



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	DR. Bhupendra Nath Dutta Smriti Mahavidyalaya
• Name of the Head of the institution	Dr. Amal Kumar Ghosh
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03422584616
• Mobile No:	8145119292
• Registered e-mail	bhupendranathdutta@yahoo.com
• Alternate e-mail	iqac2019_dbndsm@yahoo.com
• Address	PO - Hatgobindapur, Dist-Purba Bardhaman
• City/Town	
• State/UT	West Bengal
• Pin Code	713407
<b>2.Institutional status</b>	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	The University of Burdwan
• Name of the IQAC Coordinator	Dr. Srabani Bose
• Phone No.	0342-2584616
• Alternate phone No.	
• Mobile	8250067182
• IQAC e-mail address	iqac2019_dbndsm@yahoo.com
• Alternate e-mail address	bhupendranathdutta@yahoo.com
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://dbndsm.edu.in/images/uploads/AQAR-2019-2020.pdf">https://dbndsm.edu.in/images/uploads/AQAR-2019-2020.pdf</a>
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://dbndsm.edu.in/images/uploads/DBNDSM%20ACADEMIC%20CALENDAR%202020-21.pdf">https://dbndsm.edu.in/images/uploads/DBNDSM%20ACADEMIC%20CALENDAR%202020-21.pdf</a>

**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.47	2008	16/09/2008	15/09/2013
Cycle 2	B	2.61	2014	24/09/2014	23/09/2019

**6.Date of Establishment of IQAC**

08/12/2008

**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. Bhupendra Nath Dutta Smriti Mahavidyalaya	MPLAD, construction of urinal and girls' toilet	Govt. of India	2020	1,75,000/-
Dr. Md. Salauddin Khan	MRP	ICSSR	2020	60000/-
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>		<b>Yes</b>		
<ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>		<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>		<b>4</b>		
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>		<b>Yes</b>		
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>		No File Uploaded		
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>		<b>No</b>		
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>				
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>				
Procured dedicated G-Suite for education domain to carry out online classes and other communications				
Organised state level and national level webinars and national level e-quiz competition				
Initiated web-lectures in different departments				

Organised international level e-essay, e-painting, e-quiz competition of differently abled students in collaboration with IQAC, Raiganj University and Centre for differently abled persons, Raigunj University

Upgraded Management Information System(MIS) during the period of pandemic

**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
To ensure successful implementation of all the teaching learning initiative	Procured dedicated G-Suite for education domain to carry out online classes and other communications
To make arrangement of MIS	MIS was upgraded
To take steps towards completion of construction of toilet block and multipurpose building	Construction of toilet block and multipurpose building were completed
To renovate and upgrade existing facilities in different departments	Facilities of Botany, Nutrition, Geography, mass communication and Journalism were upgraded.
To upgrade laboratories of different departments	Laboratories of Physics, Chemistry, Nutrition, Botany and Zoology departments were upgraded and necessary equipment were purchased.
To create facility for extension of Physical education department	The Governing body has approved the proposal of extension of department in the areas adjacent to it. And initiative has been taken.
To organize webinars,	Organised webinar by IQAC on 18.06.2020 and 27.06.2020 , by library on 25.09.2020 and by commerce department on 24.11.2020
To organize web-lectures, and e-quiz competition	1. Organised web-lecture by dept of Philosophy 06.08.2020 and 07.08.2020 2. Organised web-

lecture by dept of English  
25.08.2020 3. Organised web-  
lecture by dept of Bengali  
27.08.2020 4. Organised web-  
lecture by dept of Botany and  
Library 09.09.2020 5. Organised  
web-lecture by dept of Geography  
13.09.2020 6. Organised Webinar  
by dept of Library on 25.09.2020  
7. Organised Webinar by dept of  
Commerce 24.11.2020 8. Organised  
national level e-quiz by  
department of Geography between  
20.08.2020-25.08.2020 9.  
Organised international level e-  
quiz, e-essay, e-painting  
competition of differentlyabled  
students in collaboration with  
IQAC, Raiganj University and  
Centre for differently abled  
persons, Raigunj University  
between 08.09.2020-07.

**13. Whether the AQAR was placed before statutory body?**

No

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	08/10/2021

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

Year	Date of Submission
2020-2021	27/02/2022

**15. Multidisciplinary / interdisciplinary**

Multidisciplinary/Interdisciplinary Courses to transform this establishment into a Holistic Multidisciplinary Institution. We are in view of integration of humanities and science through STEM.

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

<p>Making a provision by offering flexibility through Multiple Entry and Multiple Exit with a tune of affectionate essence. We have to find out issues related to societal need and for which special efforts will be given to mitigate related challenges.</p>
<p><b>17.Skill development:</b></p>
<p>Allowing the students to register in Digi locker to harvest the benefits in the long run under Academic Bank of Credits.</p>
<p><b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b></p>
<p>We are going to start Vocational Education courses to enhance the Employment Opportunity for house to community level. Courses such as Conversational English; Yoga, Naturopathy and Physiotherapy; Amin Survey; Artistic Handicrafts and Rural Empowerment; GST Courses will be opened from the academic session 2022 - 2023 and arrangements will be made to encourage the students to involve in at least one such course.</p>
<p><b>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</b></p>
<p>We have already opened a Cultural Heritage Promotion Centre which is coordinated by one of our substantive faculty members. The Deptt. of Sanskrit, one of the Traditional Language Deptt. is in tradition of performing various cultural programmes through enchanting hymns and so on. They have organized a 'Manuscript Preservation Show cum Workshop' with Manuscript Conservation Centre (Affiliated to the National Mission for Manuscripts, Ministry of Culture, Govt. of India) in such of the intangible Cultural Heritage of India. This endeavour will be continued. The Deptt. of Physical Education of our institution is going to organized an International Seminar on Traditional Tangible and Intangible Tribal Games through erection of a Games Village and inviting eminent speakers from national as well as international levels.</p>
<p><b>20.Distance education/online education:</b></p>
<p>We are in the system of Credit Transfer Policy as per our affiliating University, i.e. the University of Burdwan.</p>

## Extended Profile

### 1.Programme

1.1 497

Number of courses offered by the institution across all programs

during the year

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

## 2.Student

2.1 2625

Number of students during the year

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

2.2 949

Number of seats earmarked for reserved category as per GOI/ State  
Govt. rule during the year

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

2.3 492

Number of outgoing/ final year students during the year

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

## 3.Academic

3.1 31

Number of full time teachers during the year

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

3.2 33

Number of Sanctioned posts during the year

## Extended Profile

### 1. Programme

1.1	<b>497</b>
Number of courses offered by the institution across all programs during the year	

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

### 2. Student

2.1	<b>2625</b>
Number of students during the year	

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

2.2	<b>949</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

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

2.3	<b>492</b>
Number of outgoing/ final year students during the year	

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

### 3. Academic

3.1	<b>31</b>
Number of full time teachers during the year	

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



3.2	33
Number of Sanctioned posts during the year	

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

<b>4.Institution</b>	
4.1	28
Total number of Classrooms and Seminar halls	
4.2	30.88499
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	105
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

As an affiliated college of The University of Burdwan, the institution implements the curriculum notified by the university. Based on university notifications, the IQAC prepares academic calendar of the college which is uploaded in the college website. Routine is prepared in accordance to the number of credit points mentioned in the prescribed university syllabus of each course offered by the departments. The teaching module and lesson plans are prepared by the teachers of the respective departments. The Internal assessment which consists of internal tests, presentations, projects and assignments are conducted by the departments to evaluate the performance of students. Academic sub-committees hold regular meetings to discuss and plan the execution. Departmental meetings are held at regular intervals to assess the progress of the students. The college infrastructure and facilities are continuously being upgraded to meet the needs of changing curriculum and pedagogy. The college has well equipped laboratories and few classrooms with projector facilities. The

renovated well-stocked college library offers various web-based facilities and access to national online databases. Under the prevailing pandemic situation, teachers are providing study materials, , pdf of reference books to the students through WhatsApp, Google Class Room so that they can prepare themselves properly for the university examinations.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://dbndsm.edu.in/images/uploads/1.1.1_%20aditional%20file.pdf">https://dbndsm.edu.in/images/uploads/1.1.1_%20aditional%20file.pdf</a>

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

Academic calendar is prepared for each session under the guidance of IQAC. Being an affiliated college the guidelines (holidays and other tentative schedules), provide by The University of Burdwan is generally adhered to. Besides, other guidelines issued by the State Government and local administrative bodies are also taken into consideration. The academic calendar is provided to students, teachers and non-teaching staff where they can maintain their daily work routine. The academic calendar also gives the outline of the various academic and cultural activities that are carried out in the institution. Calendar of events includes details like the total number of working days and holidays. Special days observed in the institution are also marked in the calendar. The tentative days for continuous internal assessments are scheduled to help students and teachers for better academic environment. The College conducts online Internal, Project and Practical examinations with respect to the University guidelines during this pandemic situation. These examinations are conducted, evaluated as per the calendar of events. The month of internal examination is fixed by the IQAC and the date of internal examination is fixed by the department and it is published in the departmental notice board and also on the college website.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://dbndsm.edu.in/images/uploads/DBNDSM%20ACADEMIC%20CALENDAR%202020-21.pdf">https://dbndsm.edu.in/images/uploads/DBNDSM%20ACADEMIC%20CALENDAR%202020-21.pdf</a>

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

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **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**

**497**

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

**1.2.2 - Number of Add on /Certificate programs offered during the year**

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

0

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

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

0

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs 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	<a href="#">View File</a>

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

The course curriculum consists of several courses which integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability. In the curriculum, the affiliating university prescribed Environmental Studies as a compulsory paper for the first semester students. Departments of Botany, Zoology, Chemistry, Nutrition and Geography offer courses which cover numerous environmental aspects such as habitats, energy flow in the ecosystems, interactions between the communities, exclusion of niches and consequences of changing environment on the biodiversity, conservation and sustainable development, agricultural environment aspects, climate change, environmental health, communicable and non- communicable diseases,

algae and bacteria in environment, immunization programme, public health, epidemiology and common nutrient deficiency diseases, pollution, polluting agents and sustainable development . Departments of Bengali, English, Economics, History, Sanskrit, Philosophy, Political Science offer courses that inculcates human values in students. Different ethical codes preached through different religious sects (like the four noble truths of Buddhism and Yoga Darshana) and other related issues, professional ethics, concept of equality and fraternity, environmental movements of India, sustainable development, environmental protection, women and social change are taught to students to prepare themselves to evolve as better human beings with enhanced understanding of human existence.

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

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

27

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

1.3.3 - Number of students undertaking project work/field work/ internships	
63	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>
1.4 - Feedback System	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>C. Any 2 of the above</b>
File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<b>No File Uploaded</b>
Any additional information(Upload)	<b>No File Uploaded</b>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>C. Feedback collected and analyzed</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://dbndsm.edu.in/images/uploads/DBNDSM%20Students%20Feedback%20on%20Syllabus.pdf">https://dbndsm.edu.in/images/uploads/DBNDSM%20Students%20Feedback%20on%20Syllabus.pdf</a> , <a href="https://dbndsm.edu.in/images/uploads/DBNDSM%20Faculty%20Feedback%20on%20Syllabus.pdf">https://dbndsm.edu.in/images/uploads/DBNDSM%20Faculty%20Feedback%20on%20Syllabus.pdf</a>
TEACHING-LEARNING AND EVALUATION	

<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of sanctioned seats during the year</b>	
<b>2021</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>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)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
<b>451</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>
<b>2.2 - Catering to Student Diversity</b>	
<b>2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners</b>	
<p>Being distant from the main hub of Burdwan city, the majority of students are from impoverished background and are first generation learners. An all-encompassing evaluation process here would utterly fail to assess them. Hence, we divide each class into convenient groups. Prior to the pandemic situation, each department conducted such activities like orientation programmes, seminar presentations, problem-solving sessions, surprise evaluation, quizzes, feedbacks, mentor-mentee interactive sessions and viva-voce. Apart from classroom teaching and adequate provision for materials and written commentaries on subjects frequently found difficult for comprehension, all these programmes were meant to enhance the quality of teaching and learning process. During the academic session 2020-2021, learning levels were monitored and assessed through online mode. Again, for slow learners' special revision classes were organized. Recorded audios</p>	

and videos were uploaded to help them learn at their own intellectual pace.

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

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

Number of Students	Number of Teachers
2625	79

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

### 2.3 - Teaching- Learning Process

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

Teaching-learning methodologies are evolved according to the scope of the syllabus structured by the affiliating University. The chief method of dissemination is through class-room lectures. NSS Cell also helps to integrate the classroom teaching with physical participatory works. During the pandemic period, the methodologies are so applied as to bridge the physical distance between student and teacher by enhancing the students' engagement through a more active virtual platform of communication; 'Whats App' groups are created for individual classes to provide them with an easy, uniform learning accessibility, 'Power Point Presentations' customize the lesson according to the needs of the learners, 'Online Tutorial' classes are designed to help out students in boosting their confidence and helping them to develop speaking and writing skills. Many of the Core Courses in the CBCS syllabus requires Project work and the students are trained in decision-making, analytical assessment and report-writing based on real-time facts. Regular seminars and workshops were organized to keep students updated, broaden their outlook, enhance their communicative skills and induce critical thinking in them. Science streams encouraged lab work and field study in their near surroundings. The literature departments promoted inquiry-based instruction methods.



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

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

The College has a well-equipped computer lab. Each Department is furnished with dedicated computers used for teaching-learning, for preparation of lectures and customized study material. Power Point Presentation is a common practice in all departments of the College in online mode. Digital libraries and other online sources are used to get access to scholarly and reference articles. During the Covid 19 pandemic, ICT facilities were fully availed in the following ways:

Online classes are being held regularly by all the departments as per notification by the college authority. All classes through online mode with the use of Google meet, Whats App and email. College website is used extensively to put up notifications and examination guidelines, University question papers. On-line study material in the form of ppts, write ups, audio and video are given to the students and uploaded in the library. Examinations, evaluation of answer scripts and uploading of marks through online mode. Admission, verification of relevant documents and University Registration through online mode and admission portal Webinars (State and National level) were organized through online mode.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

**2.3.3.1 - Number of mentors**

79

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

31

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

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

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

21

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

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

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

254

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

**2.5 - Evaluation Process and Reforms**

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

Internal Assessment is solely done by the college under CBCS. The CBCS was adopted by the University of Burdwan from 2017 onwards. Internal examinations for both Honours and General Courses are a part of the evaluation system. The institution adheres to the norms fixed by the University in this regard. The internal examinations are held as per the schedule prepared by the University and marks uploaded to their portal within the specified period. The students are intimated about the exam schedule in advance through website, Notices put up on the notice boards, posted in Whatsapp groups of the class. Internal Assessment examinations are taken in all Courses. During the pandemic period the following measures have been taken for conducting the examinations:

Putting up of University question papers and submission of answers by the examinees in the college Examination portal created for this purpose. Creation of departmental e-mails. Sending of question papers online to the students via College portals. Submission of answer papers by the students to the departmental emails. Online evaluation of answers

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

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

The internal examination marks are a part of the overall summative result of the student under the CBCS. These marks are directly submitted online to the University. The students have the option of reviewing or self-inspection of their answer scripts. This is totally under the aegis of the University and the college plays no role in the process apart from assessing their claims and forwarding these cases to the University. There is also a system of PPR/RTI available under Burdwan University (B.U.) of which we are an affiliate College. Students can apply for the above regarding summative evaluation within one month of the declaration of results. There is a Examination and Result Cell in the College with Two teachers in charge which who deals with the issues involving Examination and Result grievances of students liaising closely with the University. Grievances related to external examinations are formally placed before the Controller's department of the affiliating University which are addressed in due course of time. The answer papers of the internal/tutorial examinations are preserved by the college for five years as directed by the University. Any inquiry coming up within this period can thus be addressed to without much difficulty.

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

## 2.6 - Student Performance and Learning Outcomes

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

Faculty members of all disciplines apply themselves to the syllabi framed by the affiliating University at UG levels and internalize the Programme Outcomes (PO). With reference to the Programme Outcomes formulated by the University, the Programme Specific Outcomes (PSO) and then the detailed Course Outcomes in relation to both PSOs and POs are discussed at the departmental levels during syllabus allocation meetings in the beginning of each Academic Session. The individual departments hold Induction Programmes for the new comers, where they are made aware of the Programme Outcomes. For prospective and existing students, the POs and COs of different subjects and the detailed syllabi are put up on the website so that they may browse through them.

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

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

The individual departments hold Induction Programmes for the new comers, where they are made aware of the Programme Outcomes. The students' progress is continuously assessed through various kinds of evaluation. At the end of final semester, online student feedback is taken, from which the college gets an idea of the students' own perception regarding their progression. The final outcomes of the Courses or Programmes are measured by the marks or grades obtained by the students in the University examinations. Whereas Course Outcomes can be judged at the end of a semester by the course results, the Programme Outcome is obtained by the programme result when the student has completed all six semesters. The major Programme Outcomes and Course Outcomes for undergraduate colleges is progression to higher education or some professional course by the students. The students of post graduate courses may also pursue further studies or may opt for some career. The institution tries to keep track of the progression of its students as to whether they have opted for further studies or have secured a place in the job market

File Description	Documents
Upload any additional information	No File Uploaded
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

492

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

## 2.7 - Student Satisfaction Survey

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

<https://dbndsm.edu.in/images/uploads/STUDENTS%20SURVEY%20REPORT%2020%20-%202021.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)**

Rs. 60000/-

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

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

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

1

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

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

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

9

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

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

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

25

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

21

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

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

During the covid 19 period NSS volunteers actively participated in various social activities. They distributed masks and sanitizers among the villagers of the village of Hatgobindapur. An awareness programme on covid 19 was also conducted by the volunteers in the adapted villages of the college. The NSS units organized two campus cleaning programme in association with Hatgobindapur gram panchayet during this period. The NSS units observed the youth Day, Republic day and Independence day.

File Description	Documents
Paste link for additional information	<a href="https://dbndsm.edu.in/images/uploads/NSS%20activities.pdf">https://dbndsm.edu.in/images/uploads/NSS%20activities.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

1



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

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

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

1

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

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

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

30

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

**3.4 - Collaboration**

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

0

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

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

01

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

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

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

The institution offers 18 undergraduate programmes and the student strength in academic session 2020-21 was 2625. All classes of Arts, Science and Commerce Stream are held in the day session. There are 28 classrooms, out of which there is 1 smart classroom. The institution has 1 auditorium, 1 Seminar Room and 1 computer laboratory. There are total 13 laboratories for the departments of Botany, Chemistry, Physics, Zoology, Nutrition, Geography, and

Physical Education and 3 computer laboratories out of them 2 in the departments of Mathematics, Commerce and 1 is General computer laboratory. Presently, there are total 105 computers available for academic purposes. Total 4 rooms (seminar hall, smart class room and other two rooms) have fixed ICT facility with ceiling mount overhead LCD projectors. Library has a collection of 18992 books and subscription of online journals through N-List.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.dbndsm.edu.in/images/uploads/criterion%204.1.1.pdf">https://www.dbndsm.edu.in/images/uploads/criterion%204.1.1.pdf</a>

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 consists of a Volleyball, basketball court. The institution also has a well equipped Gymnasium, which is used by all the stake holders (students, teachers and non-teaching staff) . 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. The playgrounds are also used for open stages. observance of important days such Republic Day, Independence Day etc. The auditoriums are used for different cultural activities such as cultural activities such as annual fresher and cultural program, celebration of Basanta utsav, Rabindra Jayanti, 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	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.dbndsm.edu.in/play_ground.php">https://www.dbndsm.edu.in/play_ground.php</a>

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart**

class, LMS, etc.

4

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

4

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.dbndsm.edu.in/ict_enabled_classroom.php">https://www.dbndsm.edu.in/ict_enabled_classroom.php</a> , <a href="https://www.dbndsm.edu.in/smart_classroom.php">https://www.dbndsm.edu.in/smart_classroom.php</a> , <a href="https://www.dbndsm.edu.in/seminar_halls.php">https://www.dbndsm.edu.in/seminar_halls.php</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

30.16374

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

Library is using cloud based koha ILMS version since 2019. At present it is using 20.05 version of Koha Library is partially automated. Automation started in the year 2017. At present we are

working on cataloguing, patron and acquisition module, Patron data is filled by the patron themselves using a link from OPAC. Hope we will be able to start issue and return of books in an automated environment soon.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://library.dbndsm.ac.in/">https://library.dbndsm.ac.in/</a>

**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**

D. Any 1 of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

.118

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

2

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

### 4.3 - IT Infrastructure

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

College tries to upgrade its IT infrastructure from time to time.

Year No. of computers Addition Discarded Bandwidth  
 2017-2018 83 -  
 - 10 2018-2019 112 29 - 20 2019-2020 112 - - 30 2020-2021 105 5 12  
 30

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://dbndsm.edu.in/images/uploads/4.3.1.pdf">https://dbndsm.edu.in/images/uploads/4.3.1.pdf</a>

### 4.3.2 - Number of Computers

105

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

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

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

72125.00

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

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

The institution has two separate broadband connections running with the Office and computer lab at 30 MBPS speed 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 29 computers in the computer laboratory placed in the first floor of the main building. Mathematics department has a computer lab with 3 computers. There is a well equipped GIS lab in the 2nd floor of the main building. All the science departments have their specific laboratories. Physics, Chemistry, Botany, Zoology, Nutrition have their own laboratories. The regular maintenance and upgradation of computers and related accessories is done by the local vendor as and when required. Books are purchased as per the requirements of different departments from the available funds. E-journals and e-books are available from the N-List programme of the INFLIBNET. Librarian is entrusted to provide username and

password to the teaches and non-teaching staff members. There is an official Youtube channel of the college (<https://www.youtube.com/c/DBNDSMOfficial>). The college website is regularly updated to provide online access of notices, admission, events, feedback collection, online learning facilities for the students and all stakeholders

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.youtube.com/c/DBNDSMOfficial">https://www.youtube.com/c/DBNDSMOfficial</a>

## 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

1175

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

141



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>E. none of the above</b>
File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student</b>	<b>A. All of the above</b>

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

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

## 5.2 - Student Progression

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

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

16

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 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

47

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

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

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

6

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

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

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

0

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

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

We follow the statute of The University of Burdwan and form students' union by the elected members from every classes. However, from the academic year 2017-2018, as per the direction of the Department of Higher Education, Govt of West Bengal, the election of students' representatives was not permitted and thus the union could not be formed. Traditionally the students' union has played a very crucial role in the overall activities and enhances the governance mechanism of the college with the primary focus of students' welfare. In earlier years students' union had been active in organising various welfare and cultural events like blood donation camp on the event of birth anniversary of Dr. Bhupendra Nath Dutta, college annual social, RabindraNazrul Jayanti, departmental exhibitions, Republic Day celebration, Independence Day celebration, freshers' welcome, teacher's day celebration.

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

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

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

0

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

<b>5.4 - Alumni Engagement</b>	
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	
The college does not have any registered Alumni Association, but the process of forming a registered alumni association is under way.	
File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>
<b>5.4.2 - Alumni contribution during the year (INR in Lakhs)</b>	<b>E. &lt;1Lakhs</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
<b>GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>	
<b>6.1 - Institutional Vision and Leadership</b>	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
Dr. B.N. Dutta Smriti Mahavidyalaya was established in 1996 with a vision to overall development ----social, economic, cultural and aesthetic ----- of students living in the rural surroundings, providing them the opportunity for higher education and through it the inculcation of values that can , in the larger scale, provide them with the real empowerment and ability to cope up with the future needs and challenges. The college is committed to provide an inclusive teaching-learning environment, to promote community service and a sense of social responsibility. The college ensures the maintenance of the green environment and promises environmental conservation for a sustainable future.	

File Description	Documents
Paste link for additional information	<a href="https://dbndsm.edu.in/mission_and_vision.php">https://dbndsm.edu.in/mission_and_vision.php</a>
Upload any additional information	No File Uploaded

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

The effective leadership is visible in various institutional practices such as decentralization and participative management. The college values the contribution of all stakeholders in maintaining the vision and mission of the college. All stakeholders have a role to play in the college development through various ways. Teacher's participation in Teachers' Council and in different committees and sub-committees is an illustration of decentralization and participative management. The Council's Secretary is selected amongst the teachers in a democratic way. Each faculty serves in at least two/three committees and sub-committees. IQAC works incredibly in maintaining the quality, keeping in view the sustenance, enhancement and improvement of the college. Departmental-in charges coordinate the administrative needs of their respective departments. Students' representation through departments is significant. Parent-teacher meetings conducted in various departments contribute a lot in the overall development of the individual students and their participation in social activities. For each academic session, Teachers' Council nominates the committees related to the academic affairs. Teachers representatives in the Governing Body, Non-teaching staff, students representatives and the IQAC contribute significantly in the planning and implementation of the targeted goals.

The Teachers' Council is one of the evidences of the decentralized and participative management in the institution.

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

## 6.2 - Strategy Development and Deployment

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

The institutional Strategic/ perspective plan is effectively deployed. The Institution has defined the strategic plan and works accordingly for effective deployment. The strategic plan are

(1) To create teaching excellence in departments with optimal use of resources.

(2) To utilize alternating sources of energy, improved waste management practices and make a green college campus.

(3) To Develop laboratory facilities equipping with new instruments .

(4) To Increase the facilities of higher education through new degree/diploma/ certificate courses.

(5) To encourage the faculty members for higher studies.

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

### 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 functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc. The organogram of the college reflects the decentralization of the institution and shared responsibilities that govern it. The Governing Body oversees general administration and financial management of the institution whose power is vested in it by the laws and ordinances of the University of Burdwan and the Govt. of West Bengal. The Principal is responsible for the administration and execution of

day-to-day responsibilities. The Principal supervises and oversees overall functioning of the college. The Departmental-in-Charges coordinate with the Principal and their respective departments to accomplish departmental academic, financial, and co-curricular requirements. The Bursar assists the Principal for financial management of the college. The IQAC is responsible for assessing and ensuring quality in the teaching-learning-evaluation process. The Librarian is in-charge of the library and supervises the library assistants and attendants in order to keep it in proper working order. The administrative staff of the college has a well-defined organisational structure, with roles assigned in accordance with norms of the University and the UGC. Full-time teachers are appointed by the Governing Body in recommendation of the College Service Commission, W.B.. State-aided College Teachers and Full-time Non-teaching Staff are appointed by the Governing Body and further approved by the D.P.I.. West Bengal Government Service Rule is strictly followed.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://dbndsm.edu.in/images/uploads/organogram.pdf">https://dbndsm.edu.in/images/uploads/organogram.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

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



### 6.3 - Faculty Empowerment Strategies

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

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:

a. General Provident Fund (GPF) with nomination and loan facilities

b. West Bengal Health Scheme (WBHS) for all medical benefits  
Gratuity and Pension Scheme of Government of West Bengal

c. GSLI

d. Co-operative

1. Child Care Leave and maternity leave for female teachers and non-teaching staff

2. Faculty Members are provided duty-on-leave to participate in orientation programmes, refresher courses, short term courses, seminars, workshops and other professional development programmes

3. Health check up

4. Wheel chair to cater to the needs of the differently abled employees

5. Stress management through different recreational programmes such as Basanta Utsab, Cultural Programs, Teachers' Day, Annual Function etc.

6. Accommodation facility (temporary) to the newly appointed full-time teachers.

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

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

0

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

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

5

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

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

The Performance Appraisal System for teaching and non-teaching staff is followed as per the Government Guidelines. In pursuance with time to time G.O. made by 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 nonteaching staff is followed as per the West Bengal Service Rules. During the academic session 2020-21, the files of a number of 1(One) faculty member 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	Nil
Upload any additional information	<a href="#">View File</a>

## 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 external Financial Audit of the college is being conducted by the Chartered Accountant empanelled as per norms of Finance Dept, Govt. of West Bengal. The External Financial Audit is conducted by the Directorate of Audit as per their schedule. The college has a transparent and systematic financial management system. College conducts an internal audit of the college books of accounts for the respective financial year. For this purpose, college appoints qualified, experienced teachers from Dept. of Commerce. The teacher(s) meticulously audits the finance-related documents for all transactions. It is an audit of balance sheet, general fund income and expenditure. However for the academic year 2020-2021 panel of the auditors were not sent to us from the DPI, WB, so external audit remained due.

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

#### 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)

3

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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

College receives funds from UGC and from West Bengal Government. Funds are also generated from a certain portion of students' fees, etc. Funds are also mobilised from various government and non-government sources for the purpose of research and projects under schemes funded by ICSSR. For efficient and optimum utilisation of resources available, departmental-in-charge are asked to provide

their requirements at the beginning of the session to ensure maintenance and upgradation of laboratories, library, computing facilities, classrooms, equipments and facilities. Budget is prepared and submitted to the Governing Body for approval. College committees follow the procedure according to the system regulated by the Governing Body. All financial documents and bills are processed by accounts section, Bursar and Principal. Optimal utilization of the infrastructure for teaching and learning is ensured through regular maintenance. One of the source of earning has been created by mobilization of resources by giving the college ponds on lease with MoUs. With solar panel set at college premise, college gets the facility of reducing electric bill as well as using unconventional energy source.

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

## 6.5 - Internal Quality Assurance System

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

- \* Procured dedicated G-Suite for education domain to carry out online classes and other communications
- \* Organised state level and national level webinars and national level e-quiz competition
- \* Initiated web-lectures in different departments
- \* Organised international level e-essay, e-painting, e-quiz competition of differently abled students in collaboration with IQAC, Raiganj University and Centre for differently abled persons, Raiganj University
- \* Upgraded Managemet Information System(MIS) during the period of pandemic

File Description	Documents
Paste link for additional information	<a href="https://dbndsm.edu.in/images/uploads/Resolution%2014.06.2020.pdf">https://dbndsm.edu.in/images/uploads/Resolution%2014.06.2020.pdf</a> , <a href="https://dbndsm.edu.in/images/uploads/IQAC%2020-21%20DT.%2017.07.20.pdf">https://dbndsm.edu.in/images/uploads/IQAC%2020-21%20DT.%2017.07.20.pdf</a> , <a href="https://dbndsm.edu.in/images/uploads/IQAC%2020-21%20DT.%2004..09.20.pdf">https://dbndsm.edu.in/images/uploads/IQAC%2020-21%20DT.%2004..09.20.pdf</a> , <a href="https://dbndsm.edu.in/images/uploads/IQAC%2020-21%20DT.%2022.01.21.pdf">https://dbndsm.edu.in/images/uploads/IQAC%2020-21%20DT.%2022.01.21.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

**IQAC plays a fundamental role in enhancing and sustaining the quality of all the aspects of an educational institute.**

1. Teaching learning aspects: Ensures the framing of academic calendar of college for the academic session.
2. Each faculty member prepares Curriculum Plan to be followed during semester.
3. Ensures regular departmental meetings for identification and timely guidance of fast and slow learners.
4. Organizes departmental meetings to review course-wise ,faculty-wise academic results.
5. Initiates the process of collection, assessment and follow up of feedbacks from students.
6. Encourages student-centric experiential learning through visits, excursions etc.
7. Implements mentor-mentee policy to guide and help the students on one-to-one basis.
8. IQAC is constantly working towards developing gender neutral and inclusive campus.
9. Structures & Methodologies: IQAC conducts regular visits to physical and academic facilities to assess the available

infrastructure, their maintenance and functioning; and to review facilities and plan for their further improvement.

File Description	Documents
Paste link for additional information	<a href="https://dbndsm.edu.in/images/uploads/STUDENTS%20SURVEY%20REPORT%2020%20-%202021.pdf">https://dbndsm.edu.in/images/uploads/STUDENTS%20SURVEY%20REPORT%2020%20-%202021.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<b>Nil</b>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

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

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

#### **A. Safety and Security:**

**(i) Continuous telephonic contact with the O/C of the nearby Police Station (Saktigarh)**

**(ii) C.C. T.V. Surveillance in the campus.**

**(iii) All Day and Night Guard****B. Counselling:**

**(i) Self Defence Motivation/Women Empowerment (ii) I.C.C. formulation**

**C. Common Room:**

**(i) Girls Common room with Napkin Vending Machine and indoor games facilities.**

**(ii) Boys Common room with indoor games set up.**

**E. Any other relevant information**

**Regular assurance by the office and the Principal to read and write in this free atmosphere.**

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	<a href="#">Sanitary napkin vending machine installed in the girls' common room and CCTV surveillance in the important areas of the campus</a>

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

**C. Any 2 of the above**

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

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



1. Biodegradable solid wastes are managed through dumping in concrete container and allow those for rotting for a period of time to make usable in our garden. These installations are often used for green manure preparations. These not only help to reduce the solid burden of the institute but also manage these through scientific manner. Non-degradable wastes are often carried out into a distant place away from the permanent habitations.
2. E-waste, which are generated through the non-functional computer and other electronic gadgets are generally goes to the saler through bulk sale procedure.
3. As we are belonging to the category of general degree college, there is negligible discharge of emissions and effluents. So, we are not in a position to recycle or manage those.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

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

D. Any 1 of the above

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

**7.1.5 - Green campus initiatives include**

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

B. Any 3 of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered

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

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	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 always in the line of attaining the harmony in all respect ranging from cultural, regional, linguistic, communal and so on with utmost efforts from all the levels. Apart from celebration of birthdays of eminent writers, poet and Independence day etc., we observe International Mother Language Day (21st February) to commemorate the language of Bangla regularly, but due to worldwide disastrous Pandemic effects we were not able to observe those. We honoured their Supreme Sacrifice by respecting their offerings at heart. Freshers' Welcome is celebrated often after the admission procedure is over to welcome all the newly admitted students irrespective of language, caste and creed.

College Social the mingling utsav is one of the most awaiting functions of all students' community. Due to pandemic in this academic year we could not observe this important event also.

Independence Day observance by hoisting national flag with enchanting National Anthem that depicts the religious and regional diversity and unity in India.

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

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

This institution observe Republic Day on 26th January.

We observe National Youth Day on 12th January to commemorate the birth of the great philosopher and monk Swami Vivekananda.

We organize a webinar on ethical values on 27th June, 2020 by Swami Divyasukhananda of Belur Math.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

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

The institution observes the Independence Day of India on 15th August every year. It not only reminds us the heroic deeds of our freedom fighters but also helps to encourage us to keep tied with our country in harmony. We observe National Youth Day on 12th January. This institution also observe Republic Day on 26th January.

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

## 7.2 - Best Practices

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

### Best Practice - 1

#### Endorsing Environmentally Sustainable Campus

Nobel Laureate Kabiguru Rabindranath Tagore wrote about "Viswavara praan" with the wonderful existence of man in the midst of it. However, indiscriminate exploitation of natural resources has ripped apart the "Vasundhara". The need to rejuvenate the Mother Earth is the need of the hour for human existence.

Environmentalists are in opine of human responsibility to conserve natural resources and save global ecosystems to support health and wellbeing of the present and future generations. Dr. Bhupendra Nath Dutta Smriti Mahavidyalaya contributes to this endeavour in its own way.

### Best Practice - 2

#### E- Governance in Recent Perspective:

With the advent of science and technology, the service sector has

advanced manifold in deliverance in terms of promptness, accuracy and transparency. Automation has helped man in this end.

Objectives of the Practice:

1. Faster deliverance of service
2. Accurate data availability
3. Zero contact zone in the pandemic
4. Transparent admission

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

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

The institution, located in one of the most prosperous blocks of the Purba Bardhaman district of West Bengal in terms of agriculture, is a rural college having the Mission and vision of spreading education to the local people specially the poor and backward ones, which ironically forms the majority. In the span of 25 years, the sphere has increased to attract students from the local town and adjacent blocks moving beyond its domain of eleven feeder schools. It has successfully brought a significant section of the students belonging to the reserved category within the domain of higher education. The college stands unique for its beautiful green campus flattered with lush green ambiancesprawling over an area of 7.29 acres of land. Special acclaim may be given to the department of Physical Education where students, mostly from these socially backward classes, comprising first generation learners, have not only come in the radar of higher education but have also added feathers to the hat. The college is proud of its players who have excelled in diverse sports events like Handball, Kho-Kho, Yoga, Football and Athletics. With Football remaining as the crown as the college boys have emerged as National Champions.

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

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

1. High speed internet facility through LAN
2. Academic Audit for every department and Green Audit for the institution
3. Organisation of different seminars/webinars
4. Upgradation of the Green Campus
5. Re-introduction of Career Counselling Programme
6. Upgradation of Medicinal Plant Garden
7. Introduction of Add-on Courses