



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		POLBA MAHAVIDYALAYA
Name of the head of the Institution		Dr. Sushanta Kumar Mazumdar
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03213225128
Mobile no.		9433217622
Registered Email		officepolbamahavidyalaya@gmail.com
Alternate Email		iqac.polbamahavidyalaya@gmail.com
Address		P.O. & P.S. Polba, Hooghly. PIN-712148
City/Town		Chinsurah
State/UT		West Bengal
Pincode		712148
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Santanu Sengupta
Phone no/Alternate Phone no.	03213225128
Mobile no.	8017005983
Registered Email	officepolbamahavidyalaya@gmail.com
Alternate Email	iqac.polbamahavidyalaya@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://polbamahavidyalaya.ac.in/allupload/12063_110424123704_aQAR%202108-19.pdf">https://polbamahavidyalaya.ac.in/allupload/12063_110424123704_aQAR%202108-19.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://polbamahavidyalaya.ac.in/allupload/41103_090424051504_academic%20calendar%202019-20.pdf">https://polbamahavidyalaya.ac.in/allupload/41103_090424051504_academic%20calendar%202019-20.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.44	2016	16-Dec-2016	15-Dec-2021

### 6. Date of Establishment of IQAC

23-Feb-2015

### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Meeting of the IQAC	09-Jul-2019	10

	1	
Meeting of the IQAC	03-Sep-2019 1	8
Meeting of the IQAC	07-Dec-2019 1	9
Meeting of the IQAC	24-Apr-2020 1	9
Orientation programme for semester I students	02-Aug-2019 1	165

L::asset('/', 'public') .'/public/index.php/admin/get\_file?file\_path='.encrypt('Postacc/Special\_Status/'. \$instdata->upload\_special\_status)}}}

No Files Uploaded !!!

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Polba Mahavidyalaya	RUSA 2.0 Component 11	RUSA	2019 0	5000000
No Files Uploaded !!!				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View Link](#)

**10. Number of IQAC meetings held during the year :**

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

Initiation of expansion work of annex building to enhance space for class, administrative work and laboratory.

Joining of 07 teachers in substantive post.

Organization of District Level Inter College Sports in College.

Submission of AISHE data.

Participation in NIRF for the first time.

[View Uploaded File](#)

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achievements/Outcomes
To take steps to enhance and develop the available infrastructure of Polba Mahavidyalaya.	Extension of annex building underway to create more space available for office, classroom, laboratory etc.
To encourage Teachers to pursue research and develop their academic skills.	Several teachers attended faculty development programmes.
To fill up the vacancies in sanctioned substantive teaching posts in Botany, Chemistry, Education, Geography, Mathematics, Physics, Political Science & Zoology.	Teachers have joined in all departments except Geography and Chemistry, which is expected to be completed at the earliest.
Pursue the application submitted for the funding for the construction of a three storied hostel for SC/ST Girl students under RUSA 2.0 (Equity Initiative, Component 11).	Application approved.
Take steps to open new courses for Teaching and Learning at Polba Mahavidyalaya.	Application in due process sent to the concerned authorities.
Register and participate in NIRF-2020	Registered and submitted data.
Take steps to develop the sporting culture among the students of the college.	District Inter-College sports meet hoisted by the college. Field and equipments for sports developed accordingly.
Submit AISHE in due time.	Completed in due time.

[View Uploaded File](#)

**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Governing Body	20-Jan-2024

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to**

No

assess the functioning ?	
<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2020
Date of Submission	18-Jan-2020
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The college has a partial MIS functional at the moment. 1. The admission process is totally conducted by online mode, except the physical verification of the documents at the time of the commencement of class. The applicants pay their stipulated fees online via SBI collect. 2. The detailed instruction and flowchart of admission procedure is given on the website of the institution. 3. The merit lists and subsequent admission notices are also available on the website. 4. All purchases of the institution are carried out by giving E tender in the institutional website in due process. 5. Payment of the teaching and non teaching staff members of the institution are made through E billing system of Government of West Bengal, i.e. IFMS. 6. All allotments from central agencies are handled via PFMS. 7. The data of the students are maintained over CAMS software that is annually purchased by the college.

## Part B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Polba Mahavidyalaya follows the syllabus, set by the affiliating university i.e. the University of Burdwan. Being an affiliated college, Polba Mahavidyalaya has limited scope to introduce any changes or add independently to the curriculum that has been provided by the University of Burdwan. However, the college concentrates on the proper implementation of the curriculum. 1. It ensures that the teaching learning process is structured in advance as per norms to ensure quality in the process. 2. The syllabus is pre-divided into time framed segments at the beginning of the academic year, on the basis of the tentative academic calendar prepared by the academic committee on the basis of the guidelines received from the University. 3. The Governing Body as well as

IQAC maintain strict vigilance over the timely completion of the syllabus. The departments also conduct their planning at the beginning of even and the odd semesters in an academic session and also a implementation report is prepared at the end of the concerned semester. 4. In order to ensure effective delivery of the curriculum, the Institution has taken the following measures, such as preparation of academic calendar, publication of prospectus, preparation of time-table, maintenance of attendance register etc. 5. To encourage the concept of continuous evaluation the departments are encouraged to carry out evaluation in their own discretion. Moreover the academic committee schedules internal assessment and pre-examination tests in accordance with the guideline provided by the University of Burdwan.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
0	0	Nil	0	0	0

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	nil	Nil
No file uploaded.		

#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Bengali (Hons)	01/07/2017
BA	Education (Honours)	01/07/2017
BA	English (Honours)	01/07/2017
BA	Geography (Honours)	01/07/2017
BA	History (Honours)	01/07/2017
BA	Philosophy (Honours)	01/07/2017
BA	Political Science (Honours)	01/07/2017
BA	Sanskrit (Honours)	01/07/2017
BSc	Geography (Honours)	01/07/2017
BA	GENERAL (Bengali, Economics, Education, English, Geography, History, Philosophy, Political Science. Sanskrit)	01/07/2017
BSc	General (Botany, Chemistry, Physics, Mathematics, Zoology)	01/07/2017

#### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course

Number of Students

0

0

**1.3 – Curriculum Enrichment**

## 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
0	Nil	0
No file uploaded.		

## 1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	AECC I Environmental Studies (Water Pollution)	203
BA	Geography Honours (Sem VI) (Project Report on Tsunami: Facts & Information)	5
BA	Geography Honours (Sem IV) Socio Economic Status of Polba Mouza in Polba-Dadpur Block in Hooghly District	10
<a href="#">View Uploaded File</a>		

**1.4 – Feedback System**

## 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Nil
Employers	Nil
Alumni	Nil
Parents	Nil

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

## Feedback Obtained

The IQAC of Polba Mahavidyalaya has collected feedback in offline format from its Final Year Students. The Feedback pertains to the activities of all the faculty members of the courses taught/relevant to the concerned student or the department to which the student belongs to. The feedback submitted is based on a questionnaire touching over various aspects of the college- i. Feedback on Teachers/Teaching Learning ii. Feedback on Library other Learning Infrastructure/Resources and iii. Infrastructure and Environment. A detailed analysis of feedback is worked out with figures for improvement in teaching and other aspects of the college pertaining to the best interest of the students. The complete record of feedback analysis is preserved with the IQAC for reference. In the meeting of the IQAC the report on the feedback was discussed and forwarded to the Governing Body which in turn requested the Head of the Institution to take necessary steps in accordance with the opinion received. It was further decided that the issues regarding teaching-learning would be dealt in a joint effort by the IQAC, Academic Committee and the Teachers Council. The primary issue emerging here relates to the timely completion of syllabus and

availability of ample classrooms and laboratories. IQAC has proposed that the speedy completion of the extension of the annex building must be achieved to ensure the availability of requisite space. The other major issues regarding which suggestions were received are as follows:- 1. Introduction of a N.C.C. Unit. 2. Construction of a large hall for Seminars, conferences and other Programmes. Although formal feedback was not collected from the parents, their opinions and suggestions were heard during meetings conducted with them.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Honours	324	323	76
BA	General	459	361	142
BSc	General	80	15	2
No file uploaded.				

### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	532	0	37	0	0

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
37	37	48	3	3	6

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

#### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Polba Mahavidyalaya being situated in a SC/ST integrated area, engages with a considerable number of students who come from marginalised socio-economic groups. To integrate them with the system, certain guidance beyond the classroom is necessary. It has been seen that mentoring provides the necessary bridge. It provides the students with emotional and instrumental support, guidance, encouragement and better adaptability. At the time of admission, the college provides an updated prospectus and current Academic calendar to each student. The Prospectus contains the location and a brief history of the college, aims and objectives, courses offered, eligibility criteria, detailed description of the faculty and staff of the college, composition of the GB, fee structure as well as the college rules and regulations for students. Academic calendar offers the date of commencement of classes, detailed academic schedule, list of holidays and other miscellaneous information related to students. The college offers free studentship to needy students apart from the various Government scholarships like scholarships for SC/ST/OBC, Merit cum means, Minority, Kanyashree Prakalpa, etc. Honours students are grouped under the departmental teachers and general students are grouped in accordance with the subjects opted by them. These assigned teachers counsel and guide them and assist them in the library or in the



campus, beyond the classroom like mentors. In addition to this Pratima Dhali, Assistant Professor of Philosophy and Mizanur Rahaman Sardar, Assistant Professor of English act as nodal officers who guide students regarding various government scholarships.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
532	36	1:15

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
22	19	3	7	8

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	nil	Nil	nil
No file uploaded.			

## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BAH	6th	07/10/2020	30/10/2020
No file uploaded.				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college adheres to the philosophy and importance of CIE to identify slow learners and advanced learners are identified on the basis of classroom teaching and through continuous internal tests that are organised as per academic calendar and other interactive evaluations like group discussion, seminar, quiz etc. Attempts are made for bridging the knowledge gap. Counselling is done by the faculty members including the mentors right at the inception while selecting the subjects for the CBCS system. In this system, as evaluation gets prior importance, each paper (except SEC, DSE) of the curriculum, internal assessment has been made mandatory. Probable dates or period of evaluation is mentioned in the academic calendar. Routine of evaluation is then provided by the academic committee. However, beyond traditional spot written tests, evaluations are done on the basis of students' activity and performances on written exams, assignments, student seminar, practical experiments etc. throughout their courses. Different versions of text and reference books are recommended for such students. Special oral and written tests are arranged for them. Parent-Teachers meetings are also organized to intimate the parents regarding the academic progress of their wards and suggestions are given on the individual strengths and weaknesses and the scope for probable improvement.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Academic calendar is prepared meticulously by the academic committee on the basis of the model received from the University. The same is printed before the beginning of the session and the same is displayed, as well as uploaded in the website to make all aware of the intended structure. All departments follow the scheduled dates. Both academic and extra curricular activities like 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.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

[https://polbamahavidyalaya.ac.in/allupload/91835\\_190424113546\\_CO\\_PO-PSO-2019-20-Polba%20Mahavidyalaya.pdf](https://polbamahavidyalaya.ac.in/allupload/91835_190424113546_CO_PO-PSO-2019-20-Polba%20Mahavidyalaya.pdf)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BAH	BA	Honours (Education, English, Philosophy, Bengali, History, Political Science)	40	33	82.5
BAP	BA	Genral	31	33	70.9

No file uploaded.

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

No Data Entered/Not Applicable !!!

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Null	0	0	0	0

No file uploaded.

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
nil	nil	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
nil	nil	nil	Nil	nil
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
nil	0	0	0	0	Nil
No file uploaded.					

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Botany	2	Nil
National	political Science	1	Nil
National	Education	2	Nil
National	Philosophy	2	Nil
International	Sanskrit	2	Nil
National	Bengali	1	Nil
National	History	1	Nil
International	Mathematics	1	Nil
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Bengali	1
English	1
History	1
Education	1

No file uploaded.

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
nil	nil	nil	Nil	0	nil	0

No file uploaded.

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
nil	nil	nil	Nil	0	0	nil

No file uploaded.

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	9	7	1	0
Presented papers	4	3	0	0

[View Uploaded File](#)

### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Campus Cleaning	NSS Unit 1 and NSS unit 2, Polba Mahavidyalaya	2	39
Common Room Cleaning and Organizing	NSS Unit 1 and NSS unit 2, Polba Mahavidyalaya	2	39
A lecture on violation of Human Rights in India	NSS Unit 1 and NSS unit 2, Polba Mahavidyalaya	2	34
Dengue awareness programme	NSS Unit 1 and NSS unit 2, Polba Mahavidyalaya	2	49
Class room cleaning	NSS Unit 1 and NSS unit 2, Polba Mahavidyalaya	2	41
Cleanliness Drive	NSS Unit 1 and NSS unit 2, Polba Mahavidyalaya	2	41

Celebration of International Womens Day	NSS Unit 1 and NSS unit 2, Polba Mahavidyalaya	2	53
Stay at Home Campaign in the light of the COVID 19 Outbreak in online mode	NSS Unit 1 and NSS unit 2, Polba Mahavidyalaya	2	7
Independence Day	NSS Unit 1 and NSS unit 2, Polba Mahavidyalaya	4	57
Netaji Jayanti	NSS Unit 1 and NSS unit 2, Polba Mahavidyalaya	4	38

[View File](#)

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
nil	nil	nil	0
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
nil	nil	nil	0	0
No file uploaded.				

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Celebration of International Womens Day	53	Institution	01
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
nil	nil	nil	Nil	Nil	0
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate



Total	32	14	2	0	1	6	5	250	4
-------	----	----	---	---	---	---	---	-----	---

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

250 MBPS/ GBPS
----------------

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
nil	Nil

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
10	9.31	5	4.98

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

1. Procedures and Policies for maintaining and utilizing Physical, Academic and Support facilities are regulated through regular meetings are conducted by the Academic Sub-committee and IQAC and the recommendations are followed up by the apex Governing Body. Various sub committees oversee the maintenance of various aspects of the institution. For example, ICT committee is in charge of maintenance of ICT tools and online infrastructure. Policy making and implementation of procedures therefore are stratified and divided in various sectors for more effective execution. website. 2. Laboratory: The College authority has been always striving to procure latest lab based equipment. The Laboratory facilities available in the departments are utilized during practical classes on a daily basis and also offered to the students of other departments when the practical subject is of inter-disciplinary nature. 3. Library: Polba Mahavidyalaya Library caters to the needs of students and teachers of the college six days a week except Sunday. It has a collection of more than 10600 books in various subjects. The library is enriched with sufficient number of text and reference books. It runs on KOHA system. It has two computers for searching titles and accessing e-resources for academic purpose. 4. Sports: The college has always maintained good performance in the field of sports. The college has, since long, been participating in various inter university and university level tournaments. The students are selected at University level in volleyball and some of them are now playing for different clubs. 5. Computer and Internet access is made available to all faculty members and students alike, so that they can keep themselves updated in their respective subjects and use their time in the most fruitful way. Departments often make use of projectors for making the classroom teaching interesting. There are two ICT enabled/ Smart class rooms and our college teachers are quite capable of using these ICT rooms which are equipped with Smart Board, Overhead Projector, Visualizer, Laptop, Internet Connection and Audio-visual aids for creating environment for ICT enabled teaching-learning process. All departments are very much used to the handling of multimedia teaching aids which they use on regular basis.

<https://www.polbamahavidyalaya.ac.in/>

#### CRITERION V – STUDENT SUPPORT AND PROGRESSION

## 5.1 – Student Support

### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Free and Half Free	0	0
Financial Support from Other Sources			
a) National	OASIS, Swami Vivekananda Scholarship, Kanyashree, aikyashree scholarship, Nabanna Scholarship	389	Nil
b) International	nil	0	0
No file uploaded.			

### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
nil	Nil	0	nil
No file uploaded.			

### 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	nil	0	0	0	0
No file uploaded.					

### 5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

## 5.2 – Student Progression

### 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
nil	0	0	nil	0	0
No file uploaded.					



### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
Nil	0	nil	0	nil	nil
No file uploaded.					

### 5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	0
No file uploaded.	

### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Independence Day Celebration	Institutional	69
Freshers Welcome	Institutional	270
Netaji Jayanti	Institutional	38
Republic Day Celebration	Institutional	37
Rabindra Jayanti	Institutional	66
Annual College Sports	Institutional	142
Inter College District Sports and Game Championship (Hooghly)	District	250
No file uploaded.		

## 5.3 – Student Participation and Activities

### 5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	nil	Nil	Nil	Nil	Nil	nil
No file uploaded.						

### 5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

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.

## 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

## **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 – Institutional Vision and Leadership**

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. The college promotes a culture of participative management that is extended from the Governing Body to the contribution of the stakeholders like students, parents or ex students. A collaborative approach of administration and management is encouraged and developed in the College. The very formation of the Governing Body highlights the norm of participatory administration. It is consisted of the representatives of permanent fulltime Faculty Members, Non teaching Staff Members, Nominees of the Government and the University. Moreover, representatives from the local Government as well as personalities from the locality with academic interest are included in various Sub-Committees of the College, just like the Governing Body. Thus, almost all sections of the society, having any linkage or interest with higher education, are given an opportunity to participate in the process of management of the Institution and to provide their respective inputs to ensure the development and smooth functioning of the institution. Interaction with parents on the affairs of the college is encouraged and their suggestions are highly valued. 2. There are various sub- committees in the College to carry on its academic decision making responsibilities, cultural affairs, sports activities, student support functions and administrative functions. The administrative decision making is undertaken by committees like the Admission Committee, Finance Committee, Building Committee, Purchase Committee, ICT committee, which carries out administrative duties and decision making. Academic decisions are taken by the Teachers' Council, the Library committee, the Examination committee and Routine committee. Student support activities are carried out by ICC, Gender Sensitization Cell, the Students' Welfare Committee, the Career Counseling cell, Ant ragging Cell, Grievance Redressal cell, Sports and Cultural Committee and NSS Committee. Non-teaching staff members are also made a part of most of these committees. Besides there are staff support functions which are carried out by committees like Staff Cooperative. The Principal, members of the Governing body, the Teachers and the Non-teaching Staff are members of these committees. Although the college does not have a functional students' council or union currently, as elections could not be held due to the directions of the appropriate Higher Education authorities. However, the students are still a part of the Internal Complaints Committee as invited members. They are a part of the Gender Sensitization Cell. Cultural or Sports activities are conducted with inputs from students and with their active involvement.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	<p>The college affiliated under the University of Burdwan follow the syllabus designed by the parent university and based on its resource potentiality 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 and on website.</p>
Teaching and Learning	<p>Course allotment is done and ateaching plan is prepared by all the departments in accordance with the directions received from the University and in consultation with the Academic Sub-committee. Teachers take classes referring to the standard texts prescribed by the University and also take help of online resources 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 and computers. IQAC and various sub committees including the ICT committee ensure that all tools of teaching-learning are functional and available.</p>
Examination and Evaluation	<p>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. University examinations are also conducted in due process, maintaining transparency.</p>

Research and Development	IQAC encourages teachers to apply, enroll for PhD and conduct their doctoral research. They are also encouraged to apply for Minor, Major and other Sponsored Research Projects by the IQAC.
Library, ICT and Physical Infrastructure / Instrumentation	The College has a central library that is partially automated with KOHA software. The library houses over 10600 text and reference books. There are two dedicated computers in the library from where students access digital resources and carry out other academic works. The college has 3 smart classroom/ICT rooms. There are three projectors and smart boards with sound system. There are 14 classrooms and two temporary laboratory facilities. One playground, One computer lab, one central library, one administrative wing. Separate toilet facilities for men and women, and canteen. The college has three sources of purified drinking water.
Human Resource Management	Teachers are encouraged to attend Orientation Programme, Refresher Course, Short Term Course etc. They are also encouraged to update themselves by attending seminars, workshops. In house training/orientation sessions and meetings are organised for teaching and non teaching staff while any new tools or rules are introduced.
Industry Interaction / Collaboration	IQAC has a member from the industry to strengthen the requisite connections.
Admission of Students	Admission process is fully online and automated to ensure transparency. Prospectus, fee structure etc. are displayed online. Admission fees payment is also done through online portal.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Student Admission and Support	CAMS software is used to maintain all records regarding students including their fees payment. Website is profusely used for communication. During Covid pandemic, whatsapp groups were formed to form a continuous chain of contact.
Student Admission and Support	Admission is done entirely on the basis of merit in online mode. A separate portal and professional service provider is hired to ensure a

	transparent admission process. Prospectus, fee structure and study material uploaded in the college website. All notices, academic calendar, PO,CO.PSO uploaded in the website for the reference of the students.
Planning and Development	E tender is used as per norms for all developmental activities involving external vendors.
Finance and Accounts	Accounts, ledger and cash book are maintained on CAMS software.
Finance and Accounts	Salary bill and other related bills are generated via IFMS and other central funds and other financial issues are maintained by PFMS.
Examination	Internal marks and other related scores are uploaded at the portal of the University of Burdwan.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	nil	nil	nil	0
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	nil	nil	Nil	Nil	Nil	Nil
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
UGC Sponsored Short Term Course	1	11/02/2020	17/02/2020	7
UGC Sponsored Refresher	1	04/02/2020	17/02/2020	14

Course in History				
UGC Sponsored Orientation Course	1	17/01/2020	06/02/2020	21
UGC Sponsored Orientation Course	1	18/11/2019	07/12/2019	21
UGC Sponsored Orientation Course	1	25/11/2019	14/12/2019	21
Seven Day Faculty Development Programme	1	12/05/2020	18/05/2020	7
One Week Faculty Development Program in Digital Skills for Smart Teaching	1	12/06/2020	18/06/2020	7
Short Term Programme on Research Methodology	1	25/06/2020	01/07/2020	7

No file uploaded.

#### 6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
19	37	6	10

#### 6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
staff cooperative	staff cooperative	Railway Concession, Government Scholarships, Free and Half free studentship, Students Health Home.

### 6.4 – Financial Management and Resource Mobilization

#### 6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

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. In 2019-2020, external audit was conducted by Jayanti Jain and Associates, Chartered Accountant, as directed by the Department of Higher Education, Government of West Bengal. Internal audit was also conducted by a professional Chartered Accountant firm named Dattson Co.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
nil	0	nil
No file uploaded.		

6.4.3 – Total corpus fund generated

0
---

### 6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil
Administrative	Yes	Jayanti Jain and Associates under the Department of Higher Education, Government of West Bengal	Yes	Dattson and Co., Chartered Accountants

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

<p>1. Parents share their suggestions and advice at the parents teacher meetings.  2. Assistance in organising cultural programmes as local stakeholders. 3. Assistance in allowing the continuation of teaching and learning in online mode during COVID-19 pandemic.</p>
--

6.5.3 – Development programmes for support staff (at least three)

<p>1. Staff cooperative. Loans at low interest could be availed. 2. Empowerment in management by making support staff a part of various committees including governing body. 3. Assistance in adapting with new technologies and new rules.</p>
---

6.5.4 – Post Accreditation initiative(s) (mention at least three)

<p>1. Extension of annex building to enhance the number of classrooms. 2. Initiation of the construction of a three storied Girls Hostel (SC-ST) under RUSA 2.0, component 11, equity initiative . 3. Development of sporting infrastructure. Organisation of DIstrict sports.</p>
--

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Nil
c)ISO certification	Nil
d)NBA or any other quality audit	Nil

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Meeting of the IQAC	09/07/2019	09/07/2019	09/07/2019	10
2019	Meeting of	03/09/2019	03/09/2019	03/09/2019	8





		community					
2019	1	1	10/12/2019	1	Lecture on violation of human rights	Human rights	36
2020	1	1	08/03/2020	1	Observation of International Womens Day	Womens Day	53
2020	1	1	24/01/2020	1	Awareness against Dengue	Anti Dengue	49
2020	1	1	09/05/2020	1	Informing students and parents regarding Stay at Home during COVID 19 pandemic in online mode and over phone.	Informing students and parents regarding Stay at Home during COVID 19 pandemic in online mode and over phone.	9

No file uploaded.

#### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
nil	Nil	nil

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Lecture on violation of human rights	10/12/2019	10/12/2019	36
Observation of International Womens Day	08/03/2020	08/03/2020	53

No file uploaded.

#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Development and maintenance of medicinal herb garden. 2. A considerably large water body has been left undisturbed. This acts as a hub for a ecosystem that attracts biodiversity. 3. Flora and fauna is consciously left as much undisturbed as possible even while extending the built space. 4. Use of power saving lights. 5. Student volunteers assist towards saving power by ensuring

that unused appliances are switched off. 6. Plastic and smoke and tobacco free campus.

## 7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

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. So while constructing the buildings, utmost care is taken towards the preservation of trees in particular. No flora is harmed, until and unless, there is absolutely no way out. There is a medium sized water body in the college campus. The water body caters to bio diversity and attracts migratory birds. The sanctity of the water body has not been harmed in any way and none of the fauna in the water body has also been touched. The college took the cause of conserving medicinal plants in the campus by initiating the Sushruta Herbal Garden that house over 40 rare medicinal plants. Recently the college has been proclaimed as a plastic free and tobacco free campus to make it more Eco-friendly. 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. There is a dedicated ICT committee that takes care of the tools of e-based learning in the college.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.polbamahavidyalaya.ac.in/>

## 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 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. 66.1 of the students enrolled in Polba Mahavidyalaya in 2019-2020 are girls. Also 61.4 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.

Provide the weblink of the institution

<https://www.polbamahavidyalaya.ac.in/>

## 8.Future Plans of Actions for Next Academic Year

1. Executing the construction of the proposed three storied Girls Hostel (SC/ST) utilizing the grants from RUSA 2.0, component 11, equity initiative. 2. Unhindered continuation of teaching-learning in online mode and unconventional process in COVID-19 situation. 3. Popularization of online teaching-learning methods. 4. Maintenance of existing physical and academic infrastructure in the lockdown situation. 5. Providing students support in virtual methods.