year

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

0

File Description	Documents

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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution has a Research Committee which is involved in organizing seminars and encourages teachers to carry on research work. However, due to lockdown of the institution face to face seminars could not be arranged, instead webinars were arranged. The institution has always tried to provide an ecosystem of transfer of knowledge. Several initiatives have been taken; like arrangement of Students' Seminars where the students give their presentation in Google Meet platform using powerpoint, arrangement of mock teaching through which they can learn, understand and prepare a topic, communicate with others and thus they can transfer their knowledge to others. Magazines are published where the students could showcase their ability of creative thinking and writing. Transfer of knowledge from Students' and Teachers' Exchange Proframme has also been introduced.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

1

File Description	Documents
Report of the event	No File Uploaded
Any additional information	**View File**

List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

30

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

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

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

30

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

3.4 - Extension Activities

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

There were restrictions in public gatherings, so the institution arranges some extension programmes through distant mode. The institution tries its best to guide the Class-12 appearing students how to choose a degree programme (i.e. what to emphasize during choosing a programme) other than Medical and Engineering streams. A number of students from neighbouring schools attended the 2 day's webinar where the teachers from the different departments of the college described the scope and opportunities of studying general degree programme. Institute also celebrates World Nature Conservation Day in collaboration with Paschimbanga Vigyan Mancha, Bandel-Mogra Vigyan Kendra with a webinar and poster competition on Save water save biota. The competition was open to all. In this way the institution tries to sensitise the common people.

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

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

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise 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

3.4.3 - 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

3.4.3.1 - 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

22

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

2754

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

6

File Description	Documents
e-copies of related Document	**View File**

| Any additional information | No File Uploaded |
| Details of Collaborative activities with institutions/industries for research, Faculty | **View File** |

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The Institution is 185 years old and since then it has grown up significantly. There are 17 departments with 28 programmes including 8 PG programmes. More than 2500 students study here per academic year. Considering all these facts the number of classes and laboratories (63 in number) and computers (70 in number) available for teaching-learning process cannot be considered adequate. Morever, the classrooms are not spacious enough to accommodate students comfortably during class. To tackle these problems the college hours has been divided into three sessions: Morning (7 AM to 11 AM) Section, Day (10 AM to 5 PM) Section, and Evening (2 PM to 7 PM) Section. BA General classes are taken in the Morning session and BCOM Honours and General classes are taken in the Evening Session. Thus same classrooms can be used for different courses. Presently, the institute has planned for a separate multi-storied building, particularly for the PG courses and submitted the proposal to the Government of West Bengal. Since it is a Government institute, the construction of any building and its maintenance solely depend on the availability of fund from

the Government of West Bengal. In the current academic session, Government of West Bengal has sanctioned some amount for the renovation of the Boys' Hostel. So far the number of computers in working condition are concerned, the existing lockdown has affected the maintenance process and purchase of new computers.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://ugadm.hooghlymohsincollege.ac.in/hmcapp/doc/prospectus.pdf

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

The Institution does not have any large playground, gymnasium or auditorium hall of its own. However, volleyball, badminton can be played in the small ground within the college premises. Indoor games like Table Tennis, Carrom board can be played in the Students' common room. But the location of the college is very advantageous where there are 4 large playgrounds, maintained by the Municipality Corporation, very close to the college and can be procured free of cost. College sports is arranged in any of these playgrounds. Generally cultural programmes like Annual Fest and Freshers' welcome have been arranged within the college premises with temporary pandal. Small programmes can be arranged in the galleries (P-1, P-2 and C-8) or in the Urdu Hall (C-8).

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.

5

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)

100.4

File Description	Documents
Upload any additional information	**View File**
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:**   **LIBSYS**

·   **Nature of automation (fully or partially)**   **Partially**

·   **Version**   **LSEase (CP-1)**

·   **Year of Automation**   **2014**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	**http://oldsite.hooghlymohsincollege.ac.in/**

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	**C. Any 2 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)

1.4

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

0

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

4.3 - IT Infrastructure

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

Since the classes were conducted fully in online mode and teachers took their classes from their own home, there was no need for upgaradtion of IT facility. Moreover, this HEI being a fully Government College (State), it was not possible to legitimate the need of upgradation to the Government at this pandemic hours. However, the institution has registered to a designated domain and new website has been created with a new vendor.

File Description	Documents
Upload any additional information	No File Uploaded

Paste link for additional information	Nil

4.3.2 - Number of Computers

70

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	D. 10 – 5MBPS

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)

55.76

File Description	Documents
Upload any additional information	View File
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.

The Institution is fully owned by the Government of West Bengal.
Development grant from the Government is one of the major sources for procuring, augmenting educational resources like books, journals, laboratory consumables and library resources.

Upon receiving of such grants a meeting is conducted by the Principal with all the Heads and the funds are distributed proportionately and/or as per requirement as far as practicable.

Quotations are invited from the vendors. The advertisements are published as per the Government norms.
The procedures which the college follows are listed below:
1. The required maintenance work is mainly performed by the Public Works Department (PWD), Govt. of West Bengal.
2. The college has employed in-house staff for maintaining hygiene, cleanliness.

3. To ensure optimum working condition some of the properties/equipment of the college are under annual maintenance contracts like Water purifiers.
4. Internet and computer related issues are brought to the notice of the designated teacher.

5. A stock register for the available equipment is well maintained by every department and is also audited time to time.
6. Periodic reporting of the requirements for the repairs and maintenance works are submitted by the HODs to the college administrative office. The office coordinates these issues with PWD, WB in concurrence with the Principal.

File Description	Documents
Upload any additional information	**View File**
Paste link for additional information	**https://hooghlymohsincollege.ac.in/IQAC/20-21/4.4.2_Procedures_and_Policies.pdf**

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

706

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

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

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**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	**https://hooghlymohsincollege.ac.in**
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

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	**B. Any 3 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	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

3

File Description	Documents
Self-attested list of students placed	**No File Uploaded**

Upload any additional information	**View File**
Details of student placement during the year (Data Template)	**View File**

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

5.2.2.1 - Number of outgoing student progression to higher education

67

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

18

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	**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.

0

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

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)

Many students including those who are members of the Students' Union/Council, especially their General Secretary, help the teachers and members of the non-teaching staff in various steps during the process of admission. Besides, the General Secretary of the Students' Union/Council acts as the ex-officio member of the IQAC of the college, although this year (2020-2021) s/he had no scope to do this, because the election of Class Representatives for the formation of the Students' Union/Council was kept in hold by the State Government.

Students celebrated, both departmentally and collectively, the Teachers' Day, Freshers' Welcome, and Farewell Ceremonies on virtual platforms.

Students across the departments actively participated in the cultural programmes (some by delivering brief talks, some by reciting poems, some others by singing songs, and a few others by playing musical instruments, like guitar, sitar, table, and mouth organ) held under the supervision of the Cultural Committee to observe the Rabindra Jayanti on 9th May, 2021, and on the College Foundation Day and the Prize Distribution Ceremony on 1st August, 2021. They helped the teachers by doing many works on the days of observing the birth anniversaries of some legendary Alumni of the College, like Jyotish Chandra Ghosh, Kanailal Dutta, et al. They also helped in the process of documentation of these cultural functions.

File Description	Documents
Paste link for additional information	Nil

Upload any additional information	**No File Uploaded**

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

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

10

File Description	Documents
Report of the event	**View File**
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

Alumni Association of Hooghly Mohsin College always extends support for the academic development of the college. Members of the Alumni Association always try to make themselves available during the observance of important days by the College authority and IQAC like: World Environment Day on 5th June, birth day of Sahitya Samrat and alumnus Bankim Chandra Chattopadhya on 27th June,2021, College Foundation Day and birth day of the founder Danbir Hazi Muhammad Mohsin on 1st August, 2021, Independence Day on 15th August, 2021, birth day of Sahid Kanailal Dutta, an alumnus and a great freedom fighter on 30th August, 2021, Teachers' Day on 5th September, 2021. Thus they instill the significance of these days among the students and inspire them to practice the values in their day today lives what we learn from observing these days. During the Academic session these programmes were arranged either online or with limited participation following COVID-19 protocols. However the birth day celebration of Martyr Kanailal Dutta was organized in the college where one of his family members graced the occasion and food packets were handed over to the authority of the NGO (Chinsurah Sense Society) for the autistic children. The bust of martyr Kanailal Dutta has been renovated for this occasion. Apart from this plantation programme was organized as a part of the celebration of Hazi Md. Mohsin's birthday.

Dr. Mohanlal Ghosh and Dr. Pradip Kumar Ghosh, m.embers of the Alumni Association, were devoted to take regular UG and PG classes in the Department of Post Graduate Studies in Botany (Honorary) online providing study materials, setting question papers and evaluating answer scripts of internal examinations during the period.

Dr. Mohanlal Ghosh, one of the alumni and ex-teacher, donated Rs.2,000/- for organizing National webinar (Honorarium of the speaker) on 28th June 2021 by the Department of Botany (Plant Embryogenic tissue: A key cellular source of research in applied Biology).

Dr. Ghosh also donated Rs.15,000/- for the honorarium of the visiting scientists to promote P.G. studies.

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

Vision:

To impart knowledge and skill to students, to provide them with ample opportunities catering to their needs, and to empower them to meet the challenges on their career path and in life.

Mission:

   To provide students an affordable learning environment for the successful completion of degrees

To prepare students for the pursuit of advanced degrees in chosen courses or allied professional courses

To prepare students for employment in their chosen or related fields

To inculcate values and responsibilities among students

To promote healthy practices

The Principal plays a crucial role in achieving the Vision and Mission of the institution. The principal monitors the mechanism regarding administration and academic process. The institution follows a democratic and participatory mode of governance where Principal seeks suggestions from all stakeholders. Governing Body and Co-ordinator, IQAC extend every possible support to the Principal. For academic purposes, HoDs maintain a constant liaison with the Principal to achieve academic excellence. There are many committees to support the vision and mission of the college like Examination sub-committee, NSS, NCC, career and counselling cell, library and sports sub-committee, cultural sub- committee, internal examination committee, Research sub-committee, Internal Complaints Committee etc. Each committee takes its responsibility for the plans and activities, and successfully tackles
these responsibilities in every academic session. Other than these, necessary contributions are made by non-teaching and supporting staff, student's union, and alumni.

The institution finds out different fields on priority basis where development is urgently needed and applies for financial support from the State Government and the UGC. The institution has planned for a separate building for PG programmes. Occasionally renovation of the ageing infrastructure has been done. The previous plan of Solar panel installation and rain water harvesting have now been stalled because of pandemic and will be initiated as soon as the condition will favour. Whenever the fund is available it is utilized in consultation with relevant administrative committees. The maintenance and constructional works have been done by PWD.

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

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

With respect to both its core and allied activities, the College adopts a decentralized and participatory system of governance. The academic departments are allowed in drawing up their academic plans and in discharging their day-to-day functions but within the academic framework of the college. Within each department, all teachers are equally involved to take care of departmental responsibilities. Similarly, to conduct admission, University Examination, Internal examination and other academic matters, several committees have been set up by the Teachers' Council. Each Committee consists of a convener and members from different departments. Some administrative committees are there to support the workload of the Principal which include faculty members, support staff and students of the college as members. We encourage students to participate in various co-curricular activities for a holistic development.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic Plan

The Principal of the college together with the Head of the departments, Co-ordinator, IQAC and Secretary, Teachers' Council lead all the academic activities of the College. They regularly meet and take necessary steps to formulate and implement strategic plans of the institution. Mentorship is introduced in most the departments for UG Honours and PG students and is supervised by the Principal. He invites suggestions from the members of the Governing Body, Co-ordinator, IQAC and other senior staff of the institute to take necessary steps for further improvements as far as they are within the capacity. The following strategies are adopted by the institution to monitor and evaluate policies:

- Regular meetings of the Councils (Teachers' Council and IQAC).
- The feedback system (Regular feedback from Alumni Members, Staff and Students).
- Periodical Academic Audit by the Principal with the help of Co-ordinator, IQAC.
- Regular visits of the Principal to the departments and interaction with heads and other faculty members of the departments (it was inoperative during the period of lockdown).
- Heads of the departments monitor the system of each department regularly.
- Application for grants from the government.

- **Extension of available area to accommodate more classrooms, laboratories etc.**
- **Renovations to revive the ageing infrastructure of the institution.**
- **Application for more substantive posts from the State Government.**

Teaching and Learning

The purpose of the strategic plan is to improve the teaching-learning process. Since throughout the whole academic session, there was no face-to-face classes, it was a bit challenging to continue academic matters effectively. There were several problems from connectivity issues to boredom. To complete the syllabus within time, each department prepared its own academic plan. Periodical tests were arranged. After the Internal Assessment, according to the preparation level of the individual student different departments arranged tutorial and remedial classes. To give the students a variation in study Students' and Teachers' Exchange programme were performed by some of the departments. For the participative learning and experience sharing activities, mock teaching, students' seminars were arranged. These activities help the students to develop their verbal communication and thought sharing. For the development of the writing skill and improvement of the constructive thinking, wall magazines, E-magazines were published. Several webinars were arranged to give the students the idea of recent developments in the field. Online students' feedback system was introduced to have an idea on the overall process from students' perspective.

File Description	Documents
Strategic Plan and deployment documents on the website	**View File**
Paste link for additional information	**https://hooghlymohsincollege.ac.in/IQAC/20-21/6.2.1_Strategic_Plan.pdf**
Upload any additional information	**No File Uploaded**

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

The functioning of the institution is fully democratic and participative in nature. Principal seeks suggestions from every stakeholders for implementation of strategies; be it academic,

administrative or financial in nature. Appointments and rules are as per the government norms. PSC, WB arranges interviews and prepares merit list and Higher Education department, Govt of W.B. gives the appointment in concurrence with the Governor. The WBES job is transferable in nature and teachers are transferred to other Government colleges in the state time to time.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://hooghlymohsincollege.ac.in/IQAC/20-21/6.2.2_Organogram.pdf
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 inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Teaching	GPF, West Bengal Health Scheme, Medical Leave per year 20 days full pay, Maternity Leave, CCL available.
Non teaching	GPF, West Bengal Health Scheme Medical Leave per year 20 days full pay. Maternity Leave , CCL available. Bonus and Advance salary during festive

Puja season.

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

05

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)	**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

18

File Description	Documents
IQAC report summary	**View File**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**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 Government of West Bengal has introduced a method of online submission of Self-Appraisal Report for the teachers. There is a hierarchial workflow of cadre controlling authorities where teachers submit the SAR to the Principal. Principal gives his comments and sends to the Director of Public Instruction and then it is forwarded to the Secretary, Higher Education. In this year an online feedback system has been introduced in the institution for teachers and non-teaching staff.

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

6.4 - Financial Management and Resource Mobilization

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

The Auditors of Accountant General, Govt. of West Bengal has been appointed to conduct the External Financial audit of the institution.

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

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

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

0.17

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

Development fund, fund for infrastructural development and other office expenses are borne mainly by the Government of West Bengal. After receiving of the fund for purchase of books, laboratory materials etc., the Principal meets with the HoDs and Secretary, Teachers' Council. The fund is distributed among the departments proportionately, equitably and justifiably. HoDs submit their future requirements and any repairing and renovative works needed to the Office of the Principal. Maintenance, constructional and renovative works are performed by the PWD.

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

1. The institution firmly relies on the quality education. Simply classroom lectures by the teachers are not sufficient for the overall development of the students. Conceptual learning needs expression of thoughts and development of communication skill- both oral and written. To achieve this goal IQAC has institutionalized the activity of Students' Seminar. Students prepared their presentations and delivered online in the Google meet platform.

2. Implementation of any measure needs an assessment. Feedback system is a kind of assessment. In this academic session, online submission of feedback has been implemented. Students, alumni, teachers and non-teaching staff submitted their feedbacks. Feedbacks were analyzed. Students' feedback analysis was placed before the Principal for Academic Audit.

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

1. There has been practice of formal or informal feedback systems in the college since long. But in this academic session IQAC itself conducts online feedback system from the different stakeholders. Previously the status of students' progress was discussed only in the Teachers' Council meeting but this year students' feedback was analyzed and placed before the Principal. The Principal met with the faculty members of a concerned department if he felt it necessary. Other than this an online Parent-Teachers' meet was conducted where parents got the opportunity to directly communicate with the departmental teachers. The pros and cons of online teaching was discussed and suggestions came from the guardians were noted by the HoDs. IQAC monitors the implementation of feasible suggestion(s).

2. Apart from the coverage of the syllabus, some advanced learners require an up-to-date knowledge of the course (s)he studies. To give the students the idea what are the fields where active research work is going on, several webinars have been arranged. These webinars bring enthusiasm in

study among the participants since the lectures brought down the monotony of regular syllabus oriented online classes.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	**http://ugadm.hooghlymohsincollege.ac.in/hmcapp/doc/prospectus.pdf**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**View File**
Upload details of Quality assurance initiatives of the institution (Data Template)	**View File**

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Due to Covid-19 Pandemic situation, The Internal Complaints Committee of the Institution arranged awareness Programmes online through a National Level webinar and a state level webinar.

The topic of the National level webinar is PoSH Act and UGC Guidelines.

The topic of next awareness Programme is on Gender Discrimination

The institution promotes gender sensitization through co-curricular activities like workshops, seminars etc. Awareness programs like gender discrimination, PoSH act, UGC guidelines etc related to the safety and security of women employees and students are conducted periodically. The functions of Internal Complaints Committee are displayed on the website of the institution and information is being disseminated to the students through orientation and induction.

There are separate washroom and common room facilities for girls and boys in the college.

File Description	Documents
Annual gender sensitization action plan	http://ugadm.hooghlymohsincollege.ac.in/hmcapp/doc/prospectus.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	a. Safety and security: In 2020-2021 no specific facilities for women is not required to provide for safety and security because students attended their classes in online mode due to Covid 19 pandemic situation and most of the activities were made from home. The security Guard is at the entrance of the campus. b. Separate Common Room facilities for boys and girls

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	**D. Any 1 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

- **Solid waste management: Plastic is banned, cleaning is done**
- **Liquid waste management: presence and maintenance of sewage**

- **Biomedical waste management: no such facility**
- **E-waste management: non-disposal of E-waste**
- **Waste recycling system: no such facility**
- **Hazardous chemicals and radioactive waste management: no such facility**

There is no facility of waste management in the institution. However, regular cleaning has been done, use of plastic is discouraged, there is a sewage system in the institution which is periodically maintained and institute never disposes the E-waste in the open.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**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	**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**View File**
Any other relevant information	**View File**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping	**C. Any 2 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	**View File**
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**View File**

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
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** |

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

The college has a rich culture of tolerance and harmony. The names of the great alumni of the college are sufficient enough to feel a student proud. The institution has maintained and continued its culture. Several commemorative days like Vivekananda's birthday, Netaji's birthday, Republic day, Rabindra Jayanti, Haji Mohammad Mohsin's birthday and college foundation day are celebrated. Students, teachers and other staff and members of the alumni association are present in the occasion not only for recreation and amusement purpose but to generate the feeling of oneness and social harmony. Students, teachers, staff and members of the alumni association jointly celebrate the cultural and religious festivals, like Saraswati Puja, Freshers' welcome, Annual Fest, Teachers' day, Yoga day, World environment day etc. College also observes the birth anniversaries of some legendary alumni of the college, like Bankim Chandra Chattopadhyay, Jyotish Chandra Ghosh, Kanailal Dutta et al. Due to lockdown, some of these programmes have been celebrated online and other programmes have been celebrated with restricted number of participants in the college premises.

The area is an old industrial town of West Bengal with communities from different culture, religion and social background. College offers language courses of diverge types: Bengali, English, Hindi, Sanskrit and Urdu. There are special quota for OBC A students and financial support from Government of West Bengal is available for eligible students. Thus college maintains an inclusive environment with social, regional, linguistic, communal and socioeconomic diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**View File**
Any other relevant information	**View File**

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

The Institution has 2 wings, NCC and NSS, who have taken major initiatives in involving students in different awareness and cleanliness programmes. The NCC unit conducted awareness cum activity programmes on cleanliness, Swachh Bharat Abhiyan, Namami Gange, Cancer awareness day, World Forest Day, World Water Day involving students.

Similarly NSS conducted awareness programmes on role of community participation in control of dengue and need of Yoga in the development of health and mind.

Other than these college in collaboration with UNIVART and Paschim Banga Vigyan Mancha arranged poster competitions to aware the community on the importance of conservation of biodiversity and plant on the occasions of World Environment Day and World Nature Conservation Day.

Internal Complaints Committee arranged webinars to aware the students on POSH act and UGC guidelines to develop the social awareness among them.

The college establishes policies that reflect core values. Code of conduct is prepared for students and staff and everyone should obey the conduct rules.

The college follows the syllabus of the affiliating University where there are courses like Professional ethics and human values, Constitution of India, Essence of Indian Traditional Knowledge, proses and verses in language subjects covering social, gender and environmental issues as a small step to inculcate constitutional obligations among the students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**http://ugadm.hooghlymohsincollege.ac.in/hmcapp/doc/prospectus.pdf**
Any other relevant information	Nil

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,	C. Any 2 of the above

teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	

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

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

The Cultural Committee observed various national, international commemorative days, events, and festivals. It arranged an online cultural programme for the celebration of Rabindra Jayanti where many students, members of the faculty and non-teaching staff actively participated. This online programme was organized in both the years, that is, 2020 and 2021, the first one was held on 08th May, 2020, and the second one on 9th May, 2021. The Cultural Committee also organised another programme including a Webinar on "Higher Education and Social Responsibility" (this highly thought-provoking and immensely appreciated lecture was delivered by Dr. Basab Chowdhury, the former Hon'ble Vice Chancellor of the West Bengal State University) for celebrating the College Foundation Day and Prize distribution ceremony on 1st August, 2021, in collaboration with the College Foundation Day Celebration and Prize Distribution Committee. On the occasion of celebration of the Independence Day on 15th August, 2021, the E-magazine accommodating writings exclusively on various aspects of the thoughts of Bankim Chandra Chattopadhyay, was published, and on 30th August, 2021 the Printed version of this E-magazine on Bankim Chandra Chattopadhyay was published. In both the events, the members of the Cultural Committee played a significant role. On 21st June, 2021, the 7th International Yoga day was celebrated with a Webinar on "Indian Yoga: Body, Mind and Methods of Transcending Crisis" by the College NSS Unit, and one of the conveners of the Cultural Committee contributed his input to this programme too.

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	**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.

A.

1. Title of the Practice

            Awareness programmes on gender sensitization

2. Objectives of the Practice

The webinars have been arranged to literate all its stakeholders to remove any kind of gender bias. Students, teachers and staff members should aware of the rules, laws and consequences for misbehaving to the others. The institute follows the 'zero tolerance' principle to the gender discrimination. It encourages the students from academically and socially deprived communities to carry on their studies. The awareness programme on gender sensitization has been arranged to support the weaker sections of the society to stand against all odds.

3. The Context

Hooghly Mohsin College is a co-educational college. Students from different communities with diverse socio-economic background have studied here. The college has a good reputation regarding its academic endeavour. Moreover the college provides quality education in an affordable cost. Students from surrounding villages with good academic intellect prefer the college to fulfill their educational goal. So there is a mixture of students from different cultures. Sometimes students from remote villages feel shaky in the city environment. Their upbringing is also in varied environment. But they will bear the nation's progress in future. So they must learn to respect the other genders. Gender Equity is one of the key challenges, the society has faced. In this context the institution feels it is necessary to aware its students on gender equity.

4. The Practice

Lockdown and subsequent closures of academic institutions have left no scope for any face to face interaction with the students. But the students are the assets of the nation. It is the responsibility of the institutes to develop healthy practices among the students. In country like India there are discriminations among the citizens where certain groups of the society is deprived of higher education. There are still reports on the feticide, early marriage, child labourers, eve-teasing in our country. These are not expected and should be condemned. To remove these curses from the society we need a change in the mental set-up and a broader perspective in the future generations. The Central and State Governments have many policies to minimize these threats of the society and to bring the sufferer of these populations to the mainstream. Higher Education Institutions can extend the programme to the grass root levels. When students from this section become well educated, they will be able to contribute in eradicating the menace from the society. Every little effort will lead us to achieve the goal. But this will be only possible when the students from these sections feel comfortable in the Higher Education environment. Students from privileged class when embrace them with friendly gesture, the education will be successful. After all we need a man making education where human values will be borne by the citizens. For this, Internal Complaints Committee have arranged webinars on Gender equity. There were wide publicity for these programmes among the students, faculty members and other staff members. The schedule for the programme was published on the college website. HoDs were also requested to aware the students about the programme through Whatsapp groups. Link of the webinars was uploaded on the website and also given in different Whatsapp groups. Online classes remained suspended so that participants could join the webinar. Two webinars were arranged; one on 29th May' 2021 and the other on 29th July' 2021. The first webinar was addressed by invited speaker Ms. Somashree Das (LLB, University of Calcutta, Senior Specialist, Policy & Legal Research, Space 2 Grow Alumna, Azim Premji University, Bengaluru) on POSH Act and UGC guideline. The second one was on Gender discrimination, Power and Authority: Then and Now. Dr. Subhalakshmi Pandey of Lady Brabourne College was invited to deliver her lecture and to interact with the participants.

5. Evidence of Success

Students and teachers in large numbers participated in the webinars. In the first webinar there was about 223 participants and in the second webinar there was 100 participants. There were lively interactive sessions in both days. The participation of the students and teachers and the free interactions indicate that the new generation is ready and determined enough to eradicate the nuisance from the society. They are curious enough to be acquainted with the laws of the nation. Their efforts will definitely bring the necessary change in the society. They have now understood the necessity of provisions for equal outcomes.

6. Problems Encountered and Resources Required

It was felt that students didn't have ideas of equity and they mixed up the term with equality. There was lack of awareness about the importance of gender equity. Generally they talked about the provision of equal opportunities to all. But the purpose of these webinars was to aware them that discrimination is a kind of injustice to the mankind. The communities who are the victims of age old deprivation cannot be risen to the same level as the privileged class with equal opportunities; they need support according to their requirement to reach the desired goal. It is a very tough task to mop the cruelty of discrimination that a person fosters in mind. One or two seminars cannot bring the effective outcome, constant effort is needed.

B.

1. Title of the Practice

Psychological Counselling

2. Objectives of the Practice

College-life is altogether a separate set-up in comparison to the school-life. There are new challenges and the most important is the process of decision-making. Students have grown up at

this stage when they have new beliefs, own judgements. Sometimes their decisions come under strict scrutiny and is never granted by their family members, neighbours or society. Conflicts arise in every corners in their lives. Some of them can cross the hurdle, some may not. When there is failure in adjustment they feel lonely. This may lead to the personal and psychological problems. This hampers their learning process and their career opportunities seriously. Guidance and Counselling play a vital role in contributing students' development, adjustment, and learning and curb the dangerous self-defeating behaviour.

3. The Context

It is not uncommon that many students who have excelled in their academic endeavours in school life have lost track during college days. There are competitions to get into the desired goal either in higher education or in career related programmes or to the job. There is apparent gap between their performances and the expectations from them. Students loose self-confidence and feel humiliated. It is the duty of the Higher Education Institute to nurture the future generations sensibly. Psychological counselling incorporates different domains: career, academic and learning to personal behavioural traits. Students must learn their role and responsibility to the society and nation as a whole. They must learn to face the reality of life.

4. The Practice

Two E-counselling sessions were organized on 03.06.2021 and 07.06.2021. The first session was for Sem VI (Arts, Hons.) and Sem IV (Science, Hons) students and the second session was for Sem VI (Science and Commerce, Hons) Sem IV (Arts and Commerce Hons.) students. Like previous years, Dr. Nilanjana Bagchi addressed the students on the occasion. She discussed on the problems faced by the adolescents, the ways to overcome the problems and how to face the reality of life. Her deliberation also covered the situation that had arisen due to COVID 19 lockdown. The notification of the event was published on the College website. HoDs were requested to circulate the notice among the students through Whatsapp group. Online classes remained suspended during the counselling session. Link of the webinars was given on the website and through Whatsapp groups. During the yearlong lockdown and online classes, students felt monotony and uncertainty of life. Sometimes they felt demotivated. They could not cover some of the portions of the syllabus. They didn't have access to the library. They didn't get the opportunity to mingle with their friends. They couldn't share their emotions with their close friends. The life seems to be stagnant to them. In this context counselling sessions may provide them certain hope and energy to march through the crooked path.

5. Evidence of Success

Students participated in large numbers. They were very keen to join the session. It was the time when second wave of COVID 19 hit the nation brutally. They learnt the lesson of success and how to control their anxiety. They learnt how they could use the adversity of life to create new opportunities. They became mentally healthy, felt to perform their responsibilities well. The greatest success of these sessions is that our students have performed well in their Semester End examination and also in the pan-India competitive examinations. A large number of them are now waiting for their admission to the higher studies- the process is not complete yet.

6. Problems Encountered and Resources Required

The E-counselling sessions were organized online in Google platform. There were restrictions in number of participants. We couldn't arrange the webinars for all students of the college. Only Honours students of UG 2nd and 3rd years could attend the webinars.

File Description	Documents
Best practices in the Institutional website	**https://hooghlymohsincollege.ac.in/IQAC/20-21/7.2.1_Best_Practices.pdf**
Any other relevant information	**Nil**

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 Institution has prioritized quality education in affordable cost. There were regular online classes throughout the academic session. Teachers provide lecture notes to the students through Whatsapp group or E-mail address. Students were assessed by the teachers to judge their preparedness. Tutorial and remedial classes were arranged. Mentoring of the students were done when it was necessary. Innovative and participative learning through mock teaching and students' seminars were arranged. Several webinars were arranged to quench their academic quest. Student and teacher exchange programme were taken up to give them a variety. Several scholarships were

available for the eligible students. Some fees were exempted because of lockdown. There were no application fees for the newly admitted students as per Government order.

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

7.3.2 - Plan of action for the next academic year

1. Law section of the college has now been effectively delinked. The Institution is preparing for 2nd Cycle NAAC Accreditation.

2. Steps will be taken, as permitted by the budget constraint, to expand the scope of Management Information System, especially with respect to database on students.

3. The Governemt of West Bengal will be approached for releasing fund for the construction of new academic building.

4. Steps will be taken to expedite the process of installation of rooftop solar energy plant.

5. Continuation of online feedback from all stakeholders.

6. Continuation of online Students' Satisfaction Survey feedback.

7. To complete all pending CAS cases of the teachers.

8. Encouraging teachers to publish in refereed journals.

9. Continue to provide quality education.

10. Target to improve academic performance of the students.

11. Continuation of Students' seminar.

12. Organizing seminars and lecture series.

13. Skill development programmes for teaching and non-teaching staff.

14. Encourage teachers to apply for research projects.

15. A proposal has been submitted for the Water Conservation Project. Initiative will be taken to materialize it.