



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		DHRUBA CHAND HALDER COLLEGE
Name of the head of the Institution		DR SATYABRATA SAHOO
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03218222550
Mobile no.		7980548100
Registered Email		dchcollege@yahoo.com
Alternate Email		sudakshinabsengupta@gmail.com
Address		P.O: DAKSHIN BARASAT, DIST: SOUTH 24 PARGANAS
City/Town		DAKSHIN BARASAT
State/UT		West Bengal
Pincode		743372

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	SUDAKSHINA SENGUPTA
Phone no/Alternate Phone no.	03324180575
Mobile no.	9830036739
Registered Email	dchcollege65iqac@gmail.com
Alternate Email	iqac@dchcollege.org

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://www.dchcollege.org/main/AOAR/AOAR-2018-19.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.dchcollege.org/main/downloads/academic-calender/acdemic%20calender%202019-2020.pdf

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.45	2011	08-Jan-2011	07-Jan-2016
2	B+	2.59	2016	05-Nov-2016	04-Apr-2021

6. Date of Establishment of IQAC	17-Mar-2011
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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	Date & Duration	Number of participants/ beneficiaries

IQAC		
Celebration of the College Foundation Day with the Dhruba Chand Halder Memorial Lecture, followed by prize distribution.	23-Aug-2019 3	325
Seminar on Women Trafficking: Its Causes and Measures of Prevention	13-Mar-2020 3	268
Preparation of applications for promotion under career advancement scheme	19-Mar-2020 7	2
Instituting the Shailendra Nath Halder Memorial Lecture Series for the students and faculties of the various Humanities departments	23-Aug-2019 1	250
Instituting the Shailendra Nath Halder Memorial Lecture Series for the students and faculties of the various Humanities departments	11-Sep-2019 1	75
Instituting the Shailendra Nath Halder Memorial Lecture Series for the students and faculties of the various Humanities departments	02-Dec-2019 1	68
Instituting the Baruni Debi Memorial Lecture Series for the faculties and students of the various Science departments.	27-Aug-2019 2	155
Instituting the Baruni Debi Memorial Lecture Series for the faculties and students of the various Science departments.	25-Sep-2019 2	120
Instituting the Baruni Debi Memorial Lecture Series for the faculties and students of the various Science departments.	07-Jan-2020 2	83
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2020 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

6

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

Yes

Upload the minutes of meeting and action taken report

[View 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)

Significant contributions made by IQAC during the current year (maximum five bullets) ? The IQAC focused on the theme of 'Nurturing Sportsmen and Fostering Sportsmanship' in this academic session. The Department of Physical Education played an important role in this endeavour. It helped its students, good at different games, but weak in financial status, by appealing to the management and helping them get stipends or getting college tuition fees waived. In addition to this, a local athletics coach is given access to the college playground, to train the students of the locality and use the large playground in the college for regular practices. ? The IQAC also directed its attention to promote reading and emphasize on the value of books in the academic world. For this, a book exhibition was organized by the Librarian on 3rd and 4th March 2020, in the Library Reading Room, in which 5 reputed publishers displayed their books and orders were placed by the departments as well as individual faculties and students. The participating publishers were : Katha O Kahini Orient Blackswan Oxford University Press PHI Learning Manohar Publishers (New Delhi) The IQAC planned to organize this particular programme every year, to inculcate the reading habit, particularly in students. ? Another IQAC initiative was to bring a number of students and faculties of different departments under one unit, called 'Chatrobondhu' (friends of students/ student friends), soon after the entire district was ravaged by the super cyclone 'Amphan'. This unit gathered financial contributions from personal friends and well-wishers, reached utility items to the cyclone hit students and stood by them during the crucial hours. ? A major thrust of the IQAC was to expose the students to better and prospective career

opportunities , by organizing not only a special Career Fair on 16.3.20, but also by directing the individual departments to explain and illustrate the different avenues of service each subject of study could lay bare. ? Community health programmes were also focused on, during this academic session, by the IQAC. In addition to the regular and free medical service provided to the local inhabitants and all the stake-holders of the institution, by a doctor appointed by the College, a health check-up was conducted by a local physician, for the children of the neighbouring Beliadanga Free Primary School, on 12th September, 2019, organized by the IQAC.

[View File](#)

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
<p>Plan of Action : 1. Instituting the Shailendra Nath Halder Memorial Lecture Series And The Baruni Debi Memorial Lecture Series 2. Focusing on the exposure of our students to the various aspects and means of Career Opportunities , after graduation. 3. Improvement of the Feedback Mechanism. 4. Collaborating with different organizations/institutions for providing opportunities to our students to develop their skills in subjects outside the periphery of their syllabi. 5. Extension of library activities.</p>	<p>Outcome Achieved : 1. The Sailendranath Memorial Lecture Series was organized successfully by the departments of Economics, English, and Political Science, and the Baruni Debi Memorial Lecture series was successfully organized by the Departments of Geography, Zoology and MicroBiology. In each of these sessions, an eminent personality in his/her respective field, was invited to deliver a special lecture on a topic related to the subject and students were exposed to new ideas, trends and thoughts. 2. As a part of the Career Guidance Scheme for students, a Career Fair was organized in the campus on 16.3.20, where professionals from different fields and organizations highlighted the various career opportunities for the students, after graduation. Another one day event was organized by the Dept. of Geography on 29.5.20, on, "Career options in Social Sciences and Humanities Discipline after Graduation". This session was conducted by Prof. Moumita Dey, Asst. Prof, Dept. of Geography, Amity University. 3. In this academic year, the feedback system was developed to include the opinions of guardians, exstudents and teachers as well. Different sets of questionnaires were made available to them, and the results obtained, were analyzed on that basis and placed before the IQAC. The IQAC directed the concerned Sub Committees, to take action accordingly. 4. As a part of the "collaborative projects", an M.O.U was signed between the</p>

Departments of English, of Dhruba Chand Halder College and Raydighi College on 7.9.19, to facilitate academic exchanges between the two institutions. To help our students with skill development courses, an M.O.U was signed between Dhruba Chand Halder College and Viewtech, on 2nd September, 2019. 5. Book Fair : The IQAC also directed its attention to promote reading and emphasize on the value of books in the academic world. For this, a book exhibition was organized by the Librarian on 3rd and 4th March 2020, in the Library Reading Room, in which 5 reputed publishers displayed their books and orders were placed by the departments as well as individual faculties and students. The participating publishers were : Katha O Kahini Orient Blackswan Oxford University Press PHI Learning Manohar Publishers (New Delhi

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	30-Aug-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

03-Feb-2020

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

? The college website functions as an important media in disseminating news related to the academic affairs of the institution. All notices regarding admission, examination, events etc. are uploaded from time to time. The Principal and the Head Clerk can upload all such notices. ? At the commencement

of each session, departmental brochures containing all relevant information pertaining to the academics is made available to the students and teachers. Details of the syllabus to be taught, number of classes allotted to each course etc. is communicated through these brochures. ? The College office has a data management system which prepares relevant reports on students.

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

With a meeting of the Academic Sub-Committee consisting of the Departmental Heads the whole process of curriculum delivery commences and the overall plan for proper delivery of curriculum is fabricated. Departmental meetings of each Academic department are held where topics of the syllabus are distributed among faculty members. Departmental routines are prepared which are later on compiled and synchronised to formulate the Master routine; which is then approved by the Principal. Teachers impart lessons to students employing various modern as well as traditional classroom teaching methods like: • Chalk & Blackboard, • ICT enabled teaching learning methods, • Use of scientific software and models as per requirement, • Hands on Instrument handling, • Survey work, • Field work, • Educational excursions, • Distribution of class notes. Seminars and special talk by experts are also arranged. The progress of curriculum delivery is kept track of by holding intermittent meeting of the Academic Sub-Committee and the meeting of the departmental teachers. Apart from the college's Central Library and the Departmental Libraries' rich collection of reading and reference books, a good number of Journals - relating to Science, Commerce and Arts - are also subscribed by the Central Library for the students to refer to. Inlibnet (e-books and e-journals) facility is available for the faculty and students. Regular assessment is done to keep track of the improvement of the students. Detailed records of classes taken, assessments conducted and other departmental activities are maintained by the departments. Above all, the college administration keeps a close eye on the departmental activities like student related needs, result of the students of the concerned departments and other activities related to an effective curriculum delivery.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	0	0	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
View File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

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

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

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
NIL	Nil	Nil
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	ENGLISH	60
BA	PHILOSOPHY	38
BSc	BOTANY	15
BSc	ZOOLOGY	72
BSc	GEOGRAPHY	115
BSc	MICROBIOLOGY	28
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nil
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>The questionnaire is designed by the members of the IQAC and handed over to the students, parents, alumni and teachers in due time. Once the feedback is obtained the different views expressed in it are usually discussed at another meeting of the IQAC and the loopholes and weaknesses are identified. Once the authorities are informed about these the Principal discusses these with the members of the different faculties, holds discussions with the members of the non-teaching staff and certain measures are suggested in mutual consultation. • The feedback obtained from the students was handed over to Prof. Rasidul Karim and he, along with his departmental faculties, analyzed the entire data and arrived at certain results. • It was resolved that in the upcoming academic</p>

years the overall standard of education would be upgraded making the academics more interesting and useful for the students. • The amenities in the library would be improved for the students.

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
BCom	GENERAL	100	67	62
BSc	GENERAL	128	170	128
BA	GENERAL	3206	3600	3206
BCom	HONOURS	160	76	65
BSc	HONOURS	305	410	226
BA	HONOURS	870	3210	711

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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
2019	7903	Nil	45	Nil	Nil

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
78	68	8	12	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)

Mentoring of students is conducted by the departments of the institution. Mentoring of students is based on the following objectives: • To increase the teacher-student contact hours • To identify and address the problems faced by slow learners and first generation learners • To encourage advanced learners • To decrease the student drop-out rates • To prepare students for the competitive world • Every year, departments individually organize orientation sessions on the class commencement day for students of first semester and explain the designing and implementation of the mentoring system of the department. In this mentoring process, all necessary information related to the student such as the contact number, email of the student, category, family income, gender etc are collected by the departmental teachers and maintained as student database. College also conducted induction program for 1st semester students on the following topics i.e. introduction of college - Various activities conduct by the college faculties - Examination pattern - Career Opportunities etc.

Number of students enrolled in the	Number of fulltime teachers	Mentor : Mentee Ratio
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institution		
7903	45	1:176

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
49	45	4	9	31

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	NIL	Nil	NIL

[View File](#)

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
BSc	Honours	3rd Year	13/03/2020	23/10/2020
BSc	General	3rd Year	29/07/2020	23/10/2020
BA	Honours	3rd Year	13/03/2020	23/10/2020
BA	General	3rd Year	29/07/2020	23/10/2020

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

The college introduced project based evaluation system in the college examination under CBCS system. Some departments are also evaluating through group discussion, debates, seminar presentation etc. There are also MCQ for evaluation in the Honours and General course are also introduced by the University. All departments have a mechanism of internal assessment of students' learning process. In the mid-session some departments organize class test students for their evaluation of writing and answer presentation. Then teachers discuss with students their shortcomings and achievements. After this test teacher searches the weak areas of the students. Slow learner students are being traced and they come under focus.

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

During the beginning of every academic year, the University of Calcutta forwards an Academic calendar to its affiliated colleges. Keeping in line with this calendar and the college prepares a calendar which also includes college specific activities. The academic calendar contains the yearly schedule of the college ranging from the list of holidays(national level holidays, state level holidays, local holidays and the institutional holidays), date schedule of the college examinations and other forms of evaluation such as Internal Assessment,

Tutorial etc. The tentative dates of publication of college results are also mentioned in the academic calendar. Schedule of other activities such as Parent-teacher meeting, college social and other cultural programmes, college sports etc are also provided in the academic calendar. So, the academic calendar is a very useful document, which contains the most important dates to guide the teachers and students. This academic calendar provides important information about teaching dates examination dates extra co-curricular activities, semester based and annual based examinations. Before the commencement of every semester respective departments prepare a detailed study plan, assignments for the individual teachers and the number of classes allotted to each course.

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://www.dchcollege.org/main/downloads/learning-outcome.pdf>

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
BCOMG	BCom	GENERAL	6	6	100
BSCG	BSc	GENERAL	161	131	81.37
BAG	BA	GENERAL	1835	1440	78.47
EDCA	BA	HONOURS	38	38	100
HISA	BA	HONOURS	75	68	90.67
PHIA	BA	HONOURS	45	41	91.11
BNGA	BA	HONOURS	92	82	89.13
ENGA	BA	HONOURS	31	30	96.77
SANA	BA	HONOURS	44	43	97.73
PLSA	BA	HONOURS	43	38	88.37

[View File](#)

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)

<https://www.dchcollege.org/main/AOAR/FEEDBACK-ANALYSIS-2019-20.pdf>

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

[View File](#)

3.2 – Innovation Ecosystem

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

practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

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
Geo-Cultural Study of Jabalpur Municipality, Ward 33, M.P	Souvik Pal	DCH College	23/06/2020	STUDENT
View File				

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
NIL	NIL	NIL	NIL	NIL	Nil
View File					

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
NIL	Nil

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	1	0
National	ECONOMICS	1	0
National	POLITICAL SCIENCE	1	6.28
International	MICROBIOLOGY	3	Nil
National	MICROBIOLOGY	1	Nil
View File			

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
SANSKRIT	1
View File	

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	Number of citations excluding self
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					the publication	citation
NIL	NIL	NIL	Nil	0	NIL	Nil
No file uploaded.						

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
Short Test of Mental Status in the detection of mild cognitive impairment in India	Ghose, S., Das, S., Poria, S., Das, T.	Indian journal of psychiatry	2019	34	3	University of Calcutta
View File						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	8	9	3	Nil
Presented papers	4	1	Nil	Nil
View File				

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
Special Tree Plantation Drive	NSS Units 1 AND 2	4	45
Safe Drive, Save Life	N.C.C 10 Bengal Battalion with W.B Government and WB Police	Nil	67
Save Water, Save the Planet	N.C.C 10 Bengal Battalion	Nil	77
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nil
View File			

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
Green Project	N.S.S Units 1 AND 2 with W.B Forest Department	Tree Planting Programme	3	125
Traffic Awareness Programme	N.C.C 10 Bengal Battalion with W.B Police	Safe Drive, Save Life	Nil	67
Swachh Bharat Abhijan	N.C.C 10 Bengal Battalion	1. Cleaning the Campus 2. Cleaning the Parks in the locality 3. Disposing off plastic waste	3	72
AIDS Awareness Programme	N.S.S Units 1 AND 2	Observing World Aids Day	6	25
Shasthya Parisheva	N.S.S Units 1 AND 2	1. Thalassaemia Screening Camp 2. Dengue Awareness Programme	6	150

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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
Faculty Exchange by Department of Bengali	Dr Sovona Ghosh	Self	01
Faculty Exchange by Department of English	Prof.Sudakshina Sengupta	Self	01
Faculty Exchange by Department of Political Science	Dr Manika Rakshit and Prof. Subir Gayen	Self	02

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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	Duration From	Duration To	Participant
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		with contact details			
NIL	NIL	NIL	Nil	Nil	0
View File					

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
D.C.H College And Gour Mohan Sachin Mondal Mahavidyalaya	22/09/2018	To facilitate academic exchange	89
View File			

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
9120000	1452785

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
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
View File	

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 partially)	Version	Year of automation
KOHA	Fully	3.18.06.000	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	1	225	1	3500	2	3725
View File						

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	Date of launching e-
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		is developed	content
NIL	NIL	NIL	Nil
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	104	15	72	2	5	21	55	200	6
Added	1	0	0	0	0	0	0	0	0
Total	105	15	72	2	5	21	55	200	6

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

200 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
NIL	NIL

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
1627000	780330	3046516	1971233

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)

<p>Infrastructure maintenance and development is a continuous process and hence, provisions are made for it every academic year. There are different committees to monitor the maintenance of the infrastructure and advise the Principal on matters relating to its augmentation. • For all new constructions and renovations of the existing portions in a building, the Zilla Parishad is entrusted with the work order, so that the engineers, overseers and other technical personnel get the actual job done. • As for the required funds, different bodies like the M.L A's Fund and M.P. Lad Foundation are usually approached but these have not yielded to any fruitful result so far. The college provided its own fund from the accumulations accrued at the Distance Education Centres and fixed deposits with different banks.</p> <p style="text-align: center;">https://www.dchcollege.org/main/downloads/maintenance.pdf</p>

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	Students' Concession	475	18000
Financial Support from Other Sources			
a) National	SC, St, OBC	1961	9214200
b) International	NIL	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
2. Yoga and Meditation	25/06/2020	84	N.C.C and Dept. of Physical Science.
1. Personal counseling and Mentoring	01/08/2019	350	Departments of English, Bengali, Botany, Geography, Chemistry, Zoology and Physics
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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 passed in the comp. exam	Number of students placed
2019	Career Fair for Career counselling	Nil	439	Nil	12
2020	One day workshop on 'Career option in social Science & Humanities Discipline after Graduation delivered by Professor Moomita Dey (Assistant Professor, Department of Geography, Amity University,	Nil	335	Nil	8

	(Kolkata Campus)				
2020	'Career Opportunities for the students of English Hons' delivered by Prof. Sudakshina Sengupta Department of English, Dhruba Chand Halder College.	Nil	78	Nil	Nil
View File					

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
Nil	Nil	Nil

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
RICE	761	Nil	NIL	45	31
View File					

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	4	B.Com (Hons)	Commerce	CU	M.Com
2019	183	B.A (Hons)	Political Science, Sanskrit, Bengali, English, Philosophy, History, Education	RBU CU JU NSOU Diamond Harbour Women's University	M.A M.LIS
2019	15	B.SC (Hons)	Zoology, Microbiology, Botany, Physics	CU Diamond Harbour Women's University	M.Sc

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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
NET	2
Any Other	9

[View File](#)

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

Activity	Level	Number of Participants
College cultural fest and programme Recitation Debate Quiz Extempore speech contest Music Dance, College Social Vasanta Utshab	Institutional	2500
College Annual sports Intra-College Football Tournament Intra-College Cricket Tournament Intra-College swimming Tournament Teacher student Football, cricket,	Institutional	398
Sarodotsov Agomoni	Institutional	405
Freshers' welcome	Institutional	5230
Teachers' Day Celebration	Institutional	702
Celebration of College Foundation Day	Institutional	1205

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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	NA

[View File](#)

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

As per the directive of the West Bengal Higher Education Department, no Students' Union could be formed during the session 2018-19. However, selected students from various departments had been placed under the banner of E Staff to assist the authority in organizing various programmes related to the students.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

'SARASWAT 'a Cultural Programme organized by Dhruba Chand Halder College on 23/02/2020 and performances by the present and ex-students of the college.

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)

Since the authorities of this college believe in autonomy of the different units, emphasis is given to the various levels of organization, working in collaboration, for the smooth running of the institution. • The Governing Body, comprising the President, the Secretary(the Principal), government and University nominees, teaching, non-teaching and student representatives, functions as the overall policy-maker of the institution, implementing rules for governance, framing policies and steering the institution towards a better future. The Principal acts as the key person in terms of the execution of policies framed by the Governing Body and the University, implementation of rules related to the stakeholders of the institution and overseeing the different activities in the college. Different sub-committees are formed to help in the day to day administration of the college. A list of such sub-committees is displayed on the college notice board soon after their formation.

- The IQAC and the Academic Sub Committee, comprising the Heads of all Departments, help the Principal in matters of policies and their implementation, to ensure a smooth running of the institution. These bodies act independently, with the Principal as their heads. The office administration rests in the hands of a key official like the Head Clerk, whereas all matters relating to finance and accounts are delegated to the Accountant, the Cashier and the Bursar. Formation of the GROUP E STAFF comprising teachers, students and non-teaching members, to assist the Principal in matters relating to students' activities, has been one step in the direction of the smooth running of the institution. All these units act as a unified Body, taking part in decisive policies, administrative measures and in planning the academic framework, for a smooth running of the institution. The Anti Ragging and Gender Sensitization Committees along with A Grievance Redressal Cell have been formed, with the following Sub-Committees, for a better functioning of the college. The list of such sub-committees is given below: List of Sub-Committees: 1. Academic Sub- Committee 2. Finance Sub-Committee 3. Distance Education Sub Committee 4. P.F Sub Committee 5. Death cum Retirement Benefits Sub Committee 6. Sports Sub Committee 7. Cultural Sub Committee 8. Students' Welfare Sub Committee 9. Magazine Sub Committee. 10. Land and Building Sub Committee 11. Laboratory Sub Committee 12. Career Counselling Sub Committee 13. CAS Sub Committee 14. Research and Publication Sub Committee 15. Library Sub Committee 16. Purchase and Tender Sub Committee 17. Students' Welfare Sub

Committee 18. Internal Audit Sub Committee 19. UGC Sub Committee 20. Students' Welfare Sub Committee.

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	Since the University does not offer scope for curriculum development, the college cannot do so in any way. But the teachers of various departments include sub sections or sub topics in different subjects, which are helpful for the understanding of the syllabi.
Teaching and Learning	? The mostly followed practice for teaching is the "chalk and talk" method. ? Use of modern technology in teaching is also a popular and effective method, like delivering lectures with the help of PPTs, showing relevant films to students, directing students in the use of computerized catalogues in the library. ? Special Lectures are also arranged as part of the teaching learning process. ? Field trips and excursions are organized for the study of different facets related to the individual courses of study.
Research and Development	The scope for Research and Development being limited, faculties do not always get the opportunity to engage themselves in this particular area. However, some of the faculties have their work published in different journals and books, which are a result of their academic research.
Human Resource Management	TEACHING STAFF : There are a number of categories in this section which areas follows : Permanent teaching faculty, Contractual faculty, Part time teaching faculty, College appointed Guest Faculty, College appointed Contractual Faculty. Different categories exist in case of non-teaching staff members as well: Permanent staff, College appointed Group C and D staff.
Admission of Students	The admission process is on-line and transparent. • Admission of students to the different courses of study is made on the basis of notification sent in this regard, by the Calcutta University. • The number of seats in

	<p>the Honours and General Streams is fixed by the affiliating University. • Submission of forms for admission and publication of merit lists are made on line. • Documents are physically scrutinized by the faculties. • Adherence to the reservation of seats for S.C, S.T, P.H and O.B.C candidates is maintained by the college. • The entire admission process is done on-line, as directed by the Higher Education Council.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>Library, ICT and the infrastructure of the college are upgraded periodically, based on the recommendations of the respective sub-committees. • The Library offers the following facilities: • N List for its teachers and students • OPAC • Browsing • Photocopying • KOHA software for computerized bibliographical database • Computers, laptops and printers are allotted to the various departments and office, as and when required.</p>
Examination and Evaluation	<p>Since this college is a constituent of Calcutta University, all instructions relating to Examination and Evaluation, are followed by the college without any changes. However, class tests and internal evaluations are held regularly for students' academic appraisal.</p>

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

E-governance area	Details
Finance and Accounts	<p>? Receipt of admission fees is completely online. ? Salary of faculty members and staff are sent directly to their bank accounts. Salary bills are submitted to the Treasury through the IFMS software.</p>
Student Admission and Support	<p>• The entire process of admission is done on-line, from the submission of application forms, to the payment of admission fees. • The E-mail ids of members of important committees like the Anti Ragging Committee, Gender Sensitization Committee are made available to the students on the website and display banners put up in the college campus.</p>
Examination	<p>All documents required for conducting the examinations, are obtained on-line, by the college. These include admit cards of examinees, top- sheets for the different subjects and papers and</p>

	<p>respective DR sheets. • The process of evaluation of answer scripts is manual, but the system of uploading marks on the prescribed portals is in accordance with the format set by the Calcutta University.</p>
Administration	<p>All important notices and updates are communicated to the students, teachers and non-teaching staff members, through the college website. • The SMS gateway is used extensively to provide relevant information to the students. • The electronic display board at the college premises displays relevant information to the students during college working hours. • E tendering is followed in cases of bulk purchase of commodities and construction, renovation of buildings</p>
Planning and Development	<p>? The College maintains a data base for all its teachers and non-teaching staff and official communications are made through e-mails. The minutes of the meetings of the Governing Body are preserved in a repository on the electronic media. The minutes of the IQAC meetings are mailed to the members and also preserved on the computers of the IQAC. ? All notices ranging from tender to examination notices, are posted on the website regularly. ? The SMS gateway enables the College to communicate with the students in all important matters. ? As for planning, the specific requirements in the different areas are pointed out by the respective sub committees and other cells, and measures are adopted then, to implement or channelize these, through the electronic media.</p>

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
2019	NIL	NIL	NIL	Nil
2020	NIL	NIL	NIL	Nil
View File				

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	Title of the	From date	To Date	Number of	Number of
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	professional development programme organised for teaching staff	administrative training programme organised for non-teaching staff			participants (Teaching staff)	participants (non-teaching staff)
2019	NIL	NIL	Nil	Nil	Nil	Nil
2020	NIL	NIL	Nil	Nil	Nil	Nil
View File						

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
SHORT TERM COURSE	1	19/02/2020	25/02/2020	7
OP	1	26/06/2020	24/07/2020	29
OP	1	31/07/2019	20/08/2019	21
OP	1	03/01/2020	23/01/2020	21
RC	1	07/11/2019	20/11/2019	14
SHORT TERM COURSE	1	12/03/2020	18/03/2020	7
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	9	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
01	01	01

6.4 – Financial Management and Resource Mobilization

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

The college has an Internal Audit Committee with the Bursar and Accountant at its head, checking the accounts. The external auditor is entrusted with the task of providing the audited accounts. The name of the organization is Debabrata and Associates, Chartered Accountants, a government approved firm of repute.

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
NIL	0	NIL
View File		

6.4.3 – Total corpus fund generated

4545972.00

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	No	NA	Yes	IQAC
Administrative	No	NA	Yes	Governing Body

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

D.C.H College caters to the academic needs of thousands of students hailing from remote areas, villages and the Sunderban hinterland. A sizeable number of students are first generation learners. Most of them are shy of interacting with the teachers and other staff members of the college. It has thus, not been possible to form a formal Parent Body in the institution. But the authority, through the teachers, establishes contact with them, when the necessity arises. Parent Teachers' meetings are held every academic session to apprise them of their wards' performance and attendance. • Parents of girl students are often counselled by the faculties so that they refrain themselves from getting their daughters married off before completing their course of study.

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

- Proficiency in Computer Courses and the use of a customized software, SMART COLLEGE, related to the up-keeping of students' data in the areas of admission, payment of fess and other necessary information salary sheets of all teaching and non-teaching staff and disbursement of salary to all college employed staff.
- Participation in sports and games

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

6.5.4. Post accreditation Initiatives: MOUs with Viewtech and Raidighi College : • The Department of English signed an MOU with the Department of English at the neighbouring Raidighi College, to facilitate academic exchanges. • Another MOU had been signed in the 2019-20 academic session, with Viewtech, an organization run under the 'Utkarsha Bangla' Scheme, set up by the Government of West Bengal. Under this system, the students of DCH College got the benefit of taking admission to different short term vocational courses like Computer Literacy Programme and Beauticians' Course, conducted by professionals from these two areas. Filling up of vacant posts: • In the 2019-20 academic session, a number of vacant full time posts were filled up with the initiative of the authorities. Improvement of the feedback mechanism: • The feedback system which had earlier been restricted to students only, was re-designed and re-structured in the 19-20 academic session, to include ex-students, parents and teachers as well. Thus, a comprehensive feed back system evolved, helping the authorities take note of important areas where attention needed to be paid.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	Nil
d) NBA or any other quality audit	Nil

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
2020	Preparation of applications for promotion under career advancement scheme	19/03/2020	19/03/2020	25/03/2020	2
2020	Seminar on Women Trafficking: Its Causes and Measures of Prevention	13/03/2020	13/03/2020	15/03/2020	268
2019	Celebration of the College Foundation Day with the Dhruba Chand Halder Memorial Lecture, followed by prize distribution.	23/08/2019	26/08/2019	26/08/2020	325
2020	Instituting the Baruni Debi Memorial Lecture Series for the faculties and students of the various Science departments.	07/01/2020	07/01/2020	08/01/2020	83
2019	Instituting the Baruni Debi Memorial Lecture Series for the faculties and students	25/09/2019	25/09/2019	26/09/2019	120

	of the various Science departments.				
2019	Instituting the Baruni Debi Memorial Lecture Series for the faculties and students of the various Science departments.	27/08/2019	27/08/2019	28/09/2019	155
2019	Instituting the Shailendra Nath Halder Memorial Lecture Series for the students and faculties of the various Humanities departments	02/12/2019	02/12/2019	02/12/2019	68
2019	Instituting the Shailendra Nath Halder Memorial Lecture Series for the students and faculties of the various Humanities departments	11/09/2019	11/09/2019	11/09/2019	75
2019	Instituting the Shailendra Nath Halder Memorial Lecture Series for the students and	23/08/2019	23/08/2019	23/08/2019	250

faculties of
the various
Humanities
departments

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Poster Competition on Women's Position in Contemporary India	02/11/2019	02/11/2019	30	26
Women Trafficking : Causes and Measures of Prevention	13/03/2020	13/03/2020	142	126

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

The College has replaced all the old bulbs and tube lights with L.E.D lights, to save energy and cost. Students are constantly monitored to switch off all lights and fans and the main power in the classrooms and laboratories, when not in use. Waste bins have been placed at different corners in the campus to keep it clean and healthy. The process of upgradation of the solar panel has been initiated.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Scribes for examination	Yes	2

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	08/08/2019	1	SAFE DRIVE SAVE LIFE	To raise awareness about the dangers of rough	67

						or erratic driving.	
2019	1	1	15/11/2019	1	Thalassaemia Screening Camp.	Blood testing of students, faculties, non-teaching staff and local people for the screening of thalassaemia	102
2019	1	1	15/11/2019	1	Swachh Bharat Campaign	Cleaning a part of the locality, parks and streets.	72
2019	1	1	26/11/2019	1	Dengue Awareness Programme	Distributing handbills and using loud speakers to make people aware of the dangers of the break out of dengue	50
2019	1	1	01/12/2019	1	Observing World Aids Day	Awakening consciousness about the dangers and prevention of AIDS	25
2019	1	1	16/07/2019	12	Environmental Awareness Drive.	Planting trees in the college campus and the adjoining road.	30

2020	1	1	18/01/2020	1	Traffic Awareness Rally	Fit India Cyclathon Progra	30
2020	1	1	15/03/2020	1	Environmental Awareness Programme	A special camp was organizer at Nurullapur Primary School for a special tree plantation programme.	45
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)
Prospectus, Code of Conduct for teachers, non-teaching staff and students.	09/07/2019	All information related to the academic courses, co-curricular activities, maintenance of discipline and other strictures are mentioned in the prospectus. The students are directed to go through it minutely, before attending classes.
Departmental Brochure	15/07/2019	Students of every department are appraised of all details relating to the courses of study, academic enrichment, co-curricular activities of the department, and a time schedule, through the departmental brochures.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Observing Independence Day	15/08/2019	15/08/2019	125
Observing College Foundation day	23/08/2019	23/08/2019	345
Celebrating Ma Durga's Homecoming	01/10/2019	01/10/2019	405
Observing Republic Day	26/01/2020	26/01/2020	128
Observing	09/05/2020	09/05/2020	234

Tagore's birth anniversary			
Observing World Yoga Day	25/06/2020	25/06/2020	84
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

? The institution arranges for tree plantation every year, on its foundation day, making it an annual event. This is done by an eminent personality who is invited to be the Chief Guest/ Resource Person at this programme. Many of the saplings planted, have become full grown trees. ? All two wheelers are banned from entering the campus with the engines on, to prevent pollution in the campus. ? The ponds in the campus are not embanked artificially and fishes are cultivated to maintain a proper ecological balance. ? The use of organic manures leads to the growing of plants and flowers, enhancing the beauty of the college, providing serenity and providing comfort to the tired eyes of the students, teachers and non-teaching staff. ? The ban on plastic and other non-degradable products still exists. ? Installation of L.E D lights has brought carbon emission under control. ? The ponds in the campus are used to cultivate fish and no artificial embankment has been constructed to retain the natural flow of water. ? The Department of Botany maintains a medicinal garden in the campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

"Esho, Kaaj Kori'' (Come, let us Work) ---Entrepreneurship Skill Development : The art of manufacturing hand-made paper from scraps and discarded news-papers is not unknown in the modern age. Since paper is a very common solid waste in all households and institutions, a handful of students were trained to recycle these discarded papers so that they might put these to use while making paper-bags, paper-napkins and other things essential to mankind. This would not only help them learn something useful, but also help them set up a small business and help them earn some money. The seeds of entrepreneurship are thus sown in them at a young age so that eventually they may think and dream big, and, in the long run, even be able to support their families financially. "Khel Khel Mein", (The Making of sports women/men, in the institution)--- The importance of sports and games in any institution cannot be undermined at any stage. At DCH College, games and physical education play a big role in shaping the minds of a number of students, gifted with the talent of a sportsperson. The stakeholders feel that it is their duty to nurture such young hearts who, if provided adequate environment and support, can shine in their respective fields, bringing honour to all, helping them shape themselves. The College encourages sportspersons by giving them jerseys and boots, which amounted to Rs. 3, 25,063 in the session 2019-20. Cash prizes worth Rs. 52,500 were also given to the participants as prize money, for participating in Inter-district sports meet, in games like kabaddi and kho-kho. Besides these, some of them are also provided students' monetary concession when filling up the University examination forms. The impressive playground is used as a grooming ground for budding sportspersons of the area as well, and for this, an MOU has been signed by a local sports club, to groom players in different indigenous sports.

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

https://www.dchcollege.org/main/best_practices.php

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

a. Admission of students from backward and economically weak sections and increased admission of girl students: The locational advantage of this college and its proximity to the railway station have made this institution a hub of academic activities. Since ours is a rural college catering to the academic needs of multitudinous students from different categories, we witness a steady flow of students from the socially and economically weaker sections. The number of students from the Minority sections is high and so is the number of girl students in the area. Many of them are still first- generation learners, hailing from the families of farmers and labourers. b. NC.C a full fledged unit: The 2 units of NC.C, comprising boys and girls, have been running successfully for the last decade, making them equipped to face the larger challenges of life. Many of our cadets are absorbed by the Central Forces and other Security units set up by the Central government. c. Physical Education, sports and games: Since our boys and girls are interested in games and sports, the College provides them with a platform where they can get proper and scientific training to excel as sportsmen/women. The Department of Physical Education in our college is the only one of its kind, in this part of South24 Parganas. The students are given the opportunity to take up this course at the Undergraduate level and proceed accordingly. We have a plan to upgrade this course to the Honours level, for the interest and benefit of our students. d. This college has adopted an effective mechanism to provide scholarships to the needy and the meritorious, arranging for government funds within a very short time. Funds are procured from many departments and dispensed with, in no time. College funds are also utilized to provide financial assistance to the students. All girl students hailing from the economically backward strata of society, are provided financially, through the Kanyashree scheme.

Provide the weblink of the institution

<https://www.dchcollege.org/main/downloads/distinctiveness.pdf>

8.Future Plans of Actions for Next Academic Year

? Completion of the new building which has already been started, in order to house more class rooms. ? Renovation of the office space to provide a better working atmosphere. ? Providing technical training to the office staff. ? Introduction of add-on in the various departments. ? Identifying weak learners and providing academic support to them. ? Organizing academic seminars and lecture sessions for teachers and students. ? Focus on a greater number of academic publications. ? Focus on waste management, particularly recycling of paper. ? Introduction of various units for the students to enable them pursue their interests other than academics. ? Arrangement for regular disposal of e-waste.