



# YEARLY STATUS REPORT - 2020-2021

## Part A

### Data of the Institution

#### 1. Name of the Institution

DUMKAL COLLEGE

- Name of the Head of the institution **Dr. BHABESH PRAMANIK**
- Designation **PRINCIPAL**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **07908138703**
- Mobile No: **7719289852**
- Registered e-mail **dumkalcollege@gmail.com**
- Alternate e-mail **iqacdumkalcollege@gmail.com**
- Address **VILL- BASANTAPUR, PO-BASANTAPUR,  
DIST-MURSHIDABAD, PIN-742406**
- City/Town **DOMKAL**
- State/UT **WEST BENGAL**
- Pin Code **742406**

#### 2. Institutional status

- Affiliated / Constitution Colleges **Affiliated**
- Type of Institution **Co-education**
- Location **Rural**

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **UNIVERSITY OF KALYANI**
- Name of the IQAC Coordinator **Dr. SANDIP KUMAR RAJAK**
- Phone No. **09474310832**
- Alternate phone No. **7719289852**
- Mobile **09474310832**
- IQAC e-mail address **iqacdumkalcollege@gmail.com**
- Alternate e-mail address **sandiplku@gmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

[https://dumkalcollege.in/uploads/gallery/aqarssr\\_29-07-2023\\_1690613279787.pdf](https://dumkalcollege.in/uploads/gallery/aqarssr_29-07-2023_1690613279787.pdf)

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<https://dumkalcollege.in/WebsiteController/AcademicCalendar>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>2.21</b>	<b>2016</b>	<b>02/12/2016</b>	<b>01/12/2021</b>

**6. Date of Establishment of IQAC**

**13/03/2013**

**7. Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>NIL</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

**8. Whether composition of IQAC as per latest NAAC guidelines**

**Yes**

- Upload latest notification of formation of IQAC

[View File](#)

**9.No. of IQAC meetings held during the year** 4

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** **No**

- If yes, mention the amount

**11.Significant contributions made by IQAC during the current year (maximum five bullets)**

1 Smooth conduction of online classes, online internal evaluation, online examination and evaluation process

2. An International Webinar was organised by Dept. of Bengali on 12/09/2020

3. Processing of Career Advancement of two faculty members

4. Conduction of online workshop in collaboration with MGNCRE-SAP, Ministry of Education, GoI on "Psychological skills to helpers during Pandemic" on 24/06/2021 (Google Meet Link: <https://meet.google.com/pcx-pemb-bxj>)

**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**

Plan of Action	Achievements/Outcomes
<p>The IQAC is planning to conduct a Student Satisfaction Survey (SSS) following NAAC guideline.</p>	<p>Due to pandemic stagnation caused by Covid situation the plan had to be put in abeyance for the time being till situation improves but feedback from students and teachers were collected manually.</p>
<p>The IQAC plans to upgrade various laboratory facilities and purchase new instruments, equipment and chemicals with own funding for the departments of Physics, Chemistry and Geography.</p>	<p>Due to pandemic stagnation caused by Covid situation the plan had to be put in abeyance for the time being till situation improves.</p>
<p>The IQAC plans to ensure smooth conduction of online classes following Covid Protocol as statewide lockdown was imposed on 23/07/2020 for Covid-19 pandemic</p>	<p>The same was done.</p>
<p>The IQAC plans to take all necessary steps to regularly keep note of all Notices / Orders / Directives from the concerned authorities as given from time to time regarding online classes and other academic matters related with the Government Aided Affiliated Colleges and communicate the same to the Teaching and Non-Teaching Staff of the College as early as possible through whatsapp group.</p>	<p>The Teacher -in -charge was requested to ensure the same and the plan was successfully implemented.</p>
<p>The IQAC initiates the process of Career advancement of two faculty members of chemistry and Political Science department</p>	<p>The same was done.</p>
<p>The IQAC encourages all the faculty members to participate in various webinars and</p>	<p>The same was done.</p>

workshops to develop their knowledge as the online engagement of the faculty does not effect the regular duties in the college.	
IQAC plans to encourage the department of Bengali for conducting an international webinar.	The said webinar was successfully conducted on 12th September, 2020.
The IQAC plans to monitor the regularity of online classes taken by different departments	The IQAC monitored the regularity of online classes taken by different departments

**13. Whether the AQAR was placed before statutory body?** **No**

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

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

**Part A****Data of the Institution**

<b>1.Name of the Institution</b>	<b>DUMKAL COLLEGE</b>
• Name of the Head of the institution	<b>Dr. BHABESH PRAMANIK</b>
• Designation	<b>PRINCIPAL</b>
• Does the institution function from its own campus?	<b>Yes</b>
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• City/Town	<b>DOMKAL</b>
• State/UT	<b>WEST BENGAL</b>
• Pin Code	<b>742406</b>
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	<b>Affiliated</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	<b>UNIVERSITY OF KALYANI</b>
• Name of the IQAC Coordinator	<b>Dr. SANDIP KUMAR RAJAK</b>

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• IQAC e-mail address	iqacdumkalcollege@gmail.com				
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<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://dumkalcollege.in/uploads/gallery/aqarssr_29-07-2023_1690_613279787.pdf">https://dumkalcollege.in/uploads/gallery/aqarssr_29-07-2023_1690_613279787.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://dumkalcollege.in/Website/Controller/AcademicCalendar">https://dumkalcollege.in/Website/Controller/AcademicCalendar</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.21	2016	02/12/2016	01/12/2021
<b>6.Date of Establishment of IQAC</b>			13/03/2013		
<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	
NIL	Nil	Nil	Nil	Nil	
<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>	4				
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional	Yes				

website?	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>
<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>	
1 Smooth conduction of online classes, online internal evaluation, online examination and evaluation process	
2. An International Webinar was organised by Dept. of Bengali on 12/09/2020	
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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
The IQAC is planning to conduct a Student Satisfaction Survey (SSS) following NAAC guideline.	Due to pandemic stagnation caused by Covid situation the plan had to be put in abeyance for the time being till situation improves but feedback from students and teachers were collected manually.
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<p>The IQAC plans to ensure smooth conduction of online classes following Covid Protocol as statewide lockdown was imposed on 23/07/2020 for Covid-19 pandemic</p>	<p>The same was done.</p>
<p>The IQAC plans to take all necessary steps to regularly keep note of all Notices / Orders / Directives from the concerned authorities as given from time to time regarding online classes and other academic matters related with the Government Aided Affiliated Colleges and communicate the same to the Teaching and Non-Teaching Staff of the College as early as possible through whatsapp group.</p>	<p>The Teacher -in -charge was requested to ensure the same and the plan was successfully implemented.</p>
<p>The IQAC initiates the process of Career advancement of two faculty members of chemistry and Political Science department</p>	<p>The same was done.</p>
<p>The IQAC encourages all the faculty members to participate in various webinars and workshops to develop their knowledge as the online engagement of the faculty does not effect the regular duties in the college.</p>	<p>The same was done.</p>
<p>IQAC plans to encourage the department of Bengali for conducting an international webinar.</p>	<p>The said webinar was successfully conducted on 12th September, 2020.</p>
<p>The IQAC plans to monitor the regularity of online classes taken by different departments</p>	<p>The IQAC monitored the regularity of online classes taken by different departments</p>
<p><b>13. Whether the AQAR was placed before</b></p>	<p>No</p>

<b>statutory body?</b>	
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Nil	Nil
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020-2021	17/02/2022
<b>15. Multidisciplinary / interdisciplinary</b>	
<p>Dumkal College aims to focus on a holistic personality development of students by nurturing with recently developed teaching learning methods. The college offers courses as per the CBCS pattern as designed by the parent university. The college aims at imparting an education that shall develop the intellectual, social, physical, emotional and moral values in students. Honours courses in 11 departments and General courses in 14 departments across the disciplines of Science, Arts and Commerce are already run by the College. Dumkal College plans to organize conferences and seminars with the science and humanities faculties with a view to expanding the horizons of knowledge for students. Important days like International Yoga Day, International Women's Day, Environment Day, are to be celebrated and observed bringing together all the disciplines of the college. The college has an active NSS and NCC unit. Blood Donation Camp of the institute is organised jointly by the NCC and NSS unit of our college. The University has made it compulsory to study "Environmental studies" in their regular curriculum as a part of multidisciplinary education.</p>	
<b>16. Academic bank of credits (ABC):</b>	
<p>The college is upgrading its Student Management Software to communicate better with the students. As part of NEP 2020, the option for introducing Academic Bank of Credits (ABC) lies with the parent university. The college is yet to implement the said mechanism.</p>	
<b>17. Skill development:</b>	
<p>The College is yet to start any Skill Development Course but</p>	

plans to start with courses on Advance Excel, Geospatial Technology using open source software, Data Analysis, Data Entry, Basic Academic Writings, Organic farming, Translation etc.

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

The college percolates the Indian Knowledge System and cultural system by teaching ancient Indian texts in the departments of Sanskrit and English as reflected in the syllabi of these departments. Besides, the department of Philosophy teaches Indian philosophies to its students. All the subjects are taught in bilingual mode i.e. English and Bengali. Beside this, the NCC and NSS units of the college are actively promoting ethical and social human values, and also life-skills etc. The college plans to introduce a certificate course on value education run in online mode through which the students can imbibe Indian Value system.

International Mother Language Day is celebrated in the college on 21st February every year. The birth anniversary of Rabindranath Tagore is observed every year. The legacy of reciprocal 'Guru-shishya parampara' is symbolically maintained through the celebration of the Teachers' Day on 5th September every year.

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

The college is affiliated to the University of Kalyani. The concerned University frames the course and conducts the course end evaluation. As the college is an affiliated college, it does not have the right to alter any curriculum outcome in any manner.

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

Our institution has three distance and online education centers:

1. Netaji Subhas Open University (NSOU)
2. Indira Gandhi National Open University (IGNOU), and
3. Directorate of Open and Distance Learning (DODL), University of Kalyani

There are many students in this area who could not attend regular classes due to professional engagements and personal

difficulties. This education system allows such students to find convenient time to study without interfering with their schedule. One can study after work or during weekends.

## Extended Profile

### 1.Programme

1.1	<b>14</b>
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1	<b>2748</b>
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	<b>918</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	<b>221</b>
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1	<b>51</b>
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Number of full time teachers during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2	21	
Number of Sanctioned posts during the year		
File Description	Documents	
Data Template	No File Uploaded	
<b>4.Institution</b>		
4.1	22	
Total number of Classrooms and Seminar halls		
4.2	34.17	
Total expenditure excluding salary during the year (INR in lakhs)		
4.3	75	
Total number of computers on campus for academic purposes		
<b>Part B</b>		
<b>CURRICULAR ASPECTS</b>		
<b>1.1 - Curricular Planning and Implementation</b>		
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process		
<ol style="list-style-type: none"> <li>1. At the start of each academic session, departmental meetings are held in which the topics on the syllabus are presented to the teachers after discussion with them. According to the curriculum and the credits (UG) awarded to each topic, group, paper, etc., the number of classes for each topic are determined.</li> <li>2. The college administration gives a well-designed weekly schedule for each semester. Teachers plan their lectures based on the given curriculum and the available courses according to the schedule. Under the direction of the college administration, classes are held as scheduled. The actual delivery of the curriculum comprises supervision and revision through regular TC meetings with the principal and</li> </ol>		

faculties.

3. Regular class test, regular assessment in practical classes, in-class group discussions, syllabus- oriented student seminars, teachers' distribution of class notes, fieldwork, project work and viva-voce are done for the improvement of the students. Remedial and tutorial classes are also taken as per requirement. Departments maintain the detailed record of the class's attendance.
4. For the advantage of the students, we have a central library that is quite comprehensive and has a remote access policy.

File Description	Documents
Upload relevant supporting document	No File Uploaded
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 Kalyani University Academic Calendar as the institution is an affiliated college. In addition, the College creates its own academic calendar at the start of each academic year regularly. But in this session the college followed UGC guidelines on 'Examination and Academic Calendar in view of Covid-19 and subsequent Lockdown' dated 29th April 2020. The institution precisely followed the said calendar for classes, internal assessments, and semester-end examinations.

But no proper document was recorded by the college due to covid-19 pandemic.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

**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**

**B. Any 3 of the above**

<b>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</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>	
25	
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>	
0	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	No File Uploaded

<b>1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year</b>	
0	
<b>1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year</b>	
0	
File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded
<b>1.3 - Curriculum Enrichment</b>	
1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	
<p>Dumkal college follows the syllabus as prescribed by the University of Kalyani. The syllabus of English, Geography, Political Science, History and Philosophy are significantly relevant with respect to Professional Ethics, Gender, Human Values, Environment and Sustainability. The courses convey the knowledge and awareness on social disparity such as caste, gender etc., professional ethics especially in public administration. On the study of environment, the courses also impart knowledge to understand the concept of ecology, environment and biodiversity, sustainable development and resource management. Responses to hazards and disasters like Hazard Preparedness, trauma and aftermath are discussed and project works are done in the course of Geography.</p>	
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>
<b>1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year</b>	



04

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
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**

936

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**

C. Any 2 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**

**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="https://dumkalcollege.in/uploads/gallery/f_b_feedback_20-21.pdf">https://dumkalcollege.in/uploads/gallery/f_b_feedback_20-21.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**

**1945**

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**

**293**

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

During the pandemic period no such arrangements have been possible.

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
2748	50

File Description	Documents
Any additional information	No File Uploaded

## 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

Only online mode of teaching-learning was possible during this pandemic situation without the use of institutional smart class rooms. The college implemented a learning management system to offer study materials, assignments, and recorded classes through WhatsApp group during the pandemic. Few departments also made use of the Google classroom.

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

During pandemic period, it was not possible to keep institutional statistics regarding this in the college premises. Majority of teachers used google meet platform and whatsapp for effective teaching learning in this session.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

**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**

50

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

**2.4 - Teacher Profile and Quality**

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

16

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	No File Uploaded

#### 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

06

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

456

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.

Both the University and UGC(CBCS) propose the internal assessment mechanism. In order to take the end-of-semester test, a student must have at least 75% attendance. Internal Assessment is worth 10/15 marks. On the basis of the class attendance 05 marks are given to the students. The administrator/governing body forms an academic committee with a representative from each department to oversee and regulate the teaching-learning process and other test processes. Every department receives the decisions and schedules that were decided upon during their meetings, and each department then finalises the evaluation schedules at meetings of the Examination Committee and Departmental meetings. Assignments, presentations, and projects may be used to determine a student's grade in different departments. During the pandemic, the learning management system was hampered and online assessments, WhatsApp groups and the official face book page were utilised for communication, and students sent their exam papers to the appropriate e-mails.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Dumkal College has a strong system in place to guarantee that the ongoing evaluation process is open, effective, and in the students' best interests. Each session, all departments prepare the attendance record, which is a component of internal assessment, on the departmental notice board, giving students sufficient opportunity to identify any inconsistencies.

Students are given the chance to voice their complaints to the relevant faculty member about the grades they received. Students are free to speak with their mentor or the instructor in charge if their complaints aren't resolved to their satisfaction in the rare instances when this happens. In unusual circumstances, the Head of Institution may be requested to intervene. But due to covid-19 such mechanism has not been maintained during this session.

File Description	Documents
Any additional information	No File Uploaded
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.

In order to simplify the decision-making process for students when selecting their courses, the Admission Committee makes discussions with the students to assist them in understanding the programme and course results. Each department emphasises the programme and course outcomes in its introduction programmes at the start of the course. Students of each department has access to both hard copies and digital copies of the curriculum and learning outcomes. The learning outcome is printed out and visibly exhibited in the department. The results are examined during departmental faculty meetings after the conclusion of each paper or unit. But in this session data are not available for the pandemic situation.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

During the COVID-19 era, no such programme outcomes have been kept.

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

<b>2.6.3 - Pass percentage of Students during the year</b>	
<b>2.6.3.1 - Total number of final year students who passed the university examination during the year</b>	
221	
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
<b>2.7 - Student Satisfaction Survey</b>	
<b>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)</b>	
<a href="https://dumkalcollege.in/uploads/gallery/fb_feedback_20-21.pdf">https://dumkalcollege.in/uploads/gallery/fb_feedback_20-21.pdf</a>	
<b>RESEARCH, INNOVATIONS AND EXTENSION</b>	
<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>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)</b>	
0	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded
<b>3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year</b>	



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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
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**

5

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**

8

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

9

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

Due to Covid 19 Pandemic no such activities were organized by the college.

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)	No File Uploaded
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**

0

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

**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**

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

**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**

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
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	No File Uploaded

## 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.

- Dumkal College has adequate infrastructure and physical facilities for teaching learning.
- It has three are ICT enabled classrooms and two of these are equipped with Smart board.
- The college has seminar hall, with sufficient infrastucture.
- All the laboratories arewell equipped with necessary instruments to facilitate practical teaching learning.
- The computer laboratory, department of Mathematics are equipped with sufficient number of computers to facilitate teaching learning process.
- The campus has Wi-Fi enable library zone.
- The central library has sufficient number oftextbooks, and

is partially automated since 2015 with OLIBS 2.2 software. Our central library provides lending, and reading room service, internet browsing, Online public Access Catalogue service, etc. E-Journals can also be accessed through INFLIBNET and N-List.

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 is committed to offering resourceful infrastructure for holistic growth of students. So, the Institution has developed adequate facilities for cultural activities, sports, games and yoga.
- The college uses a huge playground adjacent to the college campus where events like the annual sports and cultural programme.
- The institution has separate common rooms for boys and girls where some facilities of indoor games like carrom board, chess etc. are available.
- The NSS unit and the NCC wing of the college has their separate offices where facilities for yoga practice are available and theory classes are held for the students of the Department of Physical Education.
- The small ground inside the college campus has a volleyball court, kho-kho playing court and spaces for NCC training.

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.

2

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

3

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)

2.73

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
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)

Our college library contains a collection of 13210 books .The measurement and capacity are as follows:-

1. Floor area Approx 98.11 sq meter
2. Reading Area 50% of floor capacity.

3. No of users capacity approx. 40-45.

4. Book capacity 20% of floor.

. Following services are provided in the library:

1. Daily home issue facilities
2. Daily reading room facilities
3. INFLIBNET N-LIST member facilities, through N-list all e-journals and e-books are made available.
4. Library provides up to date as well as the old Syllabus of all subjects.
5. Question paper service
6. Online public access catalogue service
7. New arrival display service
8. Internet browsing facilities to its user
9. Career information service

College library has been automated since 2015 with OLIBS software.

The Integrated Library Management System (ILMS) is an automated package of library services that have several functions. It offers the following services:-

- Speedy book circulation.
- Different types of search engines. Searches by author/ title/ subject/keyword.
- Book Tags, ID card, and Barcode generation support.
- Flexibility in circulation policy defining. Different policies for different member types and different material types.
- Special policy allotment to special members.
- Annual stock verification: It generates the report for the number of books available, issued, returned, & purchased per year.
- All books are bar coded. This helps to reduce the transaction time for 'Book issue' and Book Return.

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

<b>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</b>	<b>E. None of the above</b>
File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<b>No File Uploaded</b>
<b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)</b>	
<b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>	
<b>0.58628</b>	
File Description	Documents
Any additional information	<b>No File Uploaded</b>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<b>No File Uploaded</b>
<b>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)</b>	
<b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>	
<b>0</b>	
File Description	Documents
Any additional information	<b>No File Uploaded</b>
Details of library usage by teachers and students	<b>No File Uploaded</b>
<b>4.3 - IT Infrastructure</b>	
4.3.1 - Institution frequently updates its IT facilities including Wi-Fi	



The college has been constantly making efforts to updates its IT facilities including the Wi-Fi.

All the science laboratories and the computer laboratory are equipped with necessary instruments. The computer laboratory has 32 desktops and the laboratory of the department of mathematics and Geography have 10 and 14 desktops respectively. For maintenance of computers technical staff from local areas are hired as and when necessary. The Chemistry laboratory has 3 desktops and the laboratory of the department of Physics has 1 computer for the use of faculty and students. The central library is partially automated since 2015 with OLIBS software, internet browsing, online public access catalogue (OPAC) service, INFLIBNET-NLIST. The administrative section of the college is fully wi-fi enabled. Now the college is also upgraded with online UPS. The institute has installed Complete Accounts Management Software and online admission software and students' management software

Total admission process has been online since 2016-17. Most of the administrative works are done online like uploading question papers, marks uplodng , online registration etc.

Regrettablydue to Covid -19 pandamic situation nothing could be done to update IT facilities of the institution .

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

#### 4.3.2 - Number of Computers

75

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

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

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 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)

31.44

File Description	Documents
Upload any additional information	No File Uploaded
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.

For maintenance of computers and other instruments, technical professionals from the local areas are hired as and when necessary.

The central library has services such as internet browsing, online public access catalogue (OPAC) service, INFLIBNET-NLIST etc. The Library Committee meets regularly to discuss improvement/update of these facilities for smooth utilization.

The college has been making efforts to update its IT tools such as computer and Wi-Fi. Software upgradation and maintenance of these tools are carried out by the hired professionals and when required.

The classrooms are adequately good and well-functioning. Two fulltime support staff along with hired workers when needed, look

after the cleanliness of classrooms, college campus, cleanliness of toilets. Air-conditioner, generator, and Fire extinguishers maintenance are done by college non-teaching staff with the help of efficient technician hired from outside.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

2345

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefitted 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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded
<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>E. none of the above</b>
File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	
<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>	
0	
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)	No File Uploaded
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student</b>	<b>A. All of the above</b>

**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	No File Uploaded
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

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
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

18

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
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**

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
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)	No File Uploaded

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 )

No Students' Union was formed during the session 2020-2021 as per the directive of the West Bengal Higher Education Department. But during conduction of any programme related to students, selected students from various departments are engaged to assist the organising authority.

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**

0

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)	No File Uploaded

## 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

Dumkal College is committed to strengthening its ties with its former students. The students love their alma mater. The Alumni Association of Dumkal College has been formed in the year 2020. But, due to covid pandemic legal formalities could not be completed to formally register the Association. The matter is

still under process.

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

<b>5.4.2 - Alumni contribution during the year (INR in Lakhs)</b>	<b>E. &lt;1Lakhs</b>
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File Description	Documents
Upload any additional information	No File Uploaded

## 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

Dumkal College fosters academic and career success through the development of critical thinking, effective communication, creativity, and cultural awareness in a safe, accessible and affordable learning environment.

1. Inculcate values among the future contributors of our society.
2. Effective teaching, learning and evaluation had been promoted through ICT enabled platforms.
3. To include learners from various socio-economic back grounds and make higher education accessible.
4. To give idea of the changes, challenges and opportunities in higher education globally.

Though Dumkal is a backward border minority dominated area in the district of Murshidabad, West Bengal, where the physical facilities are not sufficient in comparison with other colleges in different cities, we have always been endeavouring to overcome the deficiencies with active dedication to and positive enthusiasm for its betterment. The College primarily intends to facilitate the academic, creative and professional excellence of our learners by nurturing their innate sensibilities and social values. With experienced and dedicated teachers and excellent infrastructure, our college helps students to realize their goals in life.



File Description	Documents
Paste link for additional information	Nil
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.

Every academic year decentralized and participative management is reflected in the way activities are performed by the subcommittees formed under the Teachers' Council presided by the principal. Different committees are nominated by the Principal in consultation with the Teachers' Council for planning and implementation of different academic, administration and student-related policies. The number of these subcommittees varies time to time in relation to the activity /work load for the better management of the college. Unanimous decision of the office of the Principal, Teachers' Council Committee and IQAC Committee all the administrative and academic activities are executed. Categorical example of decentralized management is the autonomy of the departmental heads in operating different affairs of the department. They take Internal Assessment, organize departmental seminars, and create their own academic calendar and lesson plan following the academic calendar of Kalyani University. The Principal, teachers, Supporting Staffs and students-all cooperate in various activities for a holistic development of the College.

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

Academic subcommittees including Academic, Admission, Routine create a strategic plan in the beginning of each academic session to ensure that the session runs well. Each department develops and implements its own curriculum in accordance with its faculty and infrastructure resources.

On the opening day of every session, the Principal and IQAC must conduct a new student orientation programme. Librarian also organise orientation programme for the new students of every department to facilitate the easy access of the library resources.

The common events during the session are governed by the departments and/or concern committee as needed and include regular academic activities, library orientation, fresher's welcome, educational tour, cultural programme, special lectures, sports, farewell etc.

The introduction of Add-On courses to provide students new skills focussing on employment as they are from economically backward section.

Following the notification of UGC the college plans to adopt the hybrid mode of teaching and learning.

Upkeep of the digital library INFLIBNET- NLIST, which is already accessible from remote.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
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.

College administration is a cooperative effort of Principal, teaching, non-teaching staff and students with the cooperation and support of all stakeholders in pursuit of common objective. It is necessary that all aspects should be organized in order to attain the desired goals. Under the administration of Principal various Committees are formed which include IQAC, Teacher council, Finance Committee, Purchase Committee, Magazine Committee, Library Committee, Research Committee, Sports Committee, Time- Table Committee etc. Different Cells are there to look after students' and staffs' complaints. The functioning of cells is controlled by the Principal. The different cells are Students' Grievance Redressal Cell, Staff & Teachers' Grievance Redressal Cell, Anti Ragging Cell, Sexual Harassment Redressal Cell.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
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

Dumkal College's welfare initiatives for its teaching and non-teaching employees are based on their involvement in several government welfare programmes and their execution of official directives.

These welfare measures are: i) Comprehensive Annual Appraisal System and Career Advancement Scheme (CAS) for its faculty members following the guidelines set by the University Grants Commission (UGC).

ii) Festival grants to a section of the non-teaching staff

iii) 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	No File Uploaded

**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**

0

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)	No File Uploaded

**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)	No File Uploaded

### 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

6

File Description	Documents
IQAC report summary	No File Uploaded
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 incumbent applies to the Principal through the Governing Body for Performance Based Appraisal. After being ratified by the Governing Body, the incumbent submits the PBAS in the specified format with the supporting documents. The IQAC coordinator

verifies the format and the corresponding documents and forward them to the Principal for further processing. The Principal then send requisition for the University expert from the affiliating university (University of Kalyani) and DPI nominee from the Department of Public Instruction for the formation of screening committee. After successful evaluation by the screening committee, a memo in the name of the incumbent is generated by the Director of Public Instruction, Govt of West Bengal..

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

The institution conducts regular internal and external financial audits. The external audit is conducted by an auditor appointed by the Government of West Bengal. Internal audit of the institution is conducted by hiring professional auditor from outside. Any objection and or clarification regarding the accounts of the college raised by the auditor are noted down carefully and settled on time with the help of acciuntant and bursar of the college.

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)	No File Uploaded

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

The Institutional strategies for mobilization and utilization of funds are decided by the apex policy making body called the Governing body. These strategies and policies are implemented by the Principal, who is also the secretary of the Governing Body and the Bursar, who is the financial officer of the college.

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

### 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

1. During the country wide lock down due to covid pandemic, the IQAC quickly started the process of conducting online classes and online examinations as per the directives from appropriate authority.
2. The IQAC monitored the regularity of online classes taken by different departments and took initiative to organize an online meeting on Google Meet with all the HODs to discuss several academic issues.
3. As directed by the University of Kalyani, the IQAC held an online meeting regarding the procedure to upload the internal marks and also the marks of the Semester wise University Examinations on the designated portal of the university.
4. The department of Bengali, with active assistance from the IQAC of the college, conducted an international webinar successfully on 12th September, 2020.

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

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

Due to pandemic situation, the regular reviews were not done, but a review of the streamwise result and the output of manually collected feedback from students and teachers of the institution.

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)**

D. Any 1 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)	No File Uploaded

## 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**

Due to COVID situation and closure of the College, no such programme could be conducted. However, the Institution is aware of gender equity and wishes to provide support to the students if they face any problem against gender.

File Description	Documents
Annual gender sensitization action plan	Nil
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	Nil

**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**

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

**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**

Our college has a hygienic garbage disposal management, especially as we have several science departments.

1. Two sweepers (as external resources) are engaged for cleaning solid wastes from Ladies' Toilets.
2. Garbage collecting bins are kept in the college campus as well as on every floor for disposal of dry waste.
3. As the college is under the jurisdiction of the Domkal

Municipal Corporation, the municipality workers regularly assist in the timely removal of ordinary waste material from college campus.

4. Cleaning of the college's sewage system is done on a regular basis.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
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**

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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
5. Landscaping with trees and plants

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
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>E. None 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	No File Uploaded
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>D. Any 1 of the above</b>
File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
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).

- Dumkal College has been proactively taking steps to provide an inclusive environment in the college. The college believes in unity in diversity and all efforts are made to make students and staff from different religions and different cultural, socio-economic and linguistic backgrounds feel comfortable. The students, the teaching and the non-teaching staff come from different cultural, religious and socio-economic backgrounds, but every measure is taken to maintain harmony and tolerance for each and everyone. As per the registration data of 2020-21 admitted students, the percentage of minority students is more than 90% and most of them belong to Low-Income economic category, but there has been no untoward incident occurred in this institution till its inception.
- The college always gives emphasis on observance of important Days, like International Mother- Language Day, important national iconic day etc. irrespective of its cultural, ethnic and religious identity in order to sensitize them about the cultural diversity and the spirit of unity among the students. We allow all strata of students in NCC, NSS and other units of the college. International Yoga Day is normally observed every year to make the students aware of the benefits of physical wellbeing through the practise of traditional Indian Yoga.
- Regrettably, the college could not organize any programmes due to the pandemic.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
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

In keeping with the institutional commitment to promoting active citizenship and instilling a deep understanding of constitutional obligations, the college aims to create a cultural and educational environment that upholds democratic ideals and contributes

positively to the betterment of society. To inculcate the spirit of patriotism in them, the college celebrates Independence Day on 15th August and the Republic Day on 26th January every year with the hoisting of the National Flag. Students are made aware of the importance of freedom and the obligations they have as citizens of India. The celebration of the birthday of B R Ambedkar on 14th April is an attempt to make the students know the sanctity and significance of the Constitution in our life. Educating them about fundamental rights and duties enshrined in the Constitution will empower them to exercise and protect their rights while fulfilling their responsibilities towards the nation and fellow citizens.

The institutional goal of our college is to develop enlightened citizens who will contribute to India's overall development. The college has NCC, NSS, Anti-Ragging Committee, and Grievance Redressal Committee as institutional mechanisms to educate students and staff about constitutional obligations.

Regrettably, the college could not organize any programmes due to the pandemic.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
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 ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

C. Any 2 of the above

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	No File Uploaded
Any other relevant information	No File Uploaded

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

Regrettably, the college could not organize any programmes due to the pandemic.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
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.

[I] Academic advancement beyond classroom following the 'New Normal' during Covid pandemic: Following the COVID-19 pandemic, the college started online teaching learning process and it became the new normal. Nearly all teachers used Google Meet and Zoom facilities to disseminate teaching. This contributed to increased course attendance and this was reflected in improving student academic outcome. However, it was difficult for students from economically disadvantaged backgrounds and in rural areas where the college is situated to routinely purchase mobile internet data packs, and not all can afford smart phones. Lack of proper Internet access in the rural area created difficulty for the students.

**[II] Capacity building of students for accessing online systems**

The objective of this capacity building exercise was to enable students to confidently access specific online systems in the Institutional environment and make students confident and capable of accessing services available online. The students had to familiarize themselves with digital payment of college dues, online registration, examination form fill up. However, students mostly depend on local cybercafés and their continued dependence on such cybercafés for assistance in accessing online systems is a major hurdle.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
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

Keeping in mind the stated vision, the college authority has prioritized women's education in this backward area. The college played a crucial role in empowering women and promoting gender equality, as practiced here in this institution. Some potential indicators of success can be noted below:

a) Ours is the only institution in the sub-division to offer to study in science streams. So, it has been a unique opportunity, especially for the women, to realize their dream to go for higher studies in science. The male-female ratio in the science stream (approximately 70:30) is a testimony of our success in attracting the girls for higher study in science.

b) The women students, along with other minority students can access the resources provided by the government and the same being facilitated by the college to support women's education, such as scholarships, mentoring programs, and counselling services.

c) The success of female graduates in finding employment or pursuing further education after completing their studies, are considerably high.

d) Moreover, ours is the only institution in the sub-division to have the study centres of both IGNOU and NSOU, which also have

enabled the women of the locality in particular to pursue higher education.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

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

- The college is planning to conduct a Student Satisfaction Survey (SSS) regularly following NAAC guideline.
- There is a plan to request the Principal to take necessary steps to do the needful to approach the WBCSC for filling up the vacant post of Assistant Professor in Commerce (category - unreserved) as the post is lying vacant due to transfer of teacher in the said post to another college.
- AS directed by the University of Kalyani, the college plans to submit online marks of internal assessment of all departments of all semesters of the Semester wise University Examinations on the designated portal of the university.
- There is also a plan to upgrade various laboratory facilities and purchase new instruments, equipment and chemicals with own funding for the departments of Physics, Chemistry and Geography.