Yearly Status Report - 2017-2018

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	**chaitali.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	**chaitali.mukherjee65@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://dmc.ac.in/formsanddownloads/iqacaqar-16-17

4. Whether Academic Calendar prepared during the year	**No**

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	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**

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 from departments (students intake class data, result analysis, departmental programmes, etc)	**14-Jul-2017** **1**	**30**

Organised through NSS cleaning of classrooms and playgrounds under Swachh Bharat Abhiyan	10-Aug-2017 2	25
Commemorated the 75th year of Quit India Movement in association of the Department of History. Lectures were delivered by eminent Professors of Calcutta University and Diamond Harbour Women's University	25-Aug-2017 1	59
Organised a discussion forum on newly introduced CBCS. Dr. D. Chattopadhyay, VC, Amity University, Kolkata and Sri T. K. Ghora, Jt. DPI delivered lectures.	17-Feb-2018 1	74
Observed Bhasa Divas in association with Department of Bengali. The occasion was marked by recitation and dramatic reading	21-Feb-2018 1	124
Observed Science Day an association with NSS. A number of programmes were held and local school students visited the Science laboratories of the college.	28-Feb-2018 1	87
Celebrated Women	12-Mar-2018 1	69
Identified causes of gradual decline in students enrolment measures for improvement of performance in University Examination	27-Mar-2018 1	58
Observed HLV Derozio Birthday an endowment lecture was delivered by format Director General of Archaeological Survey of India	10-Apr-2018 1	98

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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
Dr Saikat Mondal & Anirban Basu Roy Chowdhury	Major Research Project	UGC	2018 1095	258600
No Files Uploaded !!!				

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 :	**5**
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)

Compiled an academic data base on departments (Students intake, class data, result analysis, departmental programme).

Identified causes of gradual decline of students enrolment and took corrective measures (visit to adjoining Schools, augmentation of infrastructure of Science departments, etc).

Observed Women's Day, Science Day, Bhasa Divas and 75th year of Quit India Movement through programmes and lecture sessions.

Organised a discussion forum on the newly introduced CBCS.

Arranged through NSS, cleaning of classroom and playgrounds under Swachh Bharat Abhiyan

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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
Implement of under Swachh Bharat Abhiyan	NSS Volunteers cleaned classrooms and playgrounds
Collection of academic data (students intake class data, result analysis, departmental programmes, etc)	Data collected for review
Updating profile of Departments on College website	Updating done
Upgradation of the Health Unit of the college	Upgraded and stock of medicines replenished
Process promotion proposals of 2 teachers	Is being processed
Conduct of Internal Academic Audit	Internal Audit done
[View Uploaded File](#)	

14. Whether AQAR was placed before statutory body ?	No
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	2018
Date of Submission	07-Mar-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The MIS modules currently operational are : (1) OPAC, Koha package, Library (2) Online enrolment system (3) Kanyasree details uploading in State Govt. portal (4) College Website with department profiles (5) NList online books / journal access (6) Departments (B.A. / B.Sc. / B.Com.) (7) Computerised cash handling and accounting systems

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 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 employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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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
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

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
No Data Entered/Not Applicable !!!		
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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
No Data Entered/Not Applicable !!!		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes

Teachers	No
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained
Feedback received from students are analysed and reviewed to (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
No Data Entered/Not Applicable !!!				
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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 (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	**1142**	**0**	**30**	**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	Numberof smart classrooms	E-resources and techniques used
30	**10**	**20**	**3**	**1**	**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)

Details of the mentoring system availavle in the institution are (1) The Governing Body inducts a student representative (2) Students representatives are invited to meetings of the Teachers Council, Admission Committee, Media Centre, etc as and when required, thus grooming them in administrative process. (3) Students are groomed as members of NCC and NSS. The participate and provide assistance in various Seminars and programmes of the college (4) Students are also involved in field work, research activities and community outreach programmes.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1142	30	1:38

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	3	0	17

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
2017	Dr. Dibyendu Talapatra	Principal	Siksha Ratna awarded by Government of West Bengal

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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	B.A. Honours	3	17/03/2018	29/08/2018
BCom	B.Com. Honours	3	17/03/2018	29/08/2018
BSc	B.Sc. Honours	3	17/03/2018	29/08/2018
BA	B.A. General	3	24/03/2018	29/08/2018
BCom	B.Com. General	3	24/03/2018	29/08/2018
BSc	B.Sc. General	3	24/03/2018	29/08/2018

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Reforms initiated on (1) Continuous internal assessment of B. Sc. (General) courses accordingly to University guidelines (2) Class tests arranged at regular intervals to assess the academic progress.

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

Yes, The academic calendar is adhered to for conducting admissions, display of class routine, commencement of classes, declaration of holidays and vacations, organising various programmes and annual college sports, conduct of examinations, etc

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)

<div align="center"><strong style="color:red">No Data Entered/Not Applicable !!!</div>

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
No Data Entered/Not Applicable !!!					

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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)

<div align="center"><strong style="color:red">No Data Entered/Not Applicable !!!</div>

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
Major Projects	1095	ugc	1074400	258600

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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
No Data Entered/Not Applicable !!!		

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
No Data Entered/Not Applicable !!!				

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

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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
0	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	Economics	4	Nill
International	Bengali	2	Nill
International	Electronics	3	3
International	History	3	Nill
International	English	2	Nill
International	Computer Science	2	Nill
International	Commerce	3	Nill
International	Philosophy	3	Nill
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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
LIbrary	2
Comp. Sc.	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
No Data Entered/Not Applicable !!!						
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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
No Data Entered/Not Applicable !!!						
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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	2	5	8	0
Presented	3	0	2	0

papers				
Resource persons	1	2	1	1

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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
No Data Entered/Not Applicable !!!			
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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
No Data Entered/Not Applicable !!!			
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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 activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
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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
No Data Entered/Not Applicable !!!			
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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
Workshop	Cannon Workshop	Cannon	14/11/2017	15/11/2017	188
Workshop	photo walk	Cannon	24/06/2018	24/06/2018	16
No file uploaded.					

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
No Data Entered/Not Applicable !!!			
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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
8	9.6

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	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	Partially	23.11.00.000	2015

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
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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
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	79	10	73	0	0	4	15	100	50
Added	15	12	86	0	0	2	0	100	1
Total	94	22	159	0	0	6	15	200	51

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
No Data Entered/Not Applicable !!!	

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 incurredon maintenance of physical facilites
20	2366771	18	1965055

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 the college building , the frontal garden ,the backyard playground, parking lots , all furniture and fixtures ,all electronic, electrical and mechanical equipment , CCTV , generator, pumps etc There are designated staff eg mali, sweeper, security guards, and parties eg electrician , plumber, carpenter, for maintenance of physical facilities .Log books and 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 Teacher in Charge/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 is 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 , the library with its knowledge and E resources,, teachers rooms , the IT Laboratory, the Dubbing Room , the Auditorium, theConference 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 .Log books and 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 Teachers Council compiles details of the required augmentation of academic facilities on the basis of requisitions received from the Heads of various Departments/ functional areas throught its Teaching Facilities Committee The Teacher in Charge / 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, bprimaey medical unit etc The Head clerk is responsible for the maintenance and utilisation of support facilities with the assistance of designated staff All purchase decisions in this respect are placed by the Teacher in Charge / 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	Nill	0	0
Financial Support from Other Sources			
a) National	minority scholarship, SC/ST/OBC scholarship, Kanyashree	1384	12283920
b)International	Nill	0	0
[View File]()			

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 implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
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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 passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					
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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
No Data Entered/Not Applicable !!!		

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 stduents placed	Name of organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					

[View File](#)

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
No Data Entered/Not Applicable !!!	
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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
Annual Social function	College level	1000
Annual Sports event	College level	200
No file uploaded.		

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
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students' Union, elected by the general students of the college, 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 Union 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 Union. The members of the Union work really hard to make the Annual Cultural Programme a success. Moreover, it is praise worthy that the Union extends generous financial assistance to the economically backward students during admission and during exigencies. The Students' Union strives sincerely for the all-round development of students and tries to promote community harmony. The Union 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:

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

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 decentralisation and participative management (1) (a) Policy decisions are taken in Governing body meetings and responsibility for implementation of the same are assigned to particular bodies (eg. Teachers' Council) and functionaries (Principal, Secretary-Teachers' Council, Bursar, etc) (b) Broad functional policies are determined in Teachers' Council meetings and the 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 Non-Teaching staff of the college serve as member of the Governing Body (b) Non-Teaching staff are inducted in various committees such as Financial Committee, PF Committee, Admission Committee, Examination Committee, Library Development Committee, etc. (3) (a) The Governing Body inducts a student's representative as member (b) The Admission Committee accepts suggestions from the Students' Union on matters relating to admission, publication of prospectus, etc.

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
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.
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
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 Nikkon, Cannon, Trarrs World Features, India Blooms, News Service, I Dream Wenz, Numerico Informatics Pvt. Ltd., Rupali Publishing House, Banerjee Co, ISNSA, Vigyan Prasar, DST Govt. of India
Admission of Students	Full fielded online admission procedure is adopted Admission is strictly done on the basis of Merit following Govt. Rules

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

E-governace area	Details
No Data Entered/Not Applicable !!!	

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
No Data Entered/Not Applicable !!!				
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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)
No Data Entered/Not Applicable !!!						
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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
Human Rights (Summer Course)	1	17/06/2017	07/07/2017	21
Bio Technology	1	06/11/2017	26/11/2017	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Festival advance	Festival advance	Students workshop, membership in 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, D.D.O. 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	Gyandhara Prokolpo
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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**	**West Bengal State University**	**Yes**	**IQAC**
Administrative	**Yes**	**State Government**	**Yes**	**Principal, DDO**

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

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Additional number of Computers have been purchased and Internet Connection has been provided to departments 2. The College Library has been upgraded and computerised 3. There has been increased participation of Faculty Members in Seminars, Workshops, Refresher Courses and Orientation Programmes

6.5.5 – Internal Quality Assurance System Details

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

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
No Data Entered/Not Applicable !!!					
[View File](#)					

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	**08/03/2018**	**08/03/2018**	**110**	**84**

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
Percentage of power requirement of the College met by the renewable energy sources (1) Solar panel set up on the roof of the college building

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries

Ramp/Rails	Yes	2
Provision for lift	No	Nill
Braille Software/facilities	No	Nill
Rest Rooms	No	Nill
Scribes for examination	Yes	2
Special skill development for differently abled students	No	Nill
Any other similar facility	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadva ntages	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
No Data Entered/Not Applicable !!!							

View File

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			

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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.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE-I TITLE OF THE PRACTICE : ROLE OF PRESENT STUDENTS IN MAINTAINING INFORMATION OF OUTGOING STUDENTS The institution being only twenty year old needs a track of outgoing students for expressing its own progress and understanding its success rate in achieving its goal of all-round development of students. Further, this practice aims at direct involvement of present students in taking up responsibilities and maintaining healthy relationship with the seniors of the Department. The college intends to organise a alumni so that the members can take classes in adjacent areas for promoting education.

Further the college would become well reputed through publicity made by members of the association. THE CONTEXT : Several challenges have to be faced to implement this practice primarily because of the fact that this practice has been introduced in this year only. Since majority of the students belong to backward classes and impoverished background they cannot avail the new-age technological resources which are rampantly used by students of city-based colleges. So contacting the outgoing students becomes a real challenge. Since many of the students are first generation learners they do not have any comprehensive idea about the necessity of alumni association and hence are not quite willing to respond positively. THE PRACTICE : The present students of all the departments are involved directly in maintaining essential particulars of outgoing students so that correspondence with the latter for future Alumni Association activities gets facilitated. Information on the career progression of the ex-students, for instance, entry in post-graduation programme, employment and other relevant details can be obtained. The modus operandi involved in the implementation of this practice needs more refinement. Presently the ex-students who come to the college for getting certain records like Character Certificate, Migration Certificate, Police Verification are asked to write their details so that their records can be preserved. A log book is maintained where the students are asked to enter their personal details when they to come to collect mark sheets of university examinations. EVIDENCE OF SUCCESS : Though the institution has just begun to implement this practice, some success has already been achieved. Reunions have been arranged in some of the departments on smaller scale where the active participation of the students is commendable. These reunions would ultimately lead to future alumni association activities. The initiative to decentralize the formation about students of their respective departments has been quite successful. PROBLEMA ENCOUNTERED AND RESOURCES REQUIRED : The problems encountered to implement the practice are several. Since this practice is new one, challenges faced are many students coming from rural background and belonging to backward communities are not conversant enough with technological devices. Thus contacting them is a different task. Non willingness of the ex-students to get involved in the alumni association is another major to be overcome. Active Participation of both current and ex-students is absolutely essential to made this practice a success. Equipments to maintain database for keeping necessary records is needed. Financial assistance for organising different programmes and providing refreshments to students is a vital requirement. This practice not only ensures maintenance of data regarding the ex-students and their involvement in the development of the college but also promotes a healthy relationship amongst the present and outgoing students. This would also generate confidence amongst students to organise programmes successfully and thus boost them up for future duties in broader social perspectives. BEST PRACTICE-II 1. TITLE OF THE PRACTICE : PUBLICATION OF DEPARTMENTAL WALL MAGAZINE 2. GOAL : The institution aims at healthy participation of students and their involvement in activities apart from direct learning in the classrooms. The publication of Wall Magazine by the various departments nurtures their creativity and aesthetic sense. This enhances their confidence level. This further increases their sense of responsibility and creates a feeling of ownership as far as the respective departments are concerned. The practice also has a far reaching goal to help the students choose this creativity to earn financially in their future lives. 3. THE CONTEXT : There are definite challenges that are to be faced to maintain this practice. Since preparing the wall magazine is a time-consuming affair it requires students to stay back in the college for extended hours beyond their regular class schedule. This often becomes difficult since guardians are often unwilling to make their students stay for long hours in the college. Moreover, there are several students who have other engagements like jobs for meeting financial requirements of their own and their families. Hence time constraint is a genuine concern for them though they are eager to contribute towards the

wall magazine. Again, there are many students, particularly girls, who are shy and do not want to come out of their shells. 4. THE PRACTICE : Students of various departments publish wall magazines under the active guidance and mentorship of the teachers. Articles in these magazines are usually subject-based. Some of these reveal advances made in the various disciplines. Again, innovative ideas are also shared through the wall magazines like presentation of ideas through cartoon sketches and diagrams. In some cases the magazines are based on current topics. 5. EVIDENCE OF SUCCESS : Almost all the departments of the college publish wall magazines at regular intervals. This is possible only because of active participation and whole-hearted enthusiasm of the students who come up with innovative thinking and aesthetically enriched ideas as reflected in the wall magazines. 6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED : Constraint of time, unwillingness of guardians and coyness of students are definite problems encountered to implement this practice. More involvement of students in the making of wall magazine is needed to make this practice even more successful. Encouragement of students by their families to get involved in this project is very essential. Teachers have enormous responsibilities to locate and identify the students with creative excellence and nurture the same in them. Teachers also have to encourage the shy students to get rid of their lack of confidence and participate fully in this enterprise. 7. NOTES (OPTIONAL) : This practice not only nurtures aesthetic and creative potential of students but also helps to boost up their confidence level and make them responsible individuals.

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) An innovative system of demonstration lecture has been introduced where students deliver lectures to their classmates on topics of their syllabus. (2) Audio-Visual Aids (LCD Projector, Audio systems, etc. are being used to improve the lesson delivery process. (3) Educational Tour have been conducted by different departments to encourage students to gather knowledge through practical experience. (4) Making of documentary films for practical implications of Journalism and Mass Communication. (5) Provision of internet facilities in Library, Office and different Departments. (6) Laboratories have been provided with modern equipments. (7) More Desktop, Laptops and Projectors have been provided for wide use.

Provide the weblink of the institution
https://dmc.ac.in/teaching-learning-process/

8.Future Plans of Actions for Next Academic Year

(1) Approach UGC for release of funds to restart the now formant. Entry in Services Cell, Remedial Coaching Cell and Career Counselling Cell (2) Encourge faculty members to apply for Minor and Major Research projects. (3) Approach UGC and other funding agencies for more grants for augment of infrastructure. (4) Upgrade existing laboratories (5) Organise a larger number of Seminars / workshops (6) Organise more extension programmes in the adjoining locality (7) To introduce PG courses in various disciplines (8) Set up more Smart class room and introduced advanced learning methods (9) Invite industry for collaboration in job oriented training and upgradation of laboratories