



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution		PATARSAYER MAHAVIDYALAYA
• Name of the Head of the institution	Dr. SANTOSH KONER	
• Designation	PRINCIPAL	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	7908244065	
• Mobile No:	9564781979	
• Registered e-mail	patrasayermahavidyalaya@gmail.com	
• Alternate e-mail	iqacpatrasayermahavidyalaya@gmail.com	
• Address	Patrasayer	
• City/Town	Patrasayer	
• State/UT	Bankura	
• Pin Code	722206	
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	Bankura University
• Name of the IQAC Coordinator	Ms. Aparajita Mukherjee
• Phone No.	9932026927
• Alternate phone No.	9564781979
• Mobile	8334887707
• IQAC e-mail address	iqacpatrasayermahavidyalaya@gmail.com
• Alternate e-mail address	patrasayermahavidyalaya@gmail.com
3.Website address (Web link of the AQAR (Previous Academic Year)	Not Applicable
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://patrasayermahavidyalaya.in/Academic-Calendar

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.38	2023	11/04/2023	10/04/2028

6.Date of Establishment of IQAC 03/04/2014

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
Institutional 1	Building Grant: Construction of additional classrooms	Government of West Bnegal: Department of Higher Education	2022 with effect from 14.10.2022	26,51,908

8. Whether composition of IQAC as per latest NAAC guidelines	Yes	
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File	
9. No. of IQAC meetings held during the year	8	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
1. NAAC visit and subsequent accreditation with Grade B (2.38 CGPA)		
2. Career Counselling Programme		
3. Environmental Awareness Programmes		
4. Seminar on National Education Policy - 2020		
5. Outreach Programmes & Extension Activities		
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	
Assessment and accreditation by NAAC	We have successfully conducted a NAAC visit and achieved accreditation with Grade B (2.38 CGPA)	
13. Whether the AQAR was placed before statutory body?	Yes	

- Name of the statutory body

Name	Date of meeting(s)
Teachers' Council	10/01/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	06/02/2024

15. Multidisciplinary / interdisciplinary

From the very beginning of its onset, the primary intention of the National Education Policy (NEP) has been to provide the students with excellent quality education in order to nurture, shape and develop the human resources of our country into global citizens. Understanding the vision of NEP, the authorities of Patrasayer Mahavidyalaya have meticulously discussed the significant points addressed by NEP such as diversity for all curriculum and pedagogy, technological support in teaching and learning, innovation and research, critical thinking and promoting creative endeavours among the learners. In order to promote better academic growth and research inclination among the learners, the suggestion of NEP about the Inter-disciplinary curriculum has been taken quite earnestly as it allows the students to choose from a wide range of subject choices and thus exposes them to multiple career prospects. Therefore, to cope with the changing times, the affiliating university, Bankura University has already started the process of reframing academic programmes where new elective courses from multidisciplinary as well as interdisciplinary domain are being considered. All the programmes are carefully designed in a manner that the learners can enjoy the flexibility to choose from select elective courses offered by other departments.

16. Academic bank of credits (ABC):

The institute is quite enthusiastic about the implementation of the Academic Bank of Credits (ABC) but is waiting for the affiliating university and the Higher Education Department, Govt. of West Bengal for guidelines. As the University is molding its syllabus as per the NEP, the college is also working towards running a digitally competent office to monitor the entire system of ABC.

17. Skill development:

Patrasayer Mahavidyalaya is affiliated to Bankura University and thus follows the Skill Enhancement Courses (SEC) designed by them. In order to assist the students in shaping their career in the future, certificate courses on Travel and Tourism and Communicative English and Personality Development have been started by the college.

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

Patrasayer Mahavidyalaya proudly celebrates regional language and culture. Therefore, the institution tries in multiple ways to promote the local language, art and culture through various activities. Moreover, the college seminars and workshops are also encouraged in bilingual modes to attract large number of students. The college encourages excursion programs to historical places which successfully promotes true regard for Indian culture and heritage.

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

To design uniformity in the syllabus followed by the affiliated colleges of Bankura University, the Learning Outcome based Curriculum has been structured. It has been suggested that institutions should initiate multiple approaches in the process of teaching- learning ranging from field trips, seminars, lectures, workshops, practical and project based learning etc to motivate the students towards higher learning and research. Patrasayer Mahavidyalaya dedicatedly follows the guidelines provided by Bankura University.

20.Distance education/online education:

The teachers provide the students with study materials on a regular basis through email as well as WhatsApp groups. In special cases, there are provisions for online internal examination or assignment submission for the students.

Extended Profile

1.Programme

1.1 18

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

File Description	Documents
Data Template	View File

2.Student2.1 **991**

Number of students during the year

File Description	Documents
Data Template	View File

2.2 **363**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 **231**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic3.1 **30**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **13**

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	18
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	991
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	363
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	231
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	30
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	13
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	18
Total number of Classrooms and Seminar halls	
4.2	148.51
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	21
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

- Patrasayer Mahavidyalaya adheres to the Bankura University prescribed CBCS curriculum in which each student has the flexibility of choosing their subject from a list of Core Courses and Generic Elective Courses along with Skill Enhancement Courses, Discipline Specific Elective courses and Ability Enhancement Compulsory Courses(AECC). Some of our faculty members participate in the University Board of Studies for their respective subjects and play an important role in the development and implementation of the UG curriculum. Faculty members also set question papers and actively participate in the evaluation process.
- All classes are conducted according to the master Routine prepared by the Routine Sub-Committee at the beginning of each Semester. The routine is shared with the students and the syllabus is uploaded on the institution website at the commencement of each semester. Faculty members regularly utilize the ICT facilities provided by the institution as

per the master routine which allots all Departments at least one weekly class in the Smart Classroom. In addition, Departments like History, Geography, Sociology, and Education conduct field trips and surveys as part of their curriculum.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

- The Academic Calendar is prepared at the beginning of a new session after consulting the Heads of each Department. It includes the estimated number of teaching days, an annual holiday list, tentative schedules of the Internal Assessment and the external Examination of the Bankura University, along with a probable list of the institutional programmes and activities to be conducted during the academic year.
- Internal Assessment, as per the instruction of Bankura University, is conducted with due diligence. The schedule and syllabus of the Assessment are shared with the students in a timely manner. The evaluation process is also completed and marks are uploaded in University portal within stipulated time. The evaluated scripts are shared with the students for to discuss mistakes.
- Department meetings are conducted at regular intervals to ensure effective curriculum planning and delivery, completion of syllabus, conduction of Internal Assessment and its evaluation process. Students' attendance registers are maintained by each Department and are monitored diligently by the same. The institution has also introduced Biometric Attendance to monitor the attendance of all staff members.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

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

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	No File Uploaded

1.2 - Academic Flexibility

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

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

18

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
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)

2

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
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

13 enrolled in Certificate/ Add-on programs against - 991 (the total number of students during the year)

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

13

File Description	Documents
Any additional information	View File
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**

Patrasayer Mahavidyalaya pays special attention to the integration and inclusion of crosscutting issues like ethical-moral-humane values, gender sensitization, ecological awareness and environment sustainability both through the curriculum and diverse extra-curricular activities. The IQAC and NSS, along with several other bodies like the Women's Cell, ICC etc. diligently work towards creating a safe and healthy environment within the campus for all stakeholders. Several seminars, webinars, awareness programmes, and special lectures, are held with regularity to instil the necessary value system among the learners and staff.

Sensitivity towards gender issues form an integral part of the

curriculum. Courses in English, and Philosophy offer studies on Feminism, Women Empowerment, Women's Writing, Human Rights etc. while Political Science and History include Women's Studies, Gender and Education in India etc. Courses in Geography contain gender issues, population studies, environmental issues and sustainability, while Education courses include Mental Health and Value Based Education. Other courses impart lessons on human values, rights and their significance. Furthermore, the existing Grievance Redressal, Women's Cell and ICC ensure the prevention of any kind of discrimination. In addition, green practices like tree plantation are actively encouraged and the NSS unit works towards making the campus a plastic and tobacco free zone.

File Description	Documents
Any additional information	View File
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

NIL

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	
102	
File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File
1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 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)	View File
Any additional information(Upload)	View File
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	View File
URL for feedback report	http://patrasayermahavidyalaya.in/Action-Tacken-Report
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	
807	
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	
330	
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	
<p>As the institution welcomes the undergraduate students every year, it has been quite a priority for it to assess the learning levels of the students by organizing special programmes for advanced and slow learners. After the completion of the admission process, just before the commencement of the regular classes, the college organizes the Induction Programme for the students to primarily initiate them into the academic system of the undergraduate programme and also assess their levels in multiple ways. After the programme, the students are guided to their respective departments where under the supervision of the teachers, especially the Head of the Department, the students are assessed. For each kind of students, individual care is provided by the teachers and their mentors. Special lectures, seminars, webinars, career counseling programmes are also arranged throughout the year in the best interest of the various kinds of learners who take admission in the college. The students are motivated towards various things such as NSS, Literary Clubs etc so that their academic knowledge</p>	

goes hand in hand with their developing extra-curricular activities, thus ensuring a holistic development in them.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
991	30

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

In spite of being a college that is bereft of several modern educational facilities, Patrasayer Mahavidyalaya strongly tries to uphold an overall student-friendly academic environment for it believes that the best way to educate students is through experiential learning. Select departments such as Sociology, Education, Geography, History, and Bengali take their students to excursions which contributes to their holistic development. The students are encouraged to participate in classroom events such as debate, quiz etc. so that they can explore multiple ways of learning and in the process be highly benefitted from them. The college organizes several seminars, conferences and workshops to keep the spirit of education alive. The college has a Virtual Room with a computer and a fully

functioning projector along with a white

board. The college has purchased an additional projector to enhance ICT based learning.

For now, the teachers rotationally share it to take classes or organise other learning programs such as

screening of motivational and humanistic films. The college Literary Club occasionally holds its events

there as well.

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

The institution tries to predominately support and practice Student centric methods, such as experiential learning, participative learning and problem-solving methodologies and also aspires towards enhancing learning experiences using ICT tools in the following ways:

1. Department of Sociology arranges field excursions and the students prepare projects and activity reports based on their visit.
2. Department of Geography organizes excursions to study soil conservation, topography, social conditions etc. using modern gadgets and instruments.
3. Department of Education organizes surveys in school so that the students can have a hands-on experience about educational situation of their surroundings and they are also taught data handling (MS Excel) in this process.
4. Seminars, and conferences in offline, online, and blended mode are regularly organized by almost every department of the college where scholars and experts from several parts of the country

and abroad participate through the assistance of ICT.

5. The teachers usually employ MS office to assist the students with necessary academic notes and other study materials.

6. Classes are taken as per routine in the virtual room which also includes tutorial and remedial classes.

7. All the departments are equipped with wi-fi.

8. Students have access to functional Wi-Fi.

9. The college has subscribed to INFLIBNET for promoting ICT based learning.

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

29

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

2.4 - Teacher Profile and Quality

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

30

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

7

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

266

File Description	Documents
Any additional information	View File
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 Internal Assessment of the college is sincerely conducted by the respective departments. The schedule of the assessment is decided in the Teachers' Council meeting. The examination is compulsory for all students. The newly admitted students, are properly oriented with the whole process before appearing for the Internal Assessment. Internal assessment is conducted once in every semester offline mode. The probable questions for the assessment are discussed during classes and are set in accordance with the syllabus and question pattern provided by Bankura University. The students submit their scripts within the stipulated time period. After the evaluation, the students are allowed to discuss their papers with the concerned teachers and take advice for improvement. The college takes the internal examination very seriously and therefore after the evaluation process is over, the copies are shown to the students so that they may have a thorough understanding of their academic performance. In case any student raises an issue of grievance, the matter is taken into consideration and resolved at the presence of all the concerned faculty members and the Head of the institution.

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

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

The college has an extremely diligent Grievance Redressal Committee which has been formed as per the instruction of the State Government, with Dr. Santosh Koner, Principal, as the head along with two full time teaching staff as members, one senior and one female faculty respectively. The cell holds its annual meeting to discuss the functioning of the body and in case of any filed grievances which are to be taken into consideration. The committee keeps vigil on the activities of the college students within the campus and ensures total safety and security for all.

The Grievance Redressal Committee has taken the following measures in the best interest of the students:

1. A Complaint and Suggestion box has been installed within the college premises so that the students may file their complaints. All grievances are resolved at the earliest in the presence of concerned authority.

2.The Complaint and Suggestion box is regularly checked and it is under 24x7 CCTV surveillance.

3.The teaching and non-teaching staff are extremely sensitive towards the

students and they collectively support the Grievance Redressal Committee in making the

environment of the college free from any kind of threat or hindrance.

4.Both student and staff are actively encouraged to follow the institution Code of Conduct.

5.The institution also follows a strict Anti-Ragging policy

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

2.6 - Student Performance and Learning Outcomes

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

The college follows the syllabus that has been prescribed by Bankura University owing to its institutional affiliation. The teachers of the college are well aware of the entire syllabus and the course outcomes of individual programmes. Workshops are also organised from time to time by either the Bankura University or the affiliated colleges to discuss the Programme Outcomes and Course Outcomes of individual courses. At the institution level, the respective Departments maintain the POs and COs for all semesters. The students are made aware of the same while the syllabi of their respective courses are explained at the beginning of each semester and the Course Outcomes of individual papers are clarified to them. At the beginning of the programme, the students are also given a clear idea about the Programme Outcomes by the respective Department teachers. The 1st Semester students are especially oriented with the new syllabus and the desired outcomes of their chosen programmes. The POs and COs of all courses of the

institution are further uploaded on the college website for the perusal of the students. The pass percentage is one of the primary indicators of the attainment of the Programme Outcomes and Course Outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

The analysis of the CO and PO is done in the following ways:

1. The Head of the departments discuss the Course Outcomes and Programme Outcomes with the students to ensure clarity and proper course planning.

2. Each Department at the very beginning of the semesters prepare Course Modules and teaching plans to attain the Course Outcomes for the students while exploring varied teaching methodologies to attain them. The level of the students' performance in the internal and external examination determines the effectiveness of the COs and POs and allows the understanding of the success rate of the same in the context of student's achievement in acquiring knowledge.

3.1. The respective teachers while teaching the particular portions of the syllabus assigned to them takes into account the particular outcomes of the respective courses and delivers their lectures accordingly.

4.1. At the end of the final semester, a thorough result analysis is done department wise.

5.1. A collective result analysis is also done by the college office to evaluate the pass percentage after the publication of the results of the final semester.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

162

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://docs.google.com/forms/d/1nJKVIs2hwL-1rETWU2vaf18UP636BAyTkUmMNkbv60g/edit#responses>

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)

NIL

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

NIL

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
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

5

File Description	Documents
Report of the event	View File
Any additional information	View File
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**

2

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**

4

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**

The NSS Unit of Patrasayer Mahavidyalaya relentlessly works to motivate its students towards community service. Throughout the year, several events ranging from celebrating World Yoga Day, organizing Tree plantation, campus cleaning, gardening to hospital visit and providing food to the ailing and underprivileged patients over there are meticulously organized. The focus of the NSS unit is to make the students aware of their own responsibilities towards their community, society and the nation at large. Various awareness programs to enlighten students about deadly diseases like Thalassemia, Dengue, Aids have been organized by the NSS unit with utmost zeal and enthusiasm. The NSS volunteers were taken to the AYUSH Mela organized by the Block Development Officer of Patrasayer Block where they were exposed to

different components of health and wellness as promoted by the Indian government.

To encourage the essence of brotherhood, a Special Camp was arranged where the students were made to work collectively.

In order uphold the spirit of nationalism; NSS unit actively observes all the days of national importance such as Independence Day, Republic Day, Netaji's Birthday etc.

Also, the NSS unit gives a special emphasis to the environment and hence World Environment Day is celebrated with extreme vigour.

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

NIL

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	No File Uploaded

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

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

18

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

710

File Description	Documents
Report of the event	View File
Any additional information	View File
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

14

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
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

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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

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

The institution has adequate number of class rooms, laboratories, computers, audio visual aids for the students.

- There are 1009 students (including Honours and Programme) in the institution in the last completed academic year.
- There are 15 class rooms and 01 laboratory room and 01 Smart Classroom.
- There is a Seminar Hall equipped with modern technologies.
- The Smart Classroom and the Seminar Hall are equipped with ICT facilities.
- The departments have computers with internet facility.
- The students have access to computer facilities.
- The Central Library is equipped with more than 9000 books, including text books, reference books, magazines etc. Books have been purchased according to CBCS curriculum. Students can search the availability of books through online mode.
- Facilities for searching e-database from INFLIBNET (N-LIST) are available.
- There are separate well-equipped common rooms for boys and girls. The Girls' common room also has a Napkin-Vending Machine for emergency usage.
- There is a big play ground inside the campus for sports, cultural programmes, and other extracurricular activities of students and staff.
- There are two cycle stands in the campus.

- The Institution offers disabled-friendly environment with ramp at various places.

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

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

The institution has adequate facilities for sports, games and cultural activities. The big play ground makes provisions for football matches, cricket matches, volley ball matches, athletic events, and regular practices for the college students. In addition, the National Sports Day, International Yoga Day and other health and fitness programmes are held from time to time. There are facilities for indoor games like carrom.

The Seminar Hall and occasionally large class rooms and open spaces are used for organizing cultural programmes. The Seminar Hall is equipped with audio - visual facilities.

Cultural programmes are organized to observe International Mother Language Day, International

Women's Day, Teachers' Day, Independence Day, Republic Day among others.

Swami Vivekananda's birthday, Netaji Subhas Chandra Bose's birthday, Rabindranath Tagore's birthday etc. are observed with proper respect.

Regular Sports Activities:

Annual Sports Meet

Volleyball

Football

Cricket

Indoor games

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.

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

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)

47.81

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
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 central library of the college is automated with the Library Management System.
- The name of the software used in the library is CAMS. The version is 3.0. The accession and cataloguing of the library books, issue and return have been done through this software.
- Besides this software, the library has the facility of Bar-coding machine.
- The library has institutional membership with INFLIBNET (N-LIST).
- Specialized services such as information deployment, notification etc. are provided to the students.
- Barcode Printer, system for internet browsing and online catalogue search are some of the major services provided by the institutional library.
- Books are purchased every academic year as per the recommendation of the Departments.
- Barcode issue-return system is in practice in the library.
- A separate computer has been provided for the student usage.
- There is also a water-purifier installed in the library for students and staff.
- The library is managed by two permanent staff—one library assistant and one clerk for student support.

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	No File Uploaded
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)	
1.5	
File Description	Documents
Any additional information	View File
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	
8.49	
File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File
4.3 - IT Infrastructure	
4.3.1 - Institution frequently updates its IT facilities including Wi-Fi	

Our college utilizes the available financial grants for maintenance and upkeep of different facilities. Keeping in mind the increasing need, the college authority has given top most priority to the development of IT facilities. There are wi-fi facilities in office, staff room, departments, library, IQAC room and classrooms for both students and staff. The internet connection bandwidth in the Institution is 60MBPS.

The college website is properly maintained and updated from time to time.

There is a Smart Classroom for providing the students better learning experience. A new projector has also been purchased and installed in the new building to further improve the overall learning experience of the students.

The Departments have separate computers which are used for preparing and preserving teaching learning materials. IT facility is also available in the library. A computer has been provided in the library specifically for students' usage. Both students and teachers have access to thee-database INFLIBNET (N-LIST).

On special occasions, classes are conducted through Google Meet platform. Webinars are also

organized through this platform. Study materials are shared in WhatsApp groups of the students. Important meetings, academic as well administrative, are also organized in this digital platform.

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

4.3.2 - Number of Computers

5

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	View File
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)

5.99

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
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.

Our college utilizes the available financial grants for maintenance and upkeep of different facilities. Regular meetings of different subcommittees are organized for this purpose.

Laboratory: (i) Instruments and equipments which are brought at different times are recorded in a register book. (ii) For keeping

up with the newly introduced CBCS syllabus, new equipments have been purchased. (iii) The instruments and equipments are repaired from time to time.

Library: (i) Accounts of visitors (Students, Teachers and others) are recorded on daily basis. (ii)

Library committee meetings are arranged at regular interval. (iv) Daily Newspapers are subscribed on a regular basis and they are available in library.

Sports: (i) Special emphasis is given in sports and games for the development of the students. (iii) Annual Sports is generally organized every winter. (iv) Our college has a big play ground where all the sports related activities are conducted. (v) Sports equipments are bought and well-maintained.

Computers: There are adequate number of computers in the office, staff room and departments. The computers are well-maintained and well-protected. They are repaired whenever necessary.

Classrooms: Buildings are well maintained. Building subcommittee plays an active role in maintaining the buildings. Repairing works are done from time to time.

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

923

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

37

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
217	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
217	
File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
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	

NIL	
File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
5.2.2 - Number of students progressing to higher education during the year	
5.2.2.1 - Number of outgoing student progression to higher education	
24	
File Description	Documents
Upload supporting data for student/alumni	View File
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	
NIL	
File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
5.3 - Student Participation and Activities	
5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year	
5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.	

3

File Description	Documents
e-copies of award letters and certificates	View File
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 encourages the students in participating in various co-curricular and extra-curricular activities that takes place throughout the year. Under the steady guidance of the NSS unit officer, Mr. Kousik Nandi, the students regularly take part in events like campus cleaning drives, plantation of trees, social outreach programs etc. Other than that, observation days such as Independence day, Republic Day, Gandhi Jayanti, Netaji's birthday etc are celebrated at the institution where large number of students are encouraged to participate. Apart from that, Annual Sports, Freshers' Welcome, Annual Social and several other cultural programs take place at the college to keep the students culturally engaged. The institution believes that true education can only take place when the students can have the best of both academic knowledge as well as hands on learning by collective participation.

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

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

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

2

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

Patrasayer Mahavidyalaya recognises the need for Alumni engagement in the overall development of the college. The institution as a whole and the Departments in particular try to keep in touch with its alumni. A separate WhatsApp group has been active to maintain regular contact with the former students of the institution. Data, regarding the ex-students' progress to higher education, job employment, or any other achievement, are diligently collected.

We have succeeded to register the Alumni Association of our institution under the West Bengal Act. XXVI 1961. No. S0036461 of 2023-2024.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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

- Ever since its humble beginnings in 2005, Patrasayer Mahavidyalaya has worked towards building a healthy and safe environment. The Mahavidyalaya has created a well structured administrative system which operates in a decentralised manner through various statutory and non-statutory committees functioning under the guidance of the Principal and the Governing Body.
- In order to achieve the vision and mission of the institution, active participation of the students is also ensured through various activities conducted by bodies like the IQAC and the NSS unit. These events help in developing the personality and leadership qualities of the students. In addition, they are made aware of their responsibility and moral duty towards their surrounding and society.
- To further inculcate a sense of responsibility and an inclusive culture, the college often hosts important social events like Zonal primary sports, Career Council Programmes, Awareness Programme, Social outreach programmes etc.
- The efficiency of the governance in tune with the vision and mission of the institution is further facilitated by the active participation of the teaching and non-teaching staff in online admission process and examination to ensure transparency.

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

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

- The President of the Governing Body and Principal/ Teacher-in-Charge have led the governance and management of the college from time to time during the last five years.

- The college has near about 27 sub-committees consisting of teaching and non-teaching staff which function in maintaining different academic and administrative aspects of the college keeping in mind the overall well-being of the students. The meetings are conducted in a timely manner and all decisions are taken after consultation with members of respective committees.
- To ensure the enhancement process of the quality of the education within the campus, the authority has striven in the last one year to implement various policies regarding teaching-learning outcome, students' overall development, sports and games, cultural activities, NSS extension programmes among many others.
- The college office and library run completely on the ERP software to facilitate transparency in all administrative and academic activities.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- All decisions regarding the college are undertaken through proper /strategic plans decided upon in various sub-committee meetings.
- An Academic calendar is prepared at the beginning of each session according to which various activities are conducted throughout the year. Tutorial/remedial classes, class tests, assignments etc. are conducted as per master routine and instructions of the affiliating University. The IQAC and the NSS unit of the institution further facilitate to implement workshops, awareness programmes, extracurricular activities, sports and cultural events.
- With the introduction of the CBCS the college endeavours to ensure quality education through ICT-based classes and address the need of the students through feedback and mentoring system.

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

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.

- Patrasayer Mahavidyalaya is administered by the Governing Body (GB). The Governing Body of the college consists of
 1. President
 2. Principal (Secretary)
 3. Govt. Nominee-02
 4. University Nominee -02
 5. Nominee of West Bengal State Council of Higher Education -01
 6. Teacher's Representative -03
 7. Non-teaching Staff Representative -01
- The appointing authority for teaching posts of the college is the Governing Body based on the recommendations of the West Bengal College Service Commission.
- All the major administrative decisions regarding the implementation of new policies, appointment of Bursar, IQAC coordinator and members, convenor and members of various Statutory bodies and other sub-committees are proposed in respective meetings and sent to the Governing Body for final approval, in consultation with the Principal following the rule of the Government of West Bengal and statute of the affiliating university.
- The Governing Body along with the Principal form the statutory committees like Finance Committee, SC/ST Minority Cell, Anti-ragging Cell, Grievance Redressal Cell, IQAC for the smooth functioning of the college.
- Being the highest authority of the institution, the Governing Body monitors the functioning of the administrative and academic setup, and performance of the various bodies regarding policy making, implementation, and maintenance of the college.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://patrasayermahavidyalaya.in/patrosayer_bkend/upload_picture/20240227140300.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
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

The welfare measures implemented by the institution for teaching and non-teaching staff are as follows:

1. General Provident fund facility is ensured for all staff appointed against substantive posts.
2. Festival Bonus is sanctioned for all eligible non-teaching staff.
3. Proper disbursement of governmental welfare schemes to the employees.
4. All staff members enjoy allotted leave as per Government norms.
5. The institution, through various committees and sub-committees, tries to maintain a healthy, academic and friendly environment within the college premises.

6. The teaching and non-teaching staff enjoy their allotted leave approved by the Head of the institution as and when required.

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

NIL

File Description	Documents
Upload any additional information	View File
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

NIL

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

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

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

2

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

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

- The teachers are encouraged and approved duty leave to attend academic and development programmes including participation in Orientation Programme/Faculty Induction Programme, Faculty Development Programme, Refresher Course

or any other such activities.

2. Teachers are motivated to continue their research work through participation in conferences, seminars, short term courses, workshops, and publications.
3. A wholesome and holistic development of staff and student is ensured through cultural celebrations like Annual Cultural Programme, Teachers' Day, Independence Day, Republic Day, Sharad Utsav etc. Friendly student-staff cricket matches and other events are also organised during Annual Sports to build rapport among them and ensure a healthy ambience within the institution.

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

6.4 - Financial Management and Resource Mobilization

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

The college conducts external audits for each financial year. The accounts of the College are audited regularly as per the Government rules. The External Audit of the College is conducted by the Finance Department, Govt. of West Bengal. All the financial details are minutely observed by the auditors and recommendations are provided. The college takes special care to implement the recommendation from the next financial year. The external audit has been completed till 2022-2023. The auditor's suggestions, advices are welcome to bring improvement in financial activities.

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

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

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

NIL

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
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 college has a comprehensive resource mobilization policy in place

Strategies for Mobilization of Resource

- The institution recognises the need to mobilize government and non-government grants for the improvement of college knowledge resources and infrastructure. For this purpose, proposals are prepared, vetted and submitted to the concerned authorities such as the UGC, the State Government, the West Bengal State Council for Higher Education etc. However, this college has not received any grant from any sources during the last year.

Procedure of Mobilization & Utilisation of Resources

Mobilization of funds refers the collection of funds and its proper utilisation. All major proposals for which college fund is required are submitted to the Governing Body for approval. The main source of the college is the collection of tuition fees from the students. On the other hand, expenditure or Utilisation is divided into recurring and non-recurring categories. A major part of the income is spent for the welfare of the students for providing financial support economically backwards students, enhancement of sports facilities for the students, students seminar, students cultural programme etc. On the other hand, long-term facilities including infrastructural augmentation and maintenance, purchase of furniture, instruments, electrical items

comprise the non -recurring part of the expenditure.

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

6.5 - Internal Quality Assurance System

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

- The IQAC of Patrasayer Mahavidyalaya has been working incessantly for the development of the institution ever since its inception. It is dedicated towards fulfilling the institutional vision and mission, that is to provide quality education to the poor and meritorious students of the local rural community. The IQAC is an active cell of the institution that constantly strive to improve and enhance the overall quality and ambience of the college. Some of the major initiatives taken by the IQAC are as follows:
 1. Purchase of books in this session to improve the number of reading materials in the library.
 2. Conduction of various Seminars, Special Lectures, awareness programmes, career counselling programmes, environmental awareness events, health and fitness activities among many others.
 3. The IQAC ascertains the timely distribution of syllabus among the teachers and actively encourages each Department to prepare lecture plan and the course outcomes that are then displayed on the institutional website. It also ensures that the routine, syllabus, study-materials, notices etc. are shared with the students through various offline and online modes.

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

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

1. Ensures the smooth conduction of the teaching-learning process and monitors both curricular and extra-curricular activities of the departments.

2. The IQAC ensures timely promotion and career advancement of teaching and non-teaching staff.

3. The committee ascertains that the ICT-based classes and tutorial classes / remedial classes are conducted as per routine

4. From the last academic session, the IQAC, in collaboration with the Teachers' Council, has introduced the Mentor-Mentee system for Honours students. Feedbacks from all shareholders for this academic year have been also been collected and analysed.

5. The IQAC also monitors the requirements of the departments and the institution in general a list of which is then send to the GB for final approval.

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)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender Sensitization involves creating awareness about gender issues and working towards generating a supporting environment for gender justice. It is crucial for men and women to work together with safety and dignity. Keeping these in mind, the college has taken various initiatives to sensitize the students, teachers and non-teaching staff during the year.

- 24 hour CCTV surveillance is maintained in the college.
- 2 Lady Attendants (1 permanent & 1 Casual) for staff and student support
- The institute has a policy of appreciating faculty without gender bias. Women faculty are nominated, based on their ability, as heads of the departments and conveners of various committees.
- NSS unit most sincerely encourages the female students for enrollment.
- Women's Cell is active. A "Grievance Redressal Box" has been installed for all students to register their respective grievances.
- Patrasayer Mahavidyalaya maintains zero tolerance against eve-teasing/ragging.
- One Sanitary-Napkin Vending Machine has been installed in the Girl's Common Room and an incinerator machine has been installed in the girl's washroom for the safe and hygienic disposal of used napkins.
- Code of conduct is displayed on college website and intimated to the students during the Induction Programme.
- International Women's Day is celebrated.

- Annual Gender Sensitization Action Plan is prepared

File Description	Documents
Annual gender sensitization action plan	https://patrasayermahavidyalaya.in/patrosayer_bkend/upload_picture/20240227140336.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://patrasayermahavidyalaya.in/patrosayer_bkend/upload_picture/20240227140527.pdf

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Patrasayer Mahavidyalaya has deep concern to protect environment, health and well-being through implementation of effective waste management practices such as segregation and recycling. Our gardeners and sweepers help in segregation of waste. Routine waste is daily collected in dustbins at different locations, which are emptied in movable containers and carts, segregated into different types of bio and non-bio degradable waste and taken to the dumping yard. Regular cleaning operations are organized by the NSS unit. The entire campus of the college is a "plastic free zone". Dry waste products are allowed to decompose and garden waste products are often burnt and disposed. Sanitary napkins are disposed of properly using the incinerator. The students of our college are

actively involved in the environment cleaning activities of the campus. College has almost adopted paperless concept by digitization of office procedures through online resources. Liquid waste generated in the institute is treated in septic tanks and disposed into soak pits. E-wastes like desktops, laptops are kept safely in separate waste keeping store room of the college. Campus is free from any kind of radioactive waste. There is no Hazardous chemicals and radioactive waste management system in the college.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://patrasayermahavidyalaya.in/patrasayer_bkend/upload_picture/20240227140815.pdf
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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

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

A. Any 4 or All of the above

5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
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).

The college undertakes a number of initiatives to provide an inclusive environment for the students and staff from different backgrounds through programmes like Fresher's welcome, Annual Sports, Annual Social etc. The college celebrates ethnic and cultural events like Sharad Utsav just before Durga Puja and Basanta Utsav before Holi. The institution declares holiday on several auspicious occasions like the Durga Puja, Basanta Utsav, Chatt Puja, Buddha Purnima, Muharram and the local festival Gajan. In addition, the institution has established equal-opportunity cells like the SC, ST, Minority (OBC A & OBC B) to ensure fair treatment and unbiased treatment of all. An active Grievance Redressal committee is in place for swift redressal of any / all grievance. There is a Code of Conduct for both staff and student that is communicated through various events and are displayed on the college website as well. Student-staff friendly matches are also held at times.

Patrasayer Mahavidyalaya celebrates various commemorative days like the Republic Day, Independence Day, International Mother Language Day etc. The college also observes World No-Tobacco Day, World Earth Day, Van Mahotsav week. A voluntary Blood Donation camp has also been organized to build a sense of social responsibility among the students and staff.

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

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

The college takes every initiative in organizing various events for molding the students and staff to become responsible citizens of the country by sensitizing them to the constitution of the country. As responsible citizens of the country the students are motivated to take part in various activities of the college. Apart from imparting teaching & learning, the college take initiatives with full enthusiastic to inculcate the noble practices be a good and valuable citizen by celebrating every year the Independence Day, Republic Day, National Youth Day etc. The college encourages the students to take part in blood donation camps, study tours for them that make them understand the importance of protecting the cultural heritage of the country. The special lectures also focus on enlightening the students about their rights and duties being the responsible citizens of the country. The students also being the responsible citizens take many community services and provide services to mankind and society. The students have taken up many cleanliness drives inside the campus as a responsibility of every citizen. The students have also taken up Plantation drives to provide a clean and green environment for all. The college has also conducted a Voter awareness programme to promote democracy.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
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

B. Any 3 of the above

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

File Description	Documents
Code of ethics policy document	View File
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	View File
Any other relevant information	View File

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

The college believes in celebrating events and festivals in college. It is an integral part of learning and building a strong cultural belief in a student. The College makes tremendous efforts in celebrating the national and international days, events and festivals throughout the year. All these activities of celebrations and organizations of important events, commemorative days and festivals have become instrumental and helps building today's youth. Importance of national festivals and events preach them and remind them about our country's cultural heritage and history. The college celebrates National Festival, Memorial Day, Birth Anniversaries of great Indian personalities like Swami Vivekananda, Netaji Subhas Chandra Bose, Mahatma Gandhi, Rabindranath Tagore, Kaji Najrul Islam, Iswar Chandra Vidyasagar and Dr. Sarvapalli Radhakrishnan. Important days like Independence Day, Republic Day, Van-Mahotsav Week, National Sports Day, National Youth Day, International Mother Language Day, International Women's day, World AIDS Day, International Yoga Day, World No-Tobacco Day, is also celebrated with great enthusiasm.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
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

Title of the Practice

Green Initiatives to promote an eco-friendly environment

Objectives of the Practice

- To maintain an eco-friendly green campus by regular plantation of trees.
- To impart comprehensive recycling, composting and green landscaping in the campus.
- To address issues such as pollution prevention, waste minimization and energy conservation.
- To promote awareness of environmental issues among the students, staff and society.
- To plant medicinal/herbal plants on the college campus.
- To use renewable energy sources (solar energy, LED bulbs).
- To organize awareness programmes on environment related issues.

Best Practice-2

Title of the Practice

Financial aid to students from Teachers' Council

Objectives of the Practice

- To promote good academic culture among the students.

- To impart educational values and sense of responsibility towards excellence among the students.
- To inspire students towards doing well in studies.
- To help the students in pursuing higher education without any difficulty.
- To ensure the feeling of satisfaction among the deserving students of the institution

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

Patrasayer Mahavidyalaya College is affiliated to Bankura University and is recognized under 2F12B of UGC. In the academic session 2022-23, Patrasayer Mahavidyalaya was successfully accredited by NAAC with grade B (CGPA 2.38). The College is a coeducational institution situated in an economically backward and rural area of Bankura district. The college offers Under Graduate programmes in Arts.

At present there are ten departments which offer major and minor courses. Besides, the college also offers Certificate Course in Yoga, Travel-Tourism and Communicative English & personality Development.

Every year a large number of students take admission in the college and the institution relentlessly works in the best interest of all of them.

The college also undertakes several initiatives to sensitize students to gender equity, energy conservation measures, inclusiveness, human values etc. Keeping all these in view, the college organizes several programmes such as lectures, workshops, seminars etc. For the economically challenged students, the college has set up an extremely strong scholarship section office with a number of competent staff members. An active NSS unit plays a pivotal role in the growth of the college.

The college takes extreme pride in serving the youth of rural Bengal and contributing in shaping their career and future.

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

- Patrasayer Mahavidyalaya aims to further augment its infrastructure and has worked incessantly towards fulfilling that goal by receiving a grant of 26 lakhs from the State Government.
- Establishing ICT-enabled classrooms for every department is one of the future goals of the institution.
- In addition, the college hopes to develop both the central library and department libraries with relevant resources for the students to have an easier access to texts and reference materials.
- The college aspires to promote social work among the students and wishes to organize multiple social outreach programs in future with assistance from the NSS unit and local bodies.
- The institution plans to incorporate special provisions for the Divyangjan students such as multiple wheel chairs and texts and study materials in recording or Braille scripts.
- The introduction of more value-added / certificate courses and B.A. Major Courses also constitutes one of the goals of the institution in near future.
- In addition, the college is invested in organizing more

national and international seminars, establishing a NCC wing within the campus, constructing a bigger Cycle Stand for all stakeholders, and introducing a peer-reviewed journal with ISSN to promote research among the faculty members.