



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		DEROZIO MEMORIAL COLLEGE
Name of the head of the Institution		Dr. Dibyendu Talapatra
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03325196050
Mobile no.		9433316352
Registered Email		deroziocollege@gmail.com
Alternate Email		chiatali.mukherjee65@gmail.com
Address		Rajarhat Road, P.O.-R-Gopalpur
City/Town		North 24 Parganas
State/UT		West Bengal
Pincode		700136
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Chaitali Mukherjee
Phone no/Alternate Phone no.	03325196050
Mobile no.	8017100297
Registered Email	iqacdmc@gmail.com
Alternate Email	chiatali.mukherjee65@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://dmc.ac.in/formsanddownloads/aqar-2018-2019/
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://deroziomemorialcollege.in/naac_dvv/assets/naac_document/Criterion_1_1_1_Academic_Calender_2019-2020.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	74	2005	28-Apr-2005	29-Apr-2010
2	B++	2.77	2016	28-Sep-2016	30-Sep-2021

6. Date of Establishment of IQAC	13-Sep-2013
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Academic Data collected	23-Sep-2019	32

from Departments for review (Students intake. classdata, result analysis, departmental programmes, etc for 2018-19)	5	
Initiative taken to procure library books and laboratory equipment to facilitate teaching learning under new CBCS syllabus.	03-Dec-2019 1	36
A meeting with stakeholders (TS & NTS) where new areas of record keeping job oriented courses for NTS, literary orientation, students feedback, medical unit etc. were discussed	14-Jan-2020 1	62
A meeting with stakeholders (Students) where students feedback mechanism, suggestions for improvement of institutional life etc	14-Feb-2020 1	89

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2020 0	0

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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

6

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report	View Uploaded File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
As a result of the initiative taken to interact with HOIs of local Schools last year, there is an increases in the number of students admitted in the current session.	
IQAC requested Principal to procure library books and laboratory equipments from the allotted RUSA fund to facilitate teaching - learning process under the new CBCS curriculum.	
IQAC launched application oriented programmes for various departments to make the teaching learning process engaging and interactive.	
IQAC circulated a proforma to all HODs wherein details of classes held / not held were furnished. This helped to identify remedial action.	
IQAC offered financial assistance to various Departments to organize Special Lecture sessions.	
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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year	
Plan of Action	Achivements/Outcomes
Procure library books and Laboratory equipment for teaching - learning under new CBCS curriculum.	Books and Laboratory equipment procured.
Provide financial assistance to Departments to introduce application oriented programmes	Departments organised such application oriented programmes to make the teaching - learning process interesting.
Collection of academic data from departments	Academic data from departments (class data, result analysis, departmental programmes, etc)
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14. Whether AQAR was placed before statutory body ?	Yes
Name of Statutory Body	Meeting Date

Governing Body	01-Mar-2024
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	13-Feb-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	(1) Computerised cash handling and accounting system (2) Academic data base of all Departments (3) EBooks and EJournal through NLIST (4) Online students enrolment system (5) College website with updated profile of departments and faculties. (6) OPAC, LMS through Koha (7) Details of Kanyashree and other scholarships funded by State government are uploaded in State government portals

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The academic calendar outlines the academic plan of the college and schedule of examinations. Subject-wise curriculum are unitised and allotted to teachers of the department by the HODs. Preview of syllabus coverage is done periodically through departmental meetings. Need based class allotment of departments is finalised in Teachers Council Meetings Curriculum delivery is done through (1) interactive classroom lectures (2) provision of study materials / class notes (3) purchase of students friendly books (4) provision of remedial coaching for weaker students (5) conduct of annual selection tests

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
ELEMENTARY CALCULUS	Nil	05/08/2019	15	employability	enhancing employability
English Communication	Nil	09/08/2019	18	employability	enhancing employability

in a Competitive World					y
Critical thinking: Significance of analytical thinking	Nil	14/10/2019	10	employabil ity	enhancing employabilit y
Digital Information Sources	Nil	15/04/2020	15	employabil ity	enhancing employabilit y
Nil	Photography and Video Production	06/08/2019	365	employabil ity	enhancing employabilit y
Nil	Web Designing and Development	06/08/2019	365	employabil ity entrepre neurship	enhancing employabilit y

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	Nil	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	2042	7

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Sustainability Climate Change	01/10/2019	96
Spiritual values and the highest goal of Human life	14/10/2019	55
WOMEN EMPOWERMENT	07/11/2019	230
Issues which affect Human Rights	21/01/2020	79
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BVoc	Printing & Book Publishing	3
BVoc	Broadcast Journalism	2
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Nil
Employers	Nil
Alumni	Nil
Parents	Nil

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
(1) Identify the academic and other problems faced by them. (2) Take appropriate remedial action in respect of these problems (3) Identify and correct misconceptions of the students regarding the curriculum, the college administration, faculty members and office staff (4) Take note of suggestions offered by the students and implement these, wherever feasible

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Bengali (H)	169	122	107
BA	Education (H)	101	71	62
BA	English (H)	101	119	101
BA	History (H)	101	91	79
BA	Philosophy (H)	70	13	7
BA	Pol. Sc. (H)	106	70	53
BA	General	1118	1045	1027
BSc	Chemistry (H)	34	11	9
BSc	Physics (H)	34	18	15
BSc	Comp. Sc. (H)	60	23	19
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution	Number of students enrolled in the institution	Number of fulltime teachers available in the	Number of fulltime teachers available in the	Number of teachers teaching both UG

	(UG)	(PG)	institution teaching only UG courses	institution teaching only PG courses	and PG courses
2019	1741	0	54	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
54	35	20	3	3	5

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring, motivating and guiding students are the primary objectives of our institution which ensure a seamless teaching learning process and inspired students to nurture both their academic and extra academic potentials. The institution focuses on certain primary objectives while practicing students mentoring systems. The objectives are stated below: 1. Help learners tackle general academic and extra-academic issues during the transitory phase of their college life. 2. Provide special guidance to academically strong students with potential for outstanding growth 3. Provide curative / remedial guidance to academically weak students who are lagging behind. 4. Assist troubled students cope with their academic and personal problems. 5. Counsel and guide learners so that they can map a fruitful career for themselves 6. develop healthy relationships between students and other stakeholders of the institution 7. Introducing learners to academic resources, and extracurricular opportunities 8. Offer advice and support regarding time management, stress management, and other challenges of student life 9. Induct learners into various bodies and committees , thus grooming them for participation in the corporate life of the institution 10. Help learners integrate socially by encouraging them to participate in co curricular and extra- curricular activities The college has groomed and mentored students and also facilitated their representation in various administrative, co-curricular and extracurricular activities as described below a) A Students representative has been inducted as a member of the Governing Body b) Students representatives have been included in various functional committees like Admission Committee, Sports Advisory Committee, Media Centre, etc c) Patronage is given to the students council to organise Freshers Welcome, Blood Donation Camps, Annual Sports, Annual College function and Teachers Day. d) Students assist teachers in observance of International Mother Language Day, National Science Day and International Women's Day e) Members of the NSS Unit participate in various social and community outreach programmes which infuse in them the spirit of social service and teamwork (eg tree plantation, Celebration of NSS Day ,Health Awareness Programmes) f) The members of the NCC Unit of the college participate in Traffic Control, Defence Training , Adventure Sports , Independence Day and Republic Day celebrations as well as Cultural Programmes held at the college g) Assistance of students are sought by faculty members of various Departments in organising Seminars, Workshops etc Some students are also encouraged in presenting papers in these forums h) Students are encouraged to participate in research programmes under the tutelage of teachers of their departments i) Students are also encouraged to participate in value added and certificate courses which help to expand their knowledge base j) Students participate in cultural activities which promote creativity and help to nurture artistic talent, eg Celebration of Rabindra Jayanti accompanied by Rabindra Sangeet, recitation of Tagore's poems and special lectures. k) Students are also mentored in life skills such as photography workshop, awareness building on Human Rights l) Students participate in programmes like debates, recitation, poster competition, wall magazines, etc organised by various departments from time to time. m) The library organizes an orientation

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1741	54	1 : 32

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
27	25	2	2	19

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Jatindranath Gain	Associate Professor	Research Excellence Award
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	SEM-I	Semester	31/01/2019	07/01/2020
BCom	SEM-I	Semester	31/01/2019	07/01/2020
BSc	SEM-I	Semester	31/01/2019	07/01/2020
BA	Part-III	Year	17/04/2019	09/05/2019
BCom	Part-III	Year	17/04/2019	09/05/2019
BSc	Part-III	Year	17/04/2019	09/05/2019
BA	Part-II	Year	03/08/2019	09/11/2019
BCom	Part-II	Year	03/08/2019	09/11/2019
BSc	Part-II	Year	03/08/2019	09/11/2019
BA	SEM-III	Semester	26/12/2018	31/01/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous Internal evaluation (CIE) provides teachers the opportunity to assess the performance of learners continually in accordance with the course objectives. Continuous Internal evaluation (CIE) also sharpens the learners capabilities and reduces their stress by distributing their allotted course work over the entire semester Reforms initiated on the Continuous Internal Evaluation (CIE) system at the institutional level are summed up below: 1. Unitisation of the given curriculum through semester wise teaching plans 2. Adoption of a transparent and robust Internal Assessment system as follows: a) The syllabus of Internal Assessment is communicated to students well in advance . Study materials are provided so that they can perform well in this Assessment. Questions are set only on topics already taught in class b) After evaluation , the answer scripts of Internal Assessment are discussed with students so that they can learn from their mistakes 3. Apart from Internal Assessment , continuous evaluation also through class tests , home assignments , field work and project work (wherever applicable) , debriefing sessions , demonstration lectures etc are conducted. 4. Continuous formative assessment of curriculum delivery is ensure so that the faculty can identify the areas where

learners face difficulty and provide them targeted support.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Academic calendar , sometimes referred to as the Institutional calendar ,is prepared by the college to schedule admissions, classes, examinations , co-curricular and extracurricular activities and other related matters in an academic year , spanning over two semesters ,each of six months duration The Academic calendar serves as a roadmap for faculty members, learners, and staff, outlining the schedule of events during the academic year and providing essential information on enrolment , registration , theoretical and practical classes, internal assessment, end semester examinations , significant occasions (International Mother Languge Day, National Science Day ,International Womens Day) socio-cultural events (Freshers Welcome, Annual College Function ,Teachers Day etc) and annual Sports etc The academic calendar provides vital information that is necessary for learners to plan and compartmentalize their coursework, extracurricular activities and recreational pursuits. The Academic calendar also assists the faculty members in planning curriculum delivery, drawing up the schedule of examinations, and coordinating academic activities

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://dmc.ac.in/program-outcome-course-outcome/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	BA	Philosophy (Honours)	5	2	40
Nill	BA	History (Honours)	16	13	81.25
Nill	BA	Political Science (Honours)	7	1	14.28
Nill	BA	B.A. (General)	231	23	9.95
Nill	BA	Education (Honours)	12	8	66.66
Nill	BA	English (Honours)	3	1	33.33
Nill	BA	Bengali (Honours)	23	20	86.95
Nill	BSc	B.Sc. (General)	9	3	33.33
Nill	BSc	Computer Science (Honours)	5	5	100
Nill	BCom	Accounting & Finance	1	0	0

(Honours)

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[Nil](#)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	NA	Nill	Nill
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil	NA	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	NA	NA	Nill	NA
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nill
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Electronics	3	3.2
International	Chemistry	1	0
International	English	1	0

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
History	2
Bengali	1
Philosophy	1

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Large magnetodielectric effect and negative magnetoresistance in NiO nanoparticles at room temperature	Ramaprasad Maiti	RSC Advances	2020	3.9	Derozio Memorial College	26
Electrocatalytic hydrogen evolution and magnetic behavior of N-doped-rGO supported Ni x P y	Ramaprasad Maiti	SN Applied Sciences	2020	2.62	Derozio Memorial College	2
Zn ₂ Al-CO ₃ Layered Double Hydroxide: Adsorption, Cytotoxicity and Antibacterial Performances	Ramaprasad Maiti	Chemistry Select,	2020	2.1	Derozio Memorial College	13
A Review on 2,6-Diformyl-4-methylphenol Derived	Mrinal Sarkar	ASIAN JOURNAL OF CHEMISTRY	2020	0	Derozio Memorial College	3

Schiff Bases as F luorescent Sensors						
The Voice of a Dalit Feminist: An Interview with Urmila Pawar	Dr. Mahuya Bhaumik	Writers in Convers ation, Flinders U niversity, Australia	2020	0	Derozio Memorial College	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	NA	0	0	NA
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	14	10	5
Presented papers	2	3	1	0
Resource persons	1	1	1	0
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Celebration of Teachers Day at Netaji Indoor Stadium, Kolkata	NSS Unit of Derozio Memorial College in collaboration with NSS Unit WBSU and Govt. of West Bengal	2	30
Online COVID 19 training for the NSS Volunteers	NSS in collaboration with NSS Unit of WBSU	2	55
Installation of Aarogya Setu and Diksha App by the	NSS in collaboration with NSS unit of WBSU	2	45

NSS volunteers (Online Training)			
Celebration of World Environment Day (Virtually)	NSS Unit of Derozio Memorial College	2	47
Online Training for NSS Volunteers for Installation of U-Reporter	NSS Unit of Derozio Memorial College in collaboration with WBSU	2	125
Celebration of Independence Day	NCC Unit, DMC	3	36
Celebration of Republic Day	NCC Unit of Derozio Memorial College	3	29
KB-15/CATC-CAMP	19-BN-Battalion, NCC	0	4
KB-20/CATC-CAMP	19-BN-Battalion, NCC	0	4
Workshop on Mahatma Gandhi and Satbhavana	Departments of Philosophy and Economics	31	88
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Celebration of Teachers Day	NSS Unit of Derozio Memorial College in collaboration with NSS Unit WBSU and Govt. of West Bengal	Celebration of Teachers Day at Netaji Indoor Stadium, Kolkata	2	30
Online COVID 19 training	NSS in collaboration with NSS Unit of WBSU	Online COVID 19 training for the NSS Volunteers	2	55
Installation of Aarogya Setu and Diksha App	NSS in collaboration with NSS unit of WBSU	Installation of Aarogya Setu and Diksha App by the NSS	2	45

		volunteers (Online Training)		
Celebration of World Environment Day (Virtually)	NSS Unit of Derozio Memorial College	Celebration of World Environment Day (Virtually)	2	47
Installation of U-Reporter	NSS Unit of Derozio Memorial College in collaboration with WBSU	Online Training for NSS Volunteers for Installation of U-Reporter	2	125
Workshop on Mahatma Gandhi and Satbhavana	Departments of Philosophy and Economics	Workshop	31	88
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Academic Exchange (Institute of Cross Culture Studies and Academic exchange, N. Carolina, USA)	24	Jointly by College and Institute of Cross Cultural Studies and Academic exchange, N. Carolina, USA	3
Teacher Exchange (Department of Bengali, East Calcutta Girls College)	120	College	1
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nil	Nil	0
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Academy of	24/07/2019	Joint Reaerch,	25

Professional Studies		Seminars, Exchange of Academic Materials	
Institute of cross cultural studies and academic exchange	18/10/2019	Seminars and Faculty Exchange	58
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
7.5	8.01

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Koha	Fully	19.05	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	15045	2462017	738	123318	15783	2585335
Journals	27	104000	0	0	27	104000
Digital Database	1	5900	0	0	1	5900
CD &	98	1052	0	0	98	1052

Video						
Library Automation	1	17700	0	0	1	17700
Weeding (hard & soft)	248	81182	0	0	248	81182
Others(s pecify)	36	1267	24	740	60	2007
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	Null
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	97	22	97	0	0	6	15	100	54
Added	8	0	8	0	0	2	1	0	5
Total	105	22	105	0	0	8	16	100	59

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
1.Sony PXW 160 (Professional Camcorder). 2.Sony PXW 320 (Professional Camcorder). 3.Sony Anycast Touch Live Content Producer. 4.Blackmagic ATEM Production Studio 4K (Video Switcher). 5.Chroma Studio with Proper Light Setup. 6.Audio Recording	https://www.youtube.com/watch?v=wr4vGMSr8fc

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
7	746816	13	1356334

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The procedures and policies for maintaining, and utilising physical ,academic and support facilities are outlined below (A) PHYSICAL FACILITIES: Physical facilities of the institution include college building, frontal garden, backyard playground, parking lots , all furniture and fixtures ,all electronic, electrical and mechanical equipment , CCTV , generator, pumps. There are designated staff, mali, sweeper, security guards, and namely third parties eg electrician , plumber, carpenter, for maintenance of physical facilities. Stock registers of physical facilities are available The College Planning Board compiles details of the required augmentation of physical facilities on the basis of requisitions received from the Purchase Committee and various functional Committees /functional heads and the Principal/DDO places such details before the Governing Body for approval via the Finance Committee . After the approval of the Governing Body is obtained, the Purchase Committee initiates purchase while the Tender Committee invites E Tender for items whose value exceeds Rs 1 lakh The Building Committee of the college is responsible for repair , maintenance and addition/ alteration of the college building and also the college playground The expenditure proposals of the Building Committee are placed before the College Planning Board and the procedure for its approval is the same as in the case of other physical facilities explained hereinbefore (B) ACADEMIC FACILITIES: Academic facilities of the institution include all conventional and smart classrooms ,all laboratories with equipment, library with its knowledge and E resources,, teachers rooms , IT Laboratory, Dubbing Room , Auditorium, Conference hall, dedicated computers , their accesories and peripherals, There are designated staff eg peon, sweeper, laboratory attendants and parties eg computer technician , electrician , plumber, carpenter, for maintenance of academic facilities. Stock registers of academic facilities are available The Teachers Council of the college , through its Teaching Facility Committee is responsible for repair , maintenance , utilisation and augmentation of the academic facilities of the institution The Teacher’s Council compiles details of the required augmentation of academic facilities on the basis of requisitions received from the Heads of various Departments/ functional areas through its Teaching Facilities Committee The Principal / DDO places such details before the Governing Body for approval via the Finance Committee . After the approval of the Governing Body is obtained, the Purchase Committee initiates purchase while the Tender Committee invites E Tender for items whose value exceeds Rs 1 lakh (C) SUPPORT FACILITIES: The support facilities of the institution include beautification of the garden , surveillance (CCTV) and security, electricity generation (Generator) , canteen services , Tea kiosk in the Teachers Room, water purifiers , parking facilities, primary medical unit etc. All purchase decisions in this respect are placed by the Principal / DDO before the Governing Body through the Finance Committee

<https://dmc.ac.in/policies-for-maintaining-and-utilising-physical-academic-and-support-facilities/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	0	0	0
Financial Support from Other Sources			

a) National	Kanyashree-12, Minority Scholarship, Post Matric Scholarship (Oasis), SVMCM, Udaan	1500	11149580
b) International	0	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
English Communication in a Competitive World	09/08/2019	877	Department of English
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	Nil	0	0	0	0
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	0	0	NA	0	0
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	7	BA	History (Honours)	West Bengal State University,	MA

				Rabindra Bharati University, Aliah University, Netaji Subhas Open University	
2020	3	BA	Education (Honours)	West Bengal State University, Rabindra Bharati University, Vidyasagar University	MA
2020	11	BA	Bengali (Honours)	West Bengal State University, Rabindra Bharati University, Aliah University, Netaji Subhas Open University	MA
2020	2	BSc	Computer Science (Honours)	West Bengal State University	MSc
2020	1	BSc	Physics (Honours)	West Bengal State University	MSc
2020	1	BA	English (Honours)	West Bengal State University	MA
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	0
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Teachers Day Celebration	Dept. of English, Derozio Memorial College	64
Farewell Final Year	Dept. of English, Derozio Memorial College	24
International Mothers language day	Dept. of Bengali, Derozio Memorial College	100

Celebration of International Womens Day	Derozio Memorial College	80
Teachers Day Celebration Wall magazine Publication	Dept. of Education, DMC	40
Students Farewell Ceremony	Dept. of Education, DMC	45
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students' Council, plays a vital role in cultural activities and sports. The Seminars organised by the college are made successful by active participation of the students. The Council organises Birthday Celebration of Henry Louis Vivian Derozio, Blood Donation Camp, Fresher's Welcome, Teachers Day, Saraswati Puja, Nabi Dibash, Annual Social, Iftar Party Celebration and picnic every year. Annual Sports of the college is organised by the Council. The members of the Council work really hard to make the Annual Cultural Programme a success. Moreover, it is praise worthy that the Council extends generous financial assistance to the economically backward students during admission and during exigencies. The Students' Council strives sincerely for the all-round development of students and tries to promote community harmony. The Council aims to take the college towards a bright and prosperous future beyond all political barriers.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The practices of the college with respect to decentralization and participative management are - (1) (a) Policy decisions are taken in Governing Body meetings and responsibility for implementation of the same are assigned to particular bodies (e.g. Teachers' Council) and functionaries (Principal, Secretary-Teachers' Council, Bursar, etc) (b) Broad functional policies are determined in Teachers' Council meetings are responsibility for implementation of the same is delegated to various committees of the council. (2) NTS are provided the opportunity of participating in the corporate life of the institution as follows : (a) One NTS of the college served as member of the Governing Body. (b) NTS are inducted in various committees such as Finance Committee, Admission Committee, Examination Committee, P.F. Committee, Library Development Committee, etc. (3) (a) The Governing Body inducts a Student's Representative as member. (b) The Admission Committee accepts suggestion from the Students Union on matters relating to admission, publication of prospectus, etc. (c) The Media Centre has a Student's Representative as member.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Research and Development	College encourages faculty members to submit more MRP proposals College encourages faculty members to published articles in Peer -Reviewed Journals College encourages faculty members to participate in external National / International Seminars and present papers and or act as resource person Students are engaged in data collection and analysis of data to encourage them to undertake research activities in future Feedback from students regarding lectures on social issues
Library, ICT and Physical Infrastructure / Instrumentation	Provision of Internet facilities in Library, Office and different departments More Desktop, Laptop, Projector are provided for wider use Laboratories are provided with modern experimental equipments
Human Resource Management	Motivation the faculty members to participate in Refresher Course, Orientation Programme, Short Term Course and Faculty Development Programmes
Industry Interaction / Collaboration	Collaboration made with Nikon, Canon, Numerico Informatics Pvt. Ltd., Rupali Publishing House.
Admission of Students	Full fielded online admission procedure is adopted Admission is strictly done on the basis of Merit following Govt. Rules
Curriculum Development	Arranged field work, Survey and

	Documentation, Arranged Project Work in specific subjects ICT has been introduced in syllabus to enhance computer and technical skill, Curriculum design for value added and certificate courses Some teachers participated in Board of Studies meetings held to frame curriculum
Teaching and Learning	Teaching through film and Audio visual modes Teachers Exchange Programme Demonstration lectures by students Arranged Seminar, Field Work, Excursion Open access system in Library Subject-based debates organised in specific departments
Examination and Evaluation	Arranged Tutorial classes Arranged Class Tests Examination and Evaluation

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Yes
Administration	Yes
Finance and Accounts	Yes
Student Admission and Support	Yes
Examination	No

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Methodology of Publication of Research papers with ISBN and ISSN	Nil	05/08/2019	10/08/2019	49	Nil

2019	Nil	Preservation of Documents in Digitized Form	07/12/2019	12/12/2019	Nil	18
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
OP	1	26/08/2019	16/09/2019	21
OP	1	03/02/2020	24/02/2020	21
RC	1	27/01/2020	08/02/2020	14
RC	1	27/01/2021	08/02/2021	14
RC	1	25/06/2019	08/07/2019	14
FDP	1	25/06/2020	29/06/2020	5
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Festival advance	Festival advance	Students Scholarship Membership of Students Health Home

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Yes, Internal financial audit is conducted by Principal / DDO. External financial audit is conducted regularly by Govt. Appointed auditor.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Radhamadhab Institution	50000	rainwater Harvesting System
No file uploaded.		

6.4.3 – Total corpus fund generated

1058754

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	WBSU	Yes	IQAC
Administrative	Yes	State Government	Yes	Principal/DDO

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Nil

6.5.3 – Development programmes for support staff (at least three)

1. Health and hygiene 2. Professional ethics 3. Hands on training- Gardening
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

1) Vertical construction of college building initiated from funds received from RUSA
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	Yes
d) NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Academic Data collected from Departments for review (Students intake, classdata, result analysis, departmental programmes, etc for 2019-20)	23/09/2019	23/09/2019	28/09/2019	32
2019	Initiative taken to procure library books and laboratory equipment to facilitate teaching learning under new	03/12/2019	03/12/2019	03/12/2019	36

	CBCS syllabus.				
2020	A meeting with stakeholders (TS NTS) where new areas of record keeping job oriented courses for NTS, literary orientation, students feedback, medical unit etc. were discussed	14/01/2020	14/01/2020	14/01/2020	62
2020	A meeting with stakeholders (Students) where students feedback mechanism, suggestions for improvement of institutional life etc	14/02/2020	14/02/2020	14/02/2020	89

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Celebration of International Womens Day	06/03/2020	06/03/2020	52	28

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
1. Solar Panel setup on the roof of the College Building. 2. Rain Water harvesting system introduced.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	5
Provision for lift	No	0
Ramp/Rails	Yes	1
Braille Software/facilities	Yes	0
Rest Rooms	Yes	0
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	1	1	28/02/2020	1	College visit by students of local schools on Science Day	Scientific awareness	100
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct	19/11/2018	The College Code of Conduct helps teachers, learners and office personnel comply with the rules, policies and norms of the institution and conform to its prescribed behaviour patterns The College Code of conduct is important because it: 1. Serves as a handbook of action for stakeholders and helps them excel in their work 2. Outlines the principles and values of the institution and sets

standards for the stake holders to follow 3. Helps to correct the conduct of stake holders by differentiating between appropriate and inappropriate behaviour 4. Promotes a compliant culture where stake holders follow rules, directives and administrative decisions spontaneously The College Code of Conduct Manual, which is displayed on the college website, helps faculty members, learners and office personnel achieve the standards of integrity, commitment and fairness that is necessary to ensure that the conduct of academic, research and other activities of institutional life are smooth and effective There is a Code of Conduct Committee headed by the HOI to monitor compliance with the Code of Conduct Manual and organize awareness programmes on Codes of conduct and Codes of Professional ethics for various stake holders of the institution.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Inaternational Mother Language Day	28/02/2020	28/02/2020	100
Observance of International Womens Day	06/03/2020	06/03/2020	80
Republic Day Celebration	26/01/2020	26/01/2020	29
Independence Day Celebration	15/08/2019	15/08/2019	36

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

(1) Tree plantation is organised in the college campus. (2) College campus has been declared plastic free zone (3) Smoking inside the campus is prohibited (4)

Frequent campus cleaning programmes organised by the NSS Unit (5) A flower garden is maintained at the frontal face of the college (6) Arrangements for rain water harvesting has been introduced. (7) Herbal and Kitchen gardens are maintained.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices-I 1. TITLE OF THE PRACTICE : Preference to minority girl students regarding admission and availing scholarship. 2. GOAL : The institution being located in a minority community based area, it aims at promoting education amongst the students of the community, particularly the girl students so that proper social and educational upliftment is possible, The college intends to promote women power in this community by inspiring them to pursue higher education and thus be developed as confident individuals capable of handling diverse issues of life and fighting against all social odds. 3. THE CONTEXT : Several challenges had to be faced to design and implement this practice. The social set up of the community often promotes early marriage of girls and motherhood. Thus pursuance of higher education becomes a critical and practical problem for them. Moreover, the college being a co-educational institution, there is an inhibition both amongst the parents and the students from taking admission in the college. The girls are often uncomfortable to attend classes along with students of the opposite sex. Again, financial constraint is an enormous problem that poses hindrance in the minority girls taking admission and continuing with their studies because the obvious preference for higher studies is given to the boys of the family as per the socio-cultural milieu of gender preference. 4. THE PRACTICE : The best practice is maintained in accordance with reservation in intake quota made for minority girls in accordance with subsisting government guidelines regarding OBC-A. Stipends are also made available to them according to the guidelines of West Bengal Minority Development Finance Corporation. Girls are inspired to actively participate in different internal and external activities so that their confidence is raised and they can understand their own potential to excel in diverse spheres of life. Unwillingness of minority girls to attend college (for reasons mentioned in 'The Context') and convincing parents about the need for higher education are specific constraints that are to be addressed by the institution constantly. 5. EVIDENCE OF SUCCESS : Preference to minority girl students regarding admission and availing scholarship has had enough success in the college. Majority of the girl students belong to the minority community who attend the college regularly and fare quite well in the examinations. They take active interest in classes, go the libraries for further readings and enrich their knowledge. They participate in various programmes like Youth Parliament, Debates and cultural programmes. Scholarship has acted as an impetus to inspire the girls to attend college regularly since their financial constraint is partly meted out through this practice. 6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED : The problems encountered to implement the practice are several. Early marriage of girls, financial constraints, inhibition of free mixing in co-educational atmosphere, gender discrimination in their families are consistent problems which need to be addressed. Thus meeting the guardians of the minority girl students and convincing them about equality of sexes and need for higher education of girls is an important criterion. Arrangement of conveyance for the safe travel of girls to the college and back home is another requirement which can further ensure attendance of the students. Making the girls understand that their education would not only promote their all-round development and better living but also ensure their roles as socially responsible citizens and family members nurturing values amongst all is another objective of this practice. 7. NOTES (OPTIONAL) : This practice not only ensures girl students' attendance but also promotes respect for the girl students and thus aims to create a society

without gender bias. 8. CONTACT DETAILS : NAME OF THE PRINCIPAL : Dr. Dibyendu Talapatra NAME OF THE INSTITUTION : Derozio Memorial College CITY : Kolkata PIN CODE : 700136 ACCREDITED STATUS : B WORK PHONE : 033 25196050 WEBSITE : WWW.deroziomemorialcollege.org MOBILE : 09433411868 FAX : E-MAIL : deroziocollege@gmail.com Best Practices-II TITLE OF THE PRACTICE : AWARENESS REGARDING THE CONSERVATION OF ENERGY : 1. GOAL : (1) To save on energy costs without sacrificing comfort and help others with the excess energy. (2) To incorporate devices waysand means of conserving energy so that there is a tangible reduction in wastage. 2. THE CONTEXT : Energy savings add up when all the stakeholders join together in conservation efforts. Institutions with effective conservation programmes can save a substantial amount in utility bills. 3. THE PRACTICE : Following practices helped to conserve energy. (1) Lights and fans are switched off when not in use. (2) Unneeded electrical fixtures (lights/fans) are removed (3) Energy efficient light bulbs are used (4) Energy star equipment are purchased (5) An energy patrol ensures that the energy saving drive is successful. 4. EVIDENCE OF SUCCESS : (1) Signs and stickers on walls remain all stakeholders to turn off lights / fans when they leave a rom. (2) Energy efficient LED lights are used. (3) Computers with power management features are purchased. These go into the sleep mode when not in use. (4) Energy star computers, monitors, printers, copiers and air conditioners are purchased. (5) Circuit breakers have been installed outside classrooms. (6) Air-conditioners are used only when absolutely necessary. 5. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED : (1) A vast majority of stakeholders are simply indifferent to the appeal for energy conservation (2) It is not possible for the energy patrol (usually an office bearer) to ensure that all lights and fans are switched off because he cannot make frequent beats throughout the day (3) Some of the electrical gadgets are old and consume a lot of energy. It's not possible, because of shortage of funds to replace all of them. 6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED : (1) Financial constraints hinder the procurement of the required quantity of computers, accessories and programme packages. (2) There is a degree of hesitation amongst many students and other stakeholders to switch over from the manual to the computerised mode of functioning.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://dmc.ac.in/best-practice/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

PRIORITY AREA (OBJECTIVE) : Continuous upgradation of the teaching learning process Following actions have been taken in this priority area 1) Audio-Visual Aids (LMS and presentations etc.) are being used to improve the lesson delivery process. 2) Educational Tour have been conducted by different departments to encourage students to gather knowledge through practical experience. 3) Making of documentary films for practical implications of Journalism and Mass Communication. 4) Provision of internet facilities in Library, Office and different Departments. 5) Laboratories have been provided with modern equipments. 6) More Desktop, Laptops and Projectors have been provided for wide use. 7) Course and programme outcome of the specified syllabus are explained and conveyed to the students at the beginning of every academic session. 8) Crosscutting issues are being addressed specifically to enhance the social awareness of the students.

Provide the weblink of the institution

<https://dmc.ac.in/teaching-learning-process/>

8.Future Plans of Actions for Next Academic Year

(1) To introduce Post Graduate courses (2) To utilise funds received from RUSA to facilitate teaching-learning under the new CBCS syllabus (3) To introduce application oriented programmes as part of the designated CBCS curriculum (4) Training in Basic Computer Programming and in English Correspondence for New Teaching staff to be introduced (5) To complete construction of 2nd floor and arrange for additional classroom and laboratories (6) To provide for an internal drainage system to prevent water logging in the college premises. (7) To upgrade the existing facility of safe drinking water (8) To make new provisions for Divyangjan (lift, Braille, etc) (9) Placement Cell to be reactivated