



YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1.Name of the Institution		Hingalganj Mahavidyalaya
• Name of the Head of the institution		Dr. Shaikh Kamal Uddin
• Designation		Principal
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		03217251193
• Mobile No:		9231488669
• Registered e-mail		hingalganjmahavidyalaya@gmail.com
• Alternate e-mail		kamal.bangla.barasat@gmail.com
• Address		P.O & P.S: Hingalganj
• City/Town		Hingalganj
• State/UT		West Bengal
• Pin Code		743435
2.Institutional status		
• Affiliated / Constitution Colleges		Affiliated College
• Type of Institution		Co-education
• Location		Rural
• Financial Status		Grants-in aid

• Name of the Affiliating University	West Bengal State University				
• Name of the IQAC Coordinator	Dr. Shamim Bhar				
• Phone No.	03217251193				
• Alternate phone No.					
• Mobile	9733569653				
• IQAC e-mail address	hmv.iqac@gmail.com				
• Alternate e-mail address	shamimbhar@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://hingalganjmahavidyalaya.ac.in				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://hingalganjmahavidyalaya.ac.in				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.97	2023	17/01/2023	16/01/2028
6.Date of Establishment of IQAC			10/08/2016		
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			4		

<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)		
<p>The IQAC held regular meeting and discussed implementation of various measures to encourage academic activities.</p>		
<p>Motivating Students and Teachers to actively participate in social activities initiated by NSS Unit</p>		
<p>Career counselling and guidance programme to enhance job oriented skills</p>		
<p>Helps faculty members for preparing their self-appraisal</p>		
<p>The IQAC seeks annual reports from the HOD to evaluate learning-process</p>		
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
Orientation Programme for newly admitted 1st Semester students under NEP 2020 curriculum	NEP 2020 has been implemented from the academic session 2023-24 and the students have been oriented with NEP 2020 curriculum
Academic calendar, lesson plan and study material are provided in our website	Academic calendar has been prepared and published. Study material and lesson plan are prepared by respective department and published in our website.
To promote collaboration activities with other institutes	Memorandum of Understanding were signed with other affiliated colleges.
Shifting to Solar Panel	Installation have been Initiated
Certificate courses	Certificate courses on office automation(MS-office) has been started
Seminars, Special Lectures and Workshops	Seminars, Special Lectures and Workshops have been organized throughout the year for students, teachers and non-teaching staff
Academic grants to all the departments	Grants are given to all the departments for the wall magazine, seminars etc

13. Whether the AQAR was placed before statutory body?	Yes
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<ul style="list-style-type: none"> Name of the statutory body
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Name	Date of meeting(s)
Governing Body	12/09/2024

14. Whether institutional data submitted to AISHE
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Year	Date of Submission
2022-23	02/03/2024

15. Multidisciplinary / interdisciplinary

Hingalganj Mahavidyalaya follows the multidisciplinary curriculum as implemented by West Bengal State University where the students study Core Courses, Generic Elective for a combination of 3 subjects along with Compulsory Language Studies and Environmental Studies under Ability Enhancement Core Course for six semesters Graduate degree. The College has introduced NEP 2020 and is offering multidisciplinary flexible curriculum that enables multiple entries and exits at the end of 1st, 2nd, 3rd Year of undergraduate education. The multidisciplinary flexible curriculum will enhance creative combination of discipline in study with the freedom of multiple entry and exits.

16. Academic bank of credits (ABC):

17. Skill development:

The NEP 2020 envisions holistic and sustainable career development of students for which apart from mere enrollment in higher education, skill development must be taken as an integral part. Our college has already completed certificate course on Yoga. The college has also started certificate courses in Office Automation (MS-Office) which will help the student to get job after their pass out.

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

The College offers Honours and General Courses in Bengali, Sanskrit and History where the course ensures imparting knowledge on Indian Knowledge and Culture. Indian Mythology, folklore and manuscripts of old texts which is a part of the syllabus of the course in Indian language imparts knowledge to students about Indian ethics, values and Indian culture. The teachers of the college deliver their lectures in bilingual mode (English and Bengali). Students studying Bengali receive their class teaching in Bengali, students studying Sanskrit receive class teaching in Sanskrit and Bengali. The college celebrates several days significant to Indian culture like Raksha Bandhan, Independence Day, Republic Day, Rabindra Jayanti, Bijoya Sarmilani, Saraswati Puja, Baishe Shraavan, Bhasha Diwas.

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

The Institution continuously monitors quality improvement by maintaining academic standards in all spheres. The Institution takes due care to cater to the requirement of the curriculum. The curriculum is updated regularly to align with the latest knowledge requirements and to meet specified learning outcomes, so that by the end of the educational experience, each student should achieve the goal. In the continuous internal assessments, focus is more on students' grasp of core concepts and experimental learning. The learners are closely monitored by mentors in tutorial classes where individual attention is paid to all the students.

20.Distance education/online education:

Extended Profile

1.Programme

1.1	308
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1357
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	1037
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	184
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Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	36
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	45
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	19
Total number of Classrooms and Seminar halls	
4.2	53.50
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	10
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	
<p>The college has an Academic Subcommittee, including all department heads, reporting to IQAC. This Subcommittee regularly meets to update course structures and syllabi. Departments distribute syllabi based on faculty expertise, and each Head of Department (HOD)</p>	

develops a general academic plan, serving as a guide for teachers' individual lesson plans, allowing flexibility and innovation. The academic framework aligns with UGC's Learning Outcome-Based Curriculum.

At the start of each session, the Academic Subcommittee creates an Academic Calendar, following the affiliating university's schedule to ensure timely syllabus completion, revisions, and assessments. Departments plan internal assessments within this calendar, with autonomy to adjust dates for innovative evaluation methods. Orientation Programs for students are conducted to make students aware of different aspects of curriculum and other relevant aspects of college life.

The Examination Committee oversees the internal assessment schedule, ensuring timely mark submissions to the university. The Routine Committee allocates class time for each program and provides ICT-enabled classrooms as required. Departments hold regular meetings to track syllabus completion and organize remedial classes if needed.

Innovative teaching methods, including Google Classroom and an automated Learning Management System, are encouraged. The Examination Subcommittee emphasizes fair student evaluation through various creative assessment methods, maintaining records electronically.

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 college's Academic Calendar is a key document that outlines:

- Class commencement dates
- Internal Assessments and University Examinations
- Holidays and major college events
- Continuous Internal Evaluation (CIE) and provisions for Tutorial and Remedial Classes

Prepared according to the affiliating University's schedule, the calendar ensures maximum compliance with planned dates for a

structured academic year. Students receive timely notifications on assessments and are offered retests if needed.

To support Continuous Internal Evaluation, Examination Committees organize both internal and external exams. Departments conduct class tests, revision tests, and remedial sessions to enhance student performance, especially for slow learners, and provide study materials as needed.

Teachers encourage open interaction with students, fostering individual progress and overall development. Each department maintains records of students' internal and external marks, which are submitted to IQAC for comprehensive academic assessment.

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

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

C. Any 2 of the above

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

1.2 - Academic Flexibility

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

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

18

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

0

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

00

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

The institution integrates crosscutting issues into the curriculum through subjects in humanities and social sciences, promoting awareness and critical thinking among students. Key areas include:

- **Professional Ethics:**
 - Philosophy: Applied Ethics (PHIGCOR01T)
- **Gender Issues:**
 - Bengali: Englands Baganari (BNGACOR14T)
 - English: Women's Writing (ENGACOR11T); Gender and Human Rights (ENGGGE02T)
 - History: Perspectives on Women's Rights in India (HISGGE02T)
 - Sanskrit: Position of Women in Society (SANACOR07T)
 - Education: Women Education and Rights (EDCADSE01T)
 - Sociology: Marriage and Family (SOCGCOR01T); Gender Sensitization (SOCSSSEC02M)
 - Political Science: Women, Power, and Politics (PLSADSE02T)
- **Human Values:**
 - English: Social Equity, Faith vs. Progress (ENGACOR10T)
 - Sanskrit: Social Value of Life (SANACOR07T)
 - Education: Value Education (EDCADSE04T)
 - Philosophy: Indian and Western Ethics (PHIGCOR04T)
 - Sociology: Challenges to State and Society (SOCGCOR02T)
 - Political Science: Human Rights (PLSGGE01T)
 - Geography: Population and Development (GEOADSE03T); Social Geography (GEOHGE02T)
- **Environment and Sustainability:**
 - Education: Environmental Education (EDCADSE06T)
 - Geography: Resource and Development (GEOADSE06T)
 - Environmental Studies: Biodiversity, Conservation, Pollution (ENVSAEC01T)

Through these topics, students relate academic content to real-life ethical, social, and environmental issues, fostering responsible and engaged citizens.

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

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

61

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

C. Any 2 of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://hingalganjmahavidyalaya.ac.in/action-taken/

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

1744

File Description	Documents
Any additional information	View File
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

575

File Description	Documents
Any additional information	View File
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

Hingalганj Mahavidyalaya assesses the levels of learning and knowledge gathered by the students on a regular basis using various methods such as frequent class tests (written and viva - voce) university prescribed internal examinations, University organised end- semester examinations, assignments, project preparation presentations etc. The department of geography arranges educational excursion every year for the students. Apart from these the department of history also Avengers discussion for the students to nearby places.

Most of the departments organised sufficient remedial/tutorial classes for slow learners along with their regular schedule classes where students were able to interact directly with the respective teachers for clearing their doubts. For advance - learners, advanced level lectures, several seminars, different outreach- programs beyond the curriculum where made accessible. Moreover, there were several efforts to provide lecture and content related study materials to the students through the college website and our College YouTube Channel, WhatsApp group,

Photocopies in offline classes and links for consulting e-resources.

Different seminars on emerging issues have been organised by the departments on a regular basis. Most of the departments published student's magazines, several departments also published online magazines on different occasions containing contribution from Students.

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
1357	37

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

HingalGANJ Mahavidyalaya practices various student- centric methods, such as experiential -learning, participating learning and problem solving methodologies for enriching the learning experiences of the students. All the departments conduct weekly tests/ internal assessments to access the progress of students. Departments also provide platforms to students for participating learning through Projects, Presentations, Webinars, Wall Magazine. Field work and excursions which were conducted to the students the practice and habit of participative learning and problem solving is a regular practice of arts departments such as Education, Geography and History.

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

Use of different ICT enable tools for teaching learning is a frequent practice in our college. Teachers provided audio lectures, PowerPoint presentations, YouTube etc. Doubt clearing, special

classes have frequently been conducted using different meeting apps like Google meet. Department of Geography has a well -equipped computer lab, partially shared by the department of Economics for guiding students to use economic software and project preparation. Department of geography has a GIS lab running successfully by the teachers and students of the department.

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

18

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

37

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

10

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

349

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.

Following the academic calendar provided by the parent University, the Internal Examination committee of the institution conducts Internal Assessment Regulatory. All examinations conducted offline according to a schedule closely following the guidelines provided by the University, keeping in mind that the scheduled classes are not affected.

Internal Assessment of our departments are taken through two modes. One is written test and the other is Home Assignment or Project.

Written test of 20 marks is taken at college campus on schedule dates. Students are to write two long questions of 10 mark out of 4 questions. Students are encourage to write their answers using their own understanding and as for as possible there own language. For the race 20 marks to Home Assignments or Projects are given. Is project contains 10 marks or 20 marks. Student or ask to prepare is project within 1000 words. They are also encourage to make it as unique as possible.

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

Teachers from different departments have been included in the Internal Assessment Committee. The committee primarily handles any complaints pertaining to the Internal Examination process after consulting with the College Principal. Grievances are resolved through negotiation with the parent University as well, if necessary. Great care is taken to guarantee that all complaints are resolved in the shortest amount of time feasible, protecting the kids future. Students are presented the evaluated answer script following the examination in order to start a conversation about their particular academic performance. Every year the Academic Audit Committee carries out and internal audit to resolve any complaints about how exams are administered and submit a report in response.

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.

Hingalganj Mahavidyalaya follows UG courses curriculum providing by the affiliating university (The West Bengal State University). After admission, different departmental teachers orient the new students about the syllabus of different courses offered by the university. They convey the informations about learning objectives of the

syllabus, duration of the course, needful study materials etc. to the students in class room. College authority also organize a session to enlighten about the NEP System for new students and CBCS System for old students. College has stored copies of the syllabus and previous years' question papers in the college library.

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.

Hingalganj Mahavidyalaya evaluated the attainment of program outcomes, program specific outcomes and course outcomes during the year through internal exams, end-semester exams, assignment exams and others, following notifications issued by the affiliated university (WBSU). The students displayed the success for the year. The students are also assessed in class right from the beginning of the semester through multiple methods like asking conceptual questions and involving them in precise objective experiments.

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

184

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/e/1FAIpQLSdjieus-pZSx_OtwKNql3fa17t-zLSUrxUwWFos6nupmTLPLw/viewform?pli=1

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

13

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

10

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

13

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 Hingalganj Mahavidyalaya has 1 NSS unit and through this Unit, College has organized some activities during this year 2023-2024, such as Aids awareness program, Health Awareness program & Rally, International Yoga Day celebration & Special Camp under the leadership of program officer, Md Golam Martuja.

International Yoga Day Celebration was organized by the NSS unit. On the occasion of World yoga Day and also Aids Awareness program was organized on the occasion of world Aids Day.

Health Awareness programme Rally & Republic Day observation was organized by Nss Unit and Student Welfare Sub-Committee

Seven days Special Camp was organized by NSS Unit from 21-03-2024 to 27-03-2024.

In this period, a cultural program was organized at Bankhra. paschim primary school in the adopted Village (Bankhra). The maximum Students of that school were actively participated. Our Nss volunteers and students of Paschim primary school (Adopted village) were benefited and motivated.

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

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

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

0

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

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

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

5

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

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

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

197

File Description	Documents
Report of the event	View File
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

10

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	No File Uploaded

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

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

10

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 a green airy campus with student-centric facilities as listed below:

1. 19 Airy spacious classrooms with whiteboards that double up as projector screens for ICT classes
2. One well equipped laboratory for students of the Geography Department and a computer laboratory for use by students in general. At present there are seven computers in fully working condition along with an internet facility exclusively for students.
3. The use of portable projectors and screens enable nearly all the classrooms for ICT classes.
4. The whole campus is under CCTV surveillance focusing on strategic points.
5. The entire college building has been constructed keeping in mind that the region is prone to cyclones and floods. In spite of being subject to numerous floods and cyclonic disasters, the building has stood strong because of its earthquake resistant and cyclone-resistant floor-plan.
6. The main campus is surrounded by landscaped garden, blossoming plants, along with the inspiring full length statue of Rabindranath Tagore, inscribing in students' minds the spirit of humanism, peace, and a deep respect for nature.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://hingalganjmahavidyalaya.ac.in/infrastucture/

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 cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc. as listed below:

1. A spacious Open Air Theatre as well as seminar room houses to

perform the cultural programmes and academic events.

2. A well-equipped gymnasium offers opportunity to staff and students for physical exercise.
3. Large open field, with a secured boundary, is a joyful space for outdoor games. A football and a volleyball court within the campus and play area within the Girls' Hostel help students stay fit and cheerful amidst lush greenery.
4. Girls' Hostel, with comfortable spacious rooms, nutritious home-cooked food, in-house library, kitchen garden and herbal garden, offers a secure environment for girl scholars for a nominal fee.
5. There are two sanitary napkin vending machines and incinerators in campus as well as Girls' Hostel for ease of access to hygienic products and disposal.
6. Infirmary (sick room) with first aid facility for students and staff
7. Cafeteria serving nutritious food at reasonable rates.
8. Guest-rooms with modern amenities for students and staff members.
9. Room for indoor games/sports/Yoga in department of Physical Education
10. Exclusive and dedicated Scholarship Desk and Student Credit Card helpdesk.
11. Online Grievance Redressal, Anti-Sexual Harassment, E-notes facilities and video lectures for online education
12. There is a spacious and shaded bi-cycle and motor-cycle stand inside the campus

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://hingalganjmahavidyalaya.ac.in/infrastructure/

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

19

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

19

File Description	Documents
Upload any additional information	No File Uploaded
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)

3.6705

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

4.2 - Library as a Learning Resource

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

Name of ILMS software : Infonetics

Nature of automation (fully or partially) :partially

Version : NA

Year of Automation : 2022

The institution has a fully digitised library wherethe students can access and place book requests remotely. The user interface is simple and easy to enable quick search based on subjects, author names, publishers. The central library was established in 2007 and now it is about 1449 sqft with reading room which can accommodate 25

students at a time. It is fully digitalized with Integrated library Management Software (ILMS). The library has 10818 books as on 25/06/2024. There is online Public Access Catalogue (OPAC) facility so the students can check the availability of the books via OPAC. All the departments have their respective libraries. The books are purchased every year for the central library and then distributed to the seminar libraries as per requirement. It is used by all the teachers, non-teaching staff and the students. Internet facility is available for the users. Newspaper reading facility is also available inside the reading room. The library provides remote access to the digital resources such as previous years question papers and syllabi to the users. An initiative was taken to subscribe to E-books and e-journals under National Library and Information Services Infrastructure for Scholarly Content (N-LIST). The Library Committee members are taking active steps to familiarise the students with the technicalities of this system to ensure its optimum implementation. Students are issued books against their Unique Identification number to ensure transparency and ease of access.

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	D. Any 1 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)

0.0792

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

1406

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

4.3 - IT Infrastructure

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

The institute is equipped with a fully digitized office, which relies heavily on stable and fast internet connectivity for its daily operations. To meet this requirement, the Local Area Network (LAN) provides seamless connections to all office computers, the computer lab, smart classrooms, the Internal Quality Assurance Cell (IQAC), Examination room and the library, with speeds reaching up to 100 Mbps. Additionally, the institution extends free WiFi services to its students and staff, offering speeds of up to 90 Mbps or higher under optimal conditions. The finance committee ensures the regular allocation of funds to facilitate periodic updates and enhancements to the IT infrastructure

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

4.3.2 - Number of Computers

10

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

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)

36.69

File Description	Documents
Upload any additional information	No File Uploaded
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.

The institution has a well-defined policy framework for maintaining and utilizing its physical, academic, and support facilities, including laboratories, libraries, sports complexes, computers, and classrooms. The system operates under the strategic directions and

guidelines provided by the Governing Body.

The process begins with the formulation of maintenance and utilization plans, ensuring alignment with institutional goals and the needs of stakeholders. The plans are then meticulously implemented by a team of dedicated staff members, who are trained to carry out the required tasks efficiently and effectively. Regular inspections and follow-ups are conducted to monitor the progress and address any challenges that may arise during the execution phase.

To ensure transparency and accountability, a structured audit system is in place. This involves periodic reviews and assessments conducted by authorized personnel or external agencies. The audit evaluates the completion, quality, and efficiency of maintenance activities, identifying areas for improvement.

By adhering to this systematic approach, the institution ensures optimal functionality, safety, and sustainability of its resources, thereby supporting a conducive environment for academic and extracurricular excellence.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://hingalganjmahavidyalaya.ac.in/infrastucture/

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

1075

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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

1075

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**

E. none of the above

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

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
15	
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	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File
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	

1

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

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

0

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.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	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 Students Council actively participates in this college's administrative through Governing body and academic operations through various committees like Anti Ragging Committee, IQAC, ICC, Sports, Cultural subcommittee. They assist in acclimating recently admitted students at different colleges by volunteering. While following the established procedures, the Student Council has taken part in several social welfare initiatives for the community. They assist underprivileged children during admission, offering academic and financial support through the Students Council Aid Fund. To establish stronger ties with students, they have embraced new social media channels. The Students Council disseminates information regarding exam dates, college application deadlines, and several scholarships that students can receive with the right application. Students participated in the surveillance of Safe Home, a facility for patients with COVID-19 symptoms, throughout the pandemic. During the pandemic, they provided the local community with necessities. Students participate in a variety of camps that include topics such as blood donation, thalassaemia detection, cleanliness, dengue awareness, and the value of handwashing. All year long, programs are planned and memorable days like Republic Day, College Foundation Day, World Aids Day, International Yoga Day, International Mother Language Day, are celebrated seriously with the sincere cooperations of Student's council.

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

5

File Description	Documents
Report of the event	View File
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

Our institution aspires to build a dynamic alumni network fostering enduring relationships among alumni and current students. This network promotes mentoring, networking, and career support to enhance the personal and professional growth of both alumni and present students. The mission of alumni engagement is to establish a symbiotic relationship between the institution and its alumni community.

Key Mission Points:

1. Building Lasting Connections:

Strengthening ties between alumni and the institution to nurture a supportive, engaged community.

2. Providing Career Development and Mentorship:

Enabling networking, mentorship, and career guidance for all career stages.

3. Encouraging Philanthropic Activities:

Motivating alumni to contribute time, expertise, and resources for institutional growth.

4. Showcasing Alumni Success Stories:

Celebrating alumni achievements to inspire students and foster a culture of excellence.

5. Encouraging Lifelong Learning:

Offering alumni opportunities for continued education and professional development.

Strategic Execution:

The institution employs a strategic approach to alumni engagement through collaboration, communication, and commitment. A robust alumni database, newsletters, social media platforms, and alumni portals keep graduates connected. Networking events, mentorship programs, and philanthropic initiatives such as blood donations, tree plantations, and relief work emphasize alumni contributions. Alumni actively participate in college events like Annual Sports, College Foundation Day, and Baishe Shrabon. Cultural and community services, such as Cyclone Mocha relief and book donations, further inspire current students. By showcasing alumni success stories and offering professional development workshops, the institution ensures lifelong learning and meaningful engagement, creating a legacy of pride and excellence.

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
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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

Vision:The college envisions to create an academic ecosystem for the young generation where knowledge will be in sync with commitment to society and humanity. this vision is in direct concurrence with Tagore's dream od India

'Where knowledge is free....."

Mission:our mission at Hingalganj Mahavidyalaya is to shape our students into smart responsible and sincere students by imparting both academic and moral education. To accomplish this the college ensures the following:

1. Equal opportunity to every student irrespective of gender, caste, creed and religion.
2. Special emphasis is given on punctuality, regularity and discipline. While the students and staff share a mutual bond of love and indulgence, all are bound to observe the stated code of ethics and decorum.
3. Empowermnet of women is a special agenda in the mission of the

college. The exclusive cell "Women Empowerment" acts as an active and progressive body in the college.

4. The college arranges for the students soft skill and syllabus orientation programme. The college avails the benefits of career counselling programme and provides them proper guideline, financial assistance through scholarship schemes. The prioritizes digitization and use of modern technology both in classroom and office.

File Description	Documents
Paste link for additional information	https://hingalganjmahavidyalaya.ac.in/vision-mission/
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.

1. The Principal takes an active role to encourage the faculty members to maintain a positive academic environment.

2. A decentralized management operative approach is used by the institute. GB and the Principal have established many sub-committees. Expertise and interest are taken into consideration while choosing members.

3. To manage student scholarship, representatives from the qualified faculties have been given the responsibility of activating AISHE, Banglar Uchhasiksha Portal.

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

Every progressive initiative is carried out through rigorous planning which is initially proposed in Academic Sub-committee/Teachers's Council/IQAC. Financial decisions are endorsed

are endorsed by Finance Sub-committee and finally approved by the GB. After the plans are executed, the outcome is further analysed and the feedback is shared among all stakeholders.

As part of strategic/perspective planning to emphasize its students' employability after finishing their studies, the college always focuses on providing them with high-quality occupational skills. This college's Career Counselling Cell is the main resource for determining industry interaction, collaboration, and visits intended to improve students' employability skills in accordance with the demands of the worldwide labour market.

The college uses four stages to assure Academic Administrative Audit. HOD and IQAC conduct internal academic audits. Following physical verification, the documents are authenticated by the principal, followed by two tiers of external auditing, including external members of GB and IQAC, and finally by a university nominee. Prior to an external audit, the Finance Subcommittee verifies the results of an internal administrative audit conducted by a number of committees

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://hingalganjmahavidyalaya.ac.in/code-of-conduct-2/
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.

To ensure effective handling of academic and administrative matters and participatory governance, the institution has a well-organized structure consisting of cells, subcommittees, and academic and administrative units. The parallel structure that guarantees that developmental plans are processed from all relevant departments is reflected in the college's organogram.

The highest authority is the Governing Body. The Governing Body is constituted as per extant regulations with representations from the State Government, neighbourhood, academia, affiliating university, who work in close consultation with staff representatives, student

representatives and the Head of the Institution.

1. Under the principal's supervision, the institution's daily operations are conducted. 2. All financial transactions must be regulated and observed by the Bursar.

3. Statutory Bodies such as Finance Sub-Committee, Internal Complaints Cell, Grievance Redressal Committee etc are constituted as per norms and function to ensure proper implementation of institutional developmental plans.

4. The Governing Body appoints external members to significant subcommittees and Cells in addition to the institution's employees.

5. To guarantee optimal execution of academic and overall quality improvement initiatives, the Internal Quality Assurance Cell serves as a monitoring unit.

6. A specific code of conduct is posted on the institution's website for members of the Governing Body, faculty, staff, and students.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
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 college has effective welfare measures in place for its teaching and non-teaching staff. The various welfare schemes are as follows:

- Medical assistance
- Maternity leave
- Child Care leave
- All the non-doctoral staff members are encouraged to get enrolled for part-time Ph.D program.
- Staff Welfare fund gives support in crisis.

- Refundable loans are provided to staff. Financial incentives are given during major festivals.
- Medical leave
- Wi-Fi facility
- Computing facility
- Identity cards

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)	No File Uploaded

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

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

0

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

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

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

4

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

6.3.5. Institution's Performance Appraisal System for Teaching and Non-Teaching Staff

The Performance-Based Appraisal System (PBAS) plays a crucial role in evaluating employee performance, identifying strengths and weaknesses, motivating staff, and enhancing overall efficiency.

Teaching Staff

- **Performance Assessment:**
 - Evaluated through the Annual Self-Assessment for PBAS.
 - Reviewed and verified by Heads of Departments, IQAC Coordinator, and Principal.
- **Promotions:**
 - Based on PBAS proforma for UGC Career Advancement Scheme (CAS).
 - API scores determine eligibility.
 - Faculty members receive advance notifications for promotions and are recommended to appear before the screening-cum-selection committee.
- **Additional Responsibilities:**
 - Besides academic duties, faculty are assigned extra responsibilities.
 - These contributions are given due weightage in their overall appraisal.

Non-Teaching Staff

- **Performance Parameters:**
 - Annual performance appraisal evaluates:
 - Character and habits.
 - Departmental abilities and work capacity.
 - Discipline, reliability, and interpersonal relations (with superiors, colleagues, and students).

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 purpose of the audit is to determine whether the financial systems' operations follow established standards. If there are any discrepancies, the audit offers suggestions for how to make the current processes better. Additionally, it suggests updating the policy to reflect the most recent, industry-leading best practices in education.

- Frequent audits provide objective definitions and transparency to financial operations. Accountability is ensured via financial management through budgetary compliance.
- Various software systems as part of e-governance, are used for financial transparency and accountability.
- Several committees under the Finance Subcommittee conduct annual reviews of key procedures, including admission, payroll, procurement, fixed asset management & financial accounting, revenue recognition, and statutory compliance, as part of internal audit.
- The internal stock audit is carried out by GB-approved Chartered Accountant under the supervision of coordinators assigned by the authority. The external audit is carried out by an auditor appointed by the Government of West Bengal.
- IT and GST returns are submitted every year within the stipulated filing date. Finally, all the reports are placed before the Finance Sub-committee and endorsed by GB before submission to the Higher Education Department.

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

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

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

0

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

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

The college executes its financial strategies through the Finance Sub-committee constituted with external and internal members entrusted with the following powers:

- To consider the annual accounts and financial estimates of the college and recommend the annual budget / revised estimates to the Governing Body for approval
- To fix limits of the total recurring and nonrecurring expenditure of the year based on the income and resources of the college
- The Finance Committee meets at regular interval to examine the accounts and to scrutinize proposals for expenditure and ensure financial transparency through internal and external audits
- Utilization of Government grants are monitored as per guidelines.

College fund is used for developmental and maintenance activities, healthy living and resourceful teaching-learning. Pandemic fund has been generated by college staff and alumni. The college fund is utilised to execute various activities, as per budget; few of them are as follows:

- Research
- Seminars/webinars/workshops/conferences etc
- Extension and special lectures
- Additional laboratory support by setting up of an instrumentation room and engagement of contingent assistant as per requirement
- Regular Sanitization of the college
- Financial assistance to needy students through covid cell
- Development and annual maintenance

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

College IQAC is dedicated to ensuring the quality of its curriculum and academic advancement. Academic accountability is ensured through academic accounting as well as by organising induction programmes, library orientation before the commencement of classes involving all stakeholders, student meetings before examinations and academic and administrative audits. Staff Development Programmes, FDP, Seminars, conferences etc., enrich curriculum planning and deliberation. Further we conduct mentoring, tutorials, classes for slow and advanced learners, collaborative events (implementation of MoU).

IQAC's unique contributions include the establishment of an Institutional Innovation Cell and , assisting minority students in obtaining equal opportunities, and exposing students to the world through internships, industry visits, and other means. Add on and value added courses which are unique contribution of IQAC.

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

Peer-assisted learning, self-learning, industrial internships, and innovative and project-based learning are some of the pedagogies that have been adopted to improve the efficacy of teaching-learning and to create skill-based employability. In order to improve comprehension and allow students to apply their information in real-time, project-based learning has been used in both theoretical and laboratory courses. To introduce students to the higher education sector and realistic job market, departments organize advanced

lectures on career factors and higher studies. Through its meetings, IQAC discusses ways to improve the teaching-learning process. Additionally, academic subcommittee meetings are held to monitor the teaching and learning process, operational procedures, and learning outcomes at regular intervals. Additionally, parent-teacher sessions are arranged to discuss the performance of their wards. Feedback is taken at regular intervals from all stakeholders and analysed for overall performance improvement.

Academic Administrative Audit is executed annually. Initially internal academic audit is performed by Senior Teachers, Academic sub-committee convener and IQAC coordinator. Thereafter the Principal authenticates the documents after physical verification followed by External Audit by external Members of GB, external IQAC members and university nominee.

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	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

Hingalganj Mahavidyalaya, a co-ed educational institution, prioritizes gender sensitivity in policies to create a healthy work environment, supporting diversity through Women Empowerment Cell and ICC activities.

- Emergency Helpline Number for women students and staff
- Gender Awareness program for students and staffs.
- Conducting the gender sensitization program
- Campaign Program along with feedback of Employee's, Action taken Report of 2023, Initiative taken in 2024 Hingalganj Mahavidyalaya Session: 2023-24
- The report will outline the actions taken to address sexual harassment in higher education institutions over the past year.
- Allowing Female Employees Child Care Leave, Maternity Leave
- The college has enhanced its infrastructure to ensure the safety and security of girls students and employees, including the installation of CCTV cameras, sanitary facilities, and sick rooms.
- Scholarship program for girls child
- The college has a Grievance Redressal Cell for student participation, an anti-ragging committee, and security measures like security guards and CCTV cameras.
- Health Care cum Sick Room:
- College has separate Girls and Boys common room
- College has two Sanitary vending machine one near Girl's common Room and another one at Girl's Hostel

File Description	Documents
Annual gender sensitization action plan	https://hingalганjmahavidyalaya.ac.in/wp-content/uploads/2024/12/7.1.1.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://hingalганjmahavidyalaya.ac.in/wp-content/uploads/2024/12/7.1.1-2.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
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File Description	Documents
Geo tagged Photographs	View File
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

Organic wastes generated everyday in the college are deposited in the two peats one created in the hostel premises of the college another one is in the backside of the college. The manure generated is used in gardening at the college campus • The college campus is maintained Plastic Free by the Green campus committee along with the Green Cell and NSS units. • Dustbins are placed at regular intervals to dispose of solid wastes generated every day. The college authority strictly bans the use of plastic at the college. • Specific equipment which are not in conditions of repair is sold in conformity with the rules of the purchase committee of the institution.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://hingalganjmahavidyalaya.ac.in/wp-content/uploads/2024/12/WhatsApp-Image-2024-12-24-at-11.12.30-AM.jpeg
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	E. None of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 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 	B. Any 3 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	E. None of the above

energy initiatives are confirmed through the following
1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green campus recognitions/awards
5. Beyond the campus environmental promotional activities

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

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

D. Any 1 of the above

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

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

The Institution organises Basanto Utsav / Holi Festival or Dol utsav every year as conceived by Rabindranath Tagore. • The college authority jointly with the student council organizes Saraswati Puja every year. All the students and staff of the college participate. • The Institute organises "Rakhi Bandhan" to promote brotherhood , protection and fraternity among all stakeholders. • The college observes the birth and death anniversary of great Indian Personalities like Rabindranath Tagore Netaji subhas Chandra Bose, Mahatma Gandhi, Kaji Najrul Islam, Khuidiram Bose accompanied by informal cultural events. • Every year Republic Day(26th January) and Independence Day (15th August) is observed where all students and staff assemble to pay respect to the nation by hoisting the tricolour. • All the Departments organises Teachers Day on 5th September every year as a mark to tribute the birth of Dr. Sarvepalli Radhakrishnan. • National voters day is celebrated every year on 25th January to encourage new voters and to make them aware of their voting rights. • Bhasha divas (Mother language Day) is celebrated on 21 February every year.

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

HingalGANJ Mahavidyalaya every year celebrates Independent Day on 15th August and Republic Day on 26th January in college campus under the leadership of NSS unit. Every year the jawans from BSF border camp come and join in this grand celebration with different events and activities. • The college observes the birth and death anniversary of great Indian Personalities like Rabindranath Tagore Netaji subhas Chandra Bose, Mahatma Gandhi, Kaji Najrul Islam, Khuidiram Bose accompanied by informal cultural events. • National voters day is celebrated every year on 25th January to encourage new voters and to make them aware of their voting rights. • Bhasha divas (Mother language Day) is celebrated on 21 February every year. • All the Departments organizes Teachers Day on 5th September every year as a mark to tribute the birth of Dr. Sarvepalli Radhakrishnan. • Department of Political Science organized a Special Seminar on Human Rights Day where honorable Vice Chancellor of WBSU Prof.Dr.Raj Kumar

Kothari gave an outstanding talk. Details of other programme is mention in the "Ak Nojora ak Bochora"(Events of the year at a Glance)

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 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

B. Any 3 of the above

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	No File Uploaded
Any other relevant information	No File Uploaded

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

The Institution organizes Basanto Utsav /Holi Festival in the way as conceived by Rabindranath Tagore. • The college authority in association with the student council organises Saraswati Puja every year where all the students and staff of college participates. • The Institute organises "Rakhi Bandhan" to promote brotherhood , protection and fraternity among all stakeholders • The college campus celebrates national festivals and the birth anniversaries of great Indian personalities every year to instill values and

patriotism in the students. Activities such as flag hoisting, walks, essay writing, and elocution form part of these celebrations. Inspirational speeches by eminent personalities are organized to motivate both staff and students on these special days. • The college also observes significant days like World Environment Day, International Yoga Day, Independence Day, Republic Day, Netaji Subhas Chandra Bose's Birthday, Pandit Iswar Chandra Vidyasagar's Birthday, Kaviguru Rabindranath Tagore's Birthday, and the Birth Anniversaries of Dr. Sarvapalli Radhakrishnan, Mahatma Gandhi, and Swami Vivekananda. • National voters day is celebrated every year on 25th January to encourage new voters and to make them aware of their voting rights. • Bhasha divas (Mother language Day) is celebrated on 21 February every year. • All the Departments organizes Teachers Day on 5th September every year as a mark to tribute the birth of Dr. Sarvepalli Radhakrishnan.

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 Practices I Title: Facilitate Girls students and Employee to learn and work- • Hingolganj Mahavidyalaya gives emphasis to facilitate girls students and employees to make their study and work environment comfortable, safe and learning friendly. • Different scholarship programs for girls 'students. Special measures to protect sexual harassment. • Grievance cell for complaint on any type of unethical activities against women. • Girls hygienic toilet, sanitary napkin vending machine, girls hostel, girls common room, 100% CCTV camera coverage, emergency helpline number for any type of harassment to facilitate girls students for better up liftmen.

Best Practices II Title: ICT classes • Most of the departments use the ICT enabled class system. Use of the projector, PPT presentation, Google classroom etc practice by the facilities. • Teachers also take Online classes in Google meet whenever it is needed.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

As this college is situated in a border area and it is very close to Sundarban which is the largest mangrove ecosystem and the environment is very sensitive so the primary duty of the college is to make the students environment friendly and sensible person. • Equipping students with necessary skills to navigate the challenges. • Enriching the culture of the local area by different social activities and outrage programs the college try to do its social responsibility. • Different types of cultural events sports events inter department competitions took place to the quality of students.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

The following plan of actions are to be considered for the next academic year 1. More skill development courses to be conducted. 2. More infrastructural development for effective implementation of NEP. 3.Special focus to be made on Multidisciplinary courses. 4.More MoUs to be signed for collaborative works. 5. Waste management to be strengthened. 6. Initiatives to be taken for making NCC batallion. 7. Initiatives to be taken for increasing units of NSS. 8. New academic building for accommodating students under NEP to be constructed and inaugurated. 9. Necessary initiatives to be taken from time to time for ensuring proper implementation of NEP. 10. Plagiarism software to be installed for enhancing quality research work. 11. Facilities for Divyangan students to be enhanced. 12. More books in library to be bought for implementing NEP.