YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution Polba Mahavidyalaya

- Name of the Head of the institution Dr. Sushanta Kumar Mazumdar

- Designation Principal

- Does the institution function from its own campus? Yes

- Phone no./Alternate phone no. 03213225128

- Mobile No: 9433217622

- Registered e-mail officepolbamahavidyalaya@gmail.com

- Alternate e-mail iqac.polbamahavidyalaya@gmail.com

- Address P.O. & P.S. Polba, Hooghly. PIN-712148

- City/Town Chinsurah

- State/UT West Bengal

- Pin Code 712148

2.Institutional status

- Affiliated / Constitution Colleges Affiliated

- Type of Institution Co-education

- Location Rural

- Financial Status **Grants-in aid**

- Name of the Affiliating University **The University of Burdwan**

- Name of the IQAC Coordinator **Santanu Sengupta**

- Phone No. **03213225128**

- Alternate phone No. **03213225128**

- Mobile **8017005983**

- IQAC e-mail address **iqac.polbamahavidyalaya@gmail.com**

- Alternate e-mail address **santanu.sengupta21@gmail.com**

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

https://polbamahavidyalaya.ac.in/allupload/63505_190424015317_AQAR_Report_2019-2020.pdf

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

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

https://polbamahavidyalaya.ac.in/allupload/38181_190424022838_academic%20calendar%202020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.44**	**2016**	**16/12/2016**	**15/12/2021**

6.Date of Establishment of IQAC **23/02/2015**

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
nil	**nil**	**nil**	**nil**	**0**

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

- Upload latest notification of formation of IQAC

View File

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

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

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

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

- If yes, mention the amount

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

`Continuation of teaching-learning in online mode and other unconventional methods like telephone in a situation where due to COVID-19 pandemic, offline physical classes have been stalled since March 2020.`

`Maintenance of physical infrastructure and tools of teaching and learning in a situation of lockdown. Continuous evaluation for the upkeep of quality was carried out by the members of the IQAC through various means including physical verification maintaining social distancing.`

`Counselling of students through various programmes carried out mentors and NSS to keep them closely attached to the college even when they were physically scattered and isolated.`

`Even in pandemic condition, the college submitted data to NIRF in due time.`

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
Continuation of imparting of education online, telephone and other alternative methods to ensure academic enrichment of the students in the situation where offline, traditional physical teaching and learning have been stalled.	The process continued successfully.
To assist students to remain aligned with the various co-curricular and extension activities of the college to ensure their overall development.	IQAC through NSS, Cultural Committee has encouraged programs and interactions online. Students, especially NSS Volunteers have also attended online training programmes.
To ensure the maintenance of the physical infrastructure of the college and to help keep them operation for when college reopens.	Review done. Maintenance personnel visited maintaining COVID protocols.
Participation in NIRF.	Data successfully submitted in time.
Submission of AISHE.	Prepared

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	20/01/2024

14.Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
1.Name of the Institution	`Polba Mahavidyalaya`
• Name of the Head of the institution	`Dr. Sushanta Kumar Mazumdar`
• Designation	`Principal`
• Does the institution function from its own campus?	`Yes`
• Phone no./Alternate phone no.	`03213225128`
• Mobile No:	`9433217622`
• Registered e-mail	`officepolbamahavidyalaya@gmail.com`
• Alternate e-mail	`iqac.polbamahavidyalaya@gmail.com`
• Address	`P.O. & P.S. Polba, Hooghly. PIN-712148`
• City/Town	`Chinsurah`
• State/UT	`West Bengal`
• Pin Code	`712148`
2.Institutional status	
• Affiliated / Constitution Colleges	`Affiliated`
• Type of Institution	`Co-education`
• Location	`Rural`
• Financial Status	`Grants-in aid`
• Name of the Affiliating University	`The University of Burdwan`

• Name of the IQAC Coordinator	Santanu Sengupta
• Phone No.	03213225128
• Alternate phone No.	03213225128
• Mobile	8017005983
• IQAC e-mail address	iqac.polbamahavidyalaya@gmail.com
• Alternate e-mail address	santanu.sengupta21@gmail.com
3.Website address (Web link of the AQAR (Previous Academic Year)	https://polbamahavidyalaya.ac.in/allupload/63505_190424015317_AQAR_Report_2019-2020.pdf
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://polbamahavidyalaya.ac.in/allupload/38181_190424022838_academic%20calendar%202020-21.pdf

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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
nil	nil	nil	nil	0

8.Whether composition of IQAC as per latest NAAC guidelines	Yes
• Upload latest notification of formation of IQAC	View File
9.No. of IQAC meetings held during the year	4

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

• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	

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• If yes, mention the amount	

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	20/01/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	21/01/2022

15.Multidisciplinary / interdisciplinary

Interdisciplinary and multidisciplinary approaches in higher studies embody the quintessence of higher education in present times. In a knowledge society, where many of the educational institutions have moved towards interdisciplinary and multidisciplinary pedagogy, our institution too is attempting to adapt to this new mode of teaching and learning. In order to bolster the interdisciplinary temperament of education, various departments have already taken some holistic measures in terms of classroom teaching, student's seminars, conferences and group discussion, etc. In view of this, the teachers of the respective departments have also been actively engaging in interactive sessions with the students and have been encouraging them to carve out latent connections between the subjects being taught and other allied disciplines. Furthermore, the institution also encourages dialogism across disciplines and, thus have organized interdisciplinary conferences so to enable them in developing an intellect and a rationale rooted in interdisciplinary and multidisciplinary approaches.

16. Academic bank of credits (ABC):

Not implemented in this session. Requisite direction and permission from the affiliating university, i.e. the University of Burdwan.

17. Skill development:

The CBCS includes SEC courses i.e., Skill Enhancement Courses for developing students' skills for subject-related job opportunities, e.g., courses on Spoken English, Business Communication and Technical English in English Hons and General SEC syllabi. History consists of courses like Archives and Museums, Heritage, Art Appreceation etc. Geography conducts courses like Remote Sensing, Map making, field visit etc. Botany and Zoology require industry visits and practical studies. Field projects also help in this regard.

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

It is the general practice in this institution that the faculties are apt and dedicated to impart lesson in English and Bengali giving due credence to the bilingual mode. This Institution provides the platform towards attaining degree in the vernacular languages like Bengali, and Sanskrit. The institution takes full cognizance of the vision of incorporating Indian Knowledge Systems, including tribal knowledge and indigenous and traditional ways of learning,that is shared and preserved through

cultural programmes, seminars, ecological conservation works. More progress towards having this objective transforming into reality awaits a holistic approach to be followed and adopted country wise. In subjects like Bengali and Sanskrit, students learn about indigenous and classical literature and language and social norms. In Philsophy the students are introduced to the ideas of Indian Philosophical schools. History imparts knowledge about our culture, heritage and past.

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

Outcome-based education (OBE) is an educational theory that emphasizes and revolves around the practical goals (outcomes) higher education is committed to fulfill. By the end of the educational experience, each student should have achieved the goal. Efforts made by the Institution function in this direction to ensure .

The Learning OBE Framework was considered to formulate Program Outcome, Program Specific Outcome and Course Outcome that were in alignment with the vision and mission of the college and the PO/CO/PSO suggested by the University. After a series of deliberations, a workshop was organized by the University of Burdwan to internalize the PO/CO/PSO. The programme learning outcome and programme specific outcome are adapted by the IQAC and the departments. The faculty formulated course outcomes for their respective courses and mapped with programme outcome and programme specific outcome.

The curriculum transaction and assessment strategies were remodeled to enable us to understand the attainment levels with respect to the course outcome and further the programme outcome. A multidisciplinary approach was used with more application-based learning strategies which emphasized critical thinking and collaboration. Technology-based solutions were leveraged to provide quality service. In all the courses, skill-based learning was reinforced through practical applications. Project based learning and experiential learning and research based approach to teaching and learning were largely emphasised. The skill development required for 21st century conditions are further supported by Skill Enhancement Course (SEC). Ability Enhancement Compulsory Course (AECC) was also introduced to help the students enhance their skills in communication, language and personality development. Generic Elective course was introduced with an intention to seek exposure beyond student's discipline subject. Core course provides them with the in depth knowledge in their

subject. The comprehensive attainment of the internal is analysed and the remedials are chalked out. The direct attainment includes both the internal as well as semester end assessment. The institution collects continuous feedback and includes it as the indirect parameter. For better Learning Outcomes, the intuition had focussed on the Student learning behaviours, appropriate assessment methods and specific student performance criteria or criteria for success.

20.Distance education/online education:
The faculties of this institution became adept, for the first time, in online mode of teaching during the COVID Pandemic that ensued in March 2020. Since then the faculties have been accustomed to online mode of teaching as the college is still closed for offline physical teaching. The teachers have used platforms like google meet and zoom to conduct classes. They uploaded lecture videos and support material in audio visual mode and shared that with the students. Use of online resources have been profusely made during the pandemic period.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	11

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	550

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	382

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**142**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**39**

File Description	Documents
Data Template	No File Uploaded

3.2 Number of Sanctioned posts during the year	**22**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**14**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**1256886**
4.3 Total number of computers on campus for academic purposes	**26**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

documented process

The affiliated colleges under Burdwan University follow the syllabus designed by the parent university and based on its resource design; however, within that limitation, Polba Mahavidyalaya sets its institutional goal and imparts quality education. At the beginning of each academic session, the college sets it academic calendar coordinated with the University academic calendar. For the effective implementation of the academic curriculum the Routine Committee of the college prepares the routine which is displayed on the notice board. Course allotment is done and a teaching plan is prepared by all the departments through meetings at . Teachers take classes referring to the standard texts prescribed by the University and also take help of various resources and teaching aids for additional information. Apart from classroom teaching, departments undertake Group Discussions, Power Point Presentations, Field Visits and Assignments with active participation by the students. The college also has well maintained physical academic and support facilities like Laboratory, Library, Digital Classroom/ICT enabled rooms and computers. Continuous Internal Evaluation (CIE) other than university semester examinations, regular assessment is done to keep track on the improvement of the students. Based on the semester wise result analysis, remedial lectures are conducted if required. The college upgrades within the established structures of the affiliating university making education inclusive and accessible to the young minds.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	**Nil**

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

The Academic calendar is prepared and printed before the beginning of the session and each student is provided with a copy of the Prospectus and Academic calendar at the time of admission. All departments follow the scheduled dates for student seminars, internal exams, Freshers' welcome, annual social, various other cultural programmes and academic activities. The dates of commencement of classes and the detailed academic schedule and list of holidays are mentioned in the calendar. The Convenor of the Academic Sub Committee is entrusted with the task of preparing

the Academic calendar after consulting the calendar of the current year and the list of holidays. The dates for internal exams and class tests are clearly mentioned. The dates for practical exams are decided by the respective departments according to the instructions given by the University. Continuous Internal Evaluation (CIE) mapped in this manner in the academic calendar helps in assessing the teaching learning process and evaluates the performance of the students in respect of the course objectives. The students are informed in advance about the deadline of assignment submission, viva voce and written exams through formal notices.

File Description	Documents
Upload relevant supporting documents	[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/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

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

00

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

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

00

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

00

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 college does not have the mandate to design its curriculum. However within its domain, it integrates crosscutting issues like Gender, Human Values environment and sustainability into curriculum. Professional Ethics is included and addressed in UG Honours and General.Courses offered in the college integrate issues related to gender, environment and sustainability, human values and professional ethics. Issues related to environment and sustainability is integrated into courses of Environmental studies, Zoology, Botany, and Geography etc. Courses that teach human values in its curricula are Political science, Commerce, English, Education etc.. Professional ethics are integrated in the courses of English, Education, History etc subjects. Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Co-curricular and Extracurricular Activities also. N.S.S. promotes environmental protection through tree plantation and other sustainable development programs.

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

3

File Description	Documents
Any additional information	View File
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
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

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

231

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

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

E. None of the above

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows   **E. Feedback not collected**

File Description	Documents
Upload any additional information	View File
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

838

File Description	Documents
Any additional information	**No File Uploaded**
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

144

File Description	Documents
Any additional information	**No File Uploaded**
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

The college takes various steps to evaluate the students' levels of learning. At the time of admission, the students receive counselling, direction, and orientation to inform them of the course they select, the method of assessment, the curricular and extracurricular activities, the rules and regulations of the institution, and the facilities offered by the college. Teachers evaluate the class's learning levels and prior knowledge at the start of each session, and tailored programmes are then designed for slow and advanced learners, respectively. For advanced and slow learners, remedial and supplementary classes are offered. For slow learners and late admitted students, subject classes are repeated after the completion of the syllabus. The departments occasionally arranged quiz competitions and seminar talks to cater to advanced learners. It attempts to incorporate a learner's need-based approach into the college's teaching-learning and mentoring processes in order to holistically care for the students' physical, moral, and psychological well-being in addition to their academic and intellectual advancement. Mentorship roles are promoted for advanced students. The faculty members encourage them to approach mor advanced and in-depth study material and books. Student seminars encourage students are encouraged to prepare and read their academic papers.

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

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

Number of Students	Number of Teachers
550	**39**

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

By combining traditional and contemporary teaching strategies, learning becomes more student-centred. A variety of student-centric learning strategies have been implemented to motivate the students beyond the realm of theoretical knowledge. The college offers all feasible assistance for the faculty members' use of student-centric teaching, which includes techniques like the following: 1. Smart/ICT enabled classroom 2. Interactive projectors and a smart board 3. Faculty members' personal laptops and laptops from the college 4. Internet access available in the college 5. Funds allotted for maintainance of ICT education infrastructure. Students' seminars are organised by departments at our college. Students are encouraged to give seminar presentations and engage in conversation with peers from different colleges. Additionally, students get the chance to go on field trips, work in the field, visit museums, and talk to other people. Field trips were however not held in 2020-2021 due to COVID-19 pandemic. Due to pandemic google meet or zoom were used for teaching and interaction. PPT and audio visual material were profusely used especially for communicating prototypes of lab experiments.

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 contains ample facilities of ICT-enabled tools for teachers and students to harness. All the departments contain their personal computers for use. The college contains three smart class rooms equipped with overhead projector, smart board, stylus and laptop with wifi available. All the teachers and students utilize these profusely. The departments are allowed to access all ICT facilities. During 2020-21 because of the COVID-19, all the college teachers conducted online classes using Zoom/Google Meet

etc. WhatsApp for teaching-learning. Various computing devices, digital cameras, audio-visual technology, and multimedia projectors were abundantly used to provide information and explain courses to students. Lectures were uploaded on YouTube. Google classroom, Drive and Whatsapp were used for exchanging notes, material and assignments. Students who did not have access to smart phones or laptops were accessed over phone calls.

File Description	Documents
Upload any additional information	[View File](#)
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

38

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	No File Uploaded
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

21

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	**No File Uploaded**

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

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

11

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

160

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.

Polba Mahavidyalaya strictly maintains the University of Burdwan's evaluation guidelines. All official notices about such examinations are posted on the college's official website. As per the university instructions, the college ensures that the internal assessment is compulsory for all six credit courses. Assessment of the answer scripts of internal assessment is done objectively . Evaluated scripts are shown to students so that they can rectify their faults and mistakes. Teachersdiscuss the papers in class to ensure that the students find the evaluation unbiased and transparent. In CBCS system continuous assessment is offered to the students. The internal question papers follows the university question pattern such that students can prepare themselves for final university exams. During the Covid pandemic situation in 2020-21 as per instructions from the University of Burdwan, the college initiated a well-managed system to conduct online examinations. Question papers were uploaded on college website in stipulated time. Scripts were collected n hybrid mode and evaluated strictly maintaining the norms set by the University of Burdwan.Internal assessment in the form of assignments and viva voce was conducted in virtual mode,Evaluation dates were set by the academic committee. Assignments were collected in email by specific departments.

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

Since the evaluation is both internal and external and the former is conducted by the college while the latter by the affiliating university, examination related grievances are handled in different ways. At the college level, date is fixed for the students on which to consult their evaluated answer scripts so that they can settle disputes, if any, through interaction with the concerned examiners. The students also interact with the concerned teacher at the time of distribution of evaluated answer scripts. The checking of the evaluated scripts by the students is time-bound positively before the filling up of forms for university examinations. Side by side there is a provision of any sorts of complain that can be lodged by the students in the grievances redressal cell. No such complaint has been received yet..

The college has a separate sub-committee concerning the Internal Examinations and collecting the grievances for the said purpose. This year's internal examination was conducted via online mode. Primarily assignments were collected on stipulated date via email or whatsapp. During this year,no grievance was received from the students regarding the internal examination.

File Description	Documents
Any additional information	[View File](#)
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.

The college ensures outcome-based learning to suit the students' present-day interests. Programme/ course outcomes can successfully guide students to choose the right path in higher studies and their future career prospects. The programme/course outcomes are communicated to the students through college/departmental prospectus, the principal's address to students and parents, etc. It is also displayed on the college website. The students get to know the details of the programme/course outcome through their orientation programme. These measures are beneficial for the students in knowing the objectives of the programmes so that they can decide which programme suits them best. Numerous interactions are held between the faculty members and the students. The mentors also explain the PO, CO, PSOs to the students. The students are made aware of the PO, CO, PSOs so that they approach their course well aware of the course as well as expectations.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://polbamahavidyalaya.ac.in/allupload/6157_250424065144_CO-PO-PSO-2020-2021.pdf
Upload COs for all courses (exemplars from Glossary)	[View File](#)

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

TThe college makes an effort to monitor the progress of its

students. The grades or marks of students in university exams serve as a gauge of the end outcomes of the courses or programmes. While course outcomes can be evaluated based on course results at the conclusion of a semester, the programmed outcome is generated from the programmed result if the student has successfully completed all six semesters. Regular meetings between the Academic Committee, IQAC and the various departments are held to go over the results, learning development, and the backlog-reduction strategies. To check on the students' progress toward obtaining the targeted results, the faculty conducts ongoing internal evaluations. These evaluations are conducted formally through written tests, viva voce, demonstrative lectures, assignments, etc., or more casually through discussions in class, quizzes, and other activities. At the end of each semester, student feedback is obtained from which the college can get an idea of about their progression. By class test taken by departments. • Project work assignment is given on a specific topic of a course. •Students seminar organized. • Review of the result of final University Examination.

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

66

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)

NOT.AVAILABLE

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)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

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

0

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

3.2 - Research Publications and Awards

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

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

8

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

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

4

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

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

Extension activities pertinent to the neighbourhood community and regarding issues about which the students need to be sensitized are carried out through the two NSS Units. The NSS units have two adopted villages under their wing. They generally carry out activities both inside the campus, in the adopted villages and in surrounding areas. They observe important days of social, national and cultural importance. They also carry out awareness campaign on socially relevant issues like cleanliness, AIDS, Thalasemia etc. During the COVID-19 pandemic, the units coordinated remotely to carry out COVID Awareness programmes online, following which the student volunteers carried out campaigns like mask distribution in their neighbourhood. Various programmes like Independence Day were held online, which boosted the morale of the students.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

0

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

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

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

12

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 last year (Data Template)	View File

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

480

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)	View File

3.4 - Collaboration

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

0

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college currently has:

14 classroom (03 being ICT enabled)

02 Laboratories

01 Computer lab

01 Library

The college currently has 32 computers including laptops and 26 of them are earmarked for academic purpose.

The ICT enabled rooms are enabled with laptops, overhead projectors, sound system, interactive white board and stylus pens.

The college also rents 250mbps internet connection with wifi for academic and administrative purposes.

Students access computers for academic purpose from the computer lab and the library.

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 college has a fairly large field in which football, cricket and voleyball is practised.

It has various amenities for indoor games like table tennis, carrom etc.

Students participate not only in the college level sports and atheletic meet but are also encouraged to particuipate in inter college events and university level sports.

NSS observes the International Day of Yoga every year since its inception. In doing this it carries out regular initiation and training of teachers and students in yoga for atleast 28 days.

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

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

03

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

03

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

823726

File Description	Documents
Upload any additional information	**No File Uploaded**
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 library is partially automated with KOHA 3.20.

It houses over 10,600 text and reference books.

The stack is open access under supervision for the students.

The students can browse on the computer placed in the library to locate the books that they require.

The college is endeavouring to subscribe for e-resources.

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 `E. None of the above` **following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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

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

`0 (2020-2021)`

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

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

`00`

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The instituion has 32 computers and 26 of these are earmarked for academic purposes. The same is maintained and updated at regular interval. The ICT equipments like webcam, smart board, overhead projectors are maintained with regularilty. The college has hired 250mbps of interenet and wifi from a service provider.

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

4.3.2 - Number of Computers

32

File Description	Documents
Upload any additional information	View File
Student – computer ratio	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)

433160

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

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.

There are standard procedures and policies in place for the preservation of the physical, academic and technical functioning of the institution. The governing body of the college, as the apex body, takes key decisions as to infrastructural development and maintenance, through major resolutions in regular meetings. These decisions are implemented by various sub-committees of the college like the building committee, computer committee comprising faculty members and members of administrative faculties. The wellfunctioning finance committee of the institution having the Bursar as a member and supervised by the HOI governs the financial undertakings.For uninterrupted functioning of online academic activities, the institution enabled online teaching and online examination via google meet, zoom and google classroom and website is maintained by the ICT committee. Admission is a fully online process, supervised by the admission committee.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students 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

255

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

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

E. none of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

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

0

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

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**

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	<u>View File</u>
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**

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

5.2.2.1 - Number of outgoing student progression to higher education

0

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

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

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

government examinations) during the year

`0`

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

`0`

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

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

Due to certain circumstances, students are currently not a part of the statutory bodies as the stipulated elections for the representation at the students' council / students' union was not held during the year just like the previous one as per the orders of the Department of Higher education, Govt. of West Bengal. However, the students are a part of the Gender Sensitization Cell. Student volunteers are an integral part of the organizing committee and decision making for cultural and sports activities. The college generally organises cultural programmes and competetions all round the year. However, this year due to COVID

pandemic disallowed us to hold such programmes. Students however organised and participated in several programmes including those organised by NSS.

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

05

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)	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

The college currently does not have a registered alumni association. However, the college always receives assistance from its ex-students informally in various ways. They help the college particularly in organising cultural programmes, outreach programme in the locality etc.

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

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

File Description	Documents
Upload any additional information	**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

The following are the mision and vision of the college:

- **To bring higher education within the reach of students coming of poor and economically backward families in this rural area; and to create an ambience in which new ideas spontaneously develop, creativity flourishes, imagination multiplies, skill forms, innovation emanates and knowledge gets freedom for manifestation for development of the society.**
- **To armour students to overcome their weaknesses, through knowledge.**
- **To develop human potential by providing quality education to rural students especially to those belonging to various marginalised communities.**

The college and its stakeholders stick to the aspect of the college being situated in a SC/ST integrated area. It dedicates itself to the task of providing education to the students of marginalised groups of the society and provide them exposure to higher education and empower them for their future. The college and its functioning is driven by its motto- Tamso Maa Jyotirgamaya i.e.Lead me from darkness to light. Knowledge is therefore considered to be the core vessel of upliftment in the mission and vision of the collge and that is reflected in the modus operandi

of the college.

File Description	Documents
Paste link for additional information	https://www.polbamahavidyalaya.ac.in/page.aspx?id=2&mn=About_Us
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 main key areas of the Institution like Administrative decision, University compliances, Institutional Strategies and Policies, Financial matters, Research and Development, Government and Social interface and other development in the office are conducted by the office of the Principal for smooth performance of the Institute. The Governing Body being the apex administrative body of the college strategically embraces the notion of participative management. Other than Principal anmd various nominated external members, the Governing Body also has representatives from the Tecahing and non-teaching staff of the college.Faculty members are encouraged to participate and lead various academic and administrative roles to deliver high quality education to our students. The Institution practices to decentralize and participate the staffs in different subcommittees. These subcommittees take care of different fields like Admission, Routine, Sports, Library, Cultural activities, Career Counseling, Student welfare, Examination process, Ecological strategy making and so on. The sub-committees work in collaboration with IQAC to organise, supervise and review regularly the various activities of the college. The Conveners of subcommittees hold meetings with members to discuss and finalize the modalities of conducting various events and activities. Students are a part of the NSS, Sports and Cultural bodies where they play a crucial role in deciding and organising events.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutuion is devising a more long term, formal and concrete instituinal strategic plan. However, at the inception of the session, the college authorties do envision the tasks and vision for the year keeping in mind the mission and vision, motto and situational concern of the institutuion. The Head of the Institution, Governing Body and various committees including the IQAC after in depth speculations and by considering vision, mission, quality policy, core values and social factor analysis develop a route map for the year.The plan of action for the year is also reflected in that adopted by the IQAC.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

For the Administrative activities, University compliances, Internal strategy making, Financial Matters, Research & Development, Government and Social interface the College has several executive bodies like Governing Body, IQAC, Finance Committee, Teachers' Council, and the executive sub-committees to monitoring Admission, Routine, Sports, Library,Cultural activities, Career Counseling, Student welfare, Examination process, Student welfare, ecological strategy drawingetc. The Governing Body looks after the institutional policies, administrative set up, appointment and service rules and procedures. The Finance Committee manages internal finances and financial audit of the college to ensure effective utilization of funds. The IQAC ensures quality through internal academic and administrative audit and conducts skillbased and quality events. The Teachers' Council oversees the overall functioning of the College.

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

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

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

The institution has a staff cooperative where both the teaching and non-teaching staff contribute. They get benefits like savings and low interest loan out of this society.

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

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

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

0

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

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

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

0

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

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

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

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)	**No File Uploaded**

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

The college currently has no institutionalized system for appraisal. However, the feedback report collected from students pertain to both teaching and non-teaching staff. The report is then evaluated by the Governing Body and IQAC, so that the problem areas if any can be rectified. Also, the teachers submit their performance report for CAS, which is evaluated by IQAC and Governing Body.

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

6.4 - Financial Management and Resource Mobilization

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

Both internal audit (through professional Chartered Accountant) and external audit as per the directions of the Department of Higher Education, Govt. of West Bengal is conducted at regular intervals. Internal audit was conducted by a professional Chartered Accountant firm named Dattson Co. in this session. External audit is pending awaiting directions of the Dept of Higher Education.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

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

The main sources of funds are student fees and Grant in aid from State Government. However, for the meeting of upcoming requirements for research and teaching learning resources, the College also mobilizes its resources in diaphanous manner. Grants received from UGC are assigned for various activities including academic development and infrastructure growth. Concerned departments and offices of the College usually take care of utilization of UGC grants which are spent on different plan. Fund generated from these resources are principally used for maintenance and development of the college and the prizes for the meritorious students and competition. Adequate funds are also allocated for effective teaching-learning practices that include workshops, inter-disciplinary activities,and so on. Enhancement of library facilities, renovation of classrooms, Labs and faculty rooms.

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

6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell (IQAC) of the Institution has contributed Teaching-learning and evaluation processes with ICT. Various committees like Admission committee, Routine committee, etc. in association with IQAC prepare the road map for academic plans, lecture notes, ICT facilities etc. for teaching-learning processes and various other programmes. For the easy access of the library, it has been automated by KOHA, and students can computer in library and computer lab. The IQAC of this institution organizes Seminars, Conferences and Workshops. The IQAC organizes various awareness programme to facilitate the students and also organize the workshop for students. In the session of 2020-2021, owing to the pandemic when physical, offline teaching and learning was stalled the IQAC particularly took the mission of the continuation of teaching and learning in online mode using various means. The IQAC also endeavoured to ensure that the physical infrastructure of the college is well maintained for future even when the college was closed.

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

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

Institutionally with the departmental head IQAC reviews the teaching learning process in periodic interval. After the completion of each academic session a reviewis conducted by IQAC. To fulfill the academic parameter, IQAC analyses the departmental

performance and give feed back in accordance with performance and give advice for enhancement if necessary. The physical infrastructure is reviewed and maintained for the students. The Central Library of the College is spacious, equipped and well lighted with well-furnished reading room facilities. It has a stock of a considerable number of booksand important journals.Internet services are made available to library users. The learning outcome is evaluated on the basis of the parameters given by the University.

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

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://polbamahavidyalaya.ac.in/allupload/82595_190424043840_Notice%20and%20proceedings%202020-21.pdf
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 college has a gender sensitization cell, which regularly conducts meetings to review whether a congenial atmosphere prevails in the college. There is a dedicated drop box of the Gender Sensitization Cell where students can drop their grievance, concerns and suggestions. Gender Sensitization Cell in 2020-2021 also began taking complaints and concerns over email, as the college had to be closed due to COVID-19 situation. The cell observes important days like the International Women's Day, as it helps in creating sensitivity about gender issues among both male and female students. Two separate toilet facilities and a common room is demarcated for the female students. A separate toilet facility is maintained for female teachers. In toilet demarcated for female students, a sanitary napkin dispenser has been installed. The female teachers of the college are entitled to maternity leave and child care leave as stipulated.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

D. Any 1 of the above

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

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

Solid Waste Management: Separate Waste Bins have been used to collect bio-degradable and Non-Biodegradable wastes. They are

disposed off to the specified area of the municipalities by the sweeper. The broken glasswares in the department of chemistry are collected separately and crushed before disposing off. • Liquid waste management: Liquid waste from the departments of Chemistry, Microbiology and Nutrition is disposed off to a particular drain to restrict the contamination as much as possible. • Hazardous chemicals and radioactive waste management: Department of chemistry produces laboratory waste which are collected in separate waste bin. There is no radioactive waste.E-waste management: The damaged electronic gadgets are repaired as much as possible without directly discarding them.

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	No File Uploaded

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

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

D. Any 1 of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
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	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

India is a land of diversity. Our institution seems to be miniature of the society as students from diverse cultural, regional, linguistic, communal, socio-economic background flock to our institution. In order to bring holistic development among the students, the institution gives effort to provide an inclusive. A considerable number of our students are from minority communities. 69% ar from marginalised communities like SC, STand OBC. The college is set in an area with a sizable tribal population. Both the minority and tribal community girls in particular can access higher education because of the presence of the college. The students are encouraged to take part in all the curricular and co-curricular activities irrespective of their class, caste and creed. Our students are naturally tolerant to other's religion as they spend good time together in college campus. There is no communal discord in the college premises either among the students or among the teaching and non-teaching staff of the institution. There is no report of any sexual harassment by female staff or girls (students) in the grievance and redressal cell of the collegeThe faculties and students from minority communities actively take part in organizing Hindu festivals and ceremonies like Saraswati Puja and Basanta Utsab, infact they take up the role of lead organisers.

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

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

The institution sensitizes the students and employees to the constitutional obligation: values, rights and duties and responsibilities of citizens in every academic session through curriculum and extra-curricular activities. As a part of CBCS programme there are various topics dedicated to sensitize students about the constitutional obligations. The affiliating University curriculum in Political Science includes papers like Human Right Education (Sec 4) Democratic Awareness through Legal Literacy (Sec 2) Indian Government and Politics (CC4/CC1D/GE2) which give an in-depth insight about the Constitution of India and helps to inculcate the values of rights and duties and responsibilities of the citizens. In History, Archives and Museums in India (SEC-1) and Understanding Heritage (SEC-2) create awareness about the nation's rich heritage. The institution also observes all the days of national importance to remind the students and staff about the nation's rich history and heritage.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness   **E. None of the above**

**programmes on Code of Conduct are
organized**

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	**No File Uploaded**

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

The institute has a heritage to celebrate various national and international commemorative days like International Women's Day, Republic Day, Independence Day, Netaji's Birthday, Rabindranath Tagore's Birthday,Van Dibas, International Mother Language Day, International Day of Yoga etc.Several departments also organise teachers day. This year these were observed online.

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.

1. The College believes in the idea of growth with conservation. From its very inception, the college was cautious in preserving its surrounding ecology that included flora and fauna both. There is a medium sized water body in the college campus. The sanctity of the water body and the fauna has not been harmed in any way. We conserve medicinal plants in the campus inthe Sushruta Herbal Garden that house over 40 rare medicinal plants. 2. In spite of

being a rural college, the college has adapted to various modern techniques of e-governance to ensure efficiency and transparency. The financial affairs are managed through IFMS and PFMS. E tender procedure is followed for transparency. CAMS software is used to maintain administrative, financial and academic records. College has three ICT enabled/Smart classrooms to provide the outlook of modern education to the students. In this session the college had to conduct the entire teaching-learning on platforms like google meet and zoom. The faculty members and mentors sensitized andhelped the students to avail it. Students who do not have smart phones or laptops were kept in the loop through phone calls.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

Polba Mahavidyalaya is situated in SC/ST integrated area. It also provides a scope to the girl students of the vicinity to acquire empowerment through higher education. As Polba Mahavidyalaya is situated in a remote rural area, it provides this unique opportunity to the girl students. This is reflected in the enrollment ratio. 66%of the students enrolled in Polba Mahavidyalaya in 2020-2021 are girls. Also 69% of our students belong to marginalized communities (SC/ST/OBC) that justifies the purpose of the foundation of the college. The college provides an amicable, balanced and liberal space to encourage inclusive culture of education and to encourage the aspect of social mobility and upliftment.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The affiliated colleges under Burdwan University follow the syllabus designed by the parent university and based on its resource design; however, within that limitation, Polba Mahavidyalaya sets its institutional goal and imparts quality education. At the beginning of each academic session, the college sets it academic calendar coordinated with the University academic calendar. For the effective implementation of the academic curriculum the Routine Committee of the college prepares the routine which is displayed on the notice board. Course allotment is done and a teaching plan is prepared by all the departments through meetings at . Teachers take classes referring to the standard texts prescribed by the University and also take help of various resources and teaching aids for additional information. Apart from classroom teaching, departments undertake Group Discussions, Power Point Presentations, Field Visits and Assignments with active participation by the students. The college also has well maintained physical academic and support facilities like Laboratory, Library, Digital Classroom/ICT enabled rooms and computers. Continuous Internal Evaluation (CIE) other than university semester examinations, regular assessment is done to keep track on the improvement of the students. Based on the semester wise result analysis, remedial lectures are conducted if required. The college upgrades within the established structures of the affiliating university making education inclusive and accessible to the young minds.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	**Nil**

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

The Academic calendar is prepared and printed before the

beginning of the session and each student is provided with a copy of the Prospectus and Academic calendar at the time of admission. All departments follow the scheduled dates for student seminars, internal exams, Freshers' welcome, annual social, various other cultural programmes and academic activities. The dates of commencement of classes and the detailed academic schedule and list of holidays are mentioned in the calendar. The Convenor of the Academic Sub Committee is entrusted with the task of preparing the Academic calendar after consulting the calendar of the current year and the list of holidays. The dates for internal exams and class tests are clearly mentioned. The dates for practical exams are decided by the respective departments according to the instructions given by the University. Continuous Internal Evaluation (CIE) mapped in this manner in the academic calendar helps in assessing the teaching learning process and evaluates the performance of the students in respect of the course objectives. The students are informed in advance about the deadline of assignment submission, viva voce and written exams through formal notices.

File Description	Documents
Upload relevant supporting documents	[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/ Diploma Courses Assessment /evaluation process of the affiliating University	C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	*View File*
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

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

`00`

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

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

`00`

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

`00`	

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 college does not have the mandate to design its curriculum. However within its domain, it integrates crosscutting issues like Gender, Human Values environment and sustainability into curriculum. Professional Ethics is included and addressed in UG Honours and General.Courses offered in the college integrate issues related to gender, environment and sustainability, human values and professional ethics. Issues related to environment and sustainability is integrated into courses of Environmental studies, Zoology, Botany, and Geography etc. Courses that teach human values in its curricula are Political science, Commerce, English, Education etc.. Professional ethics are integrated in the courses of English, Education, History etc subjects. Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Co-curricular and Extracurricular Activities also. N.S.S. promotes environmental protection through tree plantation and other sustainable development programs.

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

`3`

File Description	Documents
Any additional information	[View File](#)
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**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	**No File Uploaded**

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

231

File Description	Documents
Any additional information	[View File](#)
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	**No File Uploaded**

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	**E. None of the above**

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	[View File](#)

1.4.2 - Feedback process of the Institution may be classified as follows	**E. Feedback not collected**

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

838

File Description	Documents
Any additional information	**No File Uploaded**
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

144

File Description	Documents
Any additional information	**No File Uploaded**
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

The college takes various steps to evaluate the students' levels of learning. At the time of admission, the students receive counselling, direction, and orientation to inform them of the course they select, the method of assessment, the curricular and extracurricular activities, the rules and regulations of the institution, and the facilities offered by the college. Teachers evaluate the class's learning levels and prior knowledge at the start of each session, and tailored programmes are then designed for slow and advanced learners, respectively. For advanced and slow learners, remedial and supplementary classes are offered. For slow learners and late admitted students, subject classes are repeated after the completion of the syllabus. The departments occasionally arranged quiz competitions and seminar talks to cater to advanced learners. It attempts to incorporate a learner's need-based approach into the college's teaching-learning and mentoring processes in order to holistically care for the students' physical, moral, and psychological well-being in addition to their academic and intellectual advancement. Mentorship roles are promoted for advanced students. The faculty members encourage them to approach mor advanced and in-depth study material and books. Student seminars encourage students are encouraged to prepare and read their academic papers.

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

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

Number of Students	Number of Teachers
550	39

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

By combining traditional and contemporary teaching strategies, learning becomes more student-centred. A variety of student-centric learning strategies have been implemented to motivate the students beyond the realm of theoretical knowledge. The college offers all feasible assistance for the faculty members' use of student-centric teaching, which includes techniques like the following: 1. Smart/ICT enabled classroom 2. Interactive projectors and a smart board 3. Faculty members' personal laptops and laptops from the college 4. Internet access available in the college 5. Funds allotted for maintainance of ICT education infrastructure. Students' seminars are organised by departments at our college. Students are encouraged to give seminar presentations and engage in conversation with peers from different colleges. Additionally, students get the chance to go on field trips, work in the field, visit museums, and talk to other people. Field trips were however not held in 2020-2021 due to COVID-19 pandemic. Due to pandemic google meet or zoom were used for teaching and interaction. PPT and audio visual material were profusely used especially for communicating prototypes of lab experiments.

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 contains ample facilities of ICT-enabled tools for teachers and students to harness. All the departments contain their personal computers for use. The college contains three

smart class rooms equipped with overhead projector, smart board, stylus and laptop with wifi available. All the teachers and students utilize these profusely. The departments are allowed to access all ICT facilities. During 2020-21 because of the COVID-19, all the college teachers conducted online classes using Zoom/Google Meet etc. WhatsApp for teaching-learning. Various computing devices, digital cameras, audio-visual technology, and multimedia projectors were abundantly used to provide information and explain courses to students. Lectures were uploaded on YouTube. Google classroom, Drive and Whatsapp were used for exchanging notes, material and assignments. Students who did not have access to smart phones or laptops were accessed over phone calls.

File Description	Documents
Upload any additional information	View File
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

38

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

21

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	No File Uploaded

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

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

11

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

160

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.

Polba Mahavidyalaya strictly maintains the University of Burdwan's evaluation guidelines. All official notices about such examinations are posted on the college's official website. As per the university instructions, the college ensures that the internal assessment is compulsory for all six credit courses. Assessment of the answer scripts of internal assessment is done objectively . Evaluated scripts are shown to students so that they can rectify their faults and mistakes. Teachersdiscuss the papers in class to ensure that the students find the evaluation unbiased and transparent. In CBCS system continuous assessment is offered to the students. The internal question papers follows the university question pattern such that students can prepare themselves for final university exams. During the Covid pandemic situation in 2020-21 as per instructions from the University of Burdwan, the college initiated a well-managed system to conduct online examinations. Question papers were uploaded on college website in stipulated time. Scripts were collected n hybrid mode and evaluated strictly maintaining the norms set by the University of Burdwan.Internal assessment in the form of assignments and viva voce was conducted in virtual mode,Evaluation dates were set by the academic committee. Assignments were collected in email by specific departments.

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

Since the evaluation is both internal and external and the former is conducted by the college while the latter by the affiliating university, examination related grievances are handled in different ways. At the college level, date is fixed for the students on which to consult their evaluated answer scripts so that they can settle disputes, if any, through interaction with the concerned examiners. The students also interact with the concerned teacher at the time of distribution of evaluated answer scripts. The checking of the evaluated scripts by the students is time-bound positively before the filling up of forms for university examinations. Side by side there is a provision of any sorts of complain that can be lodged by the students in the grievances redressal cell. No

such complaint has been received yet..

The college has a separate sub-committee concerning the Internal Examinations and collecting the grievances for the said purpose. This year's internal examination was conducted via online mode. Primarily assignments were collected on stipulated date via email or whatsapp. During this year,no grievance was received from the students regarding the internal examination.

File Description	Documents
Any additional information	[View File](#)
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.

The college ensures outcome-based learning to suit the students' present-day interests. Programme/ course outcomes can successfully guide students to choose the right path in higher studies and their future career prospects. The programme/course outcomes are communicated to the students through college/departmental prospectus, the principal's address to students and parents, etc. It is also displayed on the college website. The students get to know the details of the programme/course outcome through their orientation programme. These measures are beneficial for the students in knowing the objectives of the programmes so that they can decide which programme suits them best. Numerous interactions are held between the faculty members and the students. The mentors also explain the PO, CO, PSOs to the students. The students are made aware of the PO, CO, PSOs so that they approach their course well aware of the course as well as expectations.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://polbamahavidyalaya.ac.in/allupload/6157_250424065144_CO-PO-PSO-2020-2021.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

TThe college makes an effort to monitor the progress of its students. The grades or marks of students in university exams serve as a gauge of the end outcomes of the courses or programmes. While course outcomes can be evaluated based on course results at the conclusion of a semester, the programmed outcome is generated from the programmed result if the student has successfully completed all six semesters. Regular meetings between the Academic Committee, IQAC and the various departments are held to go over the results, learning development, and the backlog-reduction strategies. To check on the students' progress toward obtaining the targeted results, the faculty conducts ongoing internal evaluations. These evaluations are conducted formally through written tests, viva voce, demonstrative lectures, assignments, etc., or more casually through discussions in class, quizzes, and other activities. At the end of each semester, student feedback is obtained from which the college can get an idea of about their progression. By class test taken by departments. • Project work assignment is given on a specific topic of a course. •Students seminar organized. • Review of the result of final University Examination.

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

66	

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
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)

NOT.AVAILABLE

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)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

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

0

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

3.2 - Research Publications and Awards

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

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

8

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	[View File]

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

4

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

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

Extension activities pertinent to the neighbourhood community and regarding issues about which the students need to be sensitized are carried out through the two NSS Units. The NSS units have two adopted villages under their wing. They generally carry out activities both inside the campus, in the adopted villages and in surrounding areas. They observe important days of social, national and cultural importance. They also carry out awareness campaign on socially relevant issues like cleanliness, AIDS, Thalasemia etc. During the COVID-19 pandemic, the units coordinated remotely to carry out COVID Awareness programmes online, following which the student volunteers carried out campaigns like mask distribution in their neighbourhood. Various programmes like Independence Day were held online, which boosted the morale of the students.

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

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

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

```
0
```

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

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

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

```
12
```

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 last year (Data Template)	[View File](#)

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

```
480
```

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)	View File

3.4 - Collaboration

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

0

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college currently has:

14 classroom (03 being ICT enabled)

02 Laboratories

01 Computer lab

01 Library

The college currently has 32 computers including laptops and 26 of them are earmarked for academic purpose.

The ICT enabled rooms are enabled with laptops, overhead projectors, sound system, interactive white board and stylus pens.

The college also rents 250mbps internet connection with wifi for academic and administrative purposes.

Students access computers for academic purpose from the computer lab and the library.

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 college has a fairly large field in which football, cricket and voleyball is practised.

It has various amenities for indoor games like table tennis, carrom etc.

Students participate not only in the college level sports and atheletic meet but are also encouraged to particuipate in inter

college events and university level sports.

NSS observes the International Day of Yoga every year since its inception. In doing this it carries out regular initiation and training of teachers and students in yoga for atleast 28 days.

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

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

03

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

03

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**
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)

823726

File Description	Documents
Upload any additional information	**No File Uploaded**
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 library is partially automated with KOHA 3.20.

It houses over 10,600 text and reference books.

The stack is open access under supervision for the students.

The students can browse on the computer placed in the library to locate the books that they require.

The college is endeavouring to subscribe for e-resources.

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	**E. None of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**No File Uploaded**

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

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

0 (2020-2021)

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	**No File Uploaded**

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

00

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

The instituion has 32 computers and 26 of these are earmarked for academic purposes. The same is maintained and updated at regular interval. The ICT equipments like webcam, smart board, overhead projectors are maintained with regularilty. The college has hired 250mbps of interenet and wifi from a service provider.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

32

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	[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)

433160

File Description	Documents
Upload any additional information	**No File Uploaded**
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.

There are standard procedures and policies in place for the preservation of the physical, academic and technical

functioning of the institution. The governing body of the college, as the apex body, takes key decisions as to infrastructural development and maintenance, through major resolutions in regular meetings. These decisions are implemented by various sub-committees of the college like the building committee, computer committee comprising faculty members and members of administrative faculties. The wellfunctioning finance committee of the institution having the Bursar as a member and supervised by the HOI governs the financial undertakings.For uninterrupted functioning of online academic activities, the institution enabled online teaching and online examination via google meet, zoom and google classroom and website is maintained by the ICT committee. Admission is a fully online process, supervised by the admission committee.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students 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

255

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

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	**E. none of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

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

0

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

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**

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

0

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**

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

5.2.2.1 - Number of outgoing student progression to higher education

0

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

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

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

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

0

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

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

Due to certain circumstances, students are currently not a part of the statutory bodies as the stipulated elections for the representation at the students' council / students' union was not held during the year just like the previous one as per the orders of the Department of Higher education, Govt. of West Bengal. However, the students are a part of the Gender Sensitization Cell. Student volunteers are an integral part of the organizing committee and decision making for cultural and sports activities. The college generally organises cultural programmes and competetions all round the year. However, this year due to COVID pandemic disallowed us to hold such programmes. Students however organised and participated in several programmes including those organised by NSS.

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

05

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)	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

The college currently does not have a registered alumni association. However, the college always receives assistance from its ex-students informally in various ways. They help the college particularly in organising cultural programmes, outreach programme in the locality etc.

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

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

File Description	Documents
Upload any additional information	**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

The following are the mision and vision of the college:

- **To bring higher education within the reach of students coming of poor and economically backward families in this rural area; and to create an ambience in which new ideas spontaneously develop, creativity flourishes, imagination multiplies, skill forms, innovation emanates and knowledge gets freedom for manifestation for development of the society.**
- **To armour students to overcome their weaknesses, through knowledge.**
- **To develop human potential by providing quality education to rural students especially to those belonging to various marginalised communities.**

The college and its stakeholders stick to the aspect of the college being situated in a SC/ST integrated area. It dedicates itself to the task of providing education to the students of marginalised groups of the society and provide them exposure to higher education and empower them for their future. The college and its functioning is driven by its motto- Tamso Maa Jyotirgamaya i.e.Lead me from darkness to light. Knowledge is therefore considered to be the core vessel of upliftment in the mission and vision of the collge and that is reflected in the modus operandi of the college.

File Description	Documents
Paste link for additional information	https://www.polbamahavidyalaya.ac.in/page.aspx?id=2&mn=About_Us
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 main key areas of the Institution like Administrative decision, University compliances, Institutional Strategies and Policies, Financial matters, Research and Development, Government and Social interface and other development in the office are conducted by the office of the Principal for smooth performance of the Institute. The Governing Body being the apex administrative body of the college strategically embraces the notion of participative management. Other than Principal anmd various nominated external members, the Governing Body also has

representatives from the Tecahing and non-teaching staff of the college.Faculty members are encouraged to participate and lead various academic and administrative roles to deliver high quality education to our students. The Institution practices to decentralize and participate the staffs in different subcommittees. These subcommittees take care of different fields like Admission, Routine, Sports, Library, Cultural activities, Career Counseling, Student welfare, Examination process, Ecological strategy making and so on. The sub-committees work in collaboration with IQAC to organise, supervise and review regularly the various activities of the college. The Conveners of subcommittees hold meetings with members to discuss and finalize the modalities of conducting various events and activities. Students are a part of the NSS, Sports and Cultural bodies where they play a crucial role in deciding and organising events.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutuion is devising a more long term, formal and concrete instituinal strategic plan. However, at the inception of the session, the college authorties do envision the tasks and vision for the year keeping in mind the mission and vision, motto and situational concern of the institutuion. The Head of the Institution, Governing Body and various committees including the IQAC after in depth speculations and by considering vision, mission, quality policy, core values and social factor analysis develop a route map for the year.The plan of action for the year is also reflected in that adopted by the IQAC.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

For the Administrative activities, University compliances, Internal strategy making, Financial Matters, Research & Development, Government and Social interface the College has several executive bodies like Governing Body, IQAC, Finance Committee, Teachers' Council, and the executive sub-committees to monitoring Admission, Routine, Sports, Library,Cultural activities, Career Counseling, Student welfare, Examination process, Student welfare, ecological strategy drawingetc. The Governing Body looks after the institutional policies, administrative set up, appointment and service rules and procedures. The Finance Committee manages internal finances and financial audit of the college to ensure effective utilization of funds. The IQAC ensures quality through internal academic and administrative audit and conducts skillbased and quality events. The Teachers' Council oversees the overall functioning of the College.

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

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

The institution has a staff cooperative where both the teaching and non-teaching staff contribute. They get benefits like savings and low interest loan out of this society.

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

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

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

0

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

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

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

0

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

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

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

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)	No File Uploaded

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

The college currently has no institutionalized system for appraisal. However, the feedback report collected from students pertain to both teaching and non-teaching staff. The report is then evaluated by the Governing Body and IQAC, so that the problem areas if any can be rectified. Also, the teachers submit their performance report for CAS, which is evaluated by IQAC and Governing Body.

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

6.4 - Financial Management and Resource Mobilization

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

Both internal audit (through professional Chartered Accountant) and external audit as per the directions of the Department of Higher Education, Govt. of West Bengal is conducted at regular intervals. Internal audit was conducted by a professional Chartered Accountant firm named Dattson Co. in this session. External audit is pending awaiting directions of the Dept of Higher Education.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

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

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

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

The main sources of funds are student fees and Grant in aid from State Government. However, for the meeting of upcoming requirements for research and teaching learning resources, the College also mobilizes its resources in diaphanous manner. Grants received from UGC are assigned for various activities including academic development and infrastructure growth. Concerned departments and offices of the College usually take care of utilization of UGC grants which are spent on different plan. Fund generated from these resources are principally used for maintenance and development of the college and the prizes for the meritorious students and competition. Adequate funds are also allocated for effective teaching-learning practices that include workshops, inter-disciplinary activities,and so on. Enhancement of library facilities, renovation of classrooms, Labs and faculty rooms.

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

6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell (IQAC) of the Institution has contributed Teaching-learning and evaluation processes with ICT. Various committees like Admission committee, Routine committee, etc. in association with IQAC prepare the road map for academic plans, lecture notes, ICT facilities etc. for teaching-learning processes and various other programmes. For

the easy access of the library, it has been automated by KOHA, and students can computer in library and computer lab. The IQAC of this institution organizes Seminars, Conferences and Workshops. The IQAC organizes various awareness programme to facilitate the students and also organize the workshop for students. In the session of 2020-2021, owing to the pandemic when physical, offline teaching and learning was stalled the IQAC particularly took the mission of the continuation of teaching and learning in online mode using various means. The IQAC also endeavoured to ensure that the physical infrastructure of the college is well maintained for future even when the college was closed.

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

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

Institutionally with the departmental head IQAC reviews the teaching learning process in periodic interval. After the completion of each academic session a reviewis conducted by IQAC. To fulfill the academic parameter, IQAC analyses the departmental performance and give feed back in accordance with performance and give advice for enhancement if necessary. The physical infrastructure is reviewed and maintained for the students. The Central Library of the College is spacious, equipped and well lighted with well-furnished reading room facilities. It has a stock of a considerable number of booksand important journals.Internet services are made available to library users. The learning outcome is evaluated on the basis of the parameters given by the University.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://polbamahavidyalaya.ac.in/allupload/82595_190424043840_Notice%20and%20proceedings%202020-21.pdf
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 college has a gender sensitization cell, which regularly conducts meetings to review whether a congenial atmosphere prevails in the college. There is a dedicated drop box of the Gender Sensitization Cell where students can drop their grievance, concerns and suggestions. Gender Sensitization Cell in 2020-2021 also began taking complaints and concerns over email, as the college had to be closed due to COVID-19 situation. The cell observes important days like the International Women's Day, as it helps in creating sensitivity about gender issues among both male and female students. Two separate toilet facilities and a common room is demarcated for the female students. A separate toilet facility is maintained for female teachers. In toilet demarcated for female students, a sanitary napkin dispenser has been installed. The female

teachers of the college are entitled to maternity leave and child care leave as stipulated.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy   Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment | **D. Any 1 of the above**

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

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

Solid Waste Management: Separate Waste Bins have been used to collect bio-degradable and Non-Biodegradable wastes. They are disposed off to the specified area of the municipalities by the sweeper. The broken glasswares in the department of chemistry are collected separately and crushed before disposing off. · Liquid waste management: Liquid waste from the departments of Chemistry, Microbiology and Nutrition is disposed off to a particular drain to restrict the contamination as much as possible. · Hazardous chemicals and radioactive waste management: Department of chemistry produces laboratory waste which are collected in separate waste bin. There is no radioactive waste.E-waste management: The damaged electronic gadgets are repaired as much as possible without directly discarding them.

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	No File Uploaded

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

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

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

D. Any 1 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
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

D. Any 1 of the above

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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 | `D. Any 1 of the above`

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e.,

tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

India is a land of diversity. Our institution seems to be miniature of the society as students from diverse cultural, regional, linguistic, communal, socio-economic background flock to our institution. In order to bring holistic development among the students, the institution gives effort to provide an inclusive. A considerable number of our students are from minority communities. 69% ar from marginalised communities like SC, STand OBC. The college is set in an area with a sizable tribal population. Both the minority and tribal community girls in particular can access higher education because of the presence of the college. The students are encouraged to take part in all the curricular and co-curricular activities irrespective of their class, caste and creed. Our students are naturally tolerant to other's religion as they spend good time together in college campus. There is no communal discord in the college premises either among the students or among the teaching and non-teaching staff of the institution. There is no report of any sexual harassment by female staff or girls (students) in the grievance and redressal cell of the collegeThe faculties and students from minority communities actively take part in organizing Hindu festivals and ceremonies like Saraswati Puja and Basanta Utsab, infact they take up the role of lead organisers.

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

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

The institution sensitizes the students and employees to the constitutional obligation: values, rights and duties and responsibilities of citizens in every academic session through curriculum and extra-curricular activities. As a part of CBCS programme there are various topics dedicated to sensitize students about the constitutional obligations. The affiliating University curriculum in Political Science includes papers like Human Right Education (Sec 4) Democratic Awareness through

Legal Literacy (Sec 2) Indian Government and Politics (CC4/CC1D/GE2) which give an in-depth insight about the Constitution of India and helps to inculcate the values of rights and duties and responsibilities of the citizens. In History, Archives and Museums in India (SEC-1) and Understanding Heritage (SEC-2) create awareness about the nation's rich heritage. The institution also observes all the days of national importance to remind the students and staff about the nation's rich history and heritage.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**E. None 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	**No File Uploaded**

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

The institute has a heritage to celebrate various national and international commemorative days like International Women's Day, Republic Day, Independence Day, Netaji's Birthday, Rabindranath Tagore's Birthday,Van Dibas, International Mother Language Day, International Day of Yoga etc.Several departments also organise teachers day. This year these were observed online.

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.

1. The College believes in the idea of growth with conservation. From its very inception, the college was cautious in preserving its surrounding ecology that included flora and fauna both. There is a medium sized water body in the college campus. The sanctity of the water body and the fauna has not been harmed in any way. We conserve medicinal plants in the campus inthe Sushruta Herbal Garden that house over 40 rare medicinal plants. 2. In spite of being a rural college, the college has adapted to various modern techniques of e-governance to ensure efficiency and transparency. The financial affairs are managed through IFMS and PFMS. E tender procedure is followed for transparency. CAMS software is used to maintain administrative, financial and academic records. College has three ICT enabled/Smart classrooms to provide the outlook of modern education to the students. In this session the college had to conduct the entire teaching-learning on platforms like google meet and zoom. The faculty members and mentors sensitized andhelped the students to avail it. Students who do not have smart phones or laptops were kept in the loop through phone calls.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

Polba Mahavidyalaya is situated in SC/ST integrated area. It also provides a scope to the girl students of the vicinity to acquire empowerment through higher education. As Polba Mahavidyalaya is situated in a remote rural area, it provides this unique opportunity to the girl students. This is reflected in the enrollment ratio. 66%of the students enrolled in Polba Mahavidyalaya in 2020-2021 are girls. Also 69% of our students belong to marginalized communities (SC/ST/OBC) that justifies the purpose of the foundation of the college. The college provides an amicable, balanced and liberal space to encourage inclusive culture of education and to encourage the aspect of social mobility and upliftment.

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

7.3.2 - Plan of action for the next academic year

1. Prepare the academic calendar and lesson plans keeping in mind the possibility of reopening of physical teaching in the campus, marking a shift from the online mode that has been on-going since March 2020.
2. Provide student support to overcome the challenges of COVID-19.
3. Prepare the campus for the resumption of offline physical classes keeping in mind the COVID-19 related norms.
4. Construct a Water Harvesting/Conservation System.
5. Construct an extended hygienic toilet facility for the students in the campus.
6. Construct a purified and cold water dispensation unit in the campus.
7. Encourage faculty members to apply for funded projects.
8. Expedite the process of construction of the three storied

girls' hostel SC/ST under RUSA 2.0, Equity Initiative, Component 11.