YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	ACHHRURAM MEMORIAL COLLEGE
• Name of the Head of the institution	DR. ARUP KANTI KONAR
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03254255255
• Mobile No:	6296129585
• Registered e-mail	ticprincipalamc@gmail.com
• Alternate e-mail	akkonar@gmail.com
• Address	Main Road Jhalda
• City/Town	Jhalda
• State/UT	West Bengal
• Pin Code	723202
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**Sidho-Kanho-Birsha University**
• Name of the IQAC Coordinator	**Dr. Arijit Gangopadhyay**
• Phone No.	**03254255255**
• Alternate phone No.	**03254255255**
• Mobile	**7001631211**
• IQAC e-mail address	**ticprincipalamc@gmail.com**
• Alternate e-mail address	**akkonar@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://amcollege.ac.in/nacc/upload/AQAR_2020-21.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://amcollege.ac.in/nacc/upload/Academic%20Calendar_2021-22.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.47**	**2008**	**16/09/2008**	**15/09/2013**

6.Date of Establishment of IQAC	**30/09/2008**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

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	**3**

• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**	
• If yes, mention the amount		

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

1. Swift adaptation of teaching-learning to the new-normal and Expanding the library immensely.

2. Green Initiatives even during covid times

3. Initiatives to train students with hand-craft masks for Chhau Dance (Folk culture)

4. Student Mental Health support initiatives

5 . Student Career Counselling

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
Planning for the academic year	Creating academic calendar, master routine, uploading on website
Green Initiatives	spreading awareness in the society, plantation for greenery and beautification of campus
Career Counselling	2 Youth Employability Programmes by TCS in collaboration with IQAC and career counselling cell.
Computer skill enhancement	Diploma course in collaboration with Webel and 2 seminars
Initiatives to improve mental health of students	Collaborative programmes with Heartfulness organization and meditation practice in their programmes; Teaching students yoga for better physical and mental health
Initiatives to train students with hand-craft	MoU with Chhau Mask making organization to teach students the art and preserving the folk culture through this
Bringing students back to college	Various initiatives were taken to help students adapt with the new normal
purchase of books	Purchasing books to accommodate the increased need of books in offline teaching
introduction of Kudmali department	With the vision of cultivating the regional languages the college introduced a dedicated department for Kudmali Language

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

- Name of the statutory body

Name	Date of meeting(s)
IQAC	20/07/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2023	20/01/2023

15.Multidisciplinary / interdisciplinary

Title: Nurturing Interdisciplinary Excellence: A Multi-Disciplinary Approach at Achhruram Memorial College

Introduction: At Achhruram Memorial College, education transcendstraditional disciplinary boundaries, fostering a dynamicenvironment where knowledge converges and interdisciplinaryconnections flourish. The institution's commitment to excellenceis epitomized in the National Assessment and AccreditationCouncil's Annual Quality Assurance Report (NAAC AQAR), whichserves as a testament to its innovative approach towardsundergraduate education. The adoptation of CBCS is proof ot this.

Environmental Science Across Departments: An exemplarymanifestation of interdisciplinary collaboration is theincorporation of Environmental Science into the curriculum of alldepartments. By drawing upon the expertise of faculty membersfrom diverse backgrounds, students are exposed to multifacetedperspectives on environmental issues, enriching their academicexperience.

Common Syllabus Elements: Moreover, the alignment of certaintopics across different disciplines further reinforces theinterdisciplinary nature of education at Achhruram MemorialCollege. For instance, the inclusion of common segments in thesyllabi of UG Honours programs in History, Political Scienceshows the interconnectedness of these fields, offering students acomprehensive understanding of socio-political phenomena. In theUG syllabus for Geography we can see emphasis on climate change and environment. Botany and Zoology honours have some common partin their curriculum and the teachers in the respectivedepartments collaborate and share notes and teaching ideas.

Integration of Mathematics and Sciences: In addition, theintegration of Mathematics with Physics and Chemistry describesthe symbiotic

relationship between these disciplines. Conceptssuch as Mathematical Physics and Quantum Mechanics serve asbridges between theoretical frameworks, fostering a deeperappreciation of the underlying principles that govern the naturalworld. Dynamics is taught in mathematics honours and physicshonours in an inter-disciplinary/ multi-disciplinary approach.Computer programming essentials is also part of both physics andmathematics curriculum.

Interdisciplinary Teaching Practices: Furthermore, AchhruramMemorial College fosters a culture of collaborative learningthrough interdisciplinary teaching practices. The exchange ofideas and expertise among faculty members from differentdepartments cultivate a rich intellectual environment, enablingstudents to gain insights from diverse perspectives. Special lectures conducted by faculty members across departments offerstudents a panoramic view of complex topics, enhancing theiranalytical skills and fostering a spirit of inquiry.

Conclusion: In conclusion, Achhruram Memorial College stands as abeacon of interdisciplinary excellence, where the boundariesbetween disciplines blur and knowledge transcends conventionalconstraints. By embracing a multi-disciplinary approach, theinstitution empowers students to become critical thinkers,innovators, and global citizens poised to tackle the challengesof the 21st century.

16.Academic bank of credits (ABC):

Our college meets the Academic Bank of Credits requirements outlined in the National Education Policy (NEP) 2020 as it adheres to the Choice-Based Credit System (CBCS) mandated by the University Grants Commission (UGC). The curriculum aligns with the UGC model syllabus, and credits are allocated accordingly. Each semester, Sidho-Kanho-Birsha University, our college's affiliating institution, issues mark sheets indicating the credits earned by students. The grading system follows the CBCS model. Our college is affiliated with Sidho-Kanho-Birsha University, Purulia, which has not yet registered under the ABC system.

17.Skill development:

The undergraduate curriculum includes Skill Enhancement Course (SEC) papers, each carrying a weightage of 50 marks. Honours students are required to complete two SEC papers, while Program course students are expected to undertake four SEC papers.

Additionally, the college organizes skill enhancement and employability programs annually. In the current academic session, the "Youth Employability Program" was held in collaboration with Tata Consultancy Services, conducted online. Furthermore, computer skill enhancement webinars were conducted in partnership with the Webel: Achhruram Memorial College Computer Training Centre during this session.

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

Speaking at a national seminar on "Decolonising English Education" in 2001, Professor Kapil Kapoor of Jawaharlal Nehru University emphasized that mainstream English-language education in India has often marginalized inherited learning and distanced academics from traditional Indian modes of thought. This, he argued, has led to a sense of self-denigration among scholars. Many Indian nationalists have criticized Macaulayism, contending that it displaced Indian traditions in areas such as finance and replaced them with an ill-suited foreign system. Furthermore, they assert that Macaulayism prioritized foreign systems of thought over Indian ones. So to over-come this an Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture) is needed.
Introduction: Achhruram Memorial College, is committed to the appropriate integration of Indian knowledge systems into undergraduate (UG) courses. Recognizing the importance of teaching in Indian languages, culture, and utilizing online platforms, the college endeavors to provide a holistic educational experience to its students.
Departments: Achhruram Memorial College boasts departments dedicated to Bengali, Sanskrit, and Hindi, which play pivotal roles in teaching Indian languages and fostering cultural understanding among students. These departments serve as pillars for the integration of Indian knowledge systems into the UGcurriculum.
History Department: The History department's syllabus includes topics that delve into Indian knowledge, language, and culture. By incorporating such elements into the curriculum, the department aims to offer students a comprehensive understanding of India's rich heritage and historical significance.
Yoga: Various initiatives to teach Yoga are taken.
Online Mode of Instruction During COVID Period: Amid the challenges posed by the COVID-19 pandemic, Achhruram Memorial College swiftly adapted to online modes of instruction. Classes were conducted virtually, allowing students to continue their

education safely from their homes. Despite the shift to online learning, the college remained steadfast in its commitment to integrating Indian knowledge systems into UG courses.
Conclusion: Achhruram Memorial College's proactive approach to integrating Indian knowledge systems into UG education underscores its dedication to providing students with a culturally enriching and academically rigorous learning experience. By leveraging its departments in Bengali, Sanskrit, and Hindi, alongside the History department's emphasis on Indian knowledge, language, and culture, the college ensures that students graduate with a deep appreciation for India's diverse heritage and intellectual traditions, even in the face of unprecedented challenges like the COVID-19 pandemic.

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

Introduction: Achhruram Memorial College is dedicated to implementing Outcome-Based Education (OBE) across its undergraduate (UG) courses. By focusing on course outcomes, program outcomes, and program-specific outcomes, the college aims to provide students with a structured and holistic learning experience.
Key Points:
1. Course Outcome, Program Outcome, and Program-Specific Outcomes: The college meticulously outlines course outcomes, program outcomes, and program-specific outcomes for each department. These outcomes are prominently displayed on the college website and are introduced to students during their orientation sessions. By clearlydefining these outcomes, students are aware of the skills and knowledge they are expected to acquire throughout their academic journey.
2. Communication of Course Prospects: Each department takes proactive measures to communicate the prospects of their courses to students. By providing insights into potential career paths and further academic opportunities, departments empower students to make informed decisions about their education and future endeavors.
3. Career Counseling Initiatives: Achhruram Memorial College's Career Counseling Cell collaborates with the Internal Quality Assurance Cell (IQAC) and Tata Consultancy Services (TCS) to conduct the "Youth Employability Programme." Through this initiative, students receive valuable guidance and support to enhance their employability skills and

prepare for the workforce.

4. Integration of Skill Enhancement Course (SEC) Papers: Skill Enhancement Course (SEC) papers are an integral part of the curriculum, further enhancing students' skill sets and competencies. These courses are designed to complement students' academic pursuits and equip them with practical skills relevant to their chosen fields.

Conclusion: Achhruram Memorial College's commitment to Outcome-Based Education (OBE) underscores its dedication to providing students with a well-rounded and future-focused learning experience. By clearly defining course outcomes, program outcomes, and program-specific outcomes, alongside proactive communication of course prospects and career counseling initiatives, the college empowers students to excel academically and thrive in their chosen careers.

20.Distance education/online education:

Achhruram Memorial College has been an advocate in embracing distance education to cater to the diverse needs of its student community. Here's a detailed account of the institution's initiatives and adaptations in the realm of distance education/ online learning:

1. IGNOU Centre: At Achhruram Memorial College, the presence of an Indira Gandhi National Open University (IGNOU) Centre has been instrumental in providing students with a wide array of distance learning programs.

2. Webel Computer Training Centre: Recognizing the pivotal role of digital literacy in today's era, the college houses a Webel Computer Training Centre. This facility empowers students to augment their skill set through courses in computer learning, equipping them with essential technological competencies crucial for their academic and professional endeavors. It is important to notice that the programs in the computer training centre were conducted in online mode during covid.

3. TCS "Youth Employability Program" (2020-2021): In response to the evolving landscape of education and employment, Achhruram Memorial College hosted the TCS Youth Employability Program in the online mode. This initiative aimed to enhance students' employability by imparting industry-relevant skills and knowledge, thereby fostering their readiness for the competitive job market.

4. Transition to Online Classes amid COVID-19: The COVID-19 pandemic necessitated a paradigm shift in educational delivery methods, prompting Achhruram Memorial College to swiftly transition to online mode. Amidst the challenges posed by the

global health crisis, the institution ensured uninterrupted learning experiences for its students by conducting classes virtually.

5. Department-wise Reporting: To ensure accountability and monitor the progress of online classes, each department diligently compiled and submitted reports on the classes conducted to the head of the institution. This systematic approach facilitated effective oversight and quality assurance in the delivery of distance education across various academic disciplines.

6. Open Book Examinations: Adapting to the exigencies of remote learning, the university introduced Open Book Examinations, allowing students to demonstrate their understanding and mastery of course content from the comfort of their homes. Students were afforded the flexibility to access examination materials, respond to questions, and submit answer scripts either through email or by physically submitting them to the office, ensuring continuity in assessment practices despite the unprecedented circumstances. Achhruram Memorial College's steadfast commitment to leveraging distance education methodologies underscores its dedication to promoting inclusive and accessible learning opportunities for all students, thereby fostering academic excellence and holistic development. The institution continues to navigate the dynamic landscape of higher education.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**523**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**2239**

File Description	Documents
Data Template	[View File](#)

2.2	**644**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	**444**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	**57**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**63**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	**15**
Total number of Classrooms and Seminar halls	

4.2	**56.43**
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	**75**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The undergraduate (UG) curriculum, designed under the Choice Based Credit System (CBCS), undergoes meticulous crafting by the university. Oversight and refinement of syllabi are overseen by the Board of Studies (BOS), where faculty members actively engage. This collaborative effort ensures the continuous relevance and alignment of academic offerings with contemporary pedagogical methods and industry demands. A primary goal within this framework is strict adherence to prescribed syllabi, maintained through rigorous monitoring mechanisms. Faculty members are tasked with efficiently covering the curriculum within designated instructional sessions to uphold academic timelines and ensure comprehensive subject coverage. At the beginning of each academic session, a standardized routine is established for Bachelor of Arts (BA) and Bachelor of Science (BSc) programs, aiding students and published on the college website. Simultaneously, an academic calendar is disseminated, providing stakeholders with an overview of significant milestones and events throughout the year. The dynamic nature of pedagogy necessitates periodic reviews of the curriculum. In summary, the university's academic framework blends tradition and innovation, collaboration and pedagogical practice within CBCS framework. Adherence to timelines, transparent communication, and adaptability shows the college'scommitment to academic excellence and stakeholder satisfaction, particularly in the context of current online teaching-learning and evaluation.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	[https://amcollege.ac.in/naacview.php]()

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

An academic calendar is created and distributed at the outset of each academic year, during the admission process for first-year students, and subsequently disseminated to all senior semester students. This comprehensive calendar serves as a guidepost, furnishing students with anticipated dates for internal examinations

across each semester, with concerted efforts made to adhere to these projected timelines. Consequently, students are afforded ample advance notice regarding the impending examination schedules. Furthermore, the academic calendar encapsulates a myriad of vital dates and events, encompassing significant milestones and regular occurrences throughout the academic year. Noteworthy inclusions comprise the dates earmarked for celebratory occasions, such as Sports Day and Annual Prize Day, alongside pivotal events like the Induction meeting for first-year students. Additionally, the calendar delineates the schedule for holidays, ensuring students are well-informed and can plan accordingly. Moreover, the academic calendar proffers insights into the proposed number of working days throughout the academic year, facilitating transparency and informed decision-making amongst students. This meticulous planning and dissemination of pertinent information epitomize the institutions commitment to fostering an environment conducive to academic success and holistic development. The academic calendar also denotes the internal examination dates and the college departments adhere to it. This helps the college in managing regular assessment of the students. Also the probable dates of university examinations are also denoted in the calendar.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://amcollege.ac.in/naac/upload/1.1.1a%20Curriculum_Planning.pdf

1.1.3 - Teachers of the Institution participate in `B. Any 3 of the above` **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**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

15

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)

0

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

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

1

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

1

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	<u>View File</u>

1.3 - Curriculum Enrichment

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

1. Comprehensive Integration within CBCS Curriculum: College embraces the principles of CBCS, ensuring that human values, gender issues, and environmental consciousness are ingrained in all offered programs and courses. This holistic approach reflects the college's commitment to nurturing socially responsible individuals equipped with a profound understanding of ethical, gender-sensitive, and environmentally sustainable practices.

2. Focus on Gender Issues: With gender equality and women's rights as paramount concerns, Achhruram Memorial College places special emphasis on educating students about gender- related challenges and empowering them to address these effectively. Through departmental initiatives, students are sensitized to gender dynamics, fostering a culture of respect, equality, and inclusivity. 3. Mandatory Environmental Studies: Environmental stewardship is prioritized through the university's mandate of Environmental Studies as a compulsory subject for all students, regardless of their chosen disciplines. This interdisciplinary approach ensures that graduates possess the knowledge and awareness necessary to engage in environmental conservation efforts, fostering a sustainable mindset among the student body. 4. Professional Ethics via Career Counselling Cell: The college integrates lessons on professional ethics into its Career Counselling Cell activities, recognizing the ethical dimensions inherent in professional practice. Students are equipped with ethical frameworks and principles essential for navigating their career paths with integrity, responsibility, and ethical discernment.

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	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

943

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution
A. All of the above

**from the following stakeholders Students
Teachers Employers Alumni**

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

1.4.2 - Feedback process of the Institution may be classified as follows   **A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://amcollege.ac.in/naac/upload/Feedback _Action%20Taken%20Report_2021-22.pdf

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

1390

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

396

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

Being the college serving one of the most backward places in the whole of West Bengal, the college has an extra responsibility of catering to student diversity. Most of the students in the college are first generation learners. In Achhruram Memorial College, mentors are assigned to each student within their respective departments. These mentors evaluate students' learning levels using a combination of class performance and internal examinations. Based on their assessment, mentors provide tailored study materials, with advanced learners receiving specialized resources and book recommendations and for slow learners the mentor suggests supplementary materials or clears doubt. Mentorship sessions are scheduled as part of master routine, in harmony with departmental schedules. This approach ensures that both slow and advanced learners receive the necessary guidance for their academic progress.

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
2239	**58**

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

At Achhruram Memorial College, student-centric methodologies are prioritized to enrich learning experiences and foster comprehensive skill development. Even during the online learning phase in COVID these practices continued. Here are the key practices implemented to enhance learning: Discussion Sessions within Lectures: Instructors integrate discussion sessions as an integral component of lectures. These sessions encourage active engagement, critical thinking, and knowledge exchange among students, enhancing their understanding of the subject matter and promoting collaborative learning environments. Collaborative Learning in Homework Assignments: Homework assignments are designed to incorporate collaborative learning principles. Students are encouraged to work together, share perspectives, and solve problems collectively. This approach not only reinforces the concepts covered in class but also cultivates teamwork, communication skills, and mutual support among peers. Brainstorming Sessions for Problem Solving: Several departments at Achhruram Memorial College as for example Mathematics, Physics, Chemistry employ brainstorming sessions as a proactive approach to problem-solving. These sessions involve students in identifying challenges, generating innovative solutions, and collectively addressing real-world issues. By fostering a culture of creativity and collaboration, students develop critical thinking skills and gain practical problem-solving experience. By embracing experiential learning, participative learning, and problem-solving methodologies, Achhruram Memorial College empowers students to take ownership of their learning journey, develop essential competencies, and thrive in diverse academic and professional contexts.

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

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

1. Utilization of Google Meet: During the challenging period of the COVID-19 pandemic, teachers leveraged Google Meet for online teaching. This platform facilitated interactive virtual classrooms, enabling seamless communication and collaboration between teachers and students, ensuring continuity in the learning process despite physical constraints. 2.Microsoft PowerPoint: Teachers employ Microsoft PowerPoint as a dynamic tool to deliver engaging

presentations and instructional materials during online lectures. Through slideshows, complex concepts are elucidated. 3. Communication via WhatsApp: WhatsApp serves as an effective communication channel for circulating notices and important updates to students. This instant messaging platform ensures timely dissemination of information, fostering transparency and keeping students informed about academic events and administrative matters. 4. Access to Online E-Resources: Students benefit from access to a diverse array of online e-resources by library, and educational videos on youtube. 5. Utilization of E-Resources from Sidho-Kanho-Birsha University: Achhruram Memorial College capitalizes on the e-resources available from Sidho-Kanho-Birsha University. These resources encompass a wide range of academic disciplines. 6. Plotting and Programming Software: The Mathematics Department utilizes various plotting and programming software for visualizing mathematical concepts. These tools enable students to explore abstract mathematical ideas through interactive simulations and graphical representations, fostering deeper conceptual understanding and mathematical proficiency.

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

58

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

58

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

17

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

490

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

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode.

Write description within 200 words.

The college has a well-organized way of regularly checking how students are doing. Its important to note that in the CBCS semester system, 10 marks are given internally for each paper. Out of these 10 marks, 3 are for going to class, and 7 are for internal tests. For practical based subjects the internal assessment carries 20 marks (15 marks for examination 5 marks for Lab notebook and Viva voce) out of 50 marks. Our college chooses to do internal tests, which are done centrally for Programme Courses, and by each department for Honours Courses. These internal tests happen every semester, so they are done twice a year. Besides this, there are also less formal ways of checking students progress in class regularly. Some departments have students give talks as part of their assessment. By combining these different ways of evaluating, the college gets a good overall picture of how students are doing throughout the year. This helps to identify areas where students might need help and makes sure learning is happening effectively.

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

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

If a student has any concerns regarding internal examinations, he/she initially approaches the departmental Head with his/her complaint. In general, the departmental Head resolves the issues as all the documents related to his/her examination are in his possession. If the Head is unable to resolve the matter, the student submits a written complaint to the Principal, who then involves the Convenor of the Examination subcommittee to address the concern. If there are any issues regarding the marks submitted to the University, the Principal follows the guidance of the Controller of Examinations to resolve the problem. The college also has a grievances registration portal in its website.

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

2.6 - Student Performance and Learning Outcomes

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

The institution's website showcases and communicates the Programme and Course outcomes for all programs offered. These outcomes are also shared with both teachers and students. The link to access this information is provided below, along with attachments containing the Course Outcomes for all programs.

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

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

The assessment of Programme and course outcomes occurs at the conclusion of each semester by the respective departments, following both internal and University examinations. The evaluations are perfomed more than once in an academic year and these evaluations partially reflect the attainment of Course outcomes. Additionally, post-final exam student progression offers insight into the fulfillment of Course outcomes. An alternative method of evaluating Course outcomes involves examining the number of students achieving good results within the college's affiliating university. Continuous internal assessments part the most crucial role in this regard.

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

446

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	[View File](#)
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://amcollege.ac.in/naac/upload/Feedback%20Analysis_2021-22.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

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)	[View File](#)

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

8

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)	<u>View File</u>

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

16

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

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

6

File Description	Documents
Any additional information	View File
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

Achhruram Memorial College is deeply committed to engaging in community service activities aimed at fostering the holistic development of its students and addressing societal issues. This dedication is exemplified by the extensive involvement of its three National Service Scheme (NSS) units and One NCC, overseen by the respective Programme Officers. Amidst the challenges posed by the COVID-19 pandemic and subsequent lockdown measures, the focus of community engagement efforts shifted towards raising awareness about COVID-19 and providing assistance to those affected by the pandemic. In recognition of their commendable efforts, the college intends to honor these students. Furthermore, throughout the COVID era, various COVID-19 sensitization programs were organized for students, teachers, and the wider community.

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

3

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

3.3.3 - 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

11

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

1117

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

2

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

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

2

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

This college boasts an infrastructure that surpasses that of most other institutions in the district. Currently, it comprises 15 classrooms, 04laboratories, 2 computer centres, a 150-seat auditorium cum seminar and conference hall, and various other amenities. Despite this, the growing student population necessitates additional space and classrooms. Furthermore, rooms has been be allocated for various college cells, as well as for the NCC and Girls common room. The laboratories are regularly equipped with

updated equipment, and computers are procured on a regular basis. In this academic year, the construction work of a volleyball court, and a badminton court completed, to promote various sports activities among the students. Moreover, our college playground has been revamped to promote University and College sports. While the college already boasts extensive teaching and learning resources, efforts are continuously made to expand and upgrade them to meet the evolving needs of both students and faculty in the modern era.

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

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution offers outstanding amenities for cultural endeavors, sports, games, yoga, and various other pursuits. It is important to emphasize that the college houses a developed undergraduate department for Physical Education. The Physical Education department started from 2018. All facilities related to sports, indoor and outdoor games are overseen by the Department of Physical Education. The college boasts a playground, badminton court, and a volleyball court. Notably, the college has consistently excelled in sporting events at the University, and District levels, with a significant number of students achieving DPI level recognition in some disciplines. Every year, some of the college cultural events like Freshers welcome, Teachers' day, Rabindra Jayanti etc. were organised in the college seminar hall with active participation of the students under the guidance of college's cultural committee. As the lockdown is getting lifted gradually, we see all physical sporting and cultural events have starting to happen. Yoga day is celebrated each year near the library where the college has a clean open space surrounded by greenary that is proper for practising yoga. The physical education department also has some gym/ physical fitness equipments and students can borrow them. A register is maintained to keep track of this.

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

21

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

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)

7.95

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

4.2 - Library as a Learning Resource

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

The library operates on a partially automated system facilitated by KOHA software.Through this integrated platform, the library offers a wide range of services and facilities, such as cataloging of book databases, management of book loans and returns, and OPAC. The college aims to procure the latest CAMS 3.0 software in near future that will give full automation in the library. Also the library and administration office will be integrated in this software which is the over-arching goal of the automation.

File Description	Documents
Upload any additional information	[View File]
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

A. Any 4 or more of the above

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

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

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

1.87

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

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

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

80

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

4.3 - IT Infrastructure

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

The college consistently enhances its IT facilities. Despite the complete lockdown imposed throughout the 2020-21 academic year and half of the 2021-2022 academic year due to the COVID-19 pandemic, the teaching-learning process persisted through virtual means, and online examinations were conducted as scheduled. Consequently, teachers were frequently required to visit the college for library tasks, online instruction, and participation in webinars. To bolster computer accessibility college has procured many computers over the years, ensuring each department had its own computer facilities and internet connectivity. College also has a fully functional internet connection of 100 Mbps since 2015 which is supplied to each department and regular maintenance of all facilities is done. The college through its GB subcommittees regularly purchases computers for academic purpose. It is to mention that the Geography computer lab in the college is the prime centre for university practical examination of geography.

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

4.3.2 - Number of Computers

87

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)

36.05

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

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

Physical, academic, and ancillary resources are effectively managed and utilized through the collaboration of various sub- committees and departments, including the library. The roles of these entities are outlined as follows: 1) Purchase Committee: This committee handles procurement requests from departments. Upon receiving requisitions, the convenor convenes meetings to record purchase requests and estimate costs. 2) Building / Constuction Committee:

Responsible for overseeing existing structures and the construction of new facilities, this committee prepares cost estimates and submits funding requests to the Finance Committee. Its membership includes the District Engineer. 3) Finance Committee: Serving as a pivotal body under the governance of the Administrative Body, this committee reviews all financial estimates and allocates funds accordingly. 4) Library Committee: Tasked with overseeing all administrative aspects of the college library, this committee addresses policy matters, resolves issues, and develops new initiatives. 5) Other facilities, such as laboratories, are managed by respective departments with assistance from laboratory personnel such as attendants and cleaners. These departments maintain stock registers and ensure instruments are regularly maintained. Similarly, sports facilities are managed by the Physical Education department, while green practices are overseen by the Green Campus Committee.

File Description	Documents
Upload any additional information	View File
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

880

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	View File
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

A. All of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	<u>View File</u>
Details of capability building and skills enhancement initiatives (Data Template)	<u>View File</u>

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

172

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

172

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)	[View File](#)

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

41

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	[View File](#)

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

5.2.2.1 - Number of outgoing student progression to higher education

11

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

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

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

11

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

1

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

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)

The college conducts election for student representation. The general secretary of the student union is a member of the college GB. But the government has not conducted elections since 2017. But the strong bond among the students lets them organize various events in the college such as Saraswati Puja annually (Even during COVID). The puja organized by the college is one of the biggest in the whole area and attracts a huge crowd throughout the two days of Saraswati puja celebration

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

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

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

3

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	[View File](#)
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 has a alumni association. Though the association is not registered it is very well-connected. There are plans to register this alumni association in near future. The college feels proud to have many of its alumnus as its current staff.

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

In the serene environs of Achhruram Memorial College, West Bengal, the governance structure stands as a beacon of alignment with its core vision and mission. Each policy, decision, and initiative

resonates with the institution's commitment to holistic student development and societal betterment. Let's delve into how the governance framework encapsulates the aspirations of the college: 1. Technological Advancement: It prioritizes regular updates in infrastructure, educational tools, and resources. Moreover, initiatives are in place to empower students with digital literacy, ensuring they remain competitive in the ever-evolving landscape of technology. 2. Academic Excellence: A cornerstone of the governance ethos is fostering an environment conducive to academic success. 3. Career Counseling and Employability: Recognizing the significance of career guidance in shaping students' professional trajectories, the college places a strong emphasis on robust career counseling services. 4. Holistic Development: Beyond academics, the college understands the importance of holistic development. 5. Environmental Consciousness: In line with global sustainability efforts, Achhruram Memorial College is committed to creating an eco-friendly campus. 6. Social Responsibility: Through various outreach programs and community engagement initiatives, students are sensitized to their roles as catalysts for positive change in their communities. 7. Guarding the folk culture: The college works as a gurdian angle of the local folk culture of Purulia district through Kudmali Department, Hand-craft work shops and celebrating various events of local importance.

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

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

In the governance structure, decentralization and participative management principles are consistently applied. This entails the division of college responsibilities among various bodies and committees, fostering a collaborative approach. Here are two key processes: 1. Division of Work by Teachers' Council and Governing body: The Teachers' Council and Governing Body delineate the colleges tasks into distinct categories. Under the Teachers' Council, responsibilities encompass areas like Culture, Sports, Magazine, Library, Common Room, Students' Welfare, Examination, Routine, and Infrastructure Maintenance. Similarly, the Administrative Body oversees areas such as Finance, Purchase, and Building. Each category is managed by a subcommittee comprising both

teaching and non-teaching staff members. These subcommittees are entrusted with the entire process from planning to execution and are accountable to the Teachers' Council or the Administrative Body, as appropriate. 2. Division of Official Work among Office Staff: To ensure effective management, all official tasks are distributed among the office staff. This division facilitates streamlined workflow and efficiency in handling administrative duties. Teachers also take part in this.

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

Curriculum Development: Achhruram Memorial College adheres to the university's prescribed curriculum, with senior teachers from each department actively participating in syllabus development through subject-specific committees. These committees, integral to curriculum shaping, ensure alignment with the Choice Based Credit System (CBCS) framework established by the University Grants Commission (UGC). Teaching and Learning: Full-time teachers convene regularly within the Teachers' Council to deliberate on academic matters and oversee various sub-committees. The Council holds authority over academic policy formulation and examination planning. Embracing e- resources, the college provides departmental computers to facilitate their utilization. Examination and Evaluation: The college, serving as a significant examination center, hosts exams for multiple colleges. Internal assessments have gained importance under the CBCS semester system, with 10 marks allocated for internal evaluation. Honours department assessments include departmental exams, presentations, projects, or practical assessments, ensuring comprehensive evaluation. For covid examinations shifted to OBE. Research and Development: Faculty members actively engage in research. Library, ICT, and Physical Infrastructure: The library aligns acquisitions with the CBCS syllabus, while ICT integration spans administrative offices and academic departments. The campus boasts Wi-Fi accessibility and departmental instruments in line with the CBCS syllabus. Human Resource Management: Dedicated cells focus on career counseling and skill enhancement, integrated into the CBCS curriculum. Industry collaborations like training programs with TCS and NTTF enhance student employability. Admission of Students:

Admissions are merit-based and conducted online for transparency, with sequential publication of merit lists ensuring fairness and transparency. Offline admissions are not accepted.

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.

The Governing Body serves as the paramount administrative authority of the college, overseeing planning, finances, administration, and discipline matters, led by the President and Principal. It holds significant decision-making power. Academic decisions outside its purview are entrusted to the Teachers' Council. The college's administrative operations, including the office and central library, are computerized, facilitating efficient communication through online channels like WhatsApp groups for teachers and students. Additionally, a designated internet corner offers students unrestricted access. All appointments adhere to government procedures and service rules throughout the tenure of both teaching and non-teaching staff. Regular teachers are selected through WBCSC recruitment.

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

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	**No File Uploaded**
Any additional information	<u>View File</u>
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

All the teaching staffs are the members of the Employees' Co-operative Society, from where they can obtain loans. All teachers fall under The General Provident Fund Scheme and Pension Scheme. Leave is as per government rule.The Government also provided revision of pays and allowances for all staff on 01/01/2020. All the non-teaching staffs are the members of the Employees' Cooperative Society, from where they can obtain loan. They, too, fall under the GPF scheme and Pension benefit of the government. Leave is as per government rule.The Government also provided revision of pays and allowances for all staff on 01/01/2020. Festival advance is provided from the college fund to all the nonteaching staffs, both fulltime and casual. The remuneration of the casual and daily wage staffs of the college is increased every year by the Governing Body.

For the regular staff governement regularly revises Dearness Allowance to take care of the rising inflation.

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

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)	View File

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)	View File

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

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

10

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	<u>View File</u>
Details of teachers attending professional development programmes during the year (Data Template)	<u>View File</u>

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

This institution employs a comprehensive appraisal system for both teaching and non-teaching staff members. For teaching staff, each undergoes a meticulous appraisal process using a designated form, endorsed by the Principal and evaluated by University and Government experts at each promotion stage. Advancement from Assistant Professor to Associate Professor involves three distinct stages, with assessment criteria extending beyond academic endeavors to encompass administrative duties, student engagement, and extracurricular contributions. Additionally, the Governing Body conducts evaluations before confirming a teacher's services, adhering to ROPA 19 regulations. Similarly, non-teaching staff members receive assessments of satisfactory service prior to promotions or eligibility for benefits after ten or twenty years of service. Their daily activities are under constant scrutiny by the Principal and Governing Body, with periodic performance reports provided to the latter by the former.

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

There is an internal method in place of regular auditing of

accounts. The Accountant and Bursar first check all accounts and then bills are sent to the Principal for approval. All financial decisions are taken by the Finance Committee. As such, there is a definite mechanism for a continuous system of audit internally. The college conducts Annual Audit by auditors appointed by the Government. As such, the resources of the college are utilized to the utmost. But it is to mention that the government has not sent any auditor since 2019-2020, but the college has been regularly keeping its accounts up to date.

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

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

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

0

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

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

The institution is committed to resource mobilization and efficient fund utilization. Departments, the library, and the office periodically submit purchase requisitions, which are reviewed by the Principal before being forwarded to the Finance Sub-committee of Governing body for consideration. All financial decisions ultimately rest with the Governing Body. The Accountant maintains accounts, which are then scrutinized by the Governing Body for approval. Financial proposals from Teachers' Council are also presented for consideration. The college's financial system is fully computerized, utilizing CAMS office software. Government-appointed auditors

conduct the Annual Audit to ensure optimal resource utilization. But it is to mention that the government has not sent any auditor since 2019-2020, but the college has been regularly keeping its accounts up to date.

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 IQAC of this college is in the core of it all round development. IQAC not assures quality but enhances it. It sits at the sweet spot between college administration and Academic Sub-committees and works as a bridge between the two. The IQAC has enhanced the teaching-learning process by integrating technology and online methods, ensuring continuity despite lockdown restrictions. This includes collaborating with NSS for tree-planting ceremonies to enhance the college's green environment. Additionally, the IQAC has coordinated webinars with various departments to provide valuable insights to both students and teachers during the lockdown. To further support departmental needs, the IQAC has compiled lists of essential equipment for procurement. Furthermore, the IQAC has initiated online courses in partnership with the Career Counseling Cell, aiming to broaden educational opportunities for students. It was the initiative of IQAC for which the college saw a collaboration with the Heartfulness organization to work on student mental health which is a growing concern at this day and age. It is the vision of the IQAC which enabled the college to sign MoU with Chhau Mask maker for teaching students with hand-craft mask making. This serves 2 purposes. First it gives the students a way to earn livelihood, second it gives college a change to culture and nurture the folk art of this region.

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

The institution diligently evaluates its teaching-learning methodologies, operational structures, and learning outcomes through the Internal Quality Assurance Cell (IQAC) in accordance with established norms. Notably, the IQAC has vigilantly monitored the teaching-learning process, especially amid the challenges posed by the lockdown period. The regular menton-mentee meets play a crucial role in this regard. Regular reports detailing the online teaching-learning activities have been consistently shared with both the university and government authorities throughout the year, ensuring transparency and accountability. Collaboration between various departments and the IQAC has facilitated the organization of webinars aimed at enriching the academic experience of students and faculty members. Various pedalogical ideas about teaching are discussed in the IQAC.

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

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	**No File Uploaded**

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

At Achhruram Memorial College, as a co-educational institution, gender equity is a central focus. Acknowledging the significance of gender equality and women's rights, the college prioritizes the promotion of gender equity throughout its operations. Special emphasis is placed on educating students about gender-related challenges and empowering them with the necessary knowledge and skills to address these issues proactively. Departments within the college play a crucial role in sensitizing students to the complexities of gender dynamics. Through various academic activities, discussions, and initiatives, students are encouraged to explore and understand the nuances of gender equality. This approach fosters a culture of respect, equality, and inclusivity within the college community. By integrating discussions on gender equity into the curriculum and providing platforms for dialogue and reflection, Achhruram Memorial College strives to create a supportive environment where all individuals feel valued and respected regardless of gender. Through these measures, the institution is committed to promoting gender equity and empowering students to become agents of positive change in society.

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

C. Any 2 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

At Achhruram Memorial College, robust facilities are in place to manage various types of waste effectively, ensuring environmental sustainability and compliance with regulatory standards. Solid waste management is handled through designated bins and collection points across the campus, where waste is segregated into biodegradable and non-biodegradable categories for proper disposal. E-waste management facilities enable the safe collection and disposal of electronic waste, including computers, printers, and other electronic devices. Hazardous chemicals are managed through stringent protocols and specialized storage facilities to ensure safe handling, storage, and disposal, in compliance with applicable regulations and guidelines. Overall, Achhruram Memorial College is committed to implementing sustainable waste management practices, promoting environmental stewardship, and minimizing its ecological footprint.

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	<u>View File</u>

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
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:

A. Any 4 or All 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	<u>View File</u>
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

D. Any 1 of the above

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	View File

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	**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	View File

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).

All government reservation regulations are strictly adhered to during the admission of students and the recruitment of both

teaching and non-teaching staff. The 100-point roster is meticulously followed for the recruitment process. Regarding student admissions, it is important to note that Purulia district, where the college is located, is recognized as one of the most underdeveloped districts in the nation and has a significant tribal population. The college serving this tribal community has grown an inclusive environment in the college. The college adheres to the government norms and holidays are declared on major religous festival. Also college leased its land to governement for constructing SC girls Hostel under Babu Jagjibanram Chhatrawas Yojana. Also the college is continuously trying to integrate the folk culture more into the college environment. The college has introduceda Kudmali department which is a local language. The college has introduce making of various local hand-craft product related to folk culture.

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 college places significant emphasis on educating both students and staff about constitutional values, rights, duties, and responsibilities. Firstly, regular seminars and awareness programs are conducted to enlighten the students, given that this is a co- ed college, about their constitutional rights and women's issues. Despite the challenges posed by the lockdown, the deparments are regularly working in sesitizing of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens. Secondly, the college stands as a prominent institution in the state, where students receive consistent training for participation in Youth Parliament Competitions annually. These competitions, facilitated by the Department of Parliamentary Affairs, serve as a platform for honing students' understanding of democratic processes and governance. The college has a very active electoral literacy club. This club works on spreading awareness regarding voting and democracy. Also the constitutional obligations: values, rights, duties and responsibilities of citizens are integral part of the curriculum of departments such as History and Political Science.

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

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

A. All of the above

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	View File

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

The institute celebrates: Independence day, Republic day, Birthday of Netaji, Birthday of Rabindranath Tagore, International Yoga Day, World environment Day, Saraswati Puja, Teachers' day, College foundation day.

The college Saraswati puja is a major attraction for the local residents and they gather in large numbers to celebrate this in the college.

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	View File

7.2 - Best Practices

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

Best Practice 1: Placement of College and Local Students through Career Counselling Cell Objectives: The primary objective is to facilitate job opportunities for both college students and local/other graduates from different Universities and Colleges (and from other States also) with a Bachelor's Degree. This is achieved through a short-term (30 days) coursework/training program. Context: Companies like TCS and NTTF have partnered with the college to offer job placements for both college students and local/other graduates from different Universities and Colleges simultaneously. The Practice: Students are selected for job placements based on their performance in the coursework/training program provided by TCS and NTTF. Evidence of Success: Successful completion of the coursework/training program leads to job placements for selected students. Problems and Resources: While the practice has been successful, challenges such as space constraints and logistical issues may arise during the coursework/training process.

Best practice 2: Meditation Training for Students Offered by Heartfulness Organization from Bangalore Objectives: Promoting Mental Health Stability Among Students Context: Since 2022, Heartfulness Organization has introduced a mandatory training for all college students. Additionally, amidst the COVID lockdown, the organization addresses deteriorating student mental health. The Practice: All students participate in regular meditation sessions. Evidence of Success: Students enthusiastically embrace the practice, attracting outside individuals to join sessions on campus. Problems and Resources: Engagement of all students in meditation poses space limitations.

File Description	Documents
Best practices in the Institutional web site	View File
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

Title: Guarding and nurturing the folk culture.

The college, situated in Jhalda, Purulia,West Bengal, finds itself in an area recognized as one of the most underdeveloped in the region. Despite this, Purulia is renowned for its vibrant Folk Culture, with Purulia Chhau Dance holding particular significance. This semi-classical Indian dance, deeply rooted in folk traditions, is emblematic of the rich cultural heritage of the region. Its cultural importance is underscored by its inclusion on UNESCO's world heritage list of dances. The college has a unique mission to serve the marginalized students of the region. This includes those from tribal communities and rural areas, aiming to uplift them through education. Purulia Chhau Dance, a cherished cultural gem, faces the threat of extinction over time. Recognizing this, the college endeavours to preserve and promote the dance form among its students. By encouraging and supporting students to embrace Purulia Chhau Dance, the college not only contributes to the preservation of cultural heritage; but, also provides students with a means of cultural expression and identity. In doing so, the college not only serves as an educational institution, but also as a guardian of cultural heritage and identity in the region. The newly introduced Kudmali department is a proof of colleges' intent to serve the regional language and folk culture. The college plans to celebrate festivals of local importance soon. The college has introduced making of various local hand-craft product related to folk culture, such as hand-crafted Chhau Mask.

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 undergraduate (UG) curriculum, designed under the Choice Based Credit System (CBCS), undergoes meticulous crafting by the university. Oversight and refinement of syllabi are overseen by the Board of Studies (BOS), where faculty members actively engage. This collaborative effort ensures the continuous relevance and alignment of academic offerings with contemporary pedagogical methods and industry demands. A primary goal within this framework is strict adherence to prescribed syllabi, maintained through rigorous monitoring mechanisms. Faculty members are tasked with efficiently covering the curriculum within designated instructional sessions to uphold academic timelines and ensure comprehensive subject coverage. At the beginning of each academic session, a standardized routine is established for Bachelor of Arts (BA) and Bachelor of Science (BSc) programs, aiding students and published on the college website. Simultaneously, an academic calendar is disseminated, providing stakeholders with an overview of significant milestones and events throughout the year. The dynamic nature of pedagogy necessitates periodic reviews of the curriculum. In summary, the university's academic framework blends tradition and innovation, collaboration and pedagogical practice within CBCS framework. Adherence to timelines, transparent communication, and adaptability shows the college'scommitment to academic excellence and stakeholder satisfaction, particularly in the context of current online teaching-learning and evaluation.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://amcollege.ac.in/naacview.php

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

An academic calendar is created and distributed at the outset of each academic year, during the admission process for first-year

students, and subsequently disseminated to all senior semester students. This comprehensive calendar serves as a guidepost, furnishing students with anticipated dates for internal examinations across each semester, with concerted efforts made to adhere to these projected timelines. Consequently, students are afforded ample advance notice regarding the impending examination schedules. Furthermore, the academic calendar encapsulates a myriad of vital dates and events, encompassing significant milestones and regular occurrences throughout the academic year. Noteworthy inclusions comprise the dates earmarked for celebratory occasions, such as Sports Day and Annual Prize Day, alongside pivotal events like the Induction meeting for first-year students. Additionally, the calendar delineates the schedule for holidays, ensuring students are well-informed and can plan accordingly. Moreover, the academic calendar proffers insights into the proposed number of working days throughout the academic year, facilitating transparency and informed decision-making amongst students. This meticulous planning and dissemination of pertinent information epitomize the institutions commitment to fostering an environment conducive to academic success and holistic development. The academic calendar also denotes the internal examination dates and the college departments adhere to it. This helps the college in managing regular assessment of the students. Also the probable dates of university examinations are also denoted in the calendar.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://amcollege.ac.in/naac/upload/1.1.1a%20Curriculum_Planning.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

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

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

15

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)

0

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

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

1

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

1

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

1. Comprehensive Integration within CBCS Curriculum: College embraces the principles of CBCS, ensuring that human values, gender issues, and environmental consciousness are ingrained in all offered programs and courses. This holistic approach reflects the college's commitment to nurturing socially responsible individuals equipped with a profound understanding of ethical, gender-sensitive, and environmentally sustainable practices.

2. Focus on Gender Issues: With gender equality and women's rights as paramount concerns, Achhruram Memorial College places special emphasis on educating students about gender- related challenges and empowering them to address these effectively. Through departmental initiatives, students are sensitized to gender dynamics, fostering a culture of respect, equality, and inclusivity. 3. Mandatory Environmental Studies: Environmental stewardship is prioritized through the university's mandate of Environmental Studies as a compulsory subject for all students, regardless of their chosen disciplines. This interdisciplinary approach ensures that graduates possess the knowledge and awareness necessary to engage in environmental conservation efforts, fostering a sustainable mindset among the student body. 4. Professional Ethics via Career Counselling Cell: The college integrates lessons on professional ethics into its Career Counselling Cell activities, recognizing the ethical dimensions inherent in professional practice. Students are equipped with ethical frameworks and principles essential for navigating their career paths with integrity, responsibility, and ethical discernment.

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	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

943

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://amcollege.ac.in/naac/upload/Feedback_Action%20Taken%20Report_2021-22.pdf

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

1390

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

396

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

Being the college serving one of the most backward places in the whole of West Bengal, the college has an extra responsibility of catering to student diversity. Most of the students in the college are first generation learners. In Achhruram Memorial College, mentors are assigned to each student within their respective departments. These mentors evaluate students' learning levels using a combination of class performance and internal examinations. Based on their assessment, mentors provide tailored study materials, with advanced learners receiving specialized resources and book recommendations and for slow learners the mentor suggests supplementary materials or clears doubt. Mentorship sessions are scheduled as part of master routine, in harmony with departmental schedules. This approach ensures that both slow and advanced learners receive the necessary guidance for their academic progress.

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
2239	**58**

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

At Achhruram Memorial College, student-centric methodologies are prioritized to enrich learning experiences and foster comprehensive skill development. Even during the online learning phase in COVID these practices continued. Here are the key practices implemented to enhance learning: Discussion Sessions within Lectures: Instructors integrate discussion sessions as an integral component of lectures. These sessions encourage active engagement, critical thinking, and knowledge exchange among students, enhancing their understanding of the subject matter and promoting collaborative learning environments. Collaborative Learning in Homework Assignments: Homework assignments are designed to incorporate collaborative learning principles. Students are encouraged to work together, share perspectives, and solve problems collectively. This approach not only reinforces the concepts covered in class but also cultivates teamwork, communication skills, and mutual support among peers. Brainstorming Sessions for Problem Solving: Several departments at Achhruram Memorial College as for example Mathematics, Physics, Chemistry employ brainstorming sessions as a proactive approach to problem-solving. These sessions involve students in identifying challenges, generating innovative solutions, and collectively addressing real-world issues. By fostering a culture of creativity and collaboration, students develop critical thinking skills and gain practical problem-solving experience. By embracing experiential learning, participative learning, and problem-solving methodologies, Achhruram Memorial College empowers students to take ownership of their learning journey, develop essential competencies, and thrive in diverse academic and professional contexts.

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

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description

in maximum of 200 words

1. Utilization of Google Meet: During the challenging period of the COVID-19 pandemic, teachers leveraged Google Meet for online teaching. This platform facilitated interactive virtual classrooms, enabling seamless communication and collaboration between teachers and students, ensuring continuity in the learning process despite physical constraints. 2.Microsoft PowerPoint: Teachers employ Microsoft PowerPoint as a dynamic tool to deliver engaging presentations and instructional materials during online lectures. Through slideshows, complex concepts are elucidated. 3. Communication via WhatsApp: WhatsApp serves as an effective communication channel for circulating notices and important updates to students. This instant messaging platform ensures timely dissemination of information, fostering transparency and keeping students informed about academic events and administrative matters. 4. Access to Online E-Resources: Students benefit from access to a diverse array of online e-resources by library, and educational videos on youtube. 5. Utilization of E-Resources from Sidho-Kanho-Birsha University: Achhruram Memorial College capitalizes on the e-resources available from Sidho-Kanho-Birsha University. These resources encompass a wide range of academic disciplines. 6. Plotting and Programming Software: The Mathematics Department utilizes various plotting and programming software for visualizing mathematical concepts. These tools enable students to explore abstract mathematical ideas through interactive simulations and graphical representations, fostering deeper conceptual understanding and mathematical proficiency.

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

58

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

58

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

17

File Description	Documents
Any additional information	View File
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

490

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

2.5 - Evaluation Process and Reforms

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

The college has a well-organized way of regularly checking how students are doing. Its important to note that in the CBCS semester system, 10 marks are given internally for each paper. Out of these 10 marks, 3 are for going to class, and 7 are for internal tests. For practical based subjects the internal assessment carries 20 marks (15 marks for examination 5 marks for Lab notebook and Viva voce) out of 50 marks. Our college chooses to do internal tests, which are done centrally for Programme Courses, and by each department for Honours Courses. These internal tests happen every semester, so they are done twice a year. Besides this, there are also less formal ways of checking students progress in class regularly. Some departments have students give talks as part of their assessment. By combining these different ways of evaluating, the college gets a good overall picture of how students are doing throughout the year. This helps to identify areas where students might need help and makes sure learning is happening effectively.

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

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

If a student has any concerns regarding internal examinations, he/she initially approaches the departmental Head with his/her complaint. In general, the departmental Head resolves the issues as all the documents related to his/her examination are in his possession. If the Head is unable to resolve the matter, the

student submits a written complaint to the Principal, who then involves the Convenor of the Examination subcommittee to address the concern. If there are any issues regarding the marks submitted to the University, the Principal follows the guidance of the Controller of Examinations to resolve the problem. The college also has a grievances registration portal in its website.

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

2.6 - Student Performance and Learning Outcomes

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

The institution's website showcases and communicates the Programme and Course outcomes for all programs offered. These outcomes are also shared with both teachers and students. The link to access this information is provided below, along with attachments containing the Course Outcomes for all programs.

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

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

The assessment of Programme and course outcomes occurs at the conclusion of each semester by the respective departments, following both internal and University examinations. The evaluations are perfomed more than once in an academic year and these evaluations partially reflect the attainment of Course outcomes. Additionally, post-final exam student progression offers insight into the fulfillment of Course outcomes. An alternative method of evaluating Course outcomes involves examining the number of students achieving good results within the college's affiliating university. Continuous internal assessments part the most crucial role in this regard.

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

446

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	<u>View File</u>
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

https://amcollege.ac.in/naac/upload/Feedback%20Analysis_2021-22.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

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)	View File

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

8

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)	View File

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

16

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

3.2.2 - 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

6

File Description	Documents
Any additional information	View File
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

Achhruram Memorial College is deeply committed to engaging in community service activities aimed at fostering the holistic development of its students and addressing societal issues. This dedication is exemplified by the extensive involvement of its three National Service Scheme (NSS) units and One NCC, overseen by the respective Programme Officers. Amidst the challenges posed by the COVID-19 pandemic and subsequent lockdown measures, the focus of community engagement efforts shifted towards raising awareness about COVID-19 and providing assistance to those affected by the pandemic. In recognition of their commendable efforts, the college intends to honor these students. Furthermore, throughout the COVID era, various COVID-19

sensitization programs were organized for students, teachers, and the wider community.

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

3

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

3.3.3 - 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

11

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

1117

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

2

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

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

2

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

This college boasts an infrastructure that surpasses that of most other institutions in the district. Currently, it comprises 15 classrooms, 04laboratories, 2 computer centres, a 150-seat auditorium cum seminar and conference hall, and various other amenities. Despite this, the growing student population necessitates additional space and classrooms. Furthermore, rooms has been be allocated for various college cells, as well as for the NCC and Girls common room. The laboratories are regularly equipped with updated equipment, and computers are procured on a regular basis. In this academic year, the construction work of a volleyball court, and a badminton court completed, to promote various sports activities among the students. Moreover, our college playground has been revamped to promote University and College sports. While the college already boasts extensive teaching and learning resources, efforts are continuously made to expand and upgrade them to meet the evolving needs of both students and faculty in the modern era.

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

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution offers outstanding amenities for cultural

endeavors, sports, games, yoga, and various other pursuits. It is important to emphasize that the college houses a developed undergraduate department for Physical Education. The Physical Education department started from 2018. All facilities related to sports, indoor and outdoor games are overseen by the Department of Physical Education. The college boasts a playground, badminton court, and a volleyball court. Notably, the college has consistently excelled in sporting events at the University, and District levels, with a significant number of students achieving DPI level recognition in some disciplines. Every year, some of the college cultural events like Freshers welcome, Teachers' day, Rabindra Jayanti etc. were organised in the college seminar hall with active participation of the students under the guidance of college's cultural committee. As the lockdown is getting lifted gradually, we see all physical sporting and cultural events have starting to happen. Yoga day is celebrated each year near the library where the college has a clean open space surrounded by greenary that is proper for practising yoga. The physical education department also has some gym/ physical fitness equipments and students can borrow them. A register is maintained to keep track of this.

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

21

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

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)

7.95

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

4.2 - Library as a Learning Resource

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

The library operates on a partially automated system facilitated by KOHA software.Through this integrated platform, the library offers a wide range of services and facilities, such as cataloging of book databases, management of book loans and returns, and OPAC. The college aims to procure the latest CAMS 3.0 software in near future that will give full automation in the library. Also the library and administration office will be integrated in this software which is the over-arching goal of the automation.

File Description	Documents
Upload any additional information	[View File](#)
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	**A. Any 4 or more of the above**

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

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

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

1.87

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

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

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

80

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

4.3 - IT Infrastructure

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

The college consistently enhances its IT facilities. Despite the complete lockdown imposed throughout the 2020-21 academic year and half of the 2021-2022 academic year due to the COVID-19 pandemic, the teaching-learning process persisted through virtual means, and online examinations were conducted as scheduled. Consequently, teachers were frequently required to visit the college for library tasks, online instruction, and participation in webinars. To bolster computer accessibility college has procured many computers over the years, ensuring each department had its own computer facilities and internet connectivity. College also has a fully functional internet connection of 100 Mbps since 2015 which is supplied to each department and regular maintenance of all facilities is done. The college through its GB subcommittees regularly purchases computers for academic purpose. It is to mention that the Geography computer lab in the college is the prime centre for university practical examination of geography.

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

4.3.2 - Number of Computers

87

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)

36.05

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

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

Physical, academic, and ancillary resources are effectively managed and utilized through the collaboration of various sub-committees and departments, including the library. The roles of these entities are outlined as follows: 1) Purchase Committee: This committee handles procurement requests from departments. Upon receiving requisitions, the convenor convenes meetings to record purchase requests and estimate costs. 2) Building / Constuction Committee: Responsible for overseeing existing structures and the construction of new facilities, this committee prepares cost estimates and submits funding requests to the Finance Committee. Its membership includes the District Engineer. 3) Finance Committee: Serving as a pivotal body under the governance of the Administrative Body, this committee reviews all financial estimates and allocates funds accordingly. 4) Library Committee: Tasked with overseeing all administrative aspects of the college library, this committee addresses policy matters,

resolves issues, and develops new initiatives. 5) Other facilities, such as laboratories, are managed by respective departments with assistance from laboratory personnel such as attendants and cleaners. These departments maintain stock registers and ensure instruments are regularly maintained. Similarly, sports facilities are managed by the Physical Education department, while green practices are overseen by the Green Campus Committee.

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

880

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	[View File](#)
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

A. All of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	<u>View File</u>
Details of capability building and skills enhancement initiatives (Data Template)	<u>View File</u>

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

172

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

172

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)	<u>View File</u>

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

41

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	[View File](#)

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

5.2.2.1 - Number of outgoing student progression to higher education

11

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

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

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

11

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

1

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

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)

The college conducts election for student representation. The general secretary of the student union is a member of the college GB. But the government has not conducted elections since 2017. But the strong bond among the students lets them organize various events in the college such as Saraswati Puja annually (Even during COVID). The puja organized by the college is one of the biggest in the whole area and attracts a huge crowd throughout the two days of Saraswati puja celebration

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

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

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

3

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	<u>View File</u>
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)	<u>View File</u>

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 has a alumni association. Though the association is not registered it is very well-connected. There are plans to

register this alumni association in near future. The college feels proud to have many of its alumnus as its current staff.

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

In the serene environs of Achhruram Memorial College, West Bengal, the governance structure stands as a beacon of alignment with its core vision and mission. Each policy, decision, and initiative resonates with the institution's commitment to holistic student development and societal betterment. Let's delve into how the governance framework encapsulates the aspirations of the college: 1. Technological Advancement: It prioritizes regular updates in infrastructure, educational tools, and resources. Moreover, initiatives are in place to empower students with digital literacy, ensuring they remain competitive in the ever-evolving landscape of technology. 2. Academic Excellence: A cornerstone of the governance ethos is fostering an environment conducive to academic success. 3. Career Counseling and Employability: Recognizing the significance of career guidance in shaping students' professional trajectories, the college places a strong emphasis on robust career counseling services. 4. Holistic Development: Beyond academics, the college understands the importance of holistic development. 5. Environmental Consciousness: In line with global sustainability efforts, Achhruram Memorial College is committed to creating an eco-friendly campus. 6. Social Responsibility: Through various outreach programs and community engagement initiatives, students are sensitized to their roles as catalysts for positive change in

their communities. 7. Guarding the folk culture: The college works as a gurdian angle of the local folk culture of Purulia district through Kudmali Department, Hand-craft work shops and celebrating various events of local importance.

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

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

In the governance structure, decentralization and participative management principles are consistently applied. This entails the division of college responsibilities among various bodies and committees, fostering a collaborative approach. Here are two key processes: 1. Division of Work by Teachers' Council and Governing body: The Teachers' Council and Governing Body delineate the colleges tasks into distinct categories. Under the Teachers' Council, responsibilities encompass areas like Culture, Sports, Magazine, Library, Common Room, Students' Welfare, Examination, Routine, and Infrastructure Maintenance. Similarly, the Administrative Body oversees areas such as Finance, Purchase, and Building. Each category is managed by a subcommittee comprising both teaching and non-teaching staff members. These subcommittees are entrusted with the entire process from planning to execution and are accountable to the Teachers' Council or the Administrative Body, as appropriate. 2. Division of Official Work among Office Staff: To ensure effective management, all official tasks are distributed among the office staff. This division facilitates streamlined workflow and efficiency in handling administrative duties. Teachers also take part in this.

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

Curriculum Development: Achhruram Memorial College adheres to the university's prescribed curriculum, with senior teachers from each department actively participating in syllabus development through subject-specific committees. These committees, integral to curriculum shaping, ensure alignment with the Choice Based Credit System (CBCS) framework established by the University Grants Commission (UGC). Teaching and Learning: Full-time teachers convene regularly within the Teachers' Council to deliberate on academic matters and oversee various sub-committees. The Council holds authority over academic policy formulation and examination planning. Embracing e- resources, the college provides departmental computers to facilitate their utilization. Examination and Evaluation: The college, serving as a significant examination center, hosts exams for multiple colleges. Internal assessments have gained importance under the CBCS semester system, with 10 marks allocated for internal evaluation. Honours department assessments include departmental exams, presentations, projects, or practical assessments, ensuring comprehensive evaluation. For covid examinations shifted to OBE. Research and Development: Faculty members actively engage in research. Library, ICT, and Physical Infrastructure: The library aligns acquisitions with the CBCS syllabus, while ICT integration spans administrative offices and academic departments. The campus boasts Wi-Fi accessibility and departmental instruments in line with the CBCS syllabus. Human Resource Management: Dedicated cells focus on career counseling and skill enhancement, integrated into the CBCS curriculum. Industry collaborations like training programs with TCS and NTTF enhance student employability. Admission of Students: Admissions are merit-based and conducted online for transparency, with sequential publication of merit lists ensuring fairness and transparency. Offline admissions are not accepted.

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.

The Governing Body serves as the paramount administrative

authority of the college, overseeing planning, finances, administration, and discipline matters, led by the President and Principal. It holds significant decision-making power. Academic decisions outside its purview are entrusted to the Teachers' Council. The college's administrative operations, including the office and central library, are computerized, facilitating efficient communication through online channels like WhatsApp groups for teachers and students. Additionally, a designated internet corner offers students unrestricted access. All appointments adhere to government procedures and service rules throughout the tenure of both teaching and non-teaching staff. Regular teachers are selected through WBCSC recruitment.

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

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

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

6.3 - Faculty Empowerment Strategies

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

All the teaching staffs are the members of the Employees' Co-operative Society, from where they can obtain loans. All teachers fall under The General Provident Fund Scheme and Pension Scheme.

Leave is as per government rule.The Government also provided revision of pays and allowances for all staff on 01/01/2020. All the non-teaching staffs are the members of the Employees' Cooperative Society, from where they can obtain loan. They, too, fall under the GPF scheme and Pension benefit of the government. Leave is as per government rule.The Government also provided revision of pays and allowances for all staff on 01/01/2020. Festival advance is provided from the college fund to all the nonteaching staffs, both fulltime and casual. The remuneration of the casual and daily wage staffs of the college is increased every year by the Governing Body.

For the regular staff governement regularly revises Dearness Allowance to take care of the rising inflation.

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

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)	[View File](#)

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)	View File

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

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

10

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	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

This institution employs a comprehensive appraisal system for both teaching and non-teaching staff members. For teaching staff, each undergoes a meticulous appraisal process using a designated form, endorsed by the Principal and evaluated by University and

Government experts at each promotion stage. Advancement from Assistant Professor to Associate Professor involves three distinct stages, with assessment criteria extending beyond academic endeavors to encompass administrative duties, student engagement, and extracurricular contributions. Additionally, the Governing Body conducts evaluations before confirming a teacher's services, adhering to ROPA 19 regulations. Similarly, non-teaching staff members receive assessments of satisfactory service prior to promotions or eligibility for benefits after ten or twenty years of service. Their daily activities are under constant scrutiny by the Principal and Governing Body, with periodic performance reports provided to the latter by the former.

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

There is an internal method in place of regular auditing of accounts. The Accountant and Bursar first check all accounts and then bills are sent to the Principal for approval. All financial decisions are taken by the Finance Committee. As such, there is a definite mechanism for a continuous system of audit internally. The college conducts Annual Audit by auditors appointed by the Government. As such, the resources of the college are utilized to the utmost. But it is to mention that the government has not sent any auditor since 2019-2020, but the college has been regularly keeping its accounts up to date.

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

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

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

0

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

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

The institution is committed to resource mobilization and efficient fund utilization. Departments, the library, and the office periodically submit purchase requisitions, which are reviewed by the Principal before being forwarded to the Finance Sub-committee of Governing body for consideration. All financial decisions ultimately rest with the Governing Body. The Accountant maintains accounts, which are then scrutinized by the Governing Body for approval. Financial proposals from Teachers' Council are also presented for consideration. The college's financial system is fully computerized, utilizing CAMS office software. Government-appointed auditors conduct the Annual Audit to ensure optimal resource utilization. But it is to mention that the government has not sent any auditor since 2019-2020, but the college has been regularly keeping its accounts up to date.

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 IQAC of this college is in the core of it all round development. IQAC not assures quality but enhances it. It sits at the sweet spot between college administration and Academic Sub-

committees and works as a bridge between the two. The IQAC has enhanced the teaching-learning process by integrating technology and online methods, ensuring continuity despite lockdown restrictions. This includes collaborating with NSS for tree-planting ceremonies to enhance the college's green environment. Additionally, the IQAC has coordinated webinars with various departments to provide valuable insights to both students and teachers during the lockdown. To further support departmental needs, the IQAC has compiled lists of essential equipment for procurement. Furthermore, the IQAC has initiated online courses in partnership with the Career Counseling Cell, aiming to broaden educational opportunities for students. It was the initiative of IQAC for which the college saw a collaboration with the Heartfulness organization to work on student mental health which is a growing concern at this day and age. It is the vision of the IQAC which enabled the college to sign MoU with Chhau Mask maker for teaching students with hand-craft mask making. This serves 2 purposes. First it gives the students a way to earn livelihood, second it gives college a change to culture and nurture the folk art of this region.

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

The institution diligently evaluates its teaching-learning methodologies, operational structures, and learning outcomes through the Internal Quality Assurance Cell (IQAC) in accordance with established norms. Notably, the IQAC has vigilantly monitored the teaching-learning process, especially amid the challenges posed by the lockdown period. The regular menton-mentee meets play a crucial role in this regard. Regular reports detailing the online teaching-learning activities have been consistently shared with both the university and government authorities throughout the year, ensuring transparency and accountability. Collaboration between various departments and the IQAC has facilitated the organization of webinars aimed at enriching the academic experience of students and faculty members. Various pedalogical ideas about teaching are discussed

in the IQAC.

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

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

At Achhruram Memorial College, as a co-educational institution, gender equity is a central focus. Acknowledging the significance of gender equality and women's rights, the college prioritizes the promotion of gender equity throughout its operations. Special emphasis is placed on educating students about gender-related challenges and empowering them with the necessary knowledge and skills to address these issues proactively. Departments within the college play a crucial role in sensitizing students to the

complexities of gender dynamics. Through various academic activities, discussions, and initiatives, students are encouraged to explore and understand the nuances of gender equality. This approach fosters a culture of respect, equality, and inclusivity within the college community. By integrating discussions on gender equity into the curriculum and providing platforms for dialogue and reflection, Achhruram Memorial College strives to create a supportive environment where all individuals feel valued and respected regardless of gender. Through these measures, the institution is committed to promoting gender equity and empowering students to become agents of positive change in society.

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	C. Any 2 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

At Achhruram Memorial College, robust facilities are in place to manage various types of waste effectively, ensuring environmental sustainability and compliance with regulatory standards. Solid waste management is handled through designated bins and collection points across the campus, where waste is segregated

into biodegradable and non-biodegradable categories for proper disposal. E-waste management facilities enable the safe collection and disposal of electronic waste, including computers, printers, and other electronic devices. Hazardous chemicals are managed through stringent protocols and specialized storage facilities to ensure safe handling, storage, and disposal, in compliance with applicable regulations and guidelines. Overall, Achhruram Memorial College is committed to implementing sustainable waste management practices, promoting environmental stewardship, and minimizing its ecological footprint.

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	View File

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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All 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 energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**D. Any 1 of the above**

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**C. Any 2 of the above**

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

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).

All government reservation regulations are strictly adhered to during the admission of students and the recruitment of both teaching and non-teaching staff. The 100-point roster is meticulously followed for the recruitment process. Regarding student admissions, it is important to note that Purulia district, where the college is located, is recognized as one of the most underdeveloped districts in the nation and has a significant tribal population. The college serving this tribal community has grown an inclusive environment in the college. The college adheres to the government norms and holidays are declared on major religous festival. Also college leased its land to governement for constructing SC girls Hostel under Babu Jagjibanram Chhatrawas Yojana. Also the college is continuously trying to integrate the folk culture more into the college environment. The college has introduceda Kudmali department which is a local language. The college has introduce making of various local hand-craft product related to folk culture.

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 college places significant emphasis on educating both students and staff about constitutional values, rights, duties, and responsibilities. Firstly, regular seminars and awareness programs are conducted to enlighten the students, given that this is a co- ed college, about their constitutional rights and women's issues. Despite the challenges posed by the lockdown, the deparments are regularly working in sesitizing of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens. Secondly, the college stands as a prominent institution in the state, where students receive consistent training for participation in Youth Parliament Competitions annually. These competitions, facilitated by the Department of Parliamentary Affairs, serve as a platform for honing students' understanding of democratic processes and governance. The college has a very active electoral literacy club. This club works on spreading awareness regarding voting and democracy. Also the constitutional obligations: values, rights, duties and responsibilities of citizens are integral part of the curriculum of departments such as History and Political Science.

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

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	A. All of the above

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	View File

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

The institute celebrates: Independence day, Republic day, Birthday of Netaji, Birthday of Rabindranath Tagore, International Yoga Day, World environment Day, Saraswati Puja, Teachers' day, College foundation day.

The college Saraswati puja is a major attraction for the local residents and they gather in large numbers to celebrate this in the college.

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	View File

7.2 - Best Practices

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

Best Practice 1: Placement of College and Local Students through Career Counselling Cell Objectives: The primary objective is to facilitate job opportunities for both college students and local/other graduates from different Universities and Colleges (and from other States also) with a Bachelor's Degree. This is achieved through a short-term (30 days) coursework/training program. Context: Companies like TCS and NTTF have partnered with

the college to offer job placements for both college students and local/other graduates from different Universities and Colleges simultaneously. The Practice: Students are selected for job placements based on their performance in the coursework/training program provided by TCS and NTTF. Evidence of Success: Successful completion of the coursework/training program leads to job placements for selected students. Problems and Resources: While the practice has been successful, challenges such as space constraints and logistical issues may arise during the coursework/training process.

Best practice 2: Meditation Training for Students Offered by Heartfulness Organization from Bangalore Objectives: Promoting Mental Health Stability Among Students Context: Since 2022, Heartfulness Organization has introduced a mandatory training for all college students. Additionally, amidst the COVID lockdown, the organization addresses deteriorating student mental health. The Practice: All students participate in regular meditation sessions. Evidence of Success: Students enthusiastically embrace the practice, attracting outside individuals to join sessions on campus. Problems and Resources: Engagement of all students in meditation poses space limitations.

File Description	Documents
Best practices in the Institutional web site	View File
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

Title: Guarding and nurturing the folk culture.

The college, situated in Jhalda, Purulia,West Bengal, finds itself in an area recognized as one of the most underdeveloped in the region. Despite this, Purulia is renowned for its vibrant Folk Culture, with Purulia Chhau Dance holding particular significance. This semi-classical Indian dance, deeply rooted in folk traditions, is emblematic of the rich cultural heritage of the region. Its cultural importance is underscored by its inclusion on UNESCO's world heritage list of dances. The college has a unique mission to serve the marginalized students of the region. This includes those from tribal communities and rural areas, aiming to uplift them through education. Purulia Chhau

Dance, a cherished cultural gem, faces the threat of extinction over time. Recognizing this, the college endeavours to preserve and promote the dance form among its students. By encouraging and supporting students to embrace Purulia Chhau Dance, the college not only contributes to the preservation of cultural heritage; but, also provides students with a means of cultural expression and identity. In doing so, the college not only serves as an educational institution, but also as a guardian of cultural heritage and identity in the region. The newly introduced Kudmali department is a proof of colleges' intent to serve the regional language and folk culture. The college plans to celebrate festivals of local importance soon. The college has introduced making of various local hand-craft product related to folk culture, such as hand-crafted Chhau Mask.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

(1)To increase the use of computers in teaching and learning. (2) To develop a central computer hub for the teachers and students. (3) To encourage the students about computer education. (4) To further develop the library. (5) To increase the number of seminars in various departments. (6) To keep better track of pass out students through the Alumni Association of the college. (7) Try to reduce the number of drop-outs. (8) To increase the awareness of bio-diversity among the students. (9) To work more on the mental health of the student to better cope the new normal. (10) Use of better e-learning facilities. (11) To enrich the regional folk culture, (12) Initiatives for teaching students about hand-craft which are used in folk culture. (13) More MoUs and Collaborations must be signed. (13) Revamping the newly established Kudmali department (14) More initiatives by career counselling cell. (15) Celebrating festivals of local importance.