



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>		<b>DHRUBA CHAND HALDER COLLEGE</b>
• Name of the Head of the institution	<b>DR. SATYABRATA SAHOO</b>	
• Designation	<b>PRINCIPAL</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>0321822250</b>	
• Mobile No:	<b>9830036739</b>	
• Registered e-mail	<b>dchcollege@yahoo.com</b>	
• Alternate e-mail	<b>sudakshinabsengupta@gmail.com</b>	
• Address	<b>Daakshin Barasat, South 24 Parganas</b>	
• City/Town	<b>Dakshin Barasat</b>	
• State/UT	<b>West Bengal</b>	
• Pin Code	<b>743372</b>	
<b>2.Institutional status</b>		
• Type of Institution	<b>Co-education</b>	
• Location	<b>Rural</b>	
• Financial Status	<b>UGC 2f and 12(B)</b>	

• Name of the Affiliating University	Calcutta University				
• Name of the IQAC Coordinator	Sudakshina Sengupta				
• Phone No.	9830036739				
• Alternate phone No.	03324180575				
• Mobile	9830036739				
• IQAC e-mail address	dchcollege65iqac@gmail.com				
• Alternate e-mail address	iqac@dchcollege.org				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://www.dchcollege.org/main/AQAR/AQAR-2019-20.pdf">https://www.dchcollege.org/main/AQAR/AQAR-2019-20.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.dchcollege.org/main/downloads/academic-calender/academic-calender-2020-2021.pdf">https://www.dchcollege.org/main/downloads/academic-calender/academic-calender-2020-2021.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.45	2011	08/01/2011	07/01/2016
Cycle 2	B+	2.59	2016	05/11/2016	04/04/2021
<b>6.Date of Establishment of IQAC</b>			17/03/2011		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
N.A	N.A	N.A	N.A	N.A	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	5	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	Yes	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<ul style="list-style-type: none"> <li>• Introduction of the Android App SMILES. This app was designed and developed by some of the faculties and an alumnus of this institution, for the benefit of the students. During the time of the pandemic, students and faculties had been compelled to stay indoors, causing a lot of problems for the young learners. The faculties felt that developing such an app would enable students to collect study materials on their mobile phones, without having to pay any money to the cyber cafes. Information relating to admission and examinations were also brought under this app. •</li> </ul>		
<ul style="list-style-type: none"> <li>• Formation of SAMANNOY, a platform for the students and faculties of the Humanities Departments. The outbreak of the pandemic and its consequences created a bleak scenario in the lives of many, including our students and faculties. Realizing the need (of specially the students) to communicate and exchange their feelings and ideas with one another, and to de-stress them, the faculties of the Humanities departments brought the entire stream under the umbrella of SAMANNOY. Through regular talks and other programmes, a regular communication was established and students participated whole-heartedly in these sessions. The inauguration was done on-line, by an eminent scientist of ISRO, who motivated our students to shed all inhibitions and work for a particular goal in mind. The other sessions included on-line cultural programmes by students and inspiring talks by men of eminence.</li> </ul>		
<ul style="list-style-type: none"> <li>• Regular training on HOW TO OPTIMIZE GOOGLE. The need for upgrading computer skills was felt by the faculties during the period of lock-down, when most of our regular work was required to be done on-line.</li> </ul>		

Hence, it was decided that all faculties would be given on-line training in the various uses and applications of Google, so that conducting examinations, setting and checking papers and uploading marks could be made easy and smooth. The trainer was one of our ex-students from the Dept. of Physics, and both him and the faculties enjoyed this role reversal during the entire duration.

- Setting up a special platform for our girl students, AMRA MEYERA Our girl students are mostly from the rural areas, and are not exposed to the modern trends of communication. They lack confidence and the power to speak out freely, about their problems and difficulties. Discussion of their problems with peers and teachers on a common platform became the need of the day, specially during the pandemic, when they would be able to use the virtual medium to express their feelings in a meaningful way. This platform enabled them to hold a long session on 30th June, 2021, titled, OUR STORY, where many of them aired their grievances about their families, their personal relationships, their physical hardships and social pressures. All their problems were listened to, and solutions were offered to each one of them, by our faculties. At the end of the session, the girl students found solace, and gathered confidence to overcome their obstacles.

- Making use of the digital platform to publish COLLEGE & DEPARTMENTAL MAGAZINES during the pandemic : Because of the lock-down and the closure of the institution for almost 2 years, many of the regular activities had to be done on-line. Taking advantage of the modern scientific advancements, we decided to publish our college magazine as well as the departmental magazines on-line. This was a major leap forward, helping all stakeholders to access these freely. The following departments contributed to this endeavour :  
College Magazine : ALOKITO SHINRI Bengali : magazine ANWESHAN English : magazine CREATION Pol Science : magazine CHANAKYA EBONG Geography : magazine PRAGATI Zoology : magazine BIBARTAN Micro Biology : magazine BREAKTHROUGH
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<b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>	
Plan of Action	Achievements/Outcomes
1. Exposing our students and faculties to the world beyond the syllabi, by organizing special lectures and seminars	The IQAC, along with a number of departments, organized webinars on different topics, inviting eminent Resource Persons from different fields. Because of the sudden lock down, seminars had to be replaced by webinars
2. The focus would be on the girl students, as many of them were in vulnerable situations, specially in their localities.	As a positive measure, a session had been organized for our girl students, when they spoke their minds out, narrating their travails and experiences of subjugation, oppression and at home and a few of the faculties suggested ways of overcoming these situations, motivating them not to abandon studies and approach the faculties when they needed. In the end, many of them felt assured and a positive drive to move forward in life
3. A special drive on E-Waste Management	Since the number of students is extremely high in our institution, and the campus is spread out, it is difficult to keep the campus clean and hygienic at all times. Webinars were organized with a premier organization dealing with e-waste management, and an MOU was eventually signed, and bins for different purposes were placed at specific points, for collection by this organization.
<b>13. Whether the AQAR was placed before statutory body?</b>	Yes
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name	Date of meeting(s)
GOVERNING BODY	22/03/2022

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2020-2021	23/02/2022

**15. Multidisciplinary / interdisciplinary**

1. The vision of Dhruba Chand Halder College is to help young minds grow into socially responsible human beings, inculcating moral values, developing qualities of sympathy, compassion and understanding. Thus, the aim to impart "man-making education" lies at the core of the institution's ethos and culture. To translate this thought into reality, the college provides an all-round holistic education, integrating learning and experience, theory and practical aspects of education, and basic senses in today's world. For this, there is an integration of science and humanities, giving the students, the option of combining certain subjects from both the streams, pursuing their dreams. The idea of this multidisciplinary approach, is to allow multiple-entry exit, where students are allowed to take a break in between semesters and complete their courses within 5 years.

They are also encouraged to participate in co-curricular activities like quiz, debates,

music and dance, acting, creative writing, to name a few. The option of joining the

NSS and the NCC rests with our students who generally excel in certain areas. Sports

and games are also a strong point for our students who are regular players,

participating in competitions, winning laurels.

**16. Academic bank of credits (ABC):**

Academic Bank of Credits (ABC) is a system which digitally stores

the academic credits earned from various recognized HEIs so that the degrees from an HEI can be awarded taking into account credits earned.

Since our HEI is an affiliated college of the University of Calcutta, following the concerned University rules, our HEI gives due credits to the transferred students from other HEIs for the successful completion of one or more semesters or part thereof while studying in those HEIs.

### **17.Skill development:**

Traditional learning and Vocational Training are the two aspects in the field of education, which can help students attain their goals in life. At Dhruba Chand Halder College, many of the students are either first generation learners, or are not well equipped with the basic knowledge of many subjects. Since the area is primarily an agricultural belt, students from the agricultural background are not difficult to be found. Keeping the plight of such students in mind, a few courses have been designed for them by the different faculties, which can help them cope up with the challenges thrown to them after college studies. The courses offered, include : Computer Literacy Programmes, Spoken English, Yoga and----. Students can opt for any of these, depending on their prioritization and willingness. Thus, at the end of 3 years in college, they appear confident, smart and ready to face the challenges ahead.

### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

- Teaching at Dhruba Chand Halder College had been based on the traditional class-lecture method for a long period. But the advent of technology in the education sector, opened our eyes to the brave new world, advocating the application of modern gadgets and other technological methods.
- In the pre-pandemic days itself, attention had been focused on the use of smart class-rooms, lap-tops and pen-drives, projectors and computer technologies. The pandemic and forced closure of the institution made us shift to the on-line platform, for the benefit of our students. At present, we follow both on-line, as well as off-line modes to offer meaningful sessions to our students.
- Class lectures at this college are delivered both in English and Bengali, keeping in mind, the deficiency of most of the students in comprehending the subject, if taught in the

English language only.

- A Classical language like Sanskrit, is given due respect by the college authorities, and hence, we offer our students honours courses in Sanskrit, and also, Sanskrit as a general course. The Department of Sanskrit also arranges Spoken Sanskrit course for the students and faculties.

#### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

The HEI is affiliated to the University of Calcutta. The syllabus framing and course end evaluation is conducted by the concerned University.

Though the syllabus does not specify any course outcome(s) for a particular course, it is imperative that the courses do have specific outcome(s) and course end evaluations done by the University evaluate the same.

The HEI, being an affiliated college, does not have the liberty to transform or change any curriculum outcome in any manner.

#### **20.Distance education/online education:**

Our HEI has two distance and online education centers: -

1. Netaji Subhas Open University (NSOU), and
2. Rabindra Bharati University - Center for Distance and Online Education (RBU- CDOE)

In NSOU there are some vocational courses offered under its School of Vocational Studies (SVS). The socio-economic background of the area surrounding our HEI demands the commencement of some vocational courses in this HEI. In response to this demand the authority is at present in the process of contemplation and consideration the feasibility of the commencement of the vocational courses offered under NSOU School of Vocational Studies.

Besides, both in RBU - CDOE and NSOU, online download facility of study materials, online video tutorial lectures along with online form fill-up, and online fess payments are available.



## Extended Profile

<b>1.Programme</b>	
1.1  Number of courses offered by the institution across all programs during the year	<b>19</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1  Number of students during the year	<b>7692</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.2  Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>1911</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3  Number of outgoing/ final year students during the year	<b>1965</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1  Number of full time teachers during the year	<b>47</b>
File Description	Documents
Data Template	<a href="#">View File</a>

3.2	48
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	25
Total number of Classrooms and Seminar halls	
4.2	3988038.58
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	90
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Academic Sub-Committee of Dhruba Chand Halder College regulates and oversees all the academic activities of the college. It meets before the commencement of classes in each academic session and co-ordinates with members of the Routine Sub-Committee to formulate a Master Routine for the odd and even semesters. The routine, once it gets the approval of the Principal, is then displayed in all notice boards of the college, put up in the college website and the android app of DCH College, so as to reach all the students of the college.

After the University of Calcutta publishes the Academic Calendar of each session, the college too prepares its own academic calendar. At the departmental level, the professors sit together, plan academic activities of the department and divide the syllabus amongst the faculty members, allotting enough classes to cover each topic thoroughly. Class tests, assignments, interactive sessions, group discussions, textual quizzes are conducted along with tutorials to ensure proper understanding of each topic.

The college aims to constantly evaluate its own progress and learn from previous shortcomings. Feedback analysis of all stakeholders are carried out every year. Students of the final semester participate in the feedback mechanism of the students.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The College follows the CBCS Academic Calendar of the University of Calcutta at all levels. The Continuous Internal Evaluation process of the College is coordinated with the University calendar.

#### Formative Evaluation

- As per University instructions tutorial classes/ evaluation/practical classes are assigned for each course.
- Students are assigned written projects followed by viva-voice in some departments as part of CIE
- All honours departments of the institution have interactive mentor-mentee groups which allow mentors to devote personal attention to the mentees.

#### Summative Evaluation

- The college strictly follows the rules and regulations set by University of Calcutta in matters related to regularity of attendance, assignment or project, practical assignments, formative and summative assessment.
- The summative evaluation is either through a pattern of MCQ or short questions or descriptive answers or viva voice or group discussion as designed by the Board of Studies of CU for different subjects.
- Experiment based qualitative and quantitative estimations are carried out in laboratory-based subjects.
- Class tests are regularly held in each department.
- Extension lectures/ special lectures with renowned resource persons are arranged from time to time.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://www.dchcollege.org/main/downloads/academic-calender/academic-calender-2020-2021.pdf">https://www.dchcollege.org/main/downloads/academic-calender/academic-calender-2020-2021.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

**B. Any 3 of the above**

**Academic council/BoS of Affiliating University**  
**Setting of question papers for UG/PG programs**  
**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**  
**Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

19

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year****1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

16

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

733

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

214

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

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

The Institution is an affiliating college that through its co-curricular activities tries to inculcate values and ethics among its students. It ensures not only effective curriculum delivery but also makes effort to impart a holistic education that goes beyond the curriculum through various activities conducted throughout the year. Through these programmes students imbibe universal, moral and social values, sensitivity towards gender issues and environmental consciousness. Gender & Environment as a part of curriculum is included in subjects like Political Science, Philosophy, Sociology, Psychology and Geography include elements of the issue in their

curriculum. There is mandatory Environmental Studies Course included in Ability Enhancement Compulsory Course (AECC-2) in the Semester 2 of the CBCS curriculum.

- Gender sensitization programmes like lectures and seminars.
- Environmental education through projects, field work and Green Audit. Students are also encouraged to participate in different programmes like quiz contests organized by other Institutions for enhancing awareness related to the environment and society.
- Human values promoted through the activities of the NSS. The NSS unit of the college works for illuminating the young minds of the duties and responsibilities of the citizens of this country.
- Community outreach and other social welfare programmes.
- Handbook of Ethics and Code of Conduct uploaded in the College website and also enunciated by the Principal during Students' Orientation Programme in every session.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

9

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

548

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

### 1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.dchcollege.org/main/AQAR/FEEDBACK%20ANALYSIS%202020-21.pdf">https://www.dchcollege.org/main/AQAR/FEEDBACK%20ANALYSIS%202020-21.pdf</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

4253

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1665

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 2.2 - Catering to Student Diversity

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

The IQAC and the Academic Sub Committee devise a system of schematic gradation through which departmental teachers are able to



distinguish between slow learners and advanced learners. After a few weeks of initial classes, class tests and assignments are given to the students, to assess their knowledge, power of comprehension and mental alertness. Gradation of students is done on the basis of all these and strategies for improvement of standard are adopted then.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
7692 (all six semesters combined)	47

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

- The academic program of the college is enriched by laboratory experience. There are 13 well-equipped laboratories including computer laboratory with access to internet connectivity through the LAN and Wi-Fi.
- Most of the departments organize academic discussion/ group discussion, Departmental Special Lecture, Faculty Exchange Programme, seminars, NSS, NCC camps to make the learning process more effective and enjoyable/helps students in experiential learning.
- Outdoor studies and field work are also frequently conducted for students of the Geography, and other science departments.
- The Placement Cell conducts career counselling workshops which help students to know about the job opportunities and secure ranks in competitive exams, internships and jobs.

- Students are encouraged to actively participate in co-curricular and outreach activities organised by various committees of the college.
- Activities such as seminars, quizzes, and projects are conducted to stimulate the critical thinking skills of the students. Participation in various cultural festivals develop acceptance of unity in diversity.
- Recognising the importance of extra skill sets, add-on courses were introduced.
- To enhance creative thinking and writing skills, students are motivated to publish departmental magazines and college annual magazine.
- Skill development program such as Yoga was organised.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

- There are 14 ICT-enabled classrooms in the college. ICT enabled classrooms are used by teaching faculty for focused and easy explanation. The teaching faculty can explain instruments, experiments in detail by showing the power point slides which helps students to get better picture/ clarity on their topics. For the purpose of ICT classes teachers use laptops, projectors and pointers. Some of the departments have computers and laptops with Internet facility for the preparation of power point presentation and study materials. Printer and scanners facilities are also provided for the use of teachers and students for academic purposes. Wi-Fi facility is available in each departments, class rooms, seminar halls and library.
- Class notes, study materials prepared by the teachers are

uploaded to its own android app named DCH College which can be downloaded for free from Google Play Store, college website and also inWhatsApp groups so that the students can access these from home

- E-learning resources, available through INFLIBNET-NLIST (e-Shodhsindhu) are used by the faculty in effective teaching and learning process.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.dchcollege.org/main/ictresources.php">https://www.dchcollege.org/main/ictresources.php</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

69

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

48

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

## 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

26

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

## 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

### 2.4.3.1 - Total experience of full-time teachers

523 years

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

At the commencement of each semester, students are informed of the mode of Continuous Internal Evaluation.

The faculty has the power of deciding on the nature of assignments so that students are assessed justifiably. Assessment includes tutorials, assignments, and projects by students who are mentored by teachers at regular intervals. Dates for the assignments are decided by the respective faculties and students are notified accordingly. The assessed papers are shown to the students and they are advised on modifications and improvements. Students are also assessed by the

teachers based on their participation in the class.

During the pandemic continuous internal assessments were taken online, through mails and Google forms.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

With the introduction of the CBCS system internal examinations for the University are held at the end of each semester and the marks are uploaded on the University portal. The faculties take utmost care to make their work error-free. In case of wrong entry of marks, the Principal is approached and the concerned faculties take up the matter with the University officials and get these rectified. All assistance is provided to students with regard to registering their complaints with the University.

Assessment of college internal examination system is transparent. All evaluated assessments are returned to the students and students seek clarification of their scripts from their individual teachers.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

At the commencement of the academic session an Orientation Programme is held for students; the Principal informs students about the Mission and Vision of the college. This is followed by departmental orientations where the Heads of Departments communicate the curriculum with an emphasis on the POs, PSOs and COs. These are also uploaded on the website. In the first few classes, a Bridge Course is given to the students, to acquaint them with the broader framework of the syllabus. The classes which follow, find faculties explaining the nitty gritty of the papers and the varied and

classified courses students are given. The departmental brochures help students in forming an idea of their respective subjects of study and their outcomes. All courses and programmes impart comprehensive knowledge, critical thinking, and interdisciplinary approach. Students are encouraged to participate in co-curricular activities under the guidance of the teachers to understand and attain course outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

- All the departments in the Institution design a system of distributing and monitoring syllabus and completion at the commencement of every session.
- All Departments implement their plans for teaching and learning.
- The students' progress is continuously assessed through various kinds of evaluation.
- Mentor-mentee meetings are held frequently and tutorials are shared with the groups.
- At the end of each academic session, individual departments assess each student on the basis of his/her performance throughout the year, attendance and participation in all other activities organized by the department.
- The Institution also has its own "Student Feedback Form" which focuses on the quality and quantity of class-room teaching , along with specific queries on the performance of each faculty.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

**2.6.3.1 - Total number of final year students who passed the university examination during the year****1921**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

**2.7 - Student Satisfaction Survey****2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://www.dchcollege.org/main/downloads/studentsSatisfaction/SSS-REPORT-2020-21.pdf>

**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****6,60,000**

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

13

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

21

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>



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

#### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

16

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

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

This College attempts to impart a sense of social responsibility amongst its students. The two NSS Units of this College has extended support through various social works pertaining to its surrounding localities. During the Amphan calamity, NSS Units of this college took initiatives to extend support to the affected people in the nearby villages and localities by providing relief materials to them. These Units are also active in spreading awareness in issues like AIDs through Seminars/ Webinars. During the period of COVID-19, NSS Units of this college organized a number of lectures to sensitize students on the issues relating to pandemic and health care. A week long tree plantation programmewas conducted by the NSS units of this College even during the COVID-19 period. The NCC Units of this College are active in spreading awareness amongst people about the issues like importance of cleanliness, water saving, safe driving, environmental sustainability through its various programmes like Swach Bharat Abhiyan, Save Water, Safe Drive Save Life, Anti-Tobacco Programmes. These initiatives and programmes have benefited the society at large. During the pandemic, online seminar/webinar was organized by the Gender Sensetisation Cell of the College to sensitise students on issues like gender and women's emancipation.

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

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

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

19

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1766

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

2

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

0

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The college has a 9.353 acre built-in area, with three separate buildings where classes are held. Central Library is situated in one such building. The college offers 16 undergraduate programmes and 6 undergraduate courses in Science, Commerce and Humanities. There are 35 classrooms out of which 3 classrooms have smart class facility and 6 classrooms have projector facilities. There are 13 laboratories. In addition to these, Physics, Chemistry and Geography departments have computer laboratories for their students. The classrooms, laboratories, seminar rooms, library and auditorium are Wi-Fi enabled with 7 access points. 3 seminar rooms have smart class and acoustic facilities. The college has another Wi-Fi enabled seminar hall of about 4500 square feet with a projector and acoustic facility. Desktops with internet facility is provided to students in the Central Library. The college has a common staff room. Besides these, each department has its own room provided with a desktop, a printer, and a small departmental library. Most of the departments are provided with a laptop. The college office is well automated with desktops, scanners, printers, one LCD screen, Xerox machines and one laptop. College has four generators for uninterrupted power supply.

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

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

The college has a cultural subcommittee. The college organises Annual Cultural Competition for students. There is a cultural platform named 'Madhushruti' through which various cultural programmes are held. To facilitate cultural activities, the college has one auditorium with adequate acoustic and seating facilities. Teachers' day, Freshers' Welcome and Farewell Programmes are held at departmental level. During pandemic a digital platform called 'Samonnoy' was created and cultural activities were held through this platform digitally. Apart from the above 'Nabin Baran' and College Social are held on an annual basis.

Physical education teacher of the college acts as the co-ordinator

of all sports activities. Numerous sports activities are organised every year. On the Annual Sports Day, various competitions are held for students, teaching and non-teaching staff. The Institution has a spacious sports ground to hold regular training and sports events for athletics (shot put, discus throw, javelin throw, high jump, and long jump pits) and also to organize group events like football, kho-kho, volleyball, and NCC parade. The college has a gymnasium which is well equipped. The college has been observing the International Yoga Day inside a classroom which provides an ambient environment for holding the event yoga with ease.

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

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

14

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

14

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

36.77306

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Central Library was partially automated with the installation of Koha LMS in 2016. In 2021, 'Koha on Cloud' was installed (with regular annual renewal) and the library became fully automated. The cloud Koha LMS has following modules - Circulation, Patrons, Cataloguing, Serials, Advanced Search, Lists, Authorities, Acquisitions, Reports, Tools, Koha Administration, and About Koha. The LMS has following features: web-based interface, 24\*7 remote access OPAC, barcode-based circulation, Google cover image of the book, net-cataloguing via Z39.50, MARC 21 compatibility. The OPAC allows searching of library database by entering keywords. The OPAC link is available in the library section of the College website and students can search the library collection from anywhere at any time.

Library section of the College website has been updated with considerable numbers of open learning resources like e-books, e-journals, e-databases, etc. to support online teaching-learning.

The Central Library books are organized through DDC 23 classification scheme. E-resources are available through INFLIBNET-NLIST (e-ShodhSindhu). Library has the institutional membership of INFLIBNET-NLIST. Library has two Annual Reports of the Institution, CDs (available through books) and donated books. Library provides reference services, reprographic services (on demand against a nominal charge) and book circulation through Koha LMS.

Library is wi-fi enabled.

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

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

0.62328

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

147

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

Internet browsing facility is available in our institution since 2009. At present, institution has high speed internet connectivity from GTPLKCBL broadband service provider with a speed of 200 MBPS. All department are connected through LAN with internet facility. Wi-Fi facility is also available in each department, seminar halls, library and as well as in all the classrooms of the Main Building and Science building of the Institution.

The student centric information and the accounting system of the college is managed through a 'Smart College' software since 2009. The software modules are updated on a regular basis with updated features. The computers of the institution are connected with printers and scanners as required. The hardware and software of the computers are updated on a periodic basis. The computers of the college have Quick Heal Antivirus installed to protect them from malware/virus attack. These antivirus facilities are updated as and when expiration of service and necessity of renewal occurs. College has launched its own android app named DCH College which can be downloaded for free from Google Play Store and college staff and students can access it through unique individual ids.

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

#### 4.3.2 - Number of Computers

101

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>



### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

## 4.4 - Maintenance of Campus Infrastructure

### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

#### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

39.2467458

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Infrastructure maintenance and development is a continuous process and hence, provisions are made for it in every academic year. There are different committees to monitor the maintenance of the infrastructure and advise the Principal on matters relating to its augmentation. The laboratory assistant looks after various equipment to keep it ready for experimental purpose. Whenever any laboratory equipment is out of order then equipment vendors are intimated who does the necessary repair works. The laboratory assistants looks after various equipment to keep it ready for experimental purpose. AMC exists for the IBM College Server, the Smart College software and water purifiers. The software which manages the college admission is updated as per requirement every year against payment of fees to the vendor. A technical team looks after the working of

the computers and its peripherals of the college (academic departments, office and library) to keep it in working condition. Sports equipment are maintained under the supervision of department of physical education. The library staff informs the authorities regarding requirement of any repairs which is met as early as possible. The basic electrical fittings and furniture of classrooms are checked on a regular basis and necessary repairing is done.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

6978

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

210

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**B. 3 of the above**

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

530

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

530

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

**A. All of the above**

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

1

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

92

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

4

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

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

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

As per the directive of the West Bengal Higher Education Department, no Students' Union could be formed during the session 2020-21. However, students from various departments have been selected to assist the authority in organizing various programmes related to the students. There are many functioning committees in the College that enrich the Social, Cultural and Co-curricular activities of the College. Each committee is headed by final semester students of the College. The Principal, Departmental teachers and IQAC meets the students' organizing body to empower them, as well as enrich their skills and qualities for future development.

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

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

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

144

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

There is a deemed to be registered Alumni Association by the name of SARASWAT. The registration process is underway. Since the Alumni Association is awaiting registration, provision for collection of funds has not yet been initiated and the college is unable to get financial support from alumni for different developmental activities. However some departments of the college like Bengali, Geography, Political Science, English and Zoology have Departmental Alumni activities. Departmental alumni guide present students to cope with the curriculum and encourage them for enrolment in higher studies. It may be mentioned that many of our Alumni are presently employed as permanent teaching and non-teaching staff of our college and are supporting directly in the development of our college. Alumni teachers and non-teaching staff members are always careful about students' convenience in teaching-learning system. They forward some specific proposal for better curricular and co-curricular environment which, in turn get implemented. In addition to this, there are many ex-students who guide our students informally in the field of academics as well as career counseling and extracurricular activities. Though there is no registered Association for alumni of the college, they participate and support in all institutional affairs intended towards development of the institution. Alumni of the institution are serving the society, at large, through their engagement in both government and non-government organizations.

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

#### 5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

- The Vision of our college is to provide value based education to generate "Real Men and Women" - the concept initiated by Swami Vivekananda.
- Our Mission Statement is "March Ahead" to reach the goal.
- The college serves for providing educational, economic, social and cultural support to the local and far away rural students.
- The Governing Body, Principal, IQAC work together to plan for any developmental venture and follow the implementation policy of the college. Related sub-committees are involved in the endeavor as per necessity.
- The Principal along with the faculty members of the subcommittees and delegates of Non-teaching staff discuss several important aspects like admission, examination, infrastructural development, cultural activities, sports, scholarships etc as per institutional requirement.
- The Institute encourages and facilitates financially backward students to continue their education and arrange several Government sponsored scholarships.
- The Institute arranges free health check- up of nearby primary school children.
- Students of this college are proficient in sports and athletics. Facilities to practice football, cricket, kho-kho, swimming in our college campus are always available to them.

File Description	Documents
Paste link for additional information	<a href="https://www.dchcollege.org/main/mission.php">https://www.dchcollege.org/main/mission.php</a>
Upload any additional information	No File Uploaded

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

DCH College follows the practice of decentralization in all the major events of the institution. The college has a number of sub-committees to run the institution smoothly. The Principal along with the Convenors of different sub-committees discuss new plans after consulting the Teachers' Council.

The Governing Body of the College is the apex decision making body with the Principal as the Secretary of the said body. Seminal and key decisions are taken by the Governing Body.

The Governing Body consciously decentralizes the decision making and implementation process by drawing up committees like Academic



Subcommittee and Finance Subcommittee which are empowered to take decisions regarding academic and infrastructure augmentation.

The Academic Subcommittee consists of Departmental Heads and the decisions taken here are further carried down to the individual departmental faculty meetings where these decisions are implemented after constructive inputs from individual faculties.

A faculty member acts as the Super of the college hostel and takes various day to day decisions with inputs from the Hostel subcommittee consisting of various faculty members and non-teaching staff.

The Non-teaching section has the Head Clerk as the person in charge who manages various office activities with help of other non-teaching staff.

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

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- At the beginning of every academic year, sub-committees like Academic, Admission, Routine, Laboratory frame the strategic plan for smooth running of the session.
- Curriculum planning and implementation is done by each department according to their infrastructural and faculty facilities.
- New student orientation programme by the Principal is mandatory on the first day of each session.
- Regular academic activities, Library orientation, Freshers' welcome, educational tour, cultural programme, special lectures, publication of departmental magazines, sports, farewell, reunion etc are the common events during the session governed by the departments and/or concern committee as per needed.
- Introduction of Certificate and Add-On courses to equip the students with new skills and to prepare them for job-orientated market.
- Academic Collaboration with national institutions. Inviting renowned scholars from different parts of India and abroad for

giving extension lectures to the students and faculty of the college.

- Switching over to the blended mode of teaching and learning for future.
- Maintenance of the globally accessible digital library N-List, already available in the college through UGC grant, in the coming years.
- Digital version of important text books is available in the college library.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

**The Organizational Structure:-** Governing body:- The Governing Body (GB) is the apex body constituted to oversee the various Institutional activities. The GB comprising the University Nominee, WBCHSE nominee, Government nominee, faculty representatives, Non-teaching representatives and student representatives of the institute steer the institute towards progress. The perspective plan for the growth and expansion of the institution, review of the progress, approval of annual budget and expenditure is encompassed by the Governing Body. The Governing body decides policy matters and takes key decisions including the recruitment, confirmation of the services, promotion and transfer of the employees. There are seven major bodies working under the leadership of the Principal of the college. These bodies are Internal Quality Assurance Cell (IQAC), Academic body comprises of head of the departments, 27 functional management or sub-committees, college office, College Library, Auxiliary bodies such as NCC and NSS, Supporting services such as Gymnasium and Medical unit. Teacher's council is another major body plays vital role to help governing body with IQAC to administer several key policies. In general, IQAC does the policy making for the betterment of the college and the Principal implements those policies by the approval of the governing body.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://www.dchcollege.org/main/downloads/Organogram.pdf">https://www.dchcollege.org/main/downloads/Organogram.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The welfare measures taken by Dhruba Chand Halder College for its teaching and non-teaching staff are based on the participation in various government welfare schemes and the implementations of government orders.

These welfare measures are:

- i) Participation in West Bengal Health Scheme for Grant-in-College & University Teachers
- ii) Group Savings Linked Insurance Scheme (GSLIS)
- iii) Festival grants to a section of the non-teaching staff

**iv) Release of Recovery Based Advance of Festival Bonus on the basis of government order/**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

10

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

8

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution has an Appraisal System in place, for its teaching and non-teaching staff.

Each faculty is provided with a diary recording the following activities :

- Annual Teaching Plan,
- Class and subject wise teaching,
- Examination related work.
- Co-Curricular, Extension and professional development related activities.
- Research and Academic contributions.
- Other activities related to the institution.

The Annual self-assessment for the performance based appraisal system(API) included in category I, II and III for the evaluation of teaching, learning, co-curricular, extension and professional development is done by the authorities. Category III of API which includes research, publications and academic contributions.API of teacher is verified annually by the IQAC and Principal. API, duly filled along with all enclosures is submitted to the IQAC by the concerned faculty.

The institution maintains duly filled service books of teaching and nonteaching staff.

The College maintains the record of confidential report of non-teaching staff which is required for placement, pay fixation and promotion purpose.

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

## 6.4 - Financial Management and Resource Mobilization

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

Dhruba Chand Halder College conducts annual financial audits on a regular basis.Utilization Certificates for funds received from external sources from the Government, UGC and other external funding bodies are collected and checked by the Accountant and a few faculties.Since we are a college aided by the Government of West Bengal, its Audit Department sends itsappointed Government Auditor annually, for the external financial audit. The Budget of the institution is prepared annually and presented to the Principal.

**Communication and Follow up of Audit Objections -**

- As and when the External Auditor observes /detects a mistake while auditing the records, he informs the Accountant, the Principal and the Bursar of the college.

**Objections /queries.**

- The auditor specifies the control issues i.e. he comments on points where the controls are required.
- On receiving information of audit objections / queries, immediate actions are initiated to avoid repetition of the objection. The follow up action is taken then.

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

**6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)****6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

**6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources**

Mobilization of funds by an institution is essential to its progress and development. It is a process, which looks into all kinds of resources available and tries to make the best use of these, in any field that is of importance to the college. In real terms, it means expansion of relations with the Resource providers, the skills, knowledge and capacity for proper use of resources. It is not always

dependent on the external financial grants, but it is also extended to the fields of knowledge and other grants in kind.

The main steps in the resource-mobilization strategy are:

- Submitting proposals to a typical donor agency UGC/University.
- Approaching the local MLA for financial aid.
- Collecting books, gifts of books as resources in kind from donors.
- Miscellaneous Income out of selling scrap of news papers, magazines, selling fish of the college pond and coconuts from the trees inside the college campus.
- Funds are also generated from the two Distance Education Centres in the college: Netaji Subhash Open University and Rabindra Bharati University.
- The Canteen set up in the college premises also helps in the generation of funds.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell of Dhruba Chand Halder College strives hard to maintain quality in both academic and co-curricular fields.

- After the completely unprecedented and unpredictable outbreak of COVID 19 in March 2020, the IQAC took it upon itself the task of engaging students and faculties in meaningful pursuits. It devised ways to make this practical and possible. The IQAC directed the faculties to start on-line classes, making use of the ICT tools and modern gadgets. It arranged a number of awareness initiatives in order to make this digital 'shift' possible. As a result, classes on Google Meet, Zoom and Skype became the order of the day.
- During this period, the IQAC also organized a number of on line webinars and inspired several departments of the college to follow suit.



- The IQAC also focused its attention on on-line cultural and sports events.
- May students, particularly, girls were facing problems of various kinds, during the period of lock down. The IQAC, along with the Gender Sensitization Cell, took up such issues and resolved a number of such cases in a short period.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

In normal circumstances, the IQAC along with the Academic Committee of the college convenes formal meetings at regular intervals to discuss issues pertaining to academics and related concerns. It encourages different departments to organize seminars, workshops and other related educational activities, as well as co-curricular activities for the interest and benefit of the students.

The IQAC has ensured a functional, comprehensive feedback-gathering Mechanism which is crucial to the progress and development of the college.

After the successful transition to online teaching during the lock-down, it was decided that a blended approach to teaching and organizing events would be adopted once normalcy was restored. This is an incremental improvement made in the area of the teaching learning process. Moreover, the use of videos, sharing of E-books and journals would help students access the reading materials faster and in an easy manner. It was noted that, the possibility of organizing online events for academic enrichment was higher when one adopted the blended mode of teaching-learning. With the help of the college Google Suite A/c web talks by researchers and persons renowned in different fields of academic the world over have enriched both faculty and students through deliberations.

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

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

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

Dhruba Chand Halder College is a second home to a number of girls and boys who come here everyday for higher -education as well as for communicating with each other freely, on a plethora of topics and issues relevant to them. Both the student community and the teaching, non-teaching fraternities are guided by set -patterns of rules and self-realized responsibilities. In the campus, no discrimination is made between students on the basis of sex, religion or social status. The idea of equality of sexes is transmitted to them through books, discussions, lectures and activities. The Gender Sensitization Sub-Committee draws up a plan of activities for the year and through these programmes, basic

concepts of equality are focused on. These also help them open up their minds and feel relieved, at certain times. Some of the basic needs of our girl-students, women faculties and lady employees of the non-teaching staff are provided for, in this institution. Safety and security are of utmost concern for the authorities and steps are taken to ensure that no untoward incident takes place in the campus. Separate common rooms are provided for the girl students and the teaching, non-teaching lady staff, so that they can rest adequately when they desire.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.dchcollege.org/main/genderSensitisation.php">https://www.dchcollege.org/main/genderSensitisation.php</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://www.dchcollege.org/main/genderSensitisation.php">https://www.dchcollege.org/main/genderSensitisation.php</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

**Solid waste management: Solid waste in the campus is divided into bio-degradable and non-bio-degradable waste, collected in differently marked containers for disposal.**

**The animal waste from the Zoology laboratory is collected in a pit, covered with salt and sprayed with bleaching powder every 15 days.**

Trash plant sources and leaves, are collected in a bin set up in one corner in the Library Building, where the leaf litter compost is recycled and used for gardening.

Recyclable materials like paper plates and cups, cardboard boxes, rubber or plastic materials are stored in the designated places and sold off to vendors from time to time.

**Liquid waste management:** The College has a common sewage treatment plant that removes pathogenic micro-organisms, suspended particles, and bio-degradable organic substances. The collected liquids are dispersed throughout the subsoil.

**Chemical waste management:** Chemical waste is collected in a cemented pit having an opening above, for the evaporation of water and other volatile solvent.

**E-waste management:** In our college, the most common e-waste includes broken computer monitors, CPU s, CD s, bulbs, lamps, key boards etc. These are collected in designated boxes and handed over to concerned authorities.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**      **B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

**A. Any 4 or All of the above**

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. Landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

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

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

**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-**

**B. Any 3 of the above**

**reading software, mechanized equipment 5.**  
**Provision for enquiry and information :**  
**Human assistance, reader, scribe, soft copies of**  
**reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

The vision and mission of this college is to dispel ignorance from the minds of young boys and girls, and to disseminate knowledge in the highest number of individuals. Keeping this in mind, students from all strata of society, and diverse religious backgrounds are admitted here, conforming to the norms set up by the government. Students from minority groups, S.C and S.T, O.B.C, and the general categories, take admission here, with equal ease. Moreover, the guidance of the college staff in matters of stipends and concessions helps them continue with higher education..

Cultural programmes on the Annual Social Day Celebration and College Foundation Day are organized as joint effort of the teaching -student communities that lays much emphasis on social harmony and mutual respect. A collaborative work environment is created in this manner. The Annual Students' Competitions (play-reading, extempore speech, debate, quiz, vocal music, dance and recitation) along with multilingual cultural programs on the occasion of Bhasha Dibash, are an effort to not only acknowledge linguistic diversity but also promote linguistic harmony and subsequent awareness.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

Various efforts to make the students and employees of the Institution aware of their constitutional obligation, are taken by the College every academic year. During the commencement of each session, the Principal of the College delivers an Orientation Lecture to the new batch of students to make them aware of the core values of the Institution. Different occasions like the Independence Day and Republic Day are observed in the college by the students and employees jointly, with relevant messages from the Constitution of India. The students are taught to obey the supreme law of the land and respect the symbols of national unity like National Flag and National Anthem. The College Website displays a Handbook of Values for the students and employees to make them realize their social responsibility. Core values like empathy, compassion, respecting diversity, honesty, are highlighted by the Institution, to make everyone a better citizen. The students of the College are also encouraged to participate in the Youth Parliament Programme conducted by the Department of Parliamentary Affairs, Government of West Bengal, to make them aware of the roles and activities of the Parliament and Legislative Assemblies of the State.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional** C. Any 2 of the above

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

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

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

During The Covid-19, regular physical functions of Dhruba Chand Halder College, Dakshin Barasat, South 24 Parganas, West Bengal, like any other institution came to a grinding halt.

But the College celebrated Independence Day on Campus on 15th August 2020 with a few local students hoisting flags and garlanding our great freedom fighters. Later on, faculty members of the college celebrated Independence Day on a virtual platform through the Principal's speech and reminiscing about great freedom fighters.

The College observed its Foundation Day on 23rd August 2020, to pay respect and tribute to its founder Dr. Dhruba Chand Halder, by organizing a commemorative lecture.

The college also celebrated Republic Day with a few local students, faculty members, and the Principal of the College following the Covid protocol. The National flag was hoisted and the National anthem was sung by all the faculty members and students present there.

Dhruba Chand Halder College also celebrated Rabindra Jayanti, the birth anniversary of Rabindranath Tagore on 9th May.

The college, to raise awareness about the physical, mental, and spiritual well-being of humanity observed the International Yoga Day on 21 June 2021.



File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### BEST PRACTICE 1

#### 1. Title of the Practice : " DUARE SHIKSHA " ( BRINGING EDUCATION AT THE DOOR STEP)

Because of the pandemic , the institution was closed for a long period, affecting teaching-learning to the most. Hence, the need for devising means of overcoming the problems was felt by the teaching and learning communities.

Creating Whats App groups, acquainting students with the modern techniques of teaching-learning were the main tasks then.

. Full-fledged virtual classes were conducted through platforms like Google Meet and Zoom and Skype.

### BEST PRACTICE (2)

#### Title of the Practice : "Let them Stand on their Own Feet"

The objective of this practice is to explore all possible avenues of providing financial assistance to students keen on learning, but unable to make arrangements on their own

The need for funding education for the students of this college became more apparent during the period of lock-down, as the source of income had dried up for many. It was imperative that the college took the initiative to provide students with scholarships from various sources.

Dhruba Chand Halder College has always been a pioneer in the area of procuring scholarships for the students of this institution.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The proximity of this college to the railway station , draws a vast number of students to this institution every year. Most of our students are from the rural areas, studying in schools with playgrounds, developing a spirit of sportsmanship right from their childhood.

Observing this, this institution has committed itself to the promotion of games and sports in the college. The vast playground in the college campus provides ample space for practising games like football, cricket, kho-kho, kabaddi and a host of other games like Cricket, football and badminton. As a means of providing support to these talented groups of young women and men, the College offers them concessions in college fees, and, in many cases, waives off the entire amount.

The Department of Physical Education in our college is the only one of its kind, in this part of South 24 Parganas, to offer a full-fledged course in Physical Education as a subject of study, approved by Calcutta University. To encourage students of Physical Education, dresses and uniforms are given to them free of cost, by the College.

The College also runs a multi-gym where girls and boys are trained in body-building and physical fitness.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Academic Sub-Committee of Dhruba Chand Halder College regulates and oversees all the academic activities of the college. It meets before the commencement of classes in each academic session and co-ordinates with members of the Routine Sub-Committee to formulate a Master Routine for the odd and even semesters. The routine, once it gets the approval of the Principal, is then displayed in all notice boards of the college, put up in the college website and the android app of DCH College, so as to reach all the students of the college.

After the University of Calcutta publishes the Academic Calendar of each session, the college too prepares its own academic calendar. At the departmental level, the professors sit together, plan academic activities of the department and divide the syllabus amongst the faculty members, allotting enough classes to cover each topic thoroughly. Class tests, assignments, interactive sessions, group discussions, textual quizzes are conducted along with tutorials to ensure proper understanding of each topic.

The college aims to constantly evaluate its own progress and learn from previous shortcomings. Feedback analysis of all stakeholders are carried out every year. Students of the final semester participate in the feedback mechanism of the students.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The College follows the CBCS Academic Calendar of the University of Calcutta at all levels. The Continuous Internal Evaluation process of the College is coordinated with the University

calendar.

#### Formative Evaluation

- As per University instructions tutorial classes/ evaluation/practical classes are assigned for each course.
- Students are assigned written projects followed by viva-voice in some departments as part of CIE
- All honours departments of the institution have interactive mentor-mentee groups which allow mentors to devote personal attention to the mentees.

#### Summative Evaluation

- The college strictly follows the rules and regulations set by University of Calcutta in matters related to regularity of attendance, assignment or project, practical assignments, formative and summative assessment.
- The summative evaluation is either through a pattern of MCQ or short questions or descriptive answers or viva voice or group discussion as designed by the Board of Studies of CU for different subjects.
- Experiment based qualitative and quantitative estimations are carried out in laboratory-based subjects.
- Class tests are regularly held in each department.
- Extension lectures/ special lectures with renowned resource persons are arranged from time to time.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://www.dchcollege.org/main/downloads/academic-calender/academic-calender-2020-2021.pdf">https://www.dchcollege.org/main/downloads/academic-calender/academic-calender-2020-2021.pdf</a>

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

**B. Any 3 of the above**

<b>Diploma Courses Assessment /evaluation process of the affiliating University</b>	
File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded
<b>1.2 - Academic Flexibility</b>	
<b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b>	
<b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b>	
19	
File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>
<b>1.2.2 - Number of Add on /Certificate programs offered during the year</b>	
<b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</b>	
16	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>
<b>1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year</b>	
733	

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

214

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

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

The Institution is an affiliating college that through its co-curricular activities tries to inculcate values and ethics among its students. It ensures not only effective curriculum delivery but also makes effort to impart a holistic education that goes beyond the curriculum through various activities conducted throughout the year. Through these programmes students imbibe universal, moral and social values, sensitivity towards gender issues and environmental consciousness. Gender & Environment as a part of curriculum is included in subjects like Political Science, Philosophy, Sociology, Psychology and Geography include elements of the issue in their curriculum. There is mandatory Environmental Studies Course included in Ability Enhancement Compulsory Course (AECC-2) in the Semester 2 of the CBCS curriculum.

- Gender sensitization programmes like lectures and seminars.
- Environmental education through projects, field work and Green Audit. Students are also encouraged to participate in different programmes like quiz contests organized by other Institutions for enhancing awareness related to the environment and society.
- Human values promoted through the activities of the NSS. The NSS unit of the college works for illuminating the young minds of the duties and responsibilities of the citizens of this country.
- Community outreach and other social welfare programmes.
- Handbook of Ethics and Code of Conduct uploaded in the College website and also enunciated by the Principal during Students' Orientation Programme in every session.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

9

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

548

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>B. Any 3 of the above</b>
---	------------------------------

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<b>No File Uploaded</b>
Any additional information(Upload)	<b>No File Uploaded</b>

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
---	---

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.dchcollege.org/main/AQAR/FEEDBACK%20ANALYSIS%202020-21.pdf">https://www.dchcollege.org/main/AQAR/FEEDBACK%20ANALYSIS%202020-21.pdf</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

4253

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of



**supernumerary seats)****2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

1665

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**2.2 - Catering to Student Diversity**

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

The IQAC and the Academic Sub Committee devise a system of schematic gradation through which departmental teachers are able to distinguish between slow learners and advanced learners. After a few weeks of initial classes, class tests and assignments are given to the students, to assess their knowledge, power of comprehension and mental alertness. Gradation of students is done on the basis of all these and strategies for improvement of standard are adopted then.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

**2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)**

Number of Students	Number of Teachers
7692 (all six semesters combined)	47

File Description	Documents
Any additional information	<a href="#">View File</a>

**2.3 - Teaching- Learning Process**

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

- The academic program of the college is enriched by laboratory experience. There are 13 well-equipped laboratories including computer laboratory with access to internet connectivity through the LAN and Wi-Fi.
- Most of the departments organize academic discussion/ group discussion, Departmental Special Lecture, Faculty Exchange Programme, seminars, NSS, NCC camps to make the learning process more effective and enjoyable/helps students in experiential learning.
- Outdoor studies and field work are also frequently conducted for students of the Geography, and other science departments.
- The Placement Cell conducts career counselling workshops which help students to know about the job opportunities and secure ranks in competitive exams, internships and jobs.
- Students are encouraged to actively participate in co-curricular and outreach activities organised by various committees of the college.
- Activities such as seminars, quizzes, and projects are conducted to stimulate the critical thinking skills of the students. Participation in various cultural festivals develop acceptance of unity in diversity.
- Recognising the importance of extra skill sets, add-on courses were introduced.
- To enhance creative thinking and writing skills, students are motivated to publish departmental magazines and college annual magazine.
- Skill development program such as Yoga was organised.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

- There are 14 ICT-enabled classrooms in the college. ICT enabled classrooms are used by teaching faculty for focused and easy explanation. The teaching faculty can explain instruments, experiments in detail by showing the power point slides which helps students to get better picture/ clarity on their topics. For the purpose of ICT classes teachers use laptops, projectors and pointers. Some of the departments have computers and laptops with Internet facility for the preparation of power point presentation and study materials. Printer and scanners facilities are also provided for the use of teachers and students for academic purposes. Wi-Fi facility is available in each departments, class rooms, seminar halls and library.
- Class notes, study materials prepared by the teachers are uploaded to its own android app named DCH College which can be downloaded for free from Google Play Store, college website and also in WhatsApp groups so that the students can access these from home
- E-learning resources, available through INFLIBNET-NLIST (e-ShodhSindhu) are used by the faculty in effective teaching and learning process.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.dchcollege.org/main/ictresources.php">https://www.dchcollege.org/main/ictresources.php</a>

**2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )**

**2.3.3.1 - Number of mentors**

69

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

48

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

26

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

<b>523 years</b>	
File Description	Documents
Any additional information	<b>No File Uploaded</b>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>
<b>2.5 - Evaluation Process and Reforms</b>	
2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.	
<p>At the commencement of each semester, students are informed of the mode of Continuous Internal Evaluation.</p> <p>The faculty has the power of deciding on the nature of assignments so that students are assessed justifiably. Assessment includes tutorials, assignments, and projects by students who are mentored by teachers at regular intervals. Dates for the assignments are decided by the respective faculties and students are notified accordingly. The assessed papers are shown to the students and they are advised on modifications and improvements. Students are also assessed by the teachers based on their participation in the class.</p> <p>During the pandemic continuous internal assessments were taken online, through mails and Google forms.</p>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<b>Nil</b>
2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient	
<p>With the introduction of the CBCS system internal examinations for the University are held at the end of each semester and the marks are uploaded on the University portal. The faculties take utmost care to make their work error-free. In case of wrong entry of marks, the Principal is approached and the concerned faculties take up the matter with the University officials and get these rectified. All assistance is provided to students with regard to</p>	

registering their complaints with the University.

Assessment of college internal examination system is transparent. All evaluated assessments are returned to the students and students seek clarification of their scripts from their individual teachers.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

At the commencement of the academic session an Orientation Programme is held for students; the Principal informs students about the Mission and Vision of the college. This is followed by departmental orientations where the Heads of Departments communicate the curriculum with an emphasis on the POs, PSOs and COs. These are also uploaded on the website. In the first few classes, a Bridge Course is given to the students, to acquaint them with the broader framework of the syllabus. The classes which follow, find faculties explaining the nitty gritty of the papers and the varied and classified courses students are given. The departmental brochures help students in forming an idea of their respective subjects of study and their outcomes. All courses and programmes impart comprehensive knowledge, critical thinking, and interdisciplinary approach. Students are encouraged to participate in co-curricular activities under the guidance of the teachers to understand and attain course outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

- All the departments in the Institution design a system of distributing and monitoring syllabus and completion at the commencement of every session.
- All Departments implement their plans for teaching and learning.
- The students' progress is continuously assessed through various kinds of evaluation.
- Mentor-mentee meetings are held frequently and tutorials are shared with the groups.
- At the end of each academic session, individual departments assess each student on the basis of his/her performance throughout the year, attendance and participation in all other activities organized by the department.
- The Institution also has its own "Student Feedback Form" which focuses on the quality and quantity of class-room teaching , along with specific queries on the performance of each faculty.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

1921

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.dchcollege.org/main/downloads/studentsSatisfaction/SSS-REPORT-2020-21.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

6,60,000

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	Nil

#### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

##### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution



**during the year**

13

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**3.2 - Research Publications and Awards****3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

21

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

16

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

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

This College attempts to impart a sense of social responsibility amongst its students. The two NSS Units of this College has extended support through various social works pertaining to its surrounding localities. During the Amphan calamity, NSS Units of this college took initiatives to extend support to the affected people in the nearby villages and localities by providing relief materials to them. These Units are also active in spreading awareness in issues like AIDs through Seminars/ Webinars. During the period of COVID-19, NSS Units of this college organized a number of lectures to sensitize students on the issues relating to pandemic and health care. A week long tree plantation programmewas conducted by the NSS units of this College even during the COVID-19 period. The NCC Units of this College are active in spreading awareness amongst people about the issues like importance of cleanliness, water saving, safe driving, environmental sustainability through its various programmes like Swach Bharat Abhiyan, Save Water, Safe Drive Save Life, Anti-Tobacco Programmes. These initiatives and programmes have benefited the society at large. During the pandemic, online seminar/webinar was organized by the Gender Sensetisation Cell of the College to sensitise students on issues like gender and women's emancipation.

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

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

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

19

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

1766

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration**

**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

2

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

0

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The college has a 9.353 acre built-in area, with three separate buildings where classes are held. Central Library is situated in one such building. The college offers 16 undergraduate programmes and 6 undergraduate courses in Science, Commerce and Humanities. There are 35 classrooms out of which 3 classrooms have smart class facility and 6 classrooms have projector facilities. There are 13 laboratories. In addition to these, Physics, Chemistry and Geography departments have computer laboratories for their students. The classrooms, laboratories, seminar rooms, library and auditorium are Wi-Fi enabled with 7 access points. 3 seminar rooms have smart class and acoustic facilities. The college has another Wi-Fi enabled seminar hall of about 4500 square feet with

a projector and acoustic facility. Desktops with internet facility is provided to students in the Central Library. The college has a common staff room. Besides these, each department has its own room provided with a desktop, a printer, and a small departmental library. Most of the departments are provided with a laptop. The college office is well automated with desktops, scanners, printers, one LCD screen, Xerox machines and one laptop. College has four generators for uninterrupted power supply.

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

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

The college has a cultural subcommittee. The college organises Annual Cultural Competition for students. There is a cultural platform named 'Madhushruti' through which various cultural programmes are held. To facilitate cultural activities, the college has one auditorium with adequate acoustic and seating facilities. Teachers' day, Freshers' Welcome and Farewell Programmes are held at departmental level. During pandemic a digital platform called 'Samonnoy' was created and cultural activities were held through this platform digitally. Apart from the above 'Nabin Baran' and College Social are held on an annual basis.

Physical education teacher of the college acts as the co-ordinator of all sports activities. Numerous sports activities are organised every year. On the Annual Sports Day, various competitions are held for students, teaching and non-teaching staff. The Institution has a spacious sports ground to hold regular training and sports events for athletics (shot put, discus throw, javelin throw, high jump, and long jump pits) and also to organize group events like football, kho-kho, volleyball, and NCC parade. The college has a gymnasium which is well equipped. The college has been observing the International Yoga Day inside a classroom which provides an ambient environment for holding the event yoga with ease.

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

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

14

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

14

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

36.77306

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

## 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Central Library was partially automated with the installation of Koha LMS in 2016. In 2021, 'Koha on Cloud' was installed (with regular annual renewal) and the library became fully automated. The cloud Koha LMS has following modules - Circulation, Patrons, Cataloguing, Serials, Advanced Search, Lists, Authorities, Acquisitions, Reports, Tools, Koha Administration, and About Koha. The LMS has following features: web-based interface, 24\*7 remote access OPAC, barcode-based circulation, Google cover image of the book, net-cataloguing via Z39.50, MARC 21 compatibility. The OPAC allows searching of library database by entering keywords. The OPAC link is available in the library section of the College website and students can search the library collection from anywhere at any time.

Library section of the College website has been updated with considerable numbers of open learning resources like e-books, e-journals, e-databases, etc. to support online teaching-learning.

The Central Library books are organized through DDC 23 classification scheme. E-resources are available through INFLIBNET-NLIST (e-ShodhSindhu). Library has the institutional membership of INFLIBNET-NLIST. Library has two Annual Reports of the Institution, CDs (available through books) and donated books. Library provides reference services, reprographic services (on demand against a nominal charge) and book circulation through Koha LMS.

Library is wi-fi enabled.

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

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

##### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.62328

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

147

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

Internet browsing facility is available in our institution since 2009. At present, institution has high speed internet connectivity from GTPLKCBL broadband service provider with a speed of 200 MBPS. All department are connected through LAN with internet facility. Wi-Fi facility is also available in each



department, seminar halls, library and as well as in all the classrooms of the Main Building and Science building of the Institution.

The student centric information and the accounting system of the college is managed through a 'Smart College' software since 2009. The software modules are updated on a regular basis with updated features. The computers of the institution are connected with printers and scanners as required. The hardware and software of the computers are updated on a periodic basis. The computers of the college have Quick Heal Antivirus installed to protect them from malware/virus attack. These antivirus facilities are updated as and when expiration of service and necessity of renewal occurs. College has launched its own android app named DCH College which can be downloaded for free from Google Play Store and college staff and students can access it through unique individual ids.

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

#### 4.3.2 - Number of Computers

101

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****39.2467458**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Infrastructure maintenance and development is a continuous process and hence, provisions are made for it in every academic year. There are different committees to monitor the maintenance of the infrastructure and advise the Principal on matters relating to its augmentation. The laboratory assistant looks after various equipment to keep it ready for experimental purpose. Whenever any laboratory equipment is out of order then equipment vendors are intimated who does the necessary repair works. The laboratory assistants looks after various equipment to keep it ready for experimental purpose. AMC exists for the IBM College Server, the Smart College software and water purifiers. The software which manages the college admission is updated as per requirement every year against payment of fees to the vendor. A technical team looks after the working of the computers and its peripherals of the college (academic departments, office and library) to keep it in working condition. Sports equipment are maintained under the supervision of department of physical education. The library staff informs the authorities regarding requirement of any repairs which is met as early as possible. The basic electrical fittings and furniture of classrooms are checked on a regular basis and necessary repairing is done.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

6978

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

210

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>B. 3 of the above</b>
<b>File Description</b>	<b>Documents</b>
Link to institutional website	<b>Nil</b>
Any additional information	<b>No File Uploaded</b>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>530</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>530</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<b>No File Uploaded</b>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b>	<b>A. All of the above</b>

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

1

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

92

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

**government examinations) during the year**

4

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

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

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

As per the directive of the West Bengal Higher Education Department, no Students' Union could be formed during the session 2020-21. However, students from various departments have been selected to assist the authority in organizing various programmes related to the students. There are many functioning committees in the College that enrich the Social, Cultural and Co-curricular activities of the College. Each committee is headed by final semester students of the College. The Principal, Departmental teachers and IQAC meets the students' organizing body to empower them, as well as enrich their skills and qualities for future

development .

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

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

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

144

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

There is a deemed to be registered Alumni Association by the name of SARASWAT. The registration process is underway. Since the Alumni Association is awaiting registration, provision for collection of funds has not yet been initiated and the college is unable to get financial support from alumni for different developmental activities. However some departments of the college like Bengali, Geography, Political Science, English and Zoology have Departmental Alumni activities. Departmental alumni guide present students to cope with the curriculum and encourage them for enrolment in higher studies. It may be mentioned that many of our Alumni are presently employed as permanent teaching and non-teaching staff of our college and are supporting directly in the development of our college. Alumni teachers and non-teaching

staff members are always careful about students' convenience in teaching- learning system. They forward some specific proposal for better curricular and co-curricular environment which, in turn get implemented. In addition to this, there are many ex-students who guide our students informally in the field of academics as well as career counseling and extracurricular activities. Though there is no registered Association for alumni of the college, they participate and support in all institutional affairs intended towards development of the institution. Alumni of the institution are serving the society, at large, through their engagement in both government and non- government organizations.

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

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

- The Vision of our college is to provide value based education to generate "Real Men and Women" - the concept initiated by Swami Vivekananda.
- Our Mission Statement is "March Ahead" to reach the goal.
- The college serves for providing educational, economic, social and cultural support to the local and far away rural students.
- The Governing Body, Principal, IQAC work together to plan for any developmental venture and follow the implementation policy of the college. Related sub-committees are involved in the endeavor as per necessity.
- The Principal along with the faculty members of the subcommittees and delegates of Non-teaching staff discuss



several important aspects like admission, examination, infrastructural development, cultural activities, sports, scholarships etc as per institutional requirement.

- The Institute encourages and facilitates financially backward students to continue their education and arrange several Government sponsored scholarships.
- The Institute arranges free health check- up of nearby primary school children.
- Students of this college are proficient in sports and athletics. Facilities to practice football, cricket, kho-kho, swimming in our college campus are always available to them.

File Description	Documents
Paste link for additional information	<a href="https://www.dchcollege.org/main/mission.php">https://www.dchcollege.org/main/mission.php</a>
Upload any additional information	No File Uploaded

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

DCH College follows the practice of decentralization in all the major events of the institution. The college has a number of sub-committees to run the institution smoothly. The Principal along with the Convenors of different sub-committees discuss new plans after consulting the Teachers' Council.

The Governing Body of the College is the apex decision making body with the Principal as the Secretary of the said body. Seminal and key decisions are taken by the Governing Body.

The Governing Body consciously decentralizes the decision making and implementation process by drawing up committees like Academic Subcommittee and Finance Subcommittee which are empowered to take decisions regarding academic and infrastructure augmentation.

The Academic Subcommittee consists of Departmental Heads and the decisions taken here are further carried down to the individual departmental faculty meetings where these decisions are implemented after constructive inputs from individual faculties.

A faculty member acts as the Super of the college hostel and takes various day to day decisions with inputs from the Hostel

subcommittee consisting of various faculty members and non-teaching staff.

The Non-teaching section has the Head Clerk as the person in charge who manages various office activities with help of other non-teaching staff.

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

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- At the beginning of every academic year, sub-committees like Academic, Admission, Routine, Laboratory frame the strategic plan for smooth running of the session.
- Curriculum planning and implementation is done by each department according to their infrastructural and faculty facilities.
- New student orientation programme by the Principal is mandatory on the first day of each session.
- Regular academic activities, Library orientation, Freshers' welcome, educational tour, cultural programme, special lectures, publication of departmental magazines, sports, farewell, reunion etc are the common events during the session governed by the departments and/or concern committee as per needed.
- Introduction of Certificate and Add-On courses to equip the students with new skills and to prepare them for job-orientated market.
- Academic Collaboration with national institutions. Inviting renowned scholars from different parts of India and abroad for giving extension lectures to the students and faculty of the college.
- Switching over to the blended mode of teaching and learning for future.
- Maintenance of the globally accessible digital library N-List, already available in the college through UGC grant, in the coming years.
- Digital version of important text books is available in the college library.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

**The Organizational Structure:- Governing body:-** The Governing Body (GB) is the apex body constituted to oversee the various Institutional activities. The GB comprising the University Nominee, WBCHSE nominee, Government nominee, faculty representatives, Non-teaching representatives and student representatives of the institute steer the institute towards progress. The perspective plan for the growth and expansion of the institution, review of the progress, approval of annual budget and expenditure is encompassed by the Governing Body. The Governing body decides policy matters and takes key decisions including the recruitment, confirmation of the services, promotion and transfer of the employees. There are seven major bodies working under the leadership of the Principal of the college. These bodies are Internal Quality Assurance Cell (IQAC), Academic body comprises of head of the departments, 27 functional management or sub-committees, college office, College Library, Auxiliary bodies such as NCC and NSS, Supporting services such as Gymnasium and Medical unit. Teacher's council is another major body plays vital role to help governing body with IQAC to administer several key policies. In general, IQAC does the policy making for the betterment of the college and the Principal implements those policies by the approval of the governing body.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://www.dchcollege.org/main/downloads/Organogram.pdf">https://www.dchcollege.org/main/downloads/Organogram.pdf</a>
Upload any additional information	<a href="#">View File</a>

<b>6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination</b>	<b>B. Any 3 of the above</b>
File Description	Documents
ERP (Enterprise Resource Planning)Document	<b>No File Uploaded</b>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>
<b>6.3 - Faculty Empowerment Strategies</b>	
6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff	
<p>The welfare measures taken by Dhruba Chand Halder College for its teaching and non-teaching staff are based on the participation in various government welfare schemes and the implementations of government orders.</p> <p>These welfare measures are:</p> <p>i) Participation in West Bengal Health Scheme for Grant-in-College &amp; University Teachers</p> <p>ii) Group Savings Linked Insurance Scheme (GSLIS)</p> <p>iii) Festival grants to a section of the non-teaching staff</p> <p>iv) Release of Recovery Based Advance of Festival Bonus on the basis of government order/</p>	
File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<a href="#">View File</a>

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year****6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

10

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year****6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)****6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

8

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution has an Appraisal System in place, for its teaching and non-teaching staff.

Each faculty is provided with a diary recording the following activities :

- Annual Teaching Plan,
- Class and subject wise teaching,
- Examination related work.
- Co-Curricular, Extension and professional development related activities.
- Research and Academic contributions.
- Other activities related to the institution.

The Annual self-assessment for the performance based appraisal system(API) included in category I, II and III for the evaluation of teaching, learning, co-curricular, extension and professional development is done by the authorities. Category III of API which includes research, publications and academic contributions.API of teacher is verified annually by the IQAC and Principal. API, duly filled along with all enclosures is submitted to the IQAC by the concerned faculty.

The institution maintains duly filled service books of teaching and nonteaching staff.

The College maintains the record of confidential report of non-teaching staff which is required for placement, pay fixation and promotion purpose.

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

#### 6.4 - Financial Management and Resource Mobilization

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

Dhruba Chand Halder College conducts annual financial audits on a regular basis. Utilization Certificates for funds received from external sources from the Government, UGC and other external funding bodies are collected and checked by the Accountant and a few faculties. Since we are a college aided by the Government of West Bengal, its Audit Department sends its appointed Government Auditor annually, for the external financial audit. The Budget of the institution is prepared annually and presented to the Principal.

Communication and Follow up of Audit Objections -

- As and when the External Auditor observes /detects a mistake while auditing the records, he informs the Accountant, the Principal and the Bursar of the college.

Objections /queries.

- The auditor specifies the control issues i.e. he comments on points where the controls are required.
- On receiving information of audit objections / queries, immediate actions are initiated to avoid repetition of the objection. The follow up action is taken then.

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

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Mobilization of funds by an institution is essential to its progress and development. It is a process, which looks into all kinds of resources available and tries to make the best use of these, in any field that is of importance to the college. In real terms, it means expansion of relations with the Resource providers, the skills, knowledge and capacity for proper use of resources. It is not always dependent on the external financial grants, but it is also extended to the fields of knowledge and other grants in kind.

The main steps in the resource-mobilization strategy are:

- Submitting proposals to a typical donor agency UGC/University.
- Approaching the local MLA for financial aid.
- Collecting books, gifts of books as resources in kind from donors.
- Miscellaneous Income out of selling scrap of news papers, magazines, selling fish of the college pond and coconuts from the trees inside the college campus.
- Funds are also generated from the two Distance Education Centres in the college: Netaji Subhash Open University and Rabindra Bharati University.
- The Canteen set up in the college premises also helps in the generation of funds.



File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell of Dhruba Chand Halder College strives hard to maintain quality in both academic and co-curricular fields.

- After the completely unprecedented and unpredictable outbreak of COVID 19 in March 2020, the IQAC took it upon itself the task of engaging students and faculties in meaningful pursuits. It devised ways to make this practical and possible. The IQAC directed the faculties to start on-line classes, making use of the ICT tools and modern gadgets. It arranged a number of awareness initiatives in order to make this digital 'shift' possible. As a result, classes on Google Meet, Zoom and Skype became the order of the day.
- During this period, the IQAC also organized a number of on line webinars and inspired several departments of the college to follow suit.
- The IQAC also focused its attention on on-line cultural and sports events.
- Many students, particularly, girls were facing problems of various kinds, during the period of lock down. The IQAC, along with the Gender Sensitization Cell, took up such issues and resolved a number of such cases in a short period.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and

recorded the incremental improvement in various activities

In normal circumstances, the IQAC along with the Academic Committee of the college convenes formal meetings at regular intervals to discuss issues pertaining to academics and related concerns. It encourages different departments to organize seminars, workshops and other related educational activities, as well as co-curricular activities for the interest and benefit of the students.

The IQAC has ensured a functional, comprehensive feedback-gathering Mechanism which is crucial to the progress and development of the college.

After the successful transition to online teaching during the lock-down, it was decided that a blended approach to teaching and organizing events would be adopted once normalcy was restored. This is an incremental improvement made in the area of the teaching learning process. Moreover, the use of videos, sharing of E-books and journals would help students access the reading materials faster and in an easy manner. It was noted that, the possibility of organizing online events for academic enrichment was higher when one adopted the blended mode of teaching-learning. With the help of the college Google Suite A/c web talks by researchers and persons renowned in different fields of academic the world over have enriched both faculty and students through deliberations.

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

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

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

Dhruba Chand Halder College is a second home to a number of girls and boys who come here everyday for higher -education as well as for communicating with each other freely, on a plethora of topics and issues relevant to them. Both the student community and the teaching, non-teaching fraternities are guided by set -patterns of rules and self-realized responsibilities. In the campus, no discrimination is made between students on the basis of sex, religion or social status. The idea of equality of sexes is transmitted to them through books, discussions, lectures and activities. The Gender Sensitization Sub-Committee draws up a plan of activities for the year and through these programmes, basic concepts of equality are focused on. These also help them open up their minds and feel relieved, at certain times. Some of the basic needs of our girl-students, women faculties and lady employees of the non-teaching staff are provided for, in this institution. Safety and security are of utmost concern for the authorities and steps are taken to ensure that no untoward incident takes place in the campus. Separate common rooms are provided for the girl students and the teaching, non-teaching lady staff, so that they can rest adequately when they desire.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.dchcollege.org/main/genderSensitisation.php">https://www.dchcollege.org/main/genderSensitisation.php</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://www.dchcollege.org/main/genderSensitisation.php">https://www.dchcollege.org/main/genderSensitisation.php</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

**Solid waste management: Solid waste in the campus is divided into bio-degradable and non-bio-degradable waste, collected in differently marked containers for disposal.**

**The animal waste from the Zoology laboratory is collected in a pit, covered with salt and sprayed with bleaching powder every 15 days.**

**Trash plant sources and leaves, are collected in a bin set up in one corner in the Library Building, where the leaf litter compost is recycled and used for gardening.**

**Recyclable materials like paper plates and cups, cardboard boxes, rubber or plastic materials are stored in the designated places and sold off to vendors from time to time.**

**Liquid waste management: The College has a common sewage**

treatment plant that removes pathogenic micro-organisms, suspended particles, and bio-degradable organic substances. The collected liquids are dispersed throughout the subsoil.

**Chemical waste management:** Chemical waste is collected in a cemented pit having an opening above, for the evaporation of water and other volatile solvent.

**E-waste management:** In our college, the most common e-waste includes broken computer monitors, CPU s, CD s, bulbs, lamps, key boards etc. These are collected in designated boxes and handed over to concerned authorities.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic

A. Any 4 or All of the above

5. landscaping with trees and plants	
File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>D. Any 1 of the above</b>
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded
<b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b>	<b>B. Any 3 of the above</b>

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

The vision and mission of this college is to dispel ignorance from the minds of young boys and girls, and to disseminate knowledge in the highest number of individuals. Keeping this in mind, students from all strata of society, and diverse religious backgrounds are admitted here, conforming to the norms set up by the government. Students from minority groups, S.C and S.T, O.B.C, and the general categories, take admission here, with equal ease. Moreover, the guidance of the college staff in matters of stipends and concessions helps them continue with higher education..

Cultural programmes on the Annual Social Day Celebration and College Foundation Day are organized as joint effort of the teaching -student communities that lays much emphasis on social harmony and mutual respect. A collaborative work environment is created in this manner. The Annual Students' Competitions (play-reading, extempore speech, debate, quiz, vocal music, dance and recitation) along with multilingual cultural programs on the occasion of Bhasha Dibash, are an effort to not only acknowledge linguistic diversity but also promote linguistic harmony and subsequent awareness.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

Various efforts to make the students and employees of the Institution aware of their constitutional obligation, are taken by the College every academic year. During the commencement of each session, the Principal of the College delivers an Orientation Lecture to the new batch of students to make them aware of the core values of the Institution. Different occasions like the Independence Day and Republic Day are observed in the college by the students and employees jointly, with relevant messages from the Constitution of India. The students are taught to obey the supreme law of the land and respect the symbols of national unity like National Flag and National Anthem. The College Website displays a Handbook of Values for the students and employees to make them realize their social responsibility. Core values like empathy, compassion, respecting diversity, honesty, are highlighted by the Institution, to make everyone a better citizen. The students of the College are also encouraged to participate in the Youth Parliament Programme conducted by the Department of Parliamentary Affairs, Government of West Bengal, to make them aware of the roles and activities of the Parliament and Legislative Assemblies of the State.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence**

**C. Any 2 of the above**



to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

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

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

During The Covid-19, regular physical functions of Dhruba Chand Halder College, Dakshin Barasat, South 24 Parganas, West Bengal, like any other institution came to a grinding halt.

But the College celebrated Independence Day on Campus on 15th August 2020 with a few local students hoisting flags and garlanding our great freedom fighters. Later on, faculty members of the college celebrated Independence Day on a virtual platform through the Principal's speech and reminiscing about great freedom fighters.

The College observed its Foundation Day on 23rd August 2020, to pay respect and tribute to its founder Dr. Dhruba Chand Halder, by organizing a commemorative lecture.

The college also celebrated Republic Day with a few local students, faculty members, and the Principal of the College following the Covid protocol. The National flag was hoisted and the National anthem was sung by all the faculty members and students present there.

Dhruba Chand Halder College also celebrated Rabindra Jayanti, the birth anniversary of Rabindranath Tagore on 9th May.

The college, to raise awareness about the physical, mental, and spiritual well-being of humanity observed the International Yoga Day on 21 June 2021.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### BEST PRACTICE 1

#### 1. Title of the Practice : " DUARE SHIKSHA " ( BRINGING EDUCATION AT THE DOOR STEP)

Because of the pandemic , the institution was closed for a long period, affecting teaching-learning to the most. Hence, the need for devising means of overcoming the problems was felt by the teaching and learning communities.

Creating Whats App groups, acquainting students with the modern techniques of teaching-learning were the main tasks then.

. Full-fledged virtual classes were conducted through platforms like Google Meet and Zoom and Skype.

### BEST PRACTICE (2)

Title of the Practice : "Let them Stand on their Own Feet"

The objective of this practice is to explore all possible avenues of providing financial assistance to students keen on learning, but unable to make arrangements on their own

The need for funding education for the students of this college became more apparent during the period of lock-down, as the source of income had dried up for many. It was imperative that the college took the initiative to provide students with scholarships from various sources.

Dhruba Chand Halder College has always been a pioneer in the area of procuring scholarships for the students of this institution.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The proximity of this college to the railway station , draws a vast number of students to this institution every year. Most of our students are from the rural areas, studying in schools with playgrounds, developing a spirit of sportsmanship right from their childhood.

Observing this, this institution has committed itself to the promotion of games and sports in the college. The vast playground in the college campus provides ample space for practising games like football, cricket, kho-kho, kabaddi and a host of other games like Cricket, football and badminton. As a means of providing support to these talented groups of young women and men, the College offers them concessions in college fees, and, in many cases, waives off the entire amount.

The Department of Physical Education in our college is the only one of its kind, in this part of South 24 Parganas, to offer a full-fledged course in Physical Education as a subject of study, approved by Calcutta University. To encourage students of Physical Education, dresses and uniforms are given to them free of cost, by the College.

The College also runs a multi-gym where girls and boys are trained in body-building and physical fitness.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

1. Completion of the new building which has already been started, in order to house more class rooms.
2. Renovation of the office space to provide a better working atmosphere.
3. Providing technical training to the office staff.
4. Identifying weak learners and providing academic support to them.
5. Organizing academic seminars and lecture sessions for teachers and students.
6. Focus on a greater number of academic publications.
7. Introduction of various units for the students to enable them pursue their interests other than academics.