



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		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
<b>2. Institutional Status</b>		

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@gmair.com
Alternate Email	chaitali.mukherjee65@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://dmc.ac.in/formsanddownloads/aqar-2017-2018/">https://dmc.ac.in/formsanddownloads/aqar-2017-2018/</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	<a href="https://deroziomemorialcollege.in/naac_dvv/assets/naac_document/Criterion_1_1_1_Academic_Calendar_2018-2019.pdf">https://deroziomemorialcollege.in/naac_dvv/assets/naac_document/Criterion_1_1_1_Academic_Calendar_2018-2019.pdf</a>

### 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

<b>6. Date of Establishment of IQAC</b>	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	11-Sep-2018	17

from Departments for review (Students intake. classdata, result analysis, departmental programmes, etc for 2018-19)	7	
International Mother Language day	21-Feb-2019 1	162
National Science Day	28-Feb-2019 1	102
International Women's Day	16-Mar-2019 1	95
IQAC funded Departmental Teachers Exchange/Academic Exchange programmes	08-Apr-2019 60	158
HOIs of local schools were invited for an interaction on college development and increase in enrolment	10-May-2019 1	25
Seminar sponsored the titled Human Development and Green Development organised by Departments of Economics and Philosophy	15-Sep-2018 1	118

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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
Derozio Memorial College	RUSA 2.0	RUSA	2018 730	10000000
Derozio Memorial College	Workshops / Seminars /Conferences (Colleges)	UGC-ERO KOLKATA	2018 2	22800
Derozio Memorial College	Workshops / Seminars /Conferences (Colleges)	UGC-ERO KOLKATA	2018 2	2400
Derozio Memorial College	UGC sponsored BVoc degree programme NSQF/BVoc in	University Grants Commission	2018 1095	286400

	Public Relations			
Derozio Memorial College	UGC sponsored BVoc degree programme NSQF/BVoc in Public Relations	University Grants Commission	2019 1095	570000
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<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
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Upload latest notification of formation of IQAC	<a href="#">View Link</a>
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<b>10. Number of IQAC meetings held during the year :</b>	4
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The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
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Upload the minutes of meeting and action taken report	<a href="#">View Uploaded File</a>
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<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
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<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>
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Compiled an academic data base on departments (Students intake. classdata, result analysis, departmental programmes, etc)
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Interaction with HOIs of adjoining schools was held and comprehensive details of the infrastructural development of the college were communicated to them physically as well as through a power point presentation
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Funded Departmental Teacher Exchange / Academic Exchange programmes
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In April May 2019 a workshop was organised by IQAC wherein the procedure of updating departmental profile in the college website was explained to teachers of various departments.
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<b>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</b>
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Plan of Action	Achivements/Outcomes
Internal academic audit of departments	Internal Audit done
Updating the profile of departments on college website	Updating done
Collection of academic data from departments (Students intake, classdata, result analysis, departmental programmes, etc)	Data collected
Preparation of academic calendar	Academic calendar prepared
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<b>14. Whether AQAR was placed before statutory body ?</b>	Yes
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Name of Statutory Body	Meeting Date
Governing Body	01-Mar-2024

<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No
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<b>16. Whether institutional data submitted to AISHE:</b>	Yes
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Year of Submission	2019
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Date of Submission	22-Jan-2019
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<b>17. Does the Institution have Management Information System ?</b>	Yes
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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 EJournals through NLIST (4) Online students enrolment system (5) College website with updated profile of departments and functions. (6) OPAC, ILMS through Koha (7) Details of Kanyashree and others scholarship by State Government are uploaded in State Government portal.
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## 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 unitized 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 Teacher's Council Meetings. Curriculum delivery is done (1) Through interactive classroom lectures (2) provision of study materials / class notes (3) purchase of student 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
QUANTITATIVE APTITUDE FOR COMPETITIVE EXAMINATIONS	Nil	20/08/2018	15	employability	enhancing employability
The ABC of English Communication	Nil	05/09/2018	18	employability	enhancing employability
Information Literacy	Nil	24/09/2018	15	employability	enhancing employability
Logic and critical thinking	Nil	22/10/2018	12	employability	enhancing employability
Nil	Skill Development of Photography and Video Production	01/09/2018	365	employability and entrepreneurship	Covering various aspects of photography and video production, including camera operation, lighting techniques, composition, editing and more and also helping students gain full control over the camera and develop their skills
Nil	Skill Development of Web designing and	01/09/2018	365	employability and entrepreneurship	Developing and creating the visual layout skill and user

Development

interface of a website and enabling skills such as graphic design, typography, color theory, and layout design, knowledge of HTML, CSS and JavaScript.

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BVoc	Public Relations	10/12/2018
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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
BA	Bengali	01/09/2018
BA	Education	01/09/2018
BA	English	01/09/2018
BA	History	01/09/2018
BA	Philosophy	01/09/2018
BA	Political Science	01/09/2018
BA	General	01/09/2018
BCom	Accounting and Finance	01/09/2018
BCom	General	01/09/2018
BSc	Economics	01/09/2018
BSc	Botany	01/09/2018
BSc	Chemistry	01/09/2018
BSc	Computer Science	01/09/2018
BSc	Mathematics	01/09/2018
BSc	Physics	01/09/2018
BSc	Zoology	01/09/2018
BSc	General	01/09/2018
BVoc	Broadcast Journalism	01/09/2018
BVoc	Printing & Book Publishing	01/09/2018
BVoc	Public Relations	10/12/2018

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

	Certificate	Diploma Course
Number of Students	1830	31

## 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
GENDER SENSITISATION	03/10/2018	188
Concept of Human Rights and Institutional Arrangements for Protection of Human Rights	06/08/2018	82
lets Know our Heritage	22/10/2018	45
Environment Some Aspects of Sustainable Development	13/10/2018	42
<a href="#">View Uploaded File</a>		

### 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	Broadcast Journalism	3
BVoc	Public Relations	2
BVoc	Printing & Book Publishing	6
<a href="#">View Uploaded File</a>		

## 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
BA	Bengali Honours	169	98	72
BA	Education Honours	101	81	65
BA	English Honours	101	53	39
BA	Philosophy Honours	70	29	15
BA	Political Science Honours	106	68	56
BA	History Honours	101	71	51
BA	General	1118	1102	924
BSc	Physics Honours	34	12	6
BSc	Computer Science Honours	60	18	9
BSc	Mathematics Honours	60	20	15

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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
2018	1457	0	28	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
28	28	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)

Students mentoring is a continuous learner centric initiative which helps learners address academic and extra-academic issues and actualise their capabilities and skills. The prime objectives of the student mentoring system at the institution 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 student's and also facilitated their representation in various administrative, co-curricular and extra-curricular activities as described below: a) A student's representative has been inducted as a member of the Governing Body b) Student's representatives have been included in various functional committees like Admission Committee, Sports Advisory Committee, Media Centre, etc c) Patronage is given to the Student's Council to organise Fresher's Welcome, Blood Donation Camps, Annual Sports, Annual College function and Teacher's Day. d) Students assist teachers in observance of Bhasa Divash, National Science Day and International Womens 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 brotherhood ( eg tree plantation, Swatch Bharat Abhiyan, Celebration of NSS Day ,Health Awareness Programmes, Sit and Draw Competition" at Barpole Free Primary School. etc) 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, beautician course. 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 programme for students in order to acquaint them with the procedure of digital access and usage of library facilities.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1457	28	1 : 52

## 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
26	24	2	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
2019	Dr RAJIB LAHIRI	Assistant Professor	AMBEDKAR SOCIAL SERVICE 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
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				examination
BA	SEM-I	Semester	26/12/2018	06/02/2019
BCom	SEM-I	Semester	26/12/2018	06/02/2019
BSc	SEM-I	Semester	26/12/2018	06/02/2019
BA	Part-III	Year	27/03/2019	09/05/2019
BCom	Part-III	Year	27/03/2019	09/05/2019
BSc	Part-III	Year	27/03/2019	09/05/2019
BA	Part-II	Year	20/06/2019	05/08/2019
BCom	Part-II	Year	20/06/2019	05/08/2019
BSc	Part-II	Year	20/06/2019	05/08/2019
BA	SEM-III	Semester	19/07/2019	07/09/2019

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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 extra curricular 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
UG	BA	Philosophy (Honours)	5	2	40
UG	BA	History (Honours)	23	15	65.22
UG	BA	Bengali (Honours)	48	44	91.67
UG	BA	Political Science (Honours)	10	6	60
UG	BCom	Accounting & Finance (Honours)	2	1	50
UG	BSc	Computer Science (Honours)	1	1	100
UG	BSc	B.Sc. (General)	5	5	100
UG	BSc	Physics (Honours)	1	1	100
UG	BA	B.A. (General)	132	18	13.64
UG	BA	Education (Honours)	12	7	58.33

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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)

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## 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
Nil	0	nil	0	0

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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
Joy of Photography Workshop	Journalism	20/08/2019

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
NA	NA	NA	Nil	NA
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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
NA	NA	NA	NA	NA	Nil
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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	Education	1	6.26
International	Chemistry	1	0
International	Bengali	1	0
International	English	1	3.23
International	Commerce	2	3.98
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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	1
Philosophy	2
Commerce	1
Economics	1
Computer Science	1
Library	2

## 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
IDEAL TEACHER : AN EDUCATIONAL IMPLICATION OF BHAGABAT GITA	DEBASISH CHATTERJEE	Journal of Education and Development	2019	6.26	Derozio Memorial College	0
The Other Side of History: Partition and Repressed Memory	Dr. Mahuya Bhaumik	International Journal of English: Literature, Language and Skills	2019	3.23	Derozio Memorial College	0
A Study on the Problems, Role and Performance of Women Entrepreneurs in Micro, Small and Medium Enterprises (MSMEs) in India	Dr. Rajib Lahiri	International Journal of Management Studies	2019	0	Derozio Memorial College	1
Reservation Policy and Its Influence on the MSMEs in India during Pre and Post Globalisation Era: A Study	Dr. Rajib Lahiri	International Journal of Emerging Technologies and Innovative Research	2019	7.95	Derozio Memorial College	1
Bangali Hindu Bibaha-Sangskritite Loukik Jibon Bhabonar	Dr. Amit Kumar Nandi	International Bilingual Journal of Culture, Anthropology and Ling	2019	0	Derozio Memorial College	0

Nagarayan		uistics				
A Pyrene Based Signaling Unit with Different Metal Binding Units Chem osensors for The Detection of Cu <sup>2+</sup> : Extent of Fluorescence Enhancement Depends on Metal Binding Unit	Mrinal Sarkar	International Journal of Green and Herbal Chemistry	2019	0	Derozio Memorial College	0
The anti bacterial and anticancer properties of zinc oxide coated iron oxide nanotextured composites	Ramaprasad Maiti	Colloids and Surfaces B: Biointerfaces	2019	5.8	Derozio Memorial College	44
Rice-Ber nasconi Gorkov-Elias hberg Effect of Giant Dielectric Permittivity in Silica-Based Films Containing Interrupted Silver Nanowires	Ramaprasad	Transactions of the Indian Institute of Metals	2019	1.6	Derozio Memorial College	9
Giant magnetodielectric effect in composites of nanodimensional spin glass	Ramaprasad	Journal of Magnetism and Magnetic Material	2019	2.7	Derozio Memorial College	12

of system CoO-SiO <sub>2</sub> and mesoporous silica SBA-15						
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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	Nil	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	9	3	8	3
Presented papers	9	0	0	0
Resource persons	0	0	0	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
Swachh Bharat Summer Internship (SBSI) Scheme	NSS Unit of Derozio Memorial College	15	25
Special lecture on "Bank Literacy and the Role of NSS Volunteers" at Barpole Village adopted by the college.	NSS Unit of Derozio Memorial College	5	61
Special lecture on "Impact of Advertisement on the Society and its Reflection in Indian Cinema"	NSS Unit of Derozio Memorial College	4	52
Vector Eradication Programme at the college campus	NSS Unit of DMC in collaboration with Zoology Department, DMC	8	20



Sit and Draw Competition at Barpole Village adopted by the college	NSS Unit of Derozio Memorial College	8	52
Awareness programme at Barpole Village on "Role of Self Help Groups"	NSS Unit of Derozio Memorial College	8	15
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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
Social service	AMBEDKAR SOCIAL SERVICE AWARD	Indian Academic Researchers Association	95
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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
Swachh Bharat Summer Internship (SBSI) Scheme	NSS Unit of Derozio Memorial College	NSS volunteers participated in Swachh Bharat Summer Internship (SBSI) Scheme. Under this scheme our team has conducted five awareness drives at the Barpole Village, adopted by Derozio Memorial College on maintaining cleanliness, water borne diseases.	15	25
Bank Literacy and the Role of NSS volunteers	NSS Unit of Derozio Memorial College	Special lecture on "Bank Literacy and the Role of NSS volunteers" at Barpole Village adopted	5	61

		by the college.		
Impact of Advertisement on the Society and its Reflection in Indian Cinema	NSS Unit of Derozio Memorial College	Special lecture on "Impact of Advertisement on the Society and its Reflection in Indian Cinema"	4	52
Vector Eradication Programme at the college campus	NSS Unit of DMC in collaboration with Zoology Department, DMC	Vector Eradication Programme at the college campus in collaboration with Zoology Department	8	20
Sit and Draw Competition at Barpole Village adopted by the college	NSS Unit of Derozio Memorial College	Sit and draw Competition at Barpole Free Primary School and an awareness programme on "Role of Self Help Groups"	8	52
Role of Self Help Groups	NSS Unit of Derozio Memorial College	Awareness programme at Barpole Village on "Role of Self Help Groups"	8	15
<a href="#">View File</a>				

### 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
NA	0	NA	0
No file uploaded.			

#### 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	Photowalk	Cannon	24/06/2018	24/06/2018	16
Workshop	Street Photography	Nikon	09/07/2018	10/07/2018	65
Workshop	Workshop	Rini	28/07/2018	28/07/2018	85

	on anchoring	Biswas			
Workshop	World Photography Day	Cannon	20/08/2018	20/08/2018	80
Workshop	Student media workshop on World press freedom Day	Consulate of United States	09/10/2018	09/10/2018	12
Workshop	An overview of critical media studies in United States	Consulate of United States	03/05/2019	04/05/2019	9
Workshop	Film making	Department of Journalism and Mass Communication and UGC sponsored B.Voc. Degree Programme	07/06/2019	07/06/2019	52
Students participation	Students participation at US Consulate, Kolkata	US Consulate, Kolkata and Department of Journalism and Mass Communication and UGC sponsored B.Voc. Degree Programme	14/06/2019	14/06/2019	18

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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
Bashirhat College	29/01/2018	Academic activities	42
Institute of Cross Cultural Studies and Academic exchange, N. Carolina, USA	14/02/2018	Academic conference, faculties and scholar exchange lectures etc	28
Bharat Sanchar	23/05/2008	To Provide space	0

Nigam Ltd. (BSNL)		to BSNL in College campus for instlation of BITS equipments	
Nitaji Subhas Open University (NSOU)	29/06/2005	Setting up study center at the college campus for offering UG/PG courses	35
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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
9	9.3

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
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
<a href="#">View File</a>	

##### 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	18.11.00	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	14600	2424873	446	37144	15046	2462017
Journals	25	101000	2	3000	27	104000
Digital Database	1	5900	0	0	1	5900
CD & Video	95	1052	3	0	98	1052
Library Automation	1	17700	0	0	1	17700

Weeding (hard & soft)	0	0	248	81182	248	81182
Others(s pecify)	0	0	36	1267	36	1267
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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	94	22	86	0	0	6	15	100	51
Added	3	0	3	0	0	0	0	0	3
Total	97	22	89	0	0	6	15	100	54

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	<a href="https://www.youtube.com/watch?v=wr4vGMSr8fc">https://www.youtube.com/watch?v=wr4vGMSr8fc</a>

#### 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
8.75	923382	15	1642838

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 ,
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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	Nil	0	0
Financial Support from Other Sources			
a) National	minority scholarship, SC/ST/OBC scholarship,	2120	14884530

	Kanyashree		
b) International	Nil	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 implemetation	Number of students enrolled	Agencies involved
The ABC of English Communication	05/09/2018	1018	Dept of English
<a href="#">View File</a>			

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
2018	Traniee Content Editor	8	4	4	2
<a href="#">View File</a>					

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
E-TV BHARAT	8	4	NA	0	0
<a href="#">View File</a>					

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
2019	18	BA	Bengali	West Bengal State University, Rabindra Bharati	MA

				University, Aliah university, Netaji Open University	
2019	2	BA	English	West Bengal State University	MA
2019	6	BA	Education	West Bengal State University, Rabindra Bharati University	MA
2019	2	BA	Political Science	West Bengal State University & Rabindra Bharati University	MA
2019	12	BA	History	West Bengal State University, Rabindra Bharati University, Aliah university, Netaji Open University	MA
2019	1	BSc	Computer Science	West Bengal State University	MSc
2019	1	BSc	Physics	West Bengal State University	MSc

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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
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Celebration of World Photography Day	Dept. of Journalism Mass Communication, Derozio Memorial College	36
One Day National Seminar on Human Development and Green Development,organised by	Derozio Memorial College	80



Departments of Economics and Philosophy		
Teachers Day Celebration	Dept. of English, Derozio Memorial College	34
Celebration of Indian Newspaper Day	Dept. of Journalism Mass Communication, Derozio Memorial College	46
International Mother Language Day	Dept. of Bengali, Derozio Memorial College	162
National Science Day Celebration	All Science Depts., Derozio Memorial College	57
Celebration of International Womens Day	Derozio Memorial College	65
Derozio Endowment Lecture	Derozio Memorial College	133
Teachers Day Celebration, and wall magazine publication	Dept. of Education, DMC	36
Debate Competition	Dept. of Education, DMC	44
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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	NA	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

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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 and 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 serves 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 Students' Representative as member. (b) The Admission Committee accepts suggestion from the Students Council on matters relating to admission, publication of prospectus, etc. (c) The Media Centre has a Students' 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
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 organized in specific departments
Examination and Evaluation	Arranged Tutorial classes Arranged Class Tests and Evaluation

Research and Development	College encourages faculty members to submit more MRP proposals College encourages faculty members to publish articles in Peer -Reviewed Journals, College encourages faculty members to participate in external National / International Seminars and present papers and or act as resource persons. Students are engaged in data collection and analysis of data these encourages them to undertake research activities in future Feedback from students regarding lectures on social issues are collected and necessary actions are adopted.
Library, ICT and Physical Infrastructure / Instrumentation	Provision of Internet facilities in Library, Office and different departments, Desktop, Laptop, Projector are provided for wider use Laboratories are provided with modern experimental equipments
Human Resource Management	Motivate 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, Trans World Features, India Blooms News Service, I Dream Webz, Numerico Informatics Pvt. Ltd., Rupali Publishing House, Banerjee Co, ISNA, Vigyan Prasar, DST Govt. of India
Admission of Students	Full fledged 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-governance area	Details
Planning and Development	1)Salary from Govt. through HRMS portal. 2)Uploading of expenditure related to Govt. Fund to PFMS portal. Submission of retirement related documents through e-pension portal.
Administration	1)Regular exercises of e tendering process through Govt. portal. 2)Regular exercises of PFMS portal to upload expenditure related to Govt. fund. 3)Submission of retirement related documents through e pension portal.
Finance and Accounts	1)Fully computerised office and accounts section. 2)Maintenance of the college accounts through Tally. 3)Reception of salary fund from Govt. through HRMS portal

Student Admission and Support	1)Online admission including online payment gateway. 2)Maintaining students' database.
Examination	Internal marks are sent to the University through online portal.

### 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	NA	nil	nil	0
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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)
Nil	nil	nil	Nil	Nil	Nil	Nil
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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
UGC Sponsored 69th Orientation Programme	1	09/07/2018	04/08/2018	21
Instrumentation and Automation	1	09/12/2019	19/12/2019	14
Research Methodology Data Analysis for Social Science	1	14/11/2018	04/12/2018	14
Teacher Education	1	14/02/2019	06/03/2019	14
Computer Science and Technology	1	31/12/2018	21/01/2019	14
Nai Talim	1	13/01/2019	19/01/2019	7

Experiencial Learning and Work Education in School Teacher Education Curriculum				
Youth Health, Environment and roll of NSS	1	13/08/2018	20/08/2018	7
WORKSHOP on MOOCs, E-CONTENT DEVELOPMENT AND OPEN EDUCATION RESOURCES	1	19/03/2019	25/03/2019	7
Mathematical Modelling in Continuum Mechanics and Echology	1	03/06/2019	15/06/2019	7
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

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

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 / 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	25000	Gyandhara Prokalpo
<a href="#">View File</a>		

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
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	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)

None
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6.5.3 – Development programmes for support staff (at least three)

None
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

1) ICT based teaching and learning process is encouraged. 2) College has conducted seminars of National and International levels on topics of social and historical relevance. 3) A handful of Collaborations have been introduced with academic institutions and industries.
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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	No
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
2018	Academic Data collected from Departments for review (Students intake, classdata, result analysis, departmental programmes, etc for 2018-19)	11/09/2018	11/09/2018	18/09/2018	30
2019	International Mother Language Day	21/02/2019	21/02/2019	21/02/2019	162
2019	National Science Day	28/02/2019	28/02/2019	28/02/2019	57
2019	International Womens Day	16/03/2019	16/03/2019	16/03/2019	95
2019	IQAC funded Departmental	08/04/2019	08/04/2019	12/04/2019	158

	Teachers Exchange/Academic Exchange programmes				
2019	HOIs of local schools were invited for an interaction on college development and increase in enrolment	10/05/2019	10/05/2019	10/05/2019	25
2018	Seminar sponsored the titled Human Development and Green Development organised by Departments of Economics and Philosophy	15/09/2018	15/09/2018	15/09/2018	118
<a href="#">View File</a>					

## 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	16/03/2019	16/03/2019	59	36

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 set up on the roof of the college building 2. Rain Water harvesting introduced

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	3
Provision for lift	No	0
Ramp/Rails	Yes	3
Braille Software/facilities	Yes	0

Rest Rooms	No	0
Scribes for examination	Nil	3
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
2019	1	1	13/02/2019	1	Swachh Bharat Summer Internship (SBSI) Scheme by NSS unit	Cleanliness in and around college locality	25
2019	1	1	06/02/2019	1	Special lecture on "Bank Literacy and the Role of NSS Volunteers" at Barpole Village adopted by the college.	Bank Literacy at Barpole Village adopted by the college.	61
2019	1	1	12/02/2019	1	Vector Eradication Programme at the college campus by NSS unit	Cleanliness in and around college locality	20
2019	1	1	14/02/2019	1	Awareness programme at Barpole Village on "Role of Self Help	Economic independence and stability	15



					Groups"		
2019	1	1	10/05/2019	1	Local school HOI interaction with College	HOIs of local schools were invited for an interaction on college development and increase in enrolment	30

[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)
Code of Conduct	19/11/2019	<p>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:</p> <ol style="list-style-type: none"> <li>1.Serves as a handbook of action for stake holders and helps them excel in their work</li> <li>2.Outlines the principles and values of the institution and sets standards for the stake holders to follow</li> <li>3.Helps to correct the conduct of stake holders by differentiating between appropriate and inappropriate behaviour</li> <li>4.Promotes a compliant culture where stake holders follow rules, directives and administrative decisions spontaneously</li> </ol> <p>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</p>

the conduct of academic, research and other activities of institutional life is 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
International Mother Language Day	21/02/2019	21/02/2019	162
Observance of International Womens' Day	16/03/2019	16/03/2019	95
Republic Day Celebration	26/01/2019	26/01/2019	30

[View File](#)

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

(1) Green Audit, Environment audit and energy audit have been conducted during this session (2) Tree plantation is organised in the college campus. (3) College campus has been declared plastic free zone (4) Smoking inside the campus is prohibited (5) Frequent campus cleaning programmes are organized by the NSS Unit (6) A flower garden is maintained at the frontal face of the college (7) 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**

1. TITLE OF THE PRACTICE : CLEANLINESS AND BEAUTIFICATION OF THE DEPARTMENTS

2. GOAL : This practice aims at promoting cleanliness of the Departments and thus inculcates a sense of tidiness amongst the students. Moreover, the endeavour to adorn the departments generates aesthetic sense and teaches them the importance of group activities.

3. THE CONTEXT : Maintaining cleanliness in academic institution is extremely important for all the stakeholders of the institution. Cleanliness promotes physical well-being ensures mental serenity and promotes concentration for both students and teachers. Therefore, clean and organized institution creates an ideal environment for teaching and learning activities. It improves institutional hygiene and reduces risk of spreading diseases.

4. THE PRACTICE : Students are engaged in departmental 'Safai Karmasuchi' (Cleanliness project). This creates a sense of ownership amongst the students as far as the department is concerned. Students arrange furniture and decorate walls with quotations, photographs of renewed personalities as academicians and different posters. Books in the departmental library are also organised by the students. Different departments are assigned responsibilities to plant trees and maintain specific

portions of the garden and the college premises. 5. EVIDENCE OF SUCCESS :

Remarkable success has been noticed in the implementation of this practice. Students are extremely enthusiastic to adopt specific parts of the garden and often decorate their respective departments with flowers blossoming in their assigned parts of the garden. A healthy competition is witnessed amongst students of different departments regarding beautification of the same. They are eager enough to maintain the departmental library. Many of the students put in the best of their efforts to decorate walls with literary quotations, photographs and posters. 6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED : Extra time needed from students to implement this practice is a major problem. The lack of interest of guardians is another major hindrance. Moreover, the shyness of students needs also to be addressed. More involvement and active participation of students will make this practice even more successful.

Counselling of guardians regarding the same is also needed. Students have to be inspired and motivated so that they can nurture their creative impulses. 7.

NOTES (OPTIONAL) : This practice will make the students understand the value of cleanliness and thus make them socially responsible persons aware of their surroundings. Eco-friendliness is generated through this practice. Nurture of aesthetic sense helps them in the long run to pursue the same later in life.

The handling of departmental library makes them organised individuals. BEST PRACTICE II 1. TITLE OF THE PRACTICE : To enhance confidence regarding the use of computer. 2.GOAL : (i) To empower students of rural and urban areas (mostly first generation learners) through online learning and CBT (Computer based training). (ii) To help teachers attain professional excellence and explore new avenues of knowledge through wider access to e-resources. (iii) To motivate office personnel to upgrade their skills through 'hand on' computer training programmes. 3. THE CONTEXT : There is an urgent need for fostering online

collaboration among Teachers, students, office personnel and the outside world. This will increase interaction between them, expand their sources of knowledge and offer them choices on web-content exploration. 4. THE PRACTICE : Following practices heighten the level of computer awareness. (i) Students are persuaded to (a) Search for library books from computerized book list. (b) access books and journals on the net (wifi, blog, ppt, pdf files, etc.) (c) make themselves comfortable for e-system of communication outside college campus (ii) Teachers are encouraged to (a) access e-resources from various access points (library, department, office, etc.) (b) develop a modern learning management system (Smart class room, digital boards, power point presentation, etc.) (iii) Office personnel are provided software package / programme, tailor-made to suit their functional recruitment (packages for cash receipt / payment, accounts, students data, etc.) 5. EVIDENCE OF SUCCESS : (i) Computers have been provided to all departments and laptops were allotted to specific cells. (ii) Internet and wifi connection have been provided throughout the campus. (iii) Work procedures have been computerised to a great extent e.g. admission, fee receipt, accounts,

library book accession / issue / return, etc. (iv) Computer awareness programmes have been organised as follows (a) A lecture cum hands-on training programme on seminar library development has been arranged (for students) (b) An Orientation programme on print and e-resources has been organized by the central library (for students) (c) Visit to National Library and Central Library, Jadavpur for familiarisation with the computerised library procedure (for library personnel) has been arranged 5. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED : (i) Financial constraints hinder the procurement of the required quantity of computers, accessories and programme packages. (ii) There is a degree of hesitation amongst many students and other stakeholders to switch

over from the manual to the computerized 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)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 by the department 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. 8)Course and programme outcome of the specified syllabus are explained and conveyed to the students at the beginning of every academic session.

Provide the weblink of the institution

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

### 8.Future Plans of Actions for Next Academic Year

1) Introduce Post Graduate Courses (2) Placement Cell to be reactivated (3) Job linked training programmes to be introduced for Non-Teaching Staff (4) To arrange for an internal drainage system to prevent water logging of the college campus (5) To complete construction of the 2nd floor of the college building (6) Approach UGC and other funding agencies for more grants for augumentation of infrastructure (7) Promote the concept of Green Campus (8) Upgrade existing libraries (9) To enter into collaborative arrangement with industries and research institutions (10) Organise large extension activities in the locality