YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	DURGAPUR GOVERNMENT COLLEGE
• Name of the Head of the institution	Dr. Debnath Palit
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	
• Mobile no	+919832175737
• Registered e-mail	dgpgovtcollege@gmail.com
• Alternate e-mail	dgcprincipal2021@gmail.com
• Address	J. N. Avenue, Durgapur
• City/Town	Durgapur
• State/UT	West Bengal
• Pin Code	713214
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Semi-Urban
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	Kazi Nazrul University

• Name of the IQAC Coordinator	Dr. Avijit Mandal
• Phone No.	9051124077
• Alternate phone No.	9932308284
• Mobile	9932308284
• IQAC e-mail address	dgciqac2020@gmail.com
• Alternate Email address	mandal.avijit58@gmail.com
3.Website address (Web link of the AQAR (Previous Academic Year)	https://durgapurgovtcollege.ac.in/AQAR/20-21/AQAR.pdf
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://durgapurgovtcollege.ac.in/AQAR/20-21/Academic%20Calendar%20(2020-21).pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	A	3.02	2017	30/10/2017	29/10/2022
Cycle 1	B++	83	2007	31/03/2007	30/03/2012

6.Date of Establishment of IQAC	02/07/2007

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
Dr. Pinaki Roy, Geology	Major Research project	DST, Science and Engineering Research Board	2019 (3 Years)	12,81,000 (Allotted to Durgapur Government College), Total Project Cost = Rs. 28,58,360)
Dr. Moitreyee Banerjee Chakraborty, Conservation Biology	Major Research project	DST, Govt of West Bengal	2019 (3 Years)	15,50,000
Dr. Snigdha Chandra	Major Research project	West Bengal Pollution Control Board	2019 (1 Year)	7,15,000
Durgapur Government College	RUSA 2.0	Government of India and Government of West Bengal	2018 (2 Years)	2,00,00,000

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

- Upload latest notification of formation of IQAC

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	No File Uploaded
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. Scrutiny and forwarding of the applications of 17 faculty members for promotion under the Career Advancement Scheme

2. Implementation of Online Feedback System from the stakeholders through the Management Information System (MIS) and the subsequent analysis and submission of the same with suggestions to the affiliating university and higher authority

3. Organization of the series of webinars for students in collaboration with different departments of Durgapur Government College to sensitize the students towards the Indian Democracy and civil society, philosophical aspects, curricular aspects and environmental aspects

4. Maintaining the Institutional Database and providing the same for COVID-19 vaccination programme, in response to different government notifications, university circulars and for scholarship portal information.

5. IQAC provided suggestions to the Principal to take necessary steps on different aspects such as filling of vacant teaching posts, applying to the State Government for fund allotment for the procurement of protection equipment and consumables against COVID-19, subscription of online journals, waste management in the college campus and environment friendly initiatives, fire-fighting arrangement and purchase of server to introduce the online issue of college journal.

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
Scrutiny and forwarding of the applications of faculty members for promotion under the Career Advancement Scheme (CAS) to the State Government for necessary action	Scrutiny and forwarding of applications of 17 No. of faculty members completed through Screening Committee as per the guidelines and forwarded to the State Government for necessary action
Applying to the affiliating university for approval to offer PhD programme by the three PG Departments, namely Departments of Chemistry, Conservation Biology and Geology	Department of Conservation Biology has received the approval of the affiliating university to offer PhD programme vide letter no. Ref. No.-KNU/R/PhD-Rec/ 668/ 21 Date: 10/05/2021. Departments of Chemistry and Geology have also applied for the same and response of the affiliating university is still awaited.

Organization of Webinars in association with different departments to sensitize students towards the Indian Democracy and civil society, philosophical aspects, curricular aspects and the social aspects.	(1) One day State Level Webinar on Indian Democracy and Civil Society organized by Department of Political Science in association with the IQAC (2) One day State Level Webinar on Thinking like the Empiricists Philosophers: Locke and Hume organized by Department of Philosophy in association with the IQAC (3) State-level webinar on Manjula Padmanabhan's play-Lights Out organized by Department of English in association with the IQAC. (4) One Day Webinar--Postmodernism organized by Department of English in collaboration with the IQAC (5) One day State Level Webinar on Political thinking in ancient Greece: from Sophists to the Stoics organized by Department of Political Science in association with the IQAC (6) One day State level webinar on The making of a Managerial state a treatise to the genealogy of Contemporary Populism in India organized by Department of Political Science in association with the IQAC
Applying to the higher authority for filling of the vacant teaching posts in the Department of Botany, Chemistry, Sanskrit and Physical Education	The institution applied to the higher authority for filling of the vacant teaching posts in the Department of Botany, Chemistry, Sanskrit and Physical Education. Four faculty members have been recruited by the Government till date in the Department of Botany. Assurance mail has been received from the Director of Public Instruction to fill the posts as soon as the Public Service Commission recommends recruitment of faculty members to other departments.
Implementation of the Management Information System (MIS) software in the institution	The Management Information System (MIS) has been initiated in the institution and separate login ids and passwords provided to students and faculty members for accessing their respective accounts in the portal.Students, faculty members and alumni have given online feedback through the Management Information System.
Online feedback collection from the stakeholders, feedback analysis, uploading to the website and forwarding the report on curricular aspects to the affiliating university	Online feedback collected from the students, faculty, alumni and employers, analysed and uploaded to the college website. Suggestions provided to the Principal for necessary action. Feedback on curricular aspects forwarded to the affiliating university for necessary action.
Preparation of institutional database by IQAC by collection of the basic information of students, faculty members and staff.	The institutional database of students, faculty members and staff has been prepared by the IQAC. This database was used for the COVID-19 vaccination programme organized by the college for students, and this database was used to provide the information in response to different government directives.
Applying to the State Government for funds for the procurement of protection equipment and consumables against COVID-19, subscription of online journals, waste management in the college campus and environment friendly initiatives, fire-fighting arrangement	Amount of Rs. 91,064/- sanctioned by Government for the purchase the equipment and consumables as the safety measures against the COVID-19 vide Memo No. 78-HED-16013(99)/10/2020 (Sanction)CG/4C-05- CON/2020 dated 15-06-2020. The institution has also applied to the state government for funds related to subscription of online journals, waste management in the college campus and environment friendly initiatives, fire-fighting arrangement and purchase of server to introduce the online issue of college journal.

and purchase of server to introduce the online issue of college journal	
Applying to the Department of Biotechnology for funding under the DBT Star Scheme	The institution has prepared the proposal and applied for funding under the DBT Star Scheme 2021 for all the science Departments, namely Botany, Chemistry, Geology, Physics, Mathematics and Zoology. The result is still awaited.
Training Programme on the AQAR data template filling for the non-teaching staff members	Online training programme on Documentation and Data template filling for the Annual Quality Assurance Report (AQAR) on 25.06.2021 at 7.30 pm through Google Meet Platform. Non-teaching staff contributed significantly in the scholarship data filling, admission data filling and arranging supporting documents for the finance related data.

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

Year	Date of Submission
2020	06/03/2020

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	595
2.Student	
2.1 Number of students during the year	1788
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	509
2.3 Number of outgoing/ final year students during the year	569
3.Academic	
3.1 Number of full time teachers during the year	79
3.2 Number of sanctioned posts during the year	103
4.Institution	
4.1 Total number of Classrooms and Seminar halls	42
4.2 Total expenditure excluding salary during the year (INR in lakhs)	51.58819
4.3 Total number of computers on campus for academic purposes	82

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

At the beginning of odd and even semesters, the class commencement notice is circulated by the Principal in accordance with the college academic calendar and university notifications. The routine committee prepares the master routine, and circulates to the departments for the preparation and circulation of departmental routines. Teachers prepare their lesson plans based on the no. of lectures allotted to each topic in the University curriculum. Students are informed about the lesson plan, course curriculum, course outcome and mode of curriculum delivery through orientation programmes. Teaching modes include chalk and talk, student seminar, interactive learning, expert lectures, group discussions etc. Formative assessments are conducted to identify the learning levels of students and curriculum is delivered considering the needs of slow learners and advanced learners through effective mentoring process throughout the session. During the academic session 2020-21, due to the pandemic situation, the college was closed during the entire academic session. The curriculum delivery was conducted entirely through the online mode using MOODLE LMS, TCSION, Google Classroom and Meet, CISCO Webex Meeting, Team Link, Youtube streaming, etc. The practical Classes, Field work and Project Work were conducted by encouraging students to study species in their gardens and nearby places for life science subjects and virtual tours to laboratories and computational work in other science subjects.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://durgapurgovtcollege.ac.in/AQAR/20-21/Lesson%20Plans.pdf

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

At the beginning of each academic session, the academic calendar is prepared in consistency with the University Academic Calendar and the Government Holiday list. Teaching days and the tentative dates of internal assessment are mentioned in the academic calendar which are subject to changes depending on the university notifications from time to time. Based on the College academic calendar and the university notifications, departments prepare the schedule of internal assessment of each course and notify the dates and time of the internal assessments to the students. The evaluative internal assessments are conducted following this mechanism, while the non-evaluative internal assessments are conducted by each department following the teaching days of the academic calendar with careful consideration of the learning outcomes of each course, especially after the introduction of the learning outcome based curriculum framework from academic session 2020-21. The evaluative internal assessments have defined weightage in the semester results under the university evaluation scheme, while the non-evaluative ones are conducted to improve the critical thinking, subject understanding and problem solving skills of the students. Each department maintains proper documentation of the evaluative as well as the non-evaluative internal assessment conducted during each academic session.

File Description	Documents
Upload relevant supporting document	View File
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 University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/	B. Any 3 of the above

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	View File
Any additional information	View File

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

30

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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)

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)	View File

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

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

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 course curriculum consists of several courses which integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability. The course "Environmental Studies" is offered to all UG students as the ability enhancement compulsory course in semester-I. Department of Conservation Biology, the one of its kind in Eastern India offers all courses having close relevance to environment and sustainability. Departments of Botany, Chemistry and Zoology offer courses which cover numerous environmental aspects such as waste management, green solvents, environment friendly alternatives to synthesis, pollution control measures, energy conservation, biodiversity conservation, threats and management of wetlands, organic farming, remediation of contaminated soils, water conservation, climate change, Conservation genetics, environment and public health etc. Departments of Bengali, Economics, English, History, Philosophy, Political Science and Sanskrit offer courses relevant to the importance of nature and environment, women empowerment, human values, gender issues, inculcating ethical

values in students through four noble truths of Buddhism and Yoga Darshana, moral issues and Dharma, professional ethics, concept of equality and fraternity, environmental movements of India, sustainable development, environmental protection, women and social change, human values through slokas, vedas, upanishads, metaphysics, logic and ethics, ethical teachings of Bhagwad Geeta, human moral consciousness etc.

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.	View File

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

31

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
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
Institutional Data in Prescribed Format	View File

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

79

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

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	A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://durgapurgovtcollege.ac.in/AQAR/20-21/Stakeholder%20Feedback%20Report%20on%20Curriculum.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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	View File
URL for feedback report	https://durgapurgovtcollege.ac.in/AQAR/20-21/Stakeholder%20Feedback%20Report%20on%20Curriculum.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

1005

2.1.1.1 - Number of students admitted during the year

1005

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

338

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

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

Each department takes sincere initiatives to assess the learning levels of students. Before the pandemic situation, the learning levels were assessed through face to face orientation sessions, class lectures, formative assessments, problem solving sessions, quizzes, feedback on classes, mentor-mentee interactive sessions and viva-voce. During the academic session 2020-21, learning levels were assessed through online mode using all of these strategies. Departments use the LMS-MOODLE to organize group discussions for students. For slow learners, special revision classes are organized by departments along with remedial classes, group discussions and academic counselling by the mentors. Frequent tests are conducted for slow learners. Video lectures are recorded by teachers and uploaded on Youtube so that students can learn at their own pace and time and understand the topics which helps the slow learners significantly. Special classes are also organized separately for the advanced learners and slow learners which includes presentation of a topic by them through power-point presentations in order to improve their communication and presentation skills. Advanced learners are encouraged and helped to participate in competitions, debates, research webinars, creative article writing and also presentations are organized to consider their varied dimensions of intelligence and abilities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
1788	79

File Description	Documents
Any additional information	View File

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

In our institution, we always encourage learning by doing. The experiential learning strategies include open ended lab work through case studies for the projects, field work is conducted by departments of botany, zoology, geology and conservation biology included in the course curriculum along with industry visits in some cases and projects are completed by chemistry, economics, geology, zoology and conservation biology students. During the pandemic situation, zoology students were encouraged to do field work at home by studying life cycles and species in their own garden and nearby places. Teachers of Department of English apply Kolbe's Experiential Learning Cycle, visualization and inquiry based instruction. Student centric methods include 3D visualizations through software, demonstration of natural processes, visual aids and diagrammatic representation of topics. Participatory learning is encouraged through student seminars, group discussions, debates, brain storming sessions, role-playing of teacher by a student in a class, story reading sessions, bloom's taxonomy consideration, interactive special lectures by students. Students are taught to first identify the problem and collect necessary data and think to generate alternative solutions to the problem and then select the best one to implement and review the same, which enhances their problem solving skills.

File Description	Documents
Upload any additional information	View File
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

Teachers use a wide range of ICT enabled tools to ensure an effective teaching and learning process, which has considerably improved during the academic session 2020-21, due to the online learning mechanism in the pandemic situation. Department of Chemistry has its own MOODLE site to upload study materials, give assignments, share links to further learning etc. In additions, some faculty members have also created their own MOODLE sites. Google Classroom is used by most of the teachers for classes and assignments and power-point presentations are prepared and presented by students. Online teaching platforms are Google Meet, Zoom, Teamlink, TCSion Classroom and Cisco-Webex Meetings. Videos and 3D animations are used for teaching by the help of software such as Avagadro, Chem Draw, Gaussian, Gauss View, R-compiler, UCSF-Chimera etc and online sites such as interactive 3D chemistry animations. Virtual Lab tours were also conducted by departments during the pandemic situation for practical courses. E-texts are prepared and video lectures are uploaded by faculty members so that students can learn at their own pace and time after the regular class hours. Free E-learning database has also been proposed by the IQAC, which is planned to be implemented from the next academic session.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

79

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

79

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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

46

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)	View File

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

580

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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.

The schedule of internal assessment (class tests, viva-voce and practical experiments as prescribed by the university) for each course is prepared by the departments keeping consistency with the college academic calendar and university notification. The departments notify students about the date and time of the internal assessment. The schedule is strictly maintained by each department. All internal assessments for the academic session 2020-21 were conducted through online mode due to the pandemic situation. After each internal assessment, teachers point out the deficiencies of students in the evaluated answer scripts and give comments for further improvement. Internal assessments are conducted by the teachers on each topic taught by them and the average of all internal assessments for the course is considered as the evaluative one which has weightage in the university results at the end of each semester. Each department preserves all records of the internal assessment conducted during the academic session. The non-evaluative internal assessments include power-point presentations by students, surprise tests, debates, field work, quizzes, storytelling sessions, students playing role of teachers, group discussions, assignments of writing poems and stories etc which not only develop their subject knowledge but also improve their interpersonal skills and creative thinking.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

For the internal assessment examinations, the institution has developed an efficient mechanism to deal with the grievances. Feedback is collected from the students every year by the IQAC about the fairness of the internal evaluation and whether their performance in the internal evaluation was discussed with them by the department. Departments have provided the liberty to its students to write to the departmental email id for any issues/ grievances related to the internal examination. The departments have always been well-prepared to solve any issues/grievances regarding the internal examination efficiently in a transparent way within a short period. Students can also apply stating their grievance to the Principal if they are not satisfied by the departmental explanations to their grievances. Students can also apply to the Grievance Redressal Cell to report such grievances. A complaint box is provided at the entrance of the administrative building to lodge complaints. During the pandemic situation, the common problem reported by few students from remote areas was slow or poor internet connectivity during submission of online assignments. To resolve this issue, retest was arranged within two to three days by the departments if a student somehow has missed any online MCQ test.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The Learning Outcome Based Curriculum framework (LOCF) was introduced by the affiliating university from the academic session 2020-21. The program outcomes and course outcomes of each discipline are uploaded and displayed on the college website in the webpage https://www.durgapurgovtcollege.ac.in/outcome/. In the orientation session for the newly admitted students, the program outcomes are communicated to them by the teachers. For each semester, before delivering a course, in the interactive class, teachers inform the students about the course outcomes and also address their queries related to the same. In each academic session, the Internal Quality Assurance Cell (IQAC) collects feedback from the students that whether the expected competencies, course outcomes and programme outcomes were informed to them

by the teachers. On the basis of the feedback report, IQAC gives suggestions to the departments. The Internal Quality Assurance Cell (IQAC) also collects feedback from the faculty members that whether the course outcomes mentioned in the syllabus are well defined and clear and IQAC forwards the feedback report through the Principal to the affiliating University for necessary action.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.durgapurgovtcollege.ac.in/outcome/
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The program outcomes are mapped with the course outcomes as mentioned in the university curriculum and the CO-PO mapping for those subjects which have not yet been defined by the affiliating university is done following the UGC-LOCF guidelines. The marks obtained by students in each question (addressing the course outcomes specifically) in the final end semester university examinations is not disclosed to the affiliated colleges by the university. Thus, the attainment of the course outcomes and program outcome is assessed by the institution from the performance of students in the continuous internal assessment examinations. For the class tests, the course outcomes (CO1, CO2, CO3, CO4 etc) of each student is calculated from the percentage of marks obtained and marks attempted in the questions which address the COs. The percentage is then assessed in the scale of 3 (target varies in the humanities, science and commerce courses) to calculate the average COs, which are then mapped to give average POs and finally the PO attainment of the whole batch. The attainment of COs and POs is also assessed from the formative assessments such as viva-voce, student seminar, group discussions, practical experiments, field study and the projects.

File Description	Documents
Upload any additional information	View File
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

563

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
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.durgapurgovtcollege.ac.in/wp-content/uploads/2021/10/Student-Satisfaction-Survey-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)

350000

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

2

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

3

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://dst.gov.in/

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution publishes the annual journal "Communique" (ISSN-0973-8584) covering multidisciplinary research articles and review. The institution has a "College Journal and Publication Sub-Committee" to maintain the updated record of college publications. The IQAC informs faculty members about UGC listed journals, SCI, SSCI and SCOPUS indexed journals and addresses their queries related to the journal/book chapter publications. Total 34 UGC CARE listed journal publications and 22 book chapters were published during the year 2020. Three students received Ph.D. degree from the Department of Conservation Biology. Total 17 candidates have enrolled for PhD in the Department of Conservation Biology. The "UGC & DST Project/Seminar Monitoring Unit" reviews project and seminar proposals following ethical guidelines and plagiarism policy and forwards to the Institutional Head. Two DST major research projects and one major research project of West Bengal Pollution Control Board are ongoing and faculty members have also applied for funding to DST, Government of India. Total 11 expert lectures and webinars were conducted by departments. Faculty members are reviewers of International and National Journals, regularly participate in seminars/conferences and have national and international research collaborations. The Central Instrumentation Facility houses different sophisticated research equipment and monitoring cell is also constituted for the same.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.durgapurgovtcollege.ac.in/sponsored-projects/

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

00

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)	No File Uploaded

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

4

File Description	Documents
URL to the research page on HEI website	https://www.durgapurgovtcollege.ac.in/research-guidance/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

34

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

22

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

The institution believes in the holistic development of students and sincerely works to cultivate their academic, social, moral and cultural development, also focussing on their physical fitness. Extension activities are carried out through the two NSS Units and the NCC Unit. During the COVID-19 pandemic situation, students acted as the volunteers in the Institution's initiative to supply cooked food to the poor people in the neighbourhood and the adopted villages and also distributed masks and sanitizers. They acted as volunteers in the national level examinations conducted in Durgapur and created awareness in the locality about the COVID-19 prevention measures. Strictly following the COVID-19 government guidelines, the NCC Unit organized tree plantation program, awareness campaign on Fit India, Blood donation camp, Campus Cleaning Program, participated in COVID-19 awareness cycle rally, black day observation to pay tribute to 40 CRPF soldiers who were martyred at the Pulwama attack, paying tribute to Sahid Rajesh Orang. The Independence Day, Republic Day and International Yoga Day were celebrated by the NCC Unit along with organization of a one day state level online training program and webinar on Yoga. Students also participated in the Republic Day Parade organised by the local administration.

File Description	Documents
Paste link for additional information	https://www.durgapurgovtcollege.ac.in/nss/
Upload any additional information	View File

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

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

3

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - 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

3.4.3.1 - 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	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

709

File Description	Documents
Report of the event	View File

Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

5

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

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

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 institution offers 27 undergraduate programmes and 3 post-graduate programmes and the student strength in academic session 2020-21 was 1788. Classes of Commerce Stream are held in the morning session, while that of arts and science streams in the day session to ensure adequacy of classrooms. There are 39 classrooms, out of which there are 3 smart classrooms. The institution has 2 auditoriums, 1 Seminar Room (Geology) and 4 computer laboratories (Central Computer laboratory, Chemistry, Physics and Geology computer laboratories). There are total 16 science laboratories for the departments of Botany, Chemistry, Conservation Biology, Geology, Physics and Zoology, one separate Geology Museum and one Zoology Specimen room. Presently, there are total 82 computers available for academic purposes. Total 8 rooms have fixed ICT facility with ceiling mount overhead LCD projectors. All departments have portable LCD projectors and laptops/desktops which are used for the classes. Central library has a collection of 81834 books and subscription of online journals and all departments have their own seminar libraries. College has a central instrumental facility, which is used on shared basis by the departments. Learning Management System (MOODLE) is used by teachers for effective online teaching and learning process.

File Description	Documents
Upload any additional information	View File

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 institution has Physical Education Department and the "Games and Sports Sub-Committee" to organize sports activities. Playground 1 is allotted for football, while playgrounds 2 and 3 are for Volleyball (M and W). Playground 4 consists of a basketball court, and playground 5 consists of a badminton court. The institution also has a Gymnasium, which is used by both male and female students in different shifts. Annual athletic meet is organized every year by the college. Due to COVID-19 pandemic situation, the sports activities could not be organized during the academic session 2020-21. Boys' Common Room and Girls' Common Room are used for the indoor sports activities such as Chess, Carrom, table tennis etc. The playgrounds are also used for open stages during cultural activities such as annual fresher and cultural program, celebration of basanta utsab, golden jubilee, and observance of important days such as Rabindra Jayanti, Republic Day, Independence Day etc. The auditoriums "Bidhan Prekkhagriho" and "Nazrul prekkhagriho" are used for different cultural activities such as Teachers' Day celebration, International Mother Language Day celebration etc. During the annual exhibitions, students decorate the entire college campus including the classrooms to display their prepared models, charts and other innovative projects.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://durgapurgovtcollege.ac.in/AQAR/20-21/Geo%20Tagged%20pictures%20of%20Playground%20and%20Gymnasium/ https://durgapurgovtcollege.ac.in/AQAR/20-21/Geo-Tag%20pictures%20of%20Auditoriums%20and%20Seminar%20Rooms/

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

8

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://durgapurgovtcollege.ac.in/AQAR/20-21/Geo-tagged%20pictures%20of%20Rooms%20with%20ICT%20facility/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

29.14659

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

The Integrated Library Management Software used is KOHA(OSS), the version is 16.11.09. Partial digitization is presently in process. The institution has applied for complete digitization of the central library under the RUSA Scheme.

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	B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

2.619

File Description	Documents
Any additional information	View File
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)	View File

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

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

The institution has two separate broadband connections running at the Office of the Principal and the Server Room at 100 MBPS with the scheme of monthly unlimited data. The broadband connection enables Wi-Fi availability in all departmental computers and throughout accessible the entire college campus with the password. There are four computer laboratories, namely the Central Computer Facility and the respective computer laboratories of the Departments of Chemistry, Physics and Geology. All departments are equipped with computer, printer and LCD projector facilities and broadband internet connection. The regular maintenance and upgradation of computers and related accessories is done by the local vendor as and when required. E-books and E-resources are available for student access in the central library. The college website is regularly updated to provide online access of notices, events, feedback collection, online learning facilities for the students and all stakeholders.

Faculty members of science departments use updated research software for teaching and clarification of concepts by 3D animations.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

92

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

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	View File

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)

22.44160

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

Departmental Heads and the concerned units/cells apply to the Principal for the purchase and maintenance of the academic facilities such as equipment, computers, books, journals, contingencies, organizing seminars etc stating proper justification and budget, which are subsequently approved by the Principal and forwarded to the Central Purchase Committee to ensure the purchases in accordance to the Government Guidelines. The library sub-committee headed by the Librarian proposes the purchase and maintenance of the library resources which are subsequently approved by the Principal in consultation with the Departmental Heads and the concerned units/cells. Being a Government institution, the construction and maintenance related works of all buildings, electrical appliances and other physical infrastructure are done by the PWD (Social Sector) & PWD (Electrical), Government of West Bengal. Upgradation of the existing laboratories was also done under the RUSA Scheme. Maintenance of basic physical facilities such as electricity, telephone services, security guard, office expenses, water tax, travelling allowances, CCTV surveillance etc. is done from the respective grants received from the State Government. Regular cleaning and maintenance of the classrooms, laboratories, offices and laboratory equipment is done by the non-teaching staff. The maintenance of IT infrastructure is done by the local vendors as per requirement.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.durgapurgovtcollege.ac.in/maintenance/

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

555

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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)	View File

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

00

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

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	C. 2 of the above

File Description	Documents
Link to Institutional website	https://durgapurgovtcollege.ac.in/AQAR/20-21/5.1.3..pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
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

8

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

187

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

26

File Description	Documents

Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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.

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)

Students' Union is the elected body of students which contributes significantly in the functioning of the College. The General Secretary of the Students' Union is the member of the Governing body of the College. Students are represented as members in the Anti Ragging Committee and the Internal Complaints Committee. Student Union communicates different student issues such as university examination related matters, students' problems etc which are resolved/forwarded to the Competent authority by the Principal for necessary action. Student Union organizes different cultural programmes to observe important days such as "Swami Vivekananda birthday", "Republic Day", "Rabindra Jayanti", "Nazrul Jayanti", "Independence Day"etc. "Basanta Utsab" is organized by Students' union to cultivate the sense of respect for our Indian culture and tradition. Every year, students' union organizes annual college exhibitions in the college campus, which also involves an interdepartmental competition and thereafter prize distribution through proper judgement by invited eminent persons of the locality. During the academic session 2020-21, students union in association with the NSS took the initiative to supply cooked hygienic food to the local poor people and also helped in the distribution of masks and sanitizers in the neighbourhood. A student organization, Association for the Culture of Earth Sciences (ACES) was founded on 8th February, 1989 by the students of Department of Geology to encourage the juvenile minds to explore different aspects of Earth Sciences beyond the formal framework of academic curriculum. *Geolozine*, the biennial journal of the Association provides the budding geologists of this department with a platform for expressing their ideas.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

14

File Description	Documents
Report of the event	View File
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)	View File

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

Alumni contribute significantly in the functioning of the institution. Alumni meets are organized by departments every year where the existing students get the opportunity to interact with the alumni who share their suggestions and experiences which helps students in career selection and improvement of performance in the examinations. Feedback on curriculum is also received from the alumni, analyzed by the IQAC and forwarded to the affiliating university for necessary action. A student organization, Association for the Culture of Earth Sciences (ACES) was founded on 8th February, 1989 which comprises of all the students of Geology department. *Geolozine*, the biennial journal of the Association is published to provide the budding geologists of this department with a platform for expressing their ideas. Most of the departments have Youtube Channels and Facebook pages with wide participation and suggestion of alumni in these sites.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

Durgapur Government College was established as the follow up of an effort to set up a government-funded institution of higher education with minimal fee structure at the gradually emerging industrial town of Durgapur. Maintaining its singularity as the sole government college in the district, the institution envisions to include and empower students from various sections of the society and also from remote rural areas. Our mission is to cultivate all students with the best education possible, instilling values to go forth into the world as good human beings, and to be equipped to meet the challenges of the world outside the campus walls. We have gradually emerged as a premier learning centre of women education with 67% female students. We value the contribution of all stakeholders in the functioning of the college. For each academic session, Teachers' Council nominates the committees related to the academic affairs. Teachers representatives in the Governing Body and the IQAC contribute significantly in the planning and implementation of the targeted goals. Teachers act as mentors to take care of the intellectual and emotional needs

of students. Feedback collected from the stakeholders is analyzed and considered in the decisions taken for the institution's continual march towards improvement.

File Description	Documents
Paste link for additional information	https://www.durgapurgovtcollege.ac.in/mission-and-vision/
Upload any additional information	View File

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

At the beginning of each academic session, the first meeting of the teachers' council is held to frame the sub-committees related to the academic affairs. Teachers propose their suggestions and after thorough discussions, the composition of each committees is nominated unanimously by the council. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of teachers. The Governing Body, IQAC and all sub-committees have teachers' representatives, while the Governing Body, Anti-Ragging Committee and Internal Complaints Committee have student representatives. All administrative committees include Non-teaching staff representatives. Participative management is ensured at the strategic, functional and operational levels. The Principal, Governing Body, Teachers' Council and the IQAC are involved in defining policies & procedures, framing guidelines and rules & regulations pertaining to admission, examination, discipline, grievance, support services, finance etc. Teachers share knowledge and expertise among themselves, students and staff members while working in a committee. The Principal interacts with affiliating university, government and external agencies & teachers also maintain academic interactions with the concerned departments of affiliating university. Students and office staff contribute significantly to execute the academic, administrative, extension related, co- and extracurricular activities.

File Description	Documents
Paste link for additional information	https://www.durgapurgovtcollege.ac.in/participative-management/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution has defined the strategic plan and works accordingly for effective deployment. The strategic plan (SP) are (1) SP1: To create teaching excellence in departments with optimal use of resources(2) SP2: To introduce Ph.D. programs in the PG departments (3) SP3: To increase the number of faculty with Ph.D. qualification (4) SP4: To make the students more equipped in practical training and hands on experience (5) SP5:To increase the percentage of students progressing to higher studies and jobs (6) SP6: To utilize alternating sources of energy, improved waste management practices and make a green college campus. Report of Deployment of the SPs is uploaded in the website. SP2 has been implemented successfully during the academic session 2020-21, Considering the research activities and faculty profile, the affiliating university has granted approval to the Department of Conservation Biology received approval to offer Ph.D. programme from the affiliating university vide letter no. KNU/R/PhD-Rec/ 668/ 21 dated 10-05-2021. 17 students have enrolled for Ph.D. program in 2020-21. Department of Chemistry and Geology have applied to the affiliating University for approval to offer Ph.D. programme. The results are still awaited. Faculty members have collaborated with international institutes for research activities.

File Description	Documents
Strategic Plan and deployment documents on the website	View File

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 institution is a government college and is fully controlled by the rules, regulations and policies of the Government of West Bengal. Recruitment, promotion, transfer and other service related matters of staff are fully controlled by Government of West Bengal in accordance to the West Bengal Government Service Rules. Recruitment of Faculty Members is done by the Government of West Bengal on recommendation of the Public Service Commission. Curriculum designing and examination pattern and modalities are decided by the affiliating university. The institution involves participation of Governing Body, Internal Quality Assurance Cell (IQAC), Teacher's Council, non-teaching staff and Students' Union for implementation of the policies and guidelines.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://www.durgapurgovtcollege.ac.in/administrative-structure/
Upload any additional information	View File

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 inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

1. All benefits of the West Bengal Government Employees are applicable to the Teaching and Non-Teaching Staff of this institution. Some of them are listed below:

   - General Provident Fund (GPF) with nomination and loan facilities
   - West Bengal Health Scheme (WBHS) for all medical benefits
   - Gratuity and Pension Scheme of Government of West Bengal after retirement
   - Group Insurance cum Savings Scheme (GISS)
   - Child Care Leave and maternity leave for female teachers and non-teaching staff
   - Residential Quarter facility in the college campus

1. Faculty Members are provided duty-on-leave to participate in orientation programmes, refresher courses, short term courses, seminars, workshops and other professional development programmes
2. Training programmes on soft skill for the teachers and non-teaching staff
3. Workshops for Income Tax related issues faced by teachers and non-teaching staff
4. Health awareness programmes
5. Ramps and washrooms to cater to the needs of the differently-abled employees

6. Stress management through different recreational programmes such as Basanta Utsab, Celebration of Durga Puja, Cultural Programs, Teachers' Day, Annual Function etc.

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

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

2

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

31

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

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

The Performance Appraisal System for teaching and non-teaching staff is followed as per the Government Guidelines. In pursuance to G.O. No. 1196-Edn(A)/5P-90/12 dated 31.12.12, Memo No. ED-104/2013 dated 18-02-2013, Memo No. Ed293/2013, 07.05.2013, Memo No. ED-049/2016/OM-38L/2016 dated 03-03-2016 and 198-EH/ (CG)/ (A) 5P-90/12 (Pt) dated 07.12.2017 of the Government of West Bengal, the Internal Quality Assurance Cell (IQAC) of the institution invites applications from the faculty members in the prescribed proforma, which are verified and checked by the IQAC and the Head of the Institution and then forwarded to the Screening/Selection Committee comprising of the Government Nominee and the Subject Experts from the affiliating University. The verified files are then subsequently sent to the Department of Higher Education, Government of West Bengal for necessary action. The Performance Appraisal System of non-teaching staff is followed as per the West Bengal Service Rules. During the academic session 2020-21, the files of 17 No. of faculty members for promotion to the next higher grade/level were verified by the Government/University appointed Screening/Selection Committee and sent to the Government for necessary action.

File Description	Documents
Paste link for additional information	https://www.durgapurgovtcollege.ac.in/wp-content/uploads/2021/11/IQAC-Meetings-2020-21.pdf
Upload any additional information	View File

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 is a government institution. Financial audit is conducted by Accountants General (AG), Bengal, Government of West Bengal and the frequency of audit is once in three years.The last audit was conducted by the Government on November 30, 2017. Being a Government institution, the internal financial audit are not applicable for the institution..

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)

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

Being a Government institution, the source of funds is from the Government of West Bengal. The salary component of funds is fully under the jurisdiction of the Government of West Bengal. Excluding the salary component, the institution applies to the government for administrative approval stating the justification and fund

requirement for academic, physical and support facilities. Funds were also received under the RUSA Scheme and from the research projects. Departments, Central Library and different units/cells apply to the Principal for the purchase/ maintenance of equipment, books and journals, computers, contingencies, organizing events and other requirements stating proper justification and budget. The Principal conducts meetings with the Departmental Heads/cells/units, Coordinator, IQAC, Secretary Teachers' Council and Librarian to finalize the allotment of funds. Subsequently, the "Central Purchase and Tender Committee" performs all activities such as inviting tender/quotations, preparing comparative statement and payments strictly following the Government Guidelines in all purchases. On receipt of the respective resources, concerned department/cell/unit verifies the same. While purchasing an equipment, it is always ensured that the installation charges and maintenance charges (within warranty period) are provided by the company, which delivers the equipment. Such clause is inserted in the work order of the equipment.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Significant contributions made by IQAC during the current year

1. Scrutiny and forwarding of the applications of 17 faculty members for promotion under the Career Advancement Scheme
2. Implementation of Online Feedback System from the stakeholders through the Management Information System (MIS) and the subsequent analysis and submission of the same with suggestions to the affiliating university and higher authority
3. Organization of the series of webinars for students in collaboration with different departments of Durgapur Government College to sensitize the students towards the Indian Democracy and civil society, philosophical aspects, curricular aspects and environmental aspects
4. Maintaining the Institutional Database and providing the same for COVID-19 vaccination programme, in response to different government notifications, university circulars and for scholarship portal information.
5. IQAC provided suggestions to the Principal to take necessary steps on different aspects such as filling of vacant teaching posts, applying to the State Government for fund allotment for the procurement of protection equipment and consumables against COVID-19, subscription of online journals, waste management in the college campus and environment friendly initiatives, fire-fighting arrangement and purchase of server to introduce the online issue of college journal.

File Description	Documents
Paste link for additional information	https://www.durgapurgovtcollege.ac.in/iqac-activities/
Upload any additional information	View File

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

The IQAC sincerely reviewed and has suggested strategies to improve the quality of teaching-learning process from time to time during the post-accreditation period. In 2017, the NAAC report suggested that computer-aided methods were not used by the teachers of the Humanities and the Commerce streams. IQAC suggested procurement and installation of ICT tools for classroom teaching. Each department has been provided

with the desktops/laptops. LCD projectors to display power-point presentations in classroom teaching were installed in the classrooms. Three classrooms (Room no. 301, 104 and 206) have been renovated and converted to smart classrooms. All teachers now use ICT-enabled tools for teaching. IQAC also organized workshop in 2019 for the designing and development of the E-content. Subscription of E-journal and N-LIST for E-resources has been implemented. The feedback of students, teachers, alumni and employers on curricular aspects are reviewed by the IQAC to provide suggestions for implementation such as the program outcomes and course outcomes are uploaded in the institutional website and orientation programs are also organized to make students aware of the learning outcomes. Effective mentoring mechanism was also implemented by the IQAC through proper notification. Students convey their learning problems to the mentors, which are resolved.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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)	C. Any 2 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	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

The institution puts sincere efforts to promote gender equity and sensitization in several activities. the Internal Complaints Committee carries on interactive sessions, seminars and class campaign building awareness on gender sensitization throughout the year. Some facilities for women include sanitary napkin vending machine, Girls common room, (24 × 7) security in college campus, Girls Hostel (at the verge of completion), Anti ragging committee, Anti ragging squad and equal opportunity cell to monitor and ensure women safety, Health and Hygiene Sub-Committee to address female health issues. International Women's Day is celebrated every year. Female students are encouraged to participate in all co-curricular and extra-curricular activities. Female students have joined NCC Units, won prizes in District sports and games championship, West Bengal State Sports and Games Championship, intercollegiate athletic championship, cleared national level competitive examinations, progressed to reputed institutes, shouldered equal responsibilities to organize college cultural programs. Equal representation of women in both academics and administration is ensured such as NAAC Steering Committee (Jt. Convener), IQAC Members (03), Career Counselling and Placement Cell (Convener), Institutional Proposal Preparation and Submission Committee (Convener), Medical Welfare and Psychological Counselling Cell (Convener) etc.

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	https://durgapurgovtcollege.ac.in/AQAR/20-21/7.1.1..pdf

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	View File
Any other relevant information	View File

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

PROCEDURE OF WASTE MANAGEMENT ADOPTED IN THE COLLEGE

(Chemical and Biomedical waste management were not required be practiced for this academic session since practical classes were not conducted offline due to pandemic situation. Routine practices are mentioned herein)

Solid waste management

1. Coloured dustbins are used to collect the solid waste in segregated form. This is then subsequently collected by the local Municipality from the college campus.
    - The Green-colored dustbins are used for wet and biodegradable wastes generated from the kitchen of the college canteen and the residential quarters. These dustbins are placed near the residential quarters and near the canteen.
    - Blue dustbins are used for disposal of plastic wrappers and non-biodegradable wastes.
    - Yellow dustbins are meant for papers and glass bottles.
    - Red dustbin is used for metal waste
2. The entire campus is a "plastic free zone" and the institution sincerely puts efforts to maintain the same
3. Portion of the Biodegradable waste is used as manure for the plants in the garden.

Liquid waste management: Liquid chemical waste products produced from the laboratories are treated before disposal. During the academic session 2020-21, the college was closed during the entire academic session, so the practical classes were conducted online and hence the liquid chemical waste was not generated during the academic session 2020-21. As a routine practice, chemical wastes are segregated as organic acids, inorganic acids, organic bases, inorganic bases. Neutralization of waste acid with an alkali is practiced. For example, sulphuric acid with sodium carbonate. Acids are neutralised with sodium bicarbonate and calcium carbonate. Hydrofluoric acid is neutralised with calcium carbonate. Acid Chlorides are water reactive so introduction of water is avoided to these reactive compounds by adding sodium bicarbonate carefully in small amounts or sprinkled to neutralize. Bromine is

Neutralized with Slaked lime, Sodium carbonate, Sodium thiosulphate or Ammonia solution (10-25%). The organic solvents used in PG classes are recycled by distillation for further use.

Biomedical waste management: During the academic session 2020-21, the college was closed during the entire academic session, so the practical classes were conducted online and hence the biomedical waste was not generated during the academic session 2020-21. As a routine biomedical waste management process in the college, the animal anatomical waste material collected in yellow bags is disposed of in a deep burial pit constructed within the college campus.

Hazardous waste management: Practices adopted for management of hazardous chemical wastes generated in laboratories. Chemical wastes are separated into the following groups in Department of Chemistry with proper labelling of the containers:

1. Organic Acids
2. Inorganic Acids
3. Organic Bases
4. Inorganic Bases
5. Mercury waste

- *Precipitation of Hazardous wastes:* Hazardous soluble heavy metal salts generated in UG inorganic laboratories precipitated as their insoluble salts, For example, the precipitation of cadmium as its hydroxide by using sodium hydroxide. Heavy metals are precipitated as their insoluble chlorides, sulphates and carbonates, by treatment with hydrochloric acid, hydrogen or ammonium sulphide and ammonium carbonate respectively. These precipitates to be disposed in containers and then encapsulation is done with Portland cement. *Encapsulation*: This involves immobilization and stabilization of hazardous materials by their incorporation within a solid matrix. for example, 25 % Portland cement or lime are added to the thickened solution to form a uniform paste. Ca2SiO4 is formed, which binds all heavy metals as CaMSiO4. after four weeks, heavy metals can no longer be leached out by water. (*Ref methods used: Environmental Monitoring and Assessment (2006) 116: 513–528*)
- Before chemical treatment, the wastes are securely packaged in properly labelled plastic bottles (liquids) and boxes (for solids) kept in laboratories and sometimes original barrels are used for storing acids
- Aqueous solutions are diluted and adjusted to a pH between 5 and 9 to reduce the reactivity of acids or bases before being stored in the disposal drums
- Mercury from broken thermometers are detoxified as mercury amalgam. Mercury absorbent powder (Hg Absorb™, zinc powder, or sulphur) is sprinkled over the affected spill area to amalgamate droplets that are too small to be seen.
- Very small pieces of sodium are destroyed safely by reacting with ethanol.
- Bromine is Neutralized with Slaked lime, Sodium carbonate, Sodium thiosulphate or Ammonia solution (10-25%).
- Reduction of inorganic substances to convert them to a less mobile and toxic form by reduction: For example, reducing Cr(VI) to Cr(III) by ferrous (II) sulphate

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

Geo tagged photographs of the facilities	View File

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
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	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

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	C. Any 2 of the above

File Description	Documents

Geo tagged photographs / videos of the facilities	View File
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).

The institution is committed to maintain the diversity in the student profile to uphold the mandate of inclusive education. Under the Government admission policy, reservation of seats apply to SC, ST, OBC-A (Minority), OBC-B and physically challenged (PC) category. A nominal fee structure for all students allows quality education for economically challenged ones. Some students who belong to economically challenged sections also apply to the Principal for exemption of fees. For those students,only the tuition fee is taken by the institution, as approved by the Principal for the benefit of the students, Departments work sincerely to cater to the needs of the first generation learners from socially challenged background and also organize remedial classes for the slow learners. The institution has constituted an "*Equal Opportunity Cell*" comprising of teachers and non-teaching staff to cater to the needs of all students irrespective of religion, caste, creed and gender. Special lectures focusing on the basic moral teachings of different religions are organized. Department of Philosophy organized special lectures on "The concept of Anumana: with special reference to the Nyaya and the Buddhist model" on 6th and 7th January 2021. Picnics and cultural programmes promote inclusiveness. Basanta Utsav, the colour festival to mark the spring season is celebrated in the college campus by all students and teachers to promote mutual harmony and happiness. During the academic session 2020-21, online celebration of the Basanta Utsav was organized on 27.03.2021.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
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

The institution sincerely takes initiatives to sensitize students and employees towards the values, duties, rights and responsibilities of citizens. One Day State Level Webinar on, "INDIAN DEMOCRACY AND CIVIL SOCIETY" organized by Department of Political Science in collaboration with the IQAC on June 5, 2021 to highlight the importance of civil society in Democracy at present time. The institution celebrates Independence Day and Republic Day and students also take part in the Republic Day parade organized by the local administration. Black Day was observed to pay tribute to the martyrs of Pulwama attack on 14-02-2021. Students paid tribute to Sahid Rajesh Orang, an Indian Army soldier, one among the 20 Jawans who was martyred during the violent face-off between Indian and Chinese troops in the Galwan Valley of Ladakh. Students also communicated with his family. Students performed Traffic Control Duty with West Bengal Police during the Durga Puja. Online awareness program on Fit India was also organized. Every year, all students and employees read out the Voters' Pledge on the occasion of the National Voters' Day. The programme was conducted on 25-01-2020. However, due to pandemic situation, this program could not be conducted during the academic session 2020-21.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://durgapurgovtcollege.ac.in/AQAR/20-21/7.1.9..pdf

Any other relevant information	Nil

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	D. Any 1 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
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	View File

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

Every year, the institution celebrates/organizes national and international commemorative days, events and festivals in the college campus. Owing to the COVID-19 pandemic situation, these events were organized through online mode during the academic session 2020-21 with active participation of students, faculty members and non-teaching staff. These events were organized by different units, committees and departments of the institution. The events included observation of death centenary of Swami Vivekananda (04-07-2020), observation of death centenary of Gurudev Rabindranath Tagore (07-08-2020), Celebration of 74th Independence Day (15-08-2020), Celebration of Birth Centenary of Poet Sukanta Bhattacharya (16-08-2020), Teachers' Day Celebration (05-09-2020), Online Seminar organized by Department of History to mark the bicentenary of Iswarchandra Vidyasagar and create awareness about the role of Iswarchandra Vidyasagar in spreading print culture in colonial Bengal (26-09-2020), Celebration of Durga Puja Utsav (15-10-2020), Republic Day Celebration (26-01-2021), Celebration of International Mother language Day (21-02-2021), Celebration of International Women's Day (08-03-2021), Celebration of Basanta Utsav (27-03-2021), Celebration of Rabindra Jayanti (07-05-2021), Celebration of Nazrul Jayanti (25-02-2021 and 26-05-2021) and Celebration of World Environment Day (05-06-2021).

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
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.

Best Practice 1

Title of the Practice

STUDENT CENTRIC STRATEGIES TO ENSURE AN EFFECTIVE TWO-WAY TEACHING-LEARNING MECHANISM KEEPING PACE WITH THE OUTCOME BASED EDUCATION

Objectives of the Practice

The present day education is worldwide experiencing a paradigm shift from the input-output based education to the outcome based education. The student-centric teaching learning process is essentially required in the present scenario. How much the students learn is important rather than how much we teach to them. The institution has therefore taken initiatives to implement the teaching-learning strategies from the students' point of view and how it will help them in their further studies/jobs. Most of the students of this institution progress to higher studies or appear for competitive examinations, relative to the minimal percentage availing the job opportunities. Thus, keeping pace with the modern day higher education is intended from this practice.

The context

Outcome based education has arrived with its own challenges for the higher education sector of India, especially when the gross enrolment ratio in higher education is less compared to other countries. The use of ICT enabled tools is ubiquitous in every sphere of life and is one of the powerful strategies of student-centric teaching-learning mechanism of the outcome based education. Our teachers had to equip themselves on the use of ICT for teaching-learning process by attending training programmes, workshops, watching online videos, practicing the use of online platforms and fixing the related issues by discussions. The methods of experiential learning had to be devised considering the pandemic situation. Correlating the practical experiences of the students with their applications to the real life problems was a challenge in some departments, especially during the pandemic situation. Cultivating the life-long learning habits of critical thinking and problem solving are essential in the student-centric teaching-learning system, and strategies were adopted accordingly. The developing of communication and presentation skills of students was also intended to keep pace with the modern day education.

The Practice

The practice includes the following:

- Assessing the learning levels of students: The first step of student-centric teaching-learning process involved assessing the learning levels of the students and accordingly designing the teaching process. This was done through interactive sessions, question-answer sessions during classes, formative assessments and academic counselling by the mentors. The slow learners were given specific attention through remedial classes and assistance beyond class hours, while the advanced learners were encouraged to participate in competitions, creative writing and processing of their research oriented thoughts in different dimensions.

- Experiential learning by studying real life problems for practicals and projects, For example, for zoology students, studying the life cycle of butterflies in their own garden, observing animals like dog, birds like pigeon, sun bird, which are visible from their homes for the practicals on animal behaviour and chronology etc. For the conservation biology students, open ended experiments were designed such as Case study on Jim Corbett National Parks, Chemical Immobilization of Royal Bengal Tiger in the wild for collaring in Sundarban, West Bengal, Modelling the impact of mangrove in fish population dynamics of Hoogly-Matla estuarine systems, West Bengal, India, Case study on Sundarban National Park etc. For botany students, exploring the plant species in the college campus. For English students, the Kolb's experiential learning cycle was used, for Geology students writing of research and review articles of the

budding geologists was implemented from their field experiences while for chemistry students, the 3D visualization and animation of molecules through software was practiced.

- Use of Learning Management System (LMS) and computer-aided methods: The practice of using Learning Management System was initiated in March 2019, when IQAC conducted the workshop for faculty members on the "*E-content: Development and Uploading of the four quadrants*" on 14.03.2019. The MOODLE site creation by faculty members was demonstrated in the workshop with the preparation and uploading of E-content, video lectures and assignments. In the workshop, students of Department of Chemistry also shared their views on easy availability of the E-content from the departmental MOODLE site. The post workshop outcome was opening of MOODLE sites by some faculty members and some of them started using the Google Classroom also as the LMS. All departments were provided with the laptop, desktop and LCD projector facilities to undertake the use of computer-aided methods of teaching. Three classrooms were converted to smart classrooms as the post-accreditation initiative. Faculty members thereafter started participating in the workshops, refresher courses, short term courses on the Development of Massive Open Online Courses (MOOCs), open educational resources, Information and Communication Technology, FDPs on Soft Skills and Personality, Online assessment techniques etc. This helped them to apply computer-aided methods of teaching and the practice proved to be the most effective one during the pandemic situation.

- Participative learning and choice of elective papers: Students were given the liberty to actively participate in the teaching-learning process. Groups discussions, debates, student seminars, students playing the role of teachers in classroom, story reading sessions, power-point presentations by students and other strategies were applied. Students of Semester-V arts program were given the liberty to choose their generic subjects, students of different departments were also given the liberty to choose from the options of skill enhancement courses.

- Cultivating the critical thinking and problem solving skills in the learning process: This was practiced by giving topics of assignments to students but not the answers. They came up with multiple answers and the selected best solution for implementation. Students worked in groups during practicals to exchange ideas and solve a problem

- Feedback taken from students on curriculum and teaching-learning process: The learning outcome based curricular framework was introduced by the University since the academic session 2020-21. The feedback on the curricular aspects by the IQAC was taken from students and forwarded to the university with suggestions. Students were asked several questions, which were addressed accordingly such as whether the learning outcomes were discussed with them by the departments, whether the curriculum is need based and complies with their expected outcome, whether the curriculum makes them job ready, whether the computer-aided methods of teaching were used by the teachers, whether the internal assessments were discussed with them etc.

- Handling the issues through an effective mentoring mechanism: The student mentoring system was implemented formally in the institution from the academic

session 2019-2020. Mentors organized interactive sessions and kept contact with their mentees to guide them and address their problems as and when required.

Evidence of Success

- Students cleared JAM examinations with All India Ranks: From 2018 to 2020, 44 students of different science departments have cleared the JAM examinations with good All India ranks, including the top ten ranks in India by three students. In the year 2021, total 26 students have cleared the JAM examinations with all India tanks.
- Students placed for higher studies in IITs, IISER, Banarus Hindu University (BHU), University of Calcutta, The University of Burdwan and other institutes of national importance
- Students have participated in poster competitions, quiz competitions, presentations and other online events organized by external agencies and also won prizes:
- Student project was selected for CSIR summer research training programme in 2020
- The performance of students in university examinations has improved significantly from 2018 to 2020
- The computer-aided methods of teaching-learning activities adopted since 2019 helped the institution to cope up successfully with the challenges of online education during the pandemic situation since March 2020

Problems Encountered and Resources Required

- The teaching-learning activities sometimes suffer time constraints due to prolonged time taken by the affiliating university in conducting the semester examination and commencement of classes of the next semester
- Durgapur Government College is situated at about 175 km from Calcutta. Students cannot access advanced research laboratories, libraries and premier institutes for situated in Calcutta, which compromises with their advanced learning experiences
- The institution faces the problems of funding for conversion of more classrooms into the smart classroom and the administration has applied for renovation and upgradation of laboratories and classrooms
- Digitization of library and e-resources has also been applied under the RUSA scheme by the institution
- Procurement of more computers is required to improve the student : computer ratio

Best Practice 2

Title of the Practice

BEYOND THE CURRICULUM INITIATIVES FOR SENSITIZING STUDENTS TO WORK FOR THE BENEFIT OF OTHERS, BECOME RESPONSIBLE CITIZENS AND DEVELOP THE RESPECT FOR ENVIRONMENT AND CULTURE

Objectives of the Practice

Students are trained on the curricular aspects by every institution, but the process of imparting education should also be in line with the simultaneous development of

their interpersonal skills and making them aware of their social, national, environmental and cultural responsibilities. This can only be implemented if an institution takes sincere steps beyond the syllabus and curriculum to sensitize students on social issues, ethics, human values, environmental consciousness and promote their cultural development. This practice is intended to shape the students as good, cultured and responsible human beings when they leave the campus walls.

The context

The present century has witnessed considerable erosion of human values and social responsibilities. This is witnessed in daily life, newspapers and media incidents. If we expect individuals to work for the society and develop the sense of respect for its people, the nation, culture and the environment, then sensitization is essentially required in their student phase. Progressively, in their subsequent phases of life, they will develop the lifelong habit to contribute for the society and the nation. One small step taken by each individual can create a big difference in the nation.

The Practice

Sensitizing students towards the social responsibilities and develop sense of respect for all individuals

- The first National Service Scheme (NSS) unit of Durgapur Government College was started in 1972 and has a glorious past since its inception. Unit-2 was started in 2008. NSS Volunteers organize awareness campaigns on social issues in the adopted villages, organize blood donation camps, cleanliness campaign in the college campus and neighbouring villages and areas under Swachh Bharat Abhiyan, Green picnic mission, raise funds for natural calamities, organize free health camps for local people and perform several social activities throughout the year.
- One Day National Level Webinar on “Understanding Gender” was organized by the Internal Complaints Committee
- Department of Philosophy organized special lectures on "The concept of Anumana: with special reference to the Nyaya and the Buddhist model", with the objective to sensitize students on the moral and social teachings
- Special Lecture on the "Sexual and Textual Politics in Manjula Padmanabhan's play Lights Out" was organized on the theme of gender inequality and the subjugation of women in patriarchal society, the theme of rape and the male and female reaction to it, the insensitivity of the media in contemporary times towards the plight of women in society.
- Interview of transgender author shared by faculty member of Department of English to sensitize students to think from other person's point of view and develop respect for individuals

Sensitizing and preparing students towards national responsibilities

- Cadets of the college NCC unit take part in the different camps. Rigorous physical training is imparted to the cadets with a view to increase their physical endurance. During Military training, cadets acquire first-hand knowledge about the use of various devices used by the Army. They are also trained on self defence, map reading, first aid and shooting. Cultural programs are also held during training periods for improving the cultural and social outlook of the cadets. They also have to participate in various social activities to get the feeling of belonging to the society. Apart from these, cadets also join the adventure activities such as Mountaineering, Rock Climbing;

Ice skating, Trekking etc. NCC team regularly participates in the formal Sub Division level Guard of Honour on 26th January and 15th August to commemorate the Republic Day and Independence Day of India and almost every year perform outstandingly. NCC cadets also participate in the march-past during the college sports. NCC Cadets celebrate "International Yoga Day" every year.

- One Day State Level Webinar on, "Indian Democracy and Civil Society" organized by Department of Political Science in collaboration with the IQAC on June 5, 2021 to highlight the importance of civil society in Democracy at present time.
- One Day State Level Webinar on " Ethics in politics issues in leadership and governance in democracies" organized by Department of Philosophy and Political Science in collaboration with the IQAC
- Every year, all students and employees read out the Voters' Pledge on the occasion of the National Voters' Day

Sensitizing students to develop respect for culture and environment

- Basanta Utsav, the colour festival of happiness is celebrated every year in the institution to sensitize students towards communal harmony irrespective of religion, caste, creed and gender
- Students are encouraged to perform cultural activities, write poetry, draw paintings and recite their writings to observe/celebrate important days such as death centenary of Swami Vivekananda, observation of death centenary of Gurudev Rabindranath Tagore, Celebration of 74th Independence Day, Celebration of Birth Centenary of Poet Sukanta Bhattacharya, Teachers' Day Celebration, Online Seminar to mark the bicentenary of Iswarchandra Vidyasagar, Celebration of Durga Puja Utsav, Republic Day Celebration , Celebration of International Mother language Day, Celebration of International Women's Day, Celebration of Rabindra Jayanti, Celebration of Nazrul Jayanti and Celebration of World Environment Day
- Webinar on Biodiversity Conservation organized by Department of Conservation Biology
- Students were encouraged to participate in Great Backyard Bird Count
- Bird Watching Programme organized in the College Campus
- Optional Field visits, Virtual Laboratory visits on environmental aspects were organized

Evidence of Success

The sensitization initiatives of the institution led to evidences which clearly reflect the cultivated sense of social, national, cultural and environmental responsibility among the students:

- During the COVID-19 pandemic situation, students themselves took initiative to supply cooked hygienic food to the local poor people and applied to the Principal for assistance. This reflects their sense of social responsibility. They sincerely performed this social duty during the pandemic situation.
- Students took part in the distribution of masks and sanitizers in the neighbouring areas
- Students acted as volunteers for smooth conduction of National Means-cum-Merit Scholarship Examination and National Talent Search Examination in different schools of Durgapur for National Talent Search Examination 2021.
- NCC Students observed the Black Day to pay tribute to the 40 CRPF soldiers who were martyred at the Pulwama attack in 2019.
- NCC Students paid tribute to Sahid Rajesh Orang who was martyred during the face-off between Indian and Chinese troops in Galwan Valley of Ladakh. Students also interacted with the family of Sahid Rajesh Orang.
- During the pandemic situation, students planted saplings in their villages and wrote poems on the environment to express their concern for the environment on

the occasion of World Environment Day

- Four students secured the winner positions for the PowerPoint presentation competition on the World Earth Day organized by "Team Bengal CAN" (a network of several key stakeholders to create awareness about air pollution and its impacts on health - setup under the aegis of SwitchON Foundation)
- During the pandemic situation, students took initiatives to organize online cultural programmes and participated actively

Problems Encountered and Resources Required

- Due to the huge academic load of the CBCS curriculum and the delayed examination schedules of the university, students experience time constraints to participate in the beyond the curriculum activities
- Lack of funds do not allow implementation of the social projects on a larger scale
- In some departments, there is shortage of faculty members which imposes huge pressure of academic and administrative pressure on the faculty members, thus allowing them with very less time to contribute for beyond the curriculum activities with the students
- Shortage of non-teaching staff is also a major concern for successful maintenance of the environment-friendly initiatives

File Description	Documents
Best practices in the Institutional website	https://www.durgapurgovtcollege.ac.in/best-practices/
Any other relevant information	Nil

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

Inclusive education without compromising quality is one of the domains of our institutional distinctiveness. Best quality teaching to all sections of the society irrespective of religion, caste, creed, gender and economic situation is our priority area. Being a Government Institution, the college has a nominal fee structure with provisions of Government Scholarships. This allows students from the socially/economically challenged backgrounds to get education in our college. This makes the college distinct in the district compared to other private colleges, which have inflated fee structures. As per the Government policy, reservation of admission seats for SC, ST, OBC-A (Muslim) and OBC-B students is followed. Our teachers are appointed by the PSC, Government of West Bengal, through written tests and interviews and consequently, we get the best quality teachers (some of them are university toppers, rank holders and eminent researchers), thus ensuring quality education. Since the inception of the institution, we have empowered several students from socially and economically challenged backgrounds of the villages and remote areas within and the nearby districts who have been placed in reputed institutes. We have also empowered women students in higher education, as evident from our present PG student statistics of 55% female students and overall (UG + PG) 67% female students.

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

7.3.2 - Plan of action for the next academic year

- Implementation of formal Academic Audit in all departments by the Internal Quality Assurance Cell (IQAC)
- University approval to offer Ph.D. programme by Departments of Chemistry and Geology
- Completing the official formalities for the UGC scholarships/fellowships for newly enrolled PhD students in Department of Conservation Biology by IQAC members
- Organization of events related to research methodology and entrepreneurship
- Organization of events related to career counselling of students for higher education and job opportunities
- Organization of training programmes for students
- Organization of training programmes for non-teaching staff
- Introduction of an E-platform for uploading of E-content by teachers
- Encouraging faculty members to guide Ph.D. students
- Further Strengthening of the Student Mentoring System
- Implementation of ICT facilities in more number of classrooms
- Hostel facilities for students in the college campus
- Sending proposals for financial assistance related to water conservation facilities in the college campus
- Sending proposals for financial assistance related to use of alternative sources of energy in the college campus
- Sending proposal to the NAAC by the IQAC for organization of national workshop on ICT enabled teaching and assessment