

TEHATTA SADANANDA MAHAVIDYALAYA

Tehatta, Purba Bardhaman, West Bengal



Vision and Mission

Our Vision

To educate and empower the underprivileged youth of Tehatta and its neighbouring villages by providing value based quality education for their holistic development so as to enable them to transform the socio-economic fabric of the region into a lively and progressive one.

Our Mission

- To encourage the youth belonging to economically backward and underprivileged communities to pursue higher studies.
- To encourage greater participation of female learners in the field of higher education for women empowerment.
- To develop a socially and economically inclusive academic ambience that is flexible to changing needs.
- To impart value based quality education and to unfold the potential and skills of the local youth to enable them emerge as self reliant and competent individuals of the society.
- To promote an academic ambience that is free from gender discrimination and stereotypical social and racial prejudices.
- To enlighten young minds and help them to develop vocational skills and social awareness to provide opportunities of employment to students in the context of changing world.
- To help the neighbouring areas in feasible ways to create a benevolent society free from all biases.

CODE OF CONDUCT & CODE OF ETHICS



TEHATTA SADANANDA MAHAVIDYALAYA

A WEST BENGAL STATE GOVERNMENT AIDED DEGREE COLLEGE

AFFILIATED TO THE UNIVERSITY OF BURDWAN

ESTABLISHED – 2013

P.O – TEHATTA ★ DIST. – PURBA BARDHAMAN ★ PIN – 713122

 tehatta.sadananda.mahavidyalay@gmail.com



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P.O.- TEHATTA ★ DIST.- PURBA BURDWAN ★ PIN- 713122

M. :- 9831278235 • E-mail : tehatta.sadananda.mahavidyalay@gmail.com • Website : www.collegetsm.in

Students (Code of conduct):

1. To maintain sense of unity, integrity, bonhomie and harmony
2. To maintain discipline, and to abide by the rules of the college
3. To regularly appear in examination and abide by the rules of examinations
4. To maintain regularity and punctuality in attending classes
5. To develop a sense of being a member of the college-family
6. To develop civic responsibility for being a responsible citizen of our nation
7. To nurture a sense of genuine esteem for our nation and our cultural heritage
8. To develop a feeling for fellow students
9. To help and facilitate the study of indigent and poor students
10. To foster healthy and cordial relation with teachers and non-teaching staff of the college
11. To develop a sense of Social Responsibility and Accountability
12. To promote Communal Harmony
13. To strive for Gender Equality
14. To participate in the academic, social and cultural programmes of the college

Teachers (Code of conduct)

1. To sign the Attendance Register after arrival and before departure
2. Not to leave the college without permission of the concerned authority
3. Not to enjoy any unauthorized leave, and not to enjoy leave without prior permission of the authority concerned
4. To execute the duty related to the Committee of which the staff is a member
5. To take classes allotted in the Routine/ Time Table
6. To complete the teaching assignment within the stipulated time
7. To participate in conduction of co-curricular activities of the learners/ students
8. To abide by the service rules of college teachers

9. To evaluate the progress of the learners and perform university assignments
10. To maintain sense of unity, integrity, bonhomie and harmony among the students, colleagues, and other stakeholders
11. To develop a sense of belongingness with the college
12. To stimulate positive values among the learners
13. To act as a friend, philosopher and guide of the learners for their holistic development
14. To maintain manners befitting a government servant
15. To maintain behavior and ethics befitting an academic institution
16. To regularly update one's knowledge domain
17. To play a significant role in the creation of human resource

Non-teaching staff (Code of conduct)

1. To sign the Attendance Register after arrival and before departure
2. Not to leave the college without permission of the authority concerned
3. To execute the duty assigned by higher authority
4. To maintain regularity and punctuality
5. To abide by the service rules
6. To develop a sense of being a member of the college-family
7. To maintain sense of unity, integrity, bonhomie and harmony among the college staff
8. To report the progress of one's duty to the authority concerned, and to maintain a healthy liaison with the authority and management, as also with fellow staff
9. To maintain manners befitting a government servant
10. To maintain behavior and ethics befitting an academic institution



Principal
Tehatta Sadananda Mahavidyalaya
Tehatta, Purba Bardhaman





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Code of Ethics

The college has strived to provide the equitable standards of academic training to its young learners and has tried to step in various activities for the fulfillment of it's vision and mission. The code of ethics is immensely essential for the college teachers to foster academic integrity and honesty among the teachers and students. While specific code of conduct for the teachers, students and non-teaching staff has already been specified, few basic principles or code of ethics need to be followed along with.

➤ Scope

The college is an institution to promote work culture, value based education, social, moral and academic ethics among students and faculties that brings about quality, professionalism, satisfaction and service to the nation and society as well. Therefore, the college is declaring its code of conduct and code of ethics that to be abiding by the faculty members and students.

➤ Code of Ethical Policies of the College:

The following polices have been taken for the accomplishment of college's vision and mission:

1. As an academic and institutional guardian the Principal should maintain a harmonious and coherent environment within the college. He/she must execute leadership through policy formation keeping transparency, fairness, honesty, highest degree of ethics in decision making for the best interest of the college.



2. The teachers should be dedicated to their students' education, and compel them to think beyond the boundary by encouraging the critical question-answer session within class.
3. The teachers should welcome and respect student from diversities societal background and practice zero tolerance to any deprivation, ill behavior and discrimination.
4. The teacher must uphold academic integrity by not engaging in or tolerating plagiarism, cheating, or any other form of academic dishonesty.
5. The teachers should exhibit professionalism in all interactions with students, colleagues, and staff. It also includes avoiding conflicts of interest.
6. Evaluation and grading should be fair and transparent, based on established criteria and not influenced by personal biases or preferences.
7. Teachers should foster open and honest communication with students, providing constructive feedback and being approachable in any situation.
8. Continuous professional development should be prioritized by the teachers by enriching students with advanced course of information in their field.
9. College teachers should ensure the safety of their students in all educational activities, whether in a classroom, laboratory, or field setting.
10. Teachers should create an engaging and supportive learning environment to promote inclusive education among students.
11. Teachers should work collegially with their colleagues and collaborate in research oriented activities.
12. Every individual faculty of the college should be aware of their role in the adopted village including the society in broader frame and contribute positively by developing socially responsive students.

Additionally, adherence to ethical policies of the institution is a continuous progression that requires manifestation and self-evaluation to maintain the highest standards of professionalism in the field of academics.



A handwritten signature in blue ink, appearing to read "Ujjayanti".

Principal
Tehatta Sadananda Mahavidyalaya
Tehatta, Purba Bardhaman

ORGANOGRAM OF THE COLLEGE

MHRD (Govt. of India)

Higher Education Dept. (Govt. of W.B.)

UGC

The University of Burdwan

Governing Body (College)

Principal

IQAC

Teachers' Council

Statutory Committees

Office

Administrative Committee

Clubs

Non-statutory Committees

1. Anti Ragging Committee
2. Committee for SC/ST
3. Minority Cell
4. NSS Advisory Committee

1. DTO
2. Cashier
3. Library Assistant
4. Clerk

1. Purchase and Finance Committee
2. CAS
3. WBHS
4. Leave & Service Book

1. Eco-Club
2. Electoral Literacy Club
3. Kanyashree Club
4. Movie Club
5. Red Ribbon Club

1. Admission
2. Routine
3. Library
4. Cultural
5. Computer & Science Awareness
6. Magazine
7. Seminar
8. Research & Publication
9. Feedback
10. Women Cell
11. Examination
12. Excursion
13. Sports
14. Website
15. Prospectus
16. Career Counseling
17. Scholarship
18. IPR Cell
19. Internal College Green Committee

STUDENT

Internal Complaints Committee

Grievances Redressal Cell

TEHATTA SADANANDA MAHAVIDYALAYA

Tehatta, Purba Bardhaman, West Bengal



SWOC Analysis

Strength of the Institution

- Tehatta Sadananda Mahavidyalaya is the only higher educational institution in the Kalna Block-II Division thereby providing scope for college education for the youth in Tehatta and its nearby villages.
- The student-teacher ratio is high which makes it feasible for the teachers to provide individual attention to the students.
- The college maintains a student friendly environment and the ambience is congenial to promote a healthy workplace culture.
- Female participation is significantly more both among students and faculty, thereby contributing towards women empowerment.
- The college maintains a pollution free natural green campus with a plastic free zone.
- Students are always encouraged to participate in various extracurricular activities and awareness programs.

Weakness of the Institution

- The location of the college is remote in a rural area with inadequate transport and communication facilities.
- Most of the students come from the underprivileged and economically backward sections of the society.
- Most of the students are first generation learners and hence lack awareness.
- Less participation of youth is noticed in higher education.
- Lack of adequate infrastructure as it is still a developing college

Opportunities of the Institution

- The college is now primarily an arts college and offers courses in arts but it has an immense potential to expand academically. Having a spacious campus of 5 acres, the college intends to offer science and commerce courses in near future.
- Apart from the traditional syllabus bound curriculum, the college has the potential to provide scope to the students for participating in various extracurricular activities and vocational skills.
- Being the only higher educational institution in the area, the college has the potential to become one of the prime educational institutions within short time uplifting the youth of the area to reach their full potential and pursue their life goals.

Challenges of the institution

- The village of Tehatta does not have a well connected transport system which poses a challenge to easily avail at the location.
- The youth of the area lack proper awareness regarding the immense importance of higher education and hence it poses a challenge for large scale participation on their part.
- Since it is a developing college, it lacks adequate funds to upgrade the infrastructure required for a smooth running of the college activities.

Tehatta Sadananda Mahavidyalaya

Details of Statutory and Non-Statutory Committees/Cell/Teams/Clubs

STATUTORY COMMITTEES/CELL			
Sl.No.	Name of the Committee	Members	Conveners
1.	Anti-ragging Committee	Dr. Nilanjan De, Principal (Chairperson) Abu Toyab Sk, Asst. Prof. History Department Dr. Anindya Mandal, Asst. Prof., Mathematics Department Dr. Alokanda Ghosh, Asst. Prof. Geography Department Susmita Mondal, SACT, Philosophy Department Anjan Kumar, SACT, Education Department Sumon Ghosh, SACT, Bengali Department Achintya Mukherjee, Cashier Santanu Bhattacharya, NTS	Dr. Pritam Das
2	Grievances Redressal Cell	Dr. Nilanjan De, Principal (Chairperson) Dr. Pritam Das, Asst. Prof. Education Department Dr. Anindya Mandal, Asst. Prof., Mathematics Department Dr. Basanti Rani Bag, Asst. Prof. Philosophy Department Sourav Ghosh, SACT, Sanskrit Department Hoimonti Banerjee, SACT, Political Science Department Sumit Nath, SACT, Philosophy Department Achintya Mukherjee, Cashier Santanu Bhattacharya, NTS	Dr. Alokanda Ghosh
3	Vishaka Committee/POSH/ ICC	Dr. Basanti Rani Bag, Presiding Officer Dr. Ruchira Chanda, Asst. Prof. Bengali Department Dr. Alokanda Ghosh, Asst. Prof. Geography	Basanti Rani Bag

		Department	
		Arunima Guin, Asst. Prof. Sanskrit Department	
		Dr. Anindya Mandal, Assistant Professor, Mathematics Dept.	
		Ms. Nilima Kopti., President, Panchayet Samiti, Kalna-II	
		Taufiqua Hasin, Student, Bengali Hons.	
		Kasturi Kundu, Student, Geography Hons.	
4	Committee for SC/ST	Dr. Nilanjan De, Principal (Chairperson)	Dr. Anindya Mandal
		Dr. Ruchira Chanda, Asst. Prof. Bengali Department	
		Dr. Pritam Das, Asst. Prof. Education Department	
		Arunima Guin, Asst. Prof. Sanskrit Department	
		Susmita Mondal, SACT, Philosophy Department	
		Anjan Kumar, SACT, Education Department	
		Sumon Ghosh, SACT, Bengali Department	
		Rajkumar Bhattacharya, NTS	
		Khokon Santra, NTS	
5	Minority Cell	Dr. Nilanjan De, Principal (Chairperson)	Abu Toyab Sk
		Dr. Ruchira Chanda, Asst. Prof. Bengali Department	
		Dr. Alokanda Ghosh, Asst Prof. Geography	
		Basanti Rani Bag, Asst. Prof. Philosophy	
		Laboni Bag, SACT, Geography Department	
		Sanchita Majhi, SACT, History Department	
		Abhisekh Banerjee, SACT, Sanskrit Department	
		Achintya Mukherjee, Cashier	
		Santanu Bhattacharya, NTS	
6	NSS Advisory Committee	Dr. Nilanjan De, Principal (Chairperson)	
		Dr. Anindya Mandal, Assistant Professor, Mathematics Dept.	
		Dr. Ruchira Chanda, Assistant Professor, Bengali Dept.	
		Dr. Alokanda Ghosh, Assistant Professor, Geography Dept.	
		Arunima Guin, Assistant Professor, Sanskrit	

		Dept.	
		Sumit Kumar Nath, SACT of Philosophy Dept.	
		Abhisekh Banerjee, SACT, Sanskrit Department	
		Koyel Ghosh, SACT, Bengali Department	
		Anjan Kumar, SACT of Education Dept.	
		Susmita Mondal, SACT, Philosophy Dept.	
		Sumon Ghosh, SACT, Bengali Department	
		Hoimonti Banerjee, SACT, Political Science Dept.	
		Sourav Ghosh, SACT, Sanskrit Department	
		Laboni Bag, SACT, Geography Department	
		Sanchita Majhi, SACT, History Department	
		Achintya Mukherjee, Cashier	
		Santanu Bhattacharya, NTS	
		Rajkumar Bhattacharya, NTS	
		Khokon Santra, NTS	
			Abu Toyab Sk

ADMINISTRATIVE COMMITTEES

Sl.No.	Name of the Committee	Members	Conveners
1	Purchase and Finance Committee	Sri Pranab Roy, President	Dr. Nilanjan De, Principal
		Basanti Rani Bag, Asst. Prof. Philosophy	
		Dr. Pritam Das, Asst. Prof. Education Department, IQAC	
		Dr. Anindya Mandal, Secretary of Teachers' Council	
		Achintya Mukherjee, Cashier	
2	CAS	Dr. Nilanjan De, Principal	Dr. Pritam Das
		Dr. Ruchira Chanda, Assistant Professor, Bengali Dept.	
		Dr. Alokanda Ghosh, Assistant Professor, Geography Dept.	
3	WBHS	Dr. Nilanjan De, Principal	Dr. Anindya Mandal
		Basanti Rani Bag, Assistant Professor of Philosophy	
		Dr. Alokanda Ghosh, Assistant Professor, Geography Dept.	

		Achintya Mukherjee, Cashier	
4	Leave and Service Book	Dr. Nilanjan De, Principal (Chairperson)	Dr. Pritam Das Dr. Anindya Mandal
		Abu Toyab Sk, Assistant Professor, History Dept.	
		Dr. Alokanda Ghosh, Assistant Professor, Geography Dept.	
		Anjan Kumar, SACT of Education Dept.	
		Sumit Kumar Nath, SACT of Philosophy Dept	
		Abhisekh Banerjee, SACT, Sanskrit Department	
		Achintya Mukherjee, Cashier	
		Santanu Bhattacharya, NTS	
		Rajkumar Bhattacharya, NTS	
		Khokon Santra, NTS	

CLUBS

Sl.No.	Name of the Committee	Members	Conveners
1	Eco-Club	Dr. Nilanjan De, Principal (Chairperson)	Dr. Anindya Mandal Dr. Alokanda Ghosh
		Dr. Anindya Mandal, Asst. Prof., Mathematics Department	
		Dr. Alokanda Ghosh, Asst. Prof. Geography Department	
		Sumon Ghosh, SACT, Bengali Department	
		Laboni Bag, SACT, Geography Department	
		Sourav Ghosh, SACT, Sanskrit Department	
		Susmita Mondal, SACT, Philosophy Department	
		Dwip Ghosh, Student, Geography Honours	
		Kaustav Paul, Student, Geography Honours	
		Soumi Bag, Student, Geography Honours	
		Bidisha Bhattacharya, Student, Geography Honours	
		Adrit Chaterjee, Student, Bengali Honours	
		Subhadeep Dey, Student, General	
		Santanu Bhattacharya, NTS	
Khokon Santra, NTS			

2	Kanyashree Club	Dr. Nilanjan De, Principal (Chairperson)	Dr. Ruchira Chanda
		Khokon Santra, NTS	
		Bidisha Bhattacharyya, Student 3th Sem (Team Leader)	
		Asma Khatun, Student 5 th Sem - Member	
		Koyel Mukherjee, Student 5 th Sem - Member	
		Sneha Mondal, Student 1 st Sem - Member	
		Mondira Ghosh, Student 1 st Sem - Member	
		Payel Halder, Student 1 st Sem - Member	
		Purba Halder, Student 1 st Sem - Member	
		Nandita Sinha, Student 1 st Sem - Member	
		Tanusri Jar, Student 1 st Sem - Member	
3	Electoral Literacy Club	Dr. Nilanjan De, Principal (Chairperson)	Hoimonti Banerjee
		Hoimonti Banerjee, SACT of Political Science Dept.	
		Abu Toyab Sk, Assistant Professor of History Dept.	
		Basanti Rani Bag, Assistant Professor of Philosophy	
		Sumit Kumar Nath, SACT of Philosophy Dept.	
		Anjan Kumar, SACT of Education Dept.	
		Armina Khatun, Student	
		Sayan Pramanik, Student	
		Amina Khatun, Student	
		Dip Dhara, Student	
		Achintya Mukherjee, Cashier	
		Rajkumar Bhattacharya, NTS	
4	Red Ribbon Club	Dr. Nilanjan De, Principal (Chairperson)	Abu Toyab Sk
		Dr. Pritam Das, Asst. Prof. Education Department	
		Dr. Anindya Mandal, Asst. Prof., Mathematics Department	
		Dr. Alokanda Ghosh, Asst. Prof. Geography Department	
		Sumit Kumar Nath, SACT of Philosophy Dept.	
		Anjan Kumar, SACT of Education Dept.	
		Susmita Mondal, SACT, Philosophy Department	
		Achintya Mukherjee, Cashier	

		Khokon Santra, NTS	
5	Movie Club	Dr. Nilanjan De, Principal (Chairperson)	Dr. Pritam Das
		Dr. Alokanda Ghosh, Asst. Prof. Geography Department	
		Basanti Rani Bag, Assistant Professor of Philosophy	
		Sumit Kumar Nath, SACT of Philosophy Dept.	
		Sumon Ghosh, SACT, Bengali Department	
		Laboni Bag, SACT, Geography Department	
		Santanu Bhattacharya, NTS	
		Khokon Santra, NTS	

NON-STATUTORY COMMITTEES

Sl.No.	Name of the Committee	Members	Conveners
1	Admission Committee	Dr. Nilanjan De, Principal (Chairperson)	Dr. Pritam Das Basanti Rani Bag
		Abu Toyab Sk, Assistant Professor, History Dept.	
		Dr. Anindya Mandal, Assistant Professor, Mathematics Dept.	
		Dr. Ruchira Chanda, Assistant Professor, Bengali Dept.	
		Dr. Alokanda Ghosh, Assistant Professor, Geography Dept.	
		Arunima Guin, Assistant Professor, Sanskrit Dept.	
		Sumit Kumar Nath, SACT of Philosophy Dept.	
		Abhisekh Banerjee, SACT, Sanskrit Department	
		Koyel Ghosh, SACT, Bengali Department	
		Anjan Kumar, SACT of Education Dept.	
		Susmita Mondal, SACT, Philosophy Dept.	
		Sumon Ghosh, SACT, Bengali Department	
		Hoimonti Banerjee, SACT, Political Science Dept.	
		Sourav Ghosh, SACT, Sanskrit Department	
		Laboni Bag, SACT, Geography Department	
		Sanchita Majhi, SACT, History Department	
		Achintya Mukherjee, Cashier	
		Santanu Bhattacharya, NTS	
Rajkumar Bhattacharya, NTS			

		Khokon Santra, NTS	
2	Routine Committee	Dr. Nilanjan De, Principal (Chairperson) Dr. Anindya Mandal, Assistant Professor, Mathematics Dept. Dr. Alokanda Ghosh, Assistant Professor, Geography Dept. Arunima Guin, Assistant Professor, Sanskrit Dept. Sumit Kumar Nath, SACT of Philosophy Dept. Sourav Ghosh, SACT, Sanskrit Department Hoimonti Banerjee, SACT, Political Science Dept. Santanu Bhattacharya, NTS Khokon Santra, NTS	Dr. Ruchira Chanda
3	Library Committee	Dr. Nilanjan De, Principal (Chairperson) Dr. Ruchira Chanda, Assistant Professor, Bengali Dept. Dr. Alokanda Ghosh, Assistant Professor, Geography Dept. Basanti Rani Bag, Assistant Professor, Philosophy Dept. Sanchita Majhi, SACT, History Department Susmita Mondal, SACT, Philosophy Department Abhisekh Banerjee, SACT, Sanskrit Department Achintya Mukherjee, Cashier Santanu Bhattacharya, NTS	Arunima Guin
4	Cultural Committee	Dr. Nilanjan De, Principal (Chairperson) Dr. Alokanda Ghosh, Assistant Professor, Geography Dept. Arunima Guin, Assistant Professor, Sanskrit Dept. Basanti Rani Bag, Assistant Professor, Philosophy Dept Sumit Kumar Nath, SACT of Philosophy Dept. Hoimonti Banerjee, SACT, Political Science Laboni Bag, SACT, Geography Department Achintya Mukherjee, Cashier Santanu Bhattacharya, NTS Rajkumar Bhattacharya, NTS Khokon Santra, NTS	Dr. Ruchira Chanda

5	Computer & Science Awareness Committee	Dr. Nilanjan De, Principal (Chairperson)	Dr. Pritam Das, Dr. Anindya Mandal
		Dr. Alokanda Ghosh, Assistant Professor, Geography Dept.	
		Sourav Ghosh, SACT, Sanskrit Department	
		Sumon Ghosh, SACT, Bengali Department	
		Laboni Bag, SACT, Geography Department	
		Anjan Kumar, SACT of Education Dept.	
		Khokon Santra, NTS	
6	Magazine Committee	Achintya Mukherjee, Cashier	Dr. Alokanda Ghosh, Arunima Guin
		Dr. Nilanjan De, Principal (Chairperson)	
		Dr. Ruchira Chanda, Assistant Professor, Bengali Dept.	
		Dr. Anindya Mandal, Assistant Professor, Mathematics Dept.	
		Basanti Rani Bag, Assistant Professor, Philosophy Dept.	
		Sumit Kumar Nath, SACT of Philosophy Dept.	
		Susmita Mondal, SACT, Philosophy Department	
		Anjan Kumar, SACT of Education Dept.	
		Sourav Ghosh, SACT, Sanskrit Department	
		Khokon Santra, NTS	
Santanu Bhattacharya, NTS			
7	Seminar Committee	Dr. Nilanjan De, Principal (Chairperson)	Dr. Alokanda Ghosh, Basanti Rani Bag
		Dr. Pritam Das, Assistant Professor, Education Dept.	
		Dr. Anindya Mandal, Assistant Professor, Mathematics Dept.	
		Dr. Ruchira Chanda, Assistant Professor, Bengali Dept.	
		Koyel Ghosh, SACT, Bengali Department	
		Sourav Ghosh, SACT, Sanskrit Department	
		Hoimonti Banerjee, SACT, Political Science Dept.	
		Achintya Mukherjee, Cashier	
		Santanu Bhattacharya, NTS	
8	Research & Publication	Dr. Nilanjan De, Principal (Chairperson)	Dr. Pritam Das Dr. Alokanda Ghosh
		Abu Toyab Sk, Assistant Professor, History Dept.	

		Dr. Anindya Mandal, Assistant Professor, Mathematics Dept.	Dr. Ruchira Chanda
		Basanti Rani Bag, Assistant Professor, Philosophy Dept.	
		Sourav Ghosh, SACT, Sanskrit Department	
		Hoimonti Banerjee, SACT, Political Science Department	
		Sumon Ghosh, SACT, Bengali Department	
		Achintya Mukherjee, Cashier	
		Santanu Bhattacharya, NTS	
9	Women's Cell	Dr. Nilanjan De, Principal (Chairperson)	Dr. Ruchira Chanda
		Dr. Alokanda Ghosh, Assistant Professor, Geography Dept.	
		Arunima Guin, Assistant Professor, Sanskrit Dept.	
		Basanti Rani Bag, Assistant Professor, Philosophy Dept	
		Sanchita Majhi, SACT, History Department	
		Laboni Bag, SACT, Geography Department	
		Koyel Ghosh, SACT, Bengali Department	
		Khokon Santra, NTS	
		Santanu Bhattacharya, NTS	
10	Examination Committee	Dr. Nilanjan De, Principal (Chairperson)	Abu Toyab Sk Basanti Rani Bag
		Dr. Pritam Das, Assistant Professor, Education Dept.	
		Dr. Anindya Mandal, Assistant Professor, Mathematics Dept.	
		Dr. Ruchira Chanda, Assistant Professor, Bengali Dept.	
		Dr. Alokanda Ghosh, Assistant Professor, Geography Dept.	
		Arunima Guin, Assistant Professor, Sanskrit Dept.	
		Sumit Kumar Nath, SACT of Philosophy Dept.	
		Abhisekh Banerjee, SACT, Sanskrit Department	
		Koyel Ghosh, SACT, Bengali Department	
		Anjan Kumar, SACT of Education Dept.	
		Susmita Mondal, SACT, Philosophy Department	
		Sumon Ghosh, SACT, Bengali Department	

		Hoimonti Banerjee, SACT, Political Science Department	
		Sourav Ghosh, SACT, Sanskrit Department	
		Laboni Bag, SACT, Geography Department	
		Sanchita Majhi, SACT, History Department	
		Achintya Mukherjee, Cashier	
		Santanu Bhattacharya, NTS	
		Rajkumar Bhattacharya, NTS	
		Khokon Santra, NTS	
11	College Excursion Committee	Dr. Nilanjan De, Principal (Chairperson)	Dr. Alokanda Ghosh Dr. Anindya Mandal
		Dr. Pritam Das, Assistant Professor, Education Dept.	
		Basanti Rani Bag, Assistant Professor, Philosophy Dept.	
		Sumon Ghosh, SACT, Bengali Department	
		Sumit Kumar Nath, SACT of Philosophy Dept.	
		Hoimonti Banerjee, SACT, Political Science Dept.	
		Laboni Bag, SACT, Geography Department	
		Achintya Mukherjee, Cashier	
		Santanu Bhattacharya, NTS	
12	Sports Committee	Dr. Nilanjan De, Principal (Chairperson)	Arunima Guin, Abu ToyabSk
		Dr. Pritam Das, Assistant Professor, Education Dept.	
		Dr. Anindya Mandal, Assistant Professor, Mathematics Dept.	
		Koyel Ghosh, SACT, Bengali Department	
		Susmita Mondal, SACT, Philosophy Department	
		Abhisekh Banerjee, SACT, Sanskrit Department	
		Sumon Ghosh, SACT, Bengali Department	
		Achintya Mukherjee, Cashier	
		Santanu Bhattacharya, NTS	
		Rajkumar Bhattacharya, NTS	
		Khokon Santra, NTS	
13	Web Site Committee	Dr. Nilanjan De, Principal (Chairperson)	Dr. Anindya Mandal Dr. Alokanda
		Dr. Pritam Das, Assistant Professor, Education Dept.	

		Sourav Ghosh, SACT, Sanskrit Department	Ghosh
		Sumon Ghosh, SACT, Bengali Department	
		Anjan Kumar, SACT of Education Dept.	
		Laboni Bag, SACT, Geography Department	
		Achintya Mukherjee, Cashier	
		Khokon Santra, NTS	
14	Prospectus Committee	Dr. Nilanjan De, Principal (Chairperson)	Basanti Rani Bag Abu ToyabSk
		Dr. Pritam Das, Assistant Professor, Education Dept. Dept.	
		Dr. Ruchira Chanda, Assistant Professor, Bengali Dept.	
		Arunima Guin, Assistant Professor, Sanskrit Dept.	
		Sanchita Majhi, SACT, History Department	
		Sumon Ghosh, SACT, Bengali Department	
		Sumit Kumar Nath, SACT of Philosophy Dept.	
		Sourav Ghosh, SACT, Sanskrit Department	
		Achintya Mukherjee, Cashier	
		Santanu Bhattacharya, NTS	
		Rajkumar Bhattacharya, NTS	
		Khokon Santra, NTS	
15	Career Counseling Committee	Dr. Nilanjan De, Principal (Chairperson)	Dr. Pritam Das Dr. Anindya Mandal
		Abu Toyab Sk, Assistant Professor, History Dept.	
		Arunima Guin, Assistant Professor, Sanskrit Dept.	
		Susmita Mondal, SACT, Philosophy Department	
		Laboni Bag, SACT, Geography Department	
		Sanchita Majhi, SACT, History Department	
		Achintya Mukherjee, Cashier	
		Santanu Bhattacharya, NTS	
		Rajkumar Bhattacharya, NTS	
		Khokon Santra, NTS	
16	Scholarship Committee	Dr. Nilanjan De, Principal (Chairperson)	Dr. Ruchira Chanda Abu ToyabSk
		Arunima Guin, Assistant Professor, Sanskrit Dept.	
		Basanti Rani Bag, Assistant Professor, Philosophy Dept.	
		Abhisekh Banerjee, SACT, Sanskrit Department	

		Koyel Ghosh, SACT, Bengali Department	
		Susmita Mondal, SACT, Philosophy Department	
		Achintya Mukherjee, Cashier	
		Santanu Bhattacharya, NTS	
		Rajkumar Bhattacharya, NTS	
		Khokon Santra, NTS	
17	Feedback Committee	Dr. Nilanjan De, Principal (Chairperson)	Dr. Anindya Mandal
		Dr. Pritam Das, Assistant Professor, Education Dept.	
		Basanti Rani Bag, Assistant Professor, Philosophy Dept.	
		Abu Toyab Sk, Assistant Professor, History Dept.	
		Hoimonti Banerjee, SACT, Political Science Dept.	
		Sumon Ghosh, SACT, Bengali Department	
		Sourav Ghosh, SACT, Sanskrit Department	
		Santanu Bhattacharya, NTS	
		Khokon Santra, NTS	
18	IPR Cell	Dr. Nilanjan De, Principal (Chairperson)	Dr. Anindya Mandal
		Dr. Anindya Mandal. Asst. Prof. Dept. of Mathematics	
		Dr. Pritam Das, Assistant Professor, Education Dept.	
		Dr. Alokanda Ghosh, Asst. Prof. Dept. of Geography	
		Dr. Ruchira Chanda, Asst. Prof. Bengali Department	
19	Internal College Green Committee Team	Dr. Nilanjan De, Principal (Chairperson)	Dr. Anindya Mandal Dr. Alokanda Ghosh
		Dr. Pritam Das, Asst. Prof. Education Department	
		Dr. Alokanda Ghosh, Asst. Prof. Dept. of Geography	
		Dr. Ruchira Chanda, Asst. Prof. Bengali Department	
		Dr. Nilanjan De, Principal (Chairperson)	
		Dr. Anindya Mandal, Asst. Prof., Mathematics Department	
		Dr. Alokanda Ghosh, Asst. Prof. Geography	

		Department	
		Sumon Ghosh, SACT, Bengali Department	
		Laboni Bag, SACT, Geography Department	
		Sourav Ghosh, SACT, Sanskrit Department	
		Susmita Mondal, SACT, Philosophy Department	
		Dwip Ghosh, Student, Geography Honours	
		Kaustav Paul, Student, Geography Honours	
		Soumi Bag, Student, Geography Honours	
		Bidisha Bhattacharya, Student, Geography Honours	
		Adrit Chaterjee, Student, Bengali Honours	
		Subhadeep Dey, Student, General	
		Santanu Bhattacharya, NTS	
		Khokon Santra, NTS	

TEHATTA SADANANDA MAHAVIDYALAYA

Tehatta, Purba Bardhaman, West Bengal



Institutional Committees

Statutory Committees

The governing body of a college is the highest administrative body, plays a crucial role in overseeing and managing the institution.

Governing Body Composition

Sl.No.	Name	Designation/ Capacity
01	Sri. Pranab Roy	President
02	Dr. Nilanjan De	Principal
03	Mehboob Hossain	Government Nominee (1)
04	Becharam Ganguly	Government Nominee (2)
05	Haramohan Banerjee	Higher Education Council Nominee
06	Sri. Susanta Barik	University Nominee (1)
07	Ms. Pramanik	University Nominee (2)
08	Dr. Pritam Das	Teacher Representative (1)
09	Dr. Ruchira Chanda	Teacher Representative (2)
10	Arunima Guin	Teacher Representative (3)
11	Achintya Mukherjee	Non-Teaching Staff Representative

Functions:

- To ensure the organization operates within the bounds of applicable laws and regulations.
- To provide guidance on the overall direction the organization should take.
- To make sure that the organization is transparent in all its operations and accountable to its stakeholders.
- To be typically responsible for financial oversight, effectively and responsible use of resources.
- To identifies and assesses risks that the organization may face and implements strategies to mitigate those risks. This includes financial, operational, legal, and reputational risks.
- To monitor the performance of the organization against its strategic goals and objectives.

- To maintain the code of ethics and integrity within the organization.
- To play a key role in decision-making and crisis management.
- To focus on the long-term sustainability of the organization, making decisions that consider its future viability and success.

Internal Quality Assurance Cell (IQAC)

Tehatta Sadananda Mahavidyalaya has constituted an Internal Quality Assurance Cell (IQAC) in the year 2018 in order to nurture high quality standards in the teaching-learning process, consistent with the vision and mission of the Institution. The IQAC plays a pivotal role in promoting continuous improvement and accountability in higher education institutions. It is typically established as per the guidelines of National Assessment and Accreditation Council (NAAC) in India. The primary functions of an IQAC in a college include:

Sl No	Name	Designation
01	Dr. Nilanjan De, Principal	Chairperson
02	Sri. Pranab Roy	Management Representative
03	Dr. Pritam Das, Assistant Professor in Education	IQAC Coordinator
04	Mr. Abu Toyab Sk, Assistant Professor in History	Faculty Representative(Member)
05	Dr. Anindya Mandal, Assistant Professor in Mathematics	Faculty Representative(Member)
06	Dr. Ruchira Chanda, Assistant Professor in Bengali	Faculty Representative(Member)
07	Dr. Alokanda Ghosh, Assistant Professor in Geography	Faculty Representative(Member)
08	Ms. Arunima Guin, Assistant Professor in Sanskrit	Faculty Representative(Member)
09	Ms. Basanti Rani Bag, Assistant Professor in Philosophy	Faculty Representative(Member)
10	Mr. Achintya Mukherjee	Non Teaching Staff
11	Dr. Hafizul Molla Assistant Professor in Mathematics, Manbhum Mahavidyalaya	External Academic Expert
12	Mr. Subrata Roy	Industry Expert (Member)
13	Ms. Soma Ghosh	Alumni Representative (Member)

The Internal Quality Assurance Cell (IQAC) in a college plays a vital role in ensuring and enhancing the quality of education and overall institutional performance. It is typically established as per the guidelines of accrediting agencies like the National Board of Accreditation (NBA) or the National Assessment and Accreditation Council (NAAC) in India.

Functions:

- To ensure quality in all aspects of the college's functioning, including academic programs, administrative processes, and support services.
- To prepare the college for accreditation processes and assists in the collection and analysis of data required for NAAC accreditation.
- To collaborate with various departments and committees to develop and implement strategies for quality improvement.
- To collect feedback from stakeholders, including students, faculty, and staff, and uses this feedback to identify areas for improvement.
- To assess the effectiveness of academic programs and recommends changes based on evaluation.
- To organize seminars, lectures, workshops, and training programs to enhance the professional quality of the faculty and staff.
- To encourage research activities among faculties and students are often a part of the IQAC's mandate.
- To monitor and evaluate the overall learning outcomes among the students are one of the prime roles of IQAC.
- To identify and disseminates best practices within the institution.

Anti Ragging Committee

SI No	Name	Designation
01	Dr. Nilanjan De, Principal (Chairperson)	Chairperson
02	Dr. Pritam Das, Asst. Prof. Education Department	Coordinator
03	Abu Toyab Sk, Asst. Prof. History Department	Member
04	Dr. Anindya Mandal, Asst. Prof., Mathematics Department	Member
05	Dr. Alokanda Ghosh, Asst. Prof. Geography Department	Member
06	Susmita Mondal, SACT, Philosophy Department	Member
07	Anjan Kumar, SACT, Education Department	Member
08	Sumon Ghosh, SACT, Bengali Department	Member
09	Achintya Mukherjee, Cashier	Member
10	Santanu Bhattacharya, NTS	Member

Functions:

- No act of ragging, whether it is major or minor, shall go unnoticed.
- No ragger, despite of the gender, student or non-student of the institution, shall go unpunished if committed within the boundary of the college or have done to the related personnel of the institution.
- The ragger will be punished according to the rules and might be expelled from the institution, could set an example for the future protection.
- Displaying Anti-Ragging Posters
- Organizing student sensitization program to make the student aware about the harmful effects of ragging and to encourage them to report any incidents they witness or experience.
- Anti-Ragging Cell has set up a helpline number for students to report incidents of ragging even hiding their names if they wanted.
- Easy associability and reach to everyone for sharing important information related to ragging, college created an Anti-ragging whatsapp group.

Grievance Redressal Committee

SI No	Name	Designation
01	Dr. Nilanjan De, Principal (Chairperson)	Chairperson
02	Dr. Alokanda Ghosh, Asst. Prof. Geography Department	Coordinator
03	Dr. Pritam Das, Asst. Prof. Education Department	Member
04	Dr. Anindya Mandal, Asst. Prof., Mathematics Department	Member
05	Dr. Basanti Rani Bag, Asst. Prof. Philosophy Department	Member
06	Sourav Ghosh, SACT, Sanskrit Department	Member
07	Hoimonti Banerjee, SACT, Political Science Department	Member
08	Sumit Nath, SACT, Philosophy Department	Member
09	Achintya Mukherjee, Cashier	Member
10	Santanu Bhattacharya, NTS	Member

Functions:

- This cell will help students to record their complaints through mail or in complain box or by filling form available on college website.
- The cell will address the complaint immediately after receiving from the end of stakeholder after reviewing the cases from all around.
- The cell assures the case to be resolved within stipulated timeframe decided by the committee meeting.

Vishaka Committee

SI No.	Name	Designation
01	Dr. Basanti Rani Bag, Asst. Prof. Philosophy Department	Presiding Officer
02	Dr. Ruchira Chanda, Asst. Prof. Bengali Department	Internal Member
03	Dr. Alokanda Ghosh, Asst. Prof. Geography Department	Internal Member
04	Arunima Guin, Asst. Prof. Sanskrit Department	Internal Member
05	Dr. Anindya Mandal, Asst. Prof., Mathematics Department	Internal Member
06	Ms. Nilima Kopti., President, Panchayet Samiti, Kalna-II	External Member
07	Taufiqua Hasin, Student, Bengali Hons.	Member
08	Kasturi Kundu, Student, Geography Hons.	Member

Functions:

- The ICC is responsible for receiving complaints related to sexual harassment from students, faculty, staff, or any other members of the college community.
- Upon receiving a complaint, the ICC conducts a thorough and impartial inquiry into the allegations of sexual harassment. This may involve collecting evidence, interviewing witnesses, and assessing the credibility of the parties involved.
- Based on the findings of the inquiry, the ICC recommends appropriate action to the college management. This could include disciplinary action against the perpetrator, providing support and assistance to the victim, and implementing measures to prevent future occurrences of sexual harassment.
- The ICC also plays a crucial role in creating awareness about sexual harassment and promoting a culture of respect and dignity within the college community. This may involve organizing workshops, seminars, and training sessions on preventing and addressing sexual harassment.

Committee for SC/ST

The Committee for SC/ST in educational institutions is typically responsible for overseeing and implementing programs and policies that promote the welfare and advancement of students from Scheduled Castes (SC) and Scheduled Tribes (ST).

Sl No	Name	Designation
01	Dr. Nilanjan De, Principal (Chairperson)	Chairperson
02	Dr. Anindya Mandal, Asst. Prof. Mathematics Department	Coordinator
03	Dr. Ruchira Chanda, Asst. Prof. Bengali Department	Member
04	Dr. Pritam Das, Asst. Prof. Education Department	Member
05	Arunima Guin, Asst. Prof. Sanskrit Department	Member
06	Susmita Mondal, SACT, Philosophy Department	Member
07	Anjan Kumar, SACT, Education Department	Member
08	Sumon Ghosh, SACT, Bengali Department	Member
09	Rajkumar Bhattacharya, NTS	Member
10	Khokon Santra, NTS	Member

Functions

- Develop and recommend policies that address the specific needs and concerns of students and staffs belonging to SC and ST categories.
- Facilitate the admission process for SC and ST students to ensure the fair distribution of scholarships and financial aid.
- Conduct awareness programs to inform SC and ST students and staffs about available support services, scholarships, and other opportunities.
- Work to eliminate discrimination and create an inclusive and supportive environment for all the members belonging to marginalized communities.
- Celebrate cultural events and festivals relevant to the minority communities to promote cultural diversity, equality, equity and inclusivity.

- Advocate for and ensure adequate representation of minority members in various events and committees of the institution.
- Establish a grievance redressal mechanism to address issues related to discrimination or unfair treatment of minority students.

Minority Cell

The Equal Opportunity Cell (EOC) in a college is dedicated to fostering an inclusive and equitable environment for all minority students, ensuring equal opportunities and addressing any form of discrimination. It plays a vital role in creating an environment where every student feels valued, inspired and has an equal chance for academic success and personal progress.

Sl No	Name	Designation
01	Dr. Nilanjan De, Principal (Chairperson)	Chairperson
02	Abu Toyab Sk, Asst. Prof. History Department	Coordinator
03	Dr. Ruchira Chanda, Asst. Prof. Bengali Department	Member
04	Dr. Alokanda Ghosh, Asst Prof. Geography	Member
05	Basanti Rani Bag, Asst. Prof. Philosophy	Member
06	Laboni Bag, SACT, Geography Department	Member
07	Sanchita Majhi, SACT, History Department	Member
08	Abhisekh Banerjee, SACT, Sanskrit Department	Member
09	Achintya Mukherjee, Cashier	Member
10	Santanu Bhattacharya, NTS	

Functions

- Organize awareness programs and workshops to educate the college community about diversity, inclusion, and the significance of equal opportunities.
- Provide support services for prospective students from diverse backgrounds.
- Address issues of harassment, bias, or any form of discrimination and provide necessary support.

- Welcome students from different strata of the society with equal opportunity.
- Work towards creating a physically accessible campus, ensuring facilities and infrastructure accommodate individuals with disabilities.
- Monitor and evaluate various practices, policies, and initiatives to ensure alignment with principles of equal opportunity, values, ethics, mission and vision of the college.

NSS Advisory Committee

National Service Scheme (NSS) is a students' empowerment programme through campus community interaction. At the college level, Principal of the college is the chairperson of the NSS Advisory Committee. One teacher of the college is the programme officer of one NSS unit consisting of 100 student volunteers.

Name	Designation
Dr. Nilanjan De, Principal (Chairperson)	Chairperson
Abu Toyab Sk, Assistant Professor, History Dept.	Coordinator
Dr. Anindya Mandal, Assistant Professor, Mathematics Dept.	Member
Dr. Ruchira Chanda, Assistant Professor, Bengali Dept.	Member
Dr. Alokanda Ghosh, Assistant Professor, Geography Dept.	Member
Arunima Guin, Assistant Professor, Sanskrit Dept.	Member
Sumit Kumar Nath, SACT of Philosophy Dept.	Member
Abhisekh Banerjee, SACT, Sanskrit Department	Member
Koyel Ghosh, SACT, Bengali Department	Member
Anjan Kumar, SACT of Education Dept.	Member
Susmita Mondal, SACT, Philosophy Dept.	Member
Sumon Ghosh, SACT, Bengali Department	Member
Hoimonti Banerjee, SACT, Political Science Dept.	Member
Sourav Ghosh, SACT, Sanskrit Department	Member
Laboni Bag, SACT, Geography Department	Member

Sanchita Majhi, SACT, History Department	Member
Achintya Mukherjee, Cashier	Member
Santanu Bhattacharya, NTS	Member
Rajkumar Bhattacharya, NTS	Member
Khokon Santra, NTS	Member

Function

1. The NSS advisory committee provides guidance for NSS activities within the college. It ensures that NSS activities should align with the objectives and principles of the NSS program.
2. The committee helps in planning, coordinating and monitoring various NSS activities throughout the academic year.
3. It decides the action plan and assists in allocating resources such as funds, materials, and manpower for NSS activities.
4. The committee promotes the importance of social responsibility, awareness amongst not only the students but also the inhabitants of the adopted village. It therefore encourages active participation of all stakeholders including the adopted village members in community service activities.

ADMINISTRATIVE COMMITTEES

Purchase and Finance Committee

A Purchase Committee, also known as Procurement Committee, plays pivotal role in the procurement process of the institution. Its scope and functions are tailored to the specific needs and policies of the college.

SI No	Name	Designation
01	Sri Pranab Roy, President	Chairperson
02	Dr. Nilanjan De, Principal	Convener
03	Basanti Rani Bag, Dept. of Philosophy	Member
04	Dr. Pritam Das, Asst. Prof. Education Department, IQAC	Member
05	Dr. Anindya Mandal, Secretary of Teachers' Council	Member
06	Achintya Mukherjee, Cashier	Member

Objectives

- Oversee the selection and procurement of textbooks and educational materials.
- Collaborate with different academic departments to understand their procurement needs.
- Identify and evaluate potential vendors for goods and services required by the college.
- Establish a structured approval process for purchase requests.
- Ensure compliance with safety and regulatory standards.
- Maintain accurate records of procurement transactions, contracts, and agreements.
- Ensure documentation complies with regulatory requirements.

Functions

- The Committee will only Purchase items below Rs. 10,000/- per month as a contingency for routine expenditure.

- The above 10,000 items, will not be permitted without quotations.
- Maintenance of the stock register.
- It does not cover the purchases related to library books, magazines etc. However, purchases required for the Library infrastructure will be covered under the policy.
- Collect and compile list of equipment, computers and any other miscellaneous items required throughout the year by the office and by the different departments.
- Invite sealed tenders quoting the rates for the supply of items from the manufacturers, suppliers and dealers (Depending on the value of the items).
- Open the tenders in presence of the Principal and scrutinize the validity of the tenders.
- Record the resolutions of the meeting.
- Recommend the purchase of the items in case of valid tenders and also on the request of teaching or non-teaching staff.
- Maintenance of the stock registers for the different items.
- Periodic scrutiny of the different items within the institute.

CAS

SI No	Name	Designation
01	Dr. Nilanjan De, Principal	Chairperson
02	Dr. Pritam Das, Asst. Prof. Education Department	Coordinator
03	Dr. Anindya Mandal, Secretary of Teachers' Council	Member
04	Dr. Ruchira Chanda, Assistant Professor, Bengali Dept.	Member
05	Dr. Alokanda Ghosh, Assistant Professor, Geography Dept.	Member

Functions

1. The committee helps the teachers in their upcoming promotion to collect, organize, analyse the category specific data and direct them how to organize the entire process of application and filling up forms.

2. The committee organizes various webinars and seminars regarding promotion rules, CAS, service rule and leave rule.
3. The committee fosters a regular academic and career oriented environment in the institution.
4. It encourages the teachers to participate in various extra-curricular activities, seminars, workshop etc.

WBHS

SI No	Name	Designation
01	Dr. Nilanjan De, Principal	Chairperson
02	Dr. Anindya Mandal, Assistant Professor, Mathematics	Coordinator
03	Basanti Rani Bag, Assistant Professor of Philosophy	Member
04	Dr. Alokanda Ghosh, Assistant Professor, Geography Dept.	Member
05	Achintya Mukherjee, Cashier	Member

Functions

1. The committee helps the full time faculties to avail cashless treatment at empanelled hospitals and medical facilities for both outpatient and inpatient services.
2. The committee again helps the beneficiary to extend coverage to the family members, including spouse and dependent children, ensuring comprehensive healthcare protection for the entire family.
3. It also helps a teacher if he/she anytime want to opt out from the scheme.
4. As the scheme undergoes updates and amendments to improve benefits and coverage, the committee takes the responsibility to inform the teachers about any changes through official channels.

Leave and Service Book Committee

The service book is a comprehensive record that documents an employee's career history, including details related to appointments, promotions, leaves, and other relevant information. The committee is responsible for ensuring the accuracy and completeness of these records.

Sl No	Name	Designation
01	Dr. Nilanjan De, Principal	Chairperson
02	Dr. Pritam Das, Assistant Professor, Education Dept.	Coordinator
03	Dr. Anindya Mandal, Assistant Professor, Mathematics Dept.	Coordinator
04	Abu Toyab Sk, Assistant Professor, History Dept.	Member
05	Dr. Alokanda Ghosh, Assistant Professor, Geography Dept.	Member
06	Anjan Kumar, SACT of Education Dept.	Member
07	Sumit Kumar Nath, SACT of Philosophy Dept	Member
08	Abhisekh Banerjee, SACT, Sanskrit Department	Member
09	Achintya Mukherjee, Cashier	Member
10	Santanu Bhattacharya, NTS	Member
11	Rajkumar Bhattacharya, NTS	Member
12	Khokon Santra, NTS	Member

Functions

- Maintain and update detailed records of each faculty and staff member's service history along with the committee ensures accurate documentation of appointments, promotions, transfers, and other relevant events.
- Manage records related to various types of leaves (sick leave, casual leave, earned leave, etc. and monitor and document the utilization of leaves by faculty and staff members.
- Ensure that all necessary records are kept in order to avail the retirement benefits and pension calculations.

Eco-Club

The Eco Club in a college serves several important functions related to promoting environmental awareness, sustainability, and eco-friendly practices among students, faculty, and the broader community.

SI No	Name	Designation
01	Dr. Nilanjan De, Principal (Chairperson)	Chairperson
02	Dr. Anindya Mandal, Asst. Prof., Mathematics Department	Coordinator
03	Dr. Alokanda Ghosh, Asst. Prof. Geography Department	Coordinator
04	Sumon Ghosh, SACT, Bengali Department	Member
05	Laboni Bag, SACT, Geography Department	Member
06	Sourav Ghosh, SACT, Sanskrit Department	Member
07	Susmita Mondal, SACT, Philosophy Department	Member
08	Dwip Ghosh, Student, Geography Honours	Member
09	Kaustav Paul, Student, Geography Honours	Member
10	Soumi Bag, Student, Geography Honours	Member
11	Bidisha Bhattacharya, Student, Geography Honours	Member
12	Adrit Chaterjee, Student, Bengali Honours	Member
13	Subhadeep Dey, Student, General	Member
14	Santanu Bhattacharya, NTS	Member
15	Khokon Santra, NTS	Member

Functions

1. The Eco Club encourages the adoption of eco-friendly practices such as waste reduction, recycling, energy conservation, and water conservation within the college campus. This may involve organizing initiatives like waste segregation drives, tree planting events, and energy-saving campaigns.
2. The club usually engage in community outreach activities to promote environmental conservation beyond the college campus. This could include organizing clean-up drives,

tree planting activities, or environmental awareness programs in local communities and works in collaboration with NSS.

3. It promotes the organization of events and activities on campus that prioritize sustainability, such as eco-friendly festivals, green initiatives, plantation within premises, earth day celebration, endangered species day awareness program.
4. The club monitors environmental conditions on campus and reports any issues or concerns to the principal. This may include monitoring pond water quality, waste generation, and energy consumption.
5. The club helps the Internal College Green Committee to organize the environment and green audit.

Kanyashree Club

Kanyashree Prakalpa seeks to improve the status and wellbeing of girls, specifically those from socio-economically disadvantaged families through Conditional Cash Transfers.

Sl No	Name	Designation
01	Dr. Nilanjan De, Principal (Chairperson)	Chairperson
02	Dr. Ruchira Chanda, Asst. Professor, dept. of Bengali	Coordinator
03	Khokon Santra, NTS	Member
04	Bidisha Bhattacharyya, Student 3th Sem (Team Leader)	Member
05	Asma Khatun, Student 5 th Sem - Member	Member
06	Koyel Mukherjee, Student 5 th Sem - Member	Member
07	Sneha Mondal, Student 1 st Sem - Member	Member
08	Mondira Ghosh, Student 1 st Sem - Member	Member
09	Payel Halder, Student 1 st Sem - Member	Member
10	Purba Halder, Student 1 st Sem - Member	Member
11	Nandita Sinha, Student 1 st Sem - Member	Member
12	Tanusri Jar, Student 1 st Sem - Member	Member

Functions

- Konyashree clubs often advocates for women's rights, equity and empowerment not only confined within the boundary of college but beyond. The club also provides opportunities for female students to develop leadership skills through various initiatives like organizing events, awareness program etc.
- The club organizes sensitization program to encourage the female students motivating towards continuing higher education or equivalent in technical or vocational steams, thereby giving them a better footing in both the economic and social sphere.
- Discouraging marriage till at least the age of 18, the legal age of marriage, thereby reducing the risks of early pregnancies, associated risks of maternal and child mortality, and other debilitating health conditions, including those of malnutrition.

Electoral Literacy Club

Electoral Literacy Club are being set up in the country to promote Electoral Literacy in all age groups of the Indian citizens through engaging and interesting activities and hands on experiences but in an apolitical, neutral and non partisan manner. Electoral Literacy Clubs are especially being set up in colleges all across India targeting the new voters (In the age group of 18 to 21 years old) pursuing their graduation.

SI No	Name	Designation
01	Dr. Nilanjan De, Principal	Chairperson
02	Hoimonti Banerjee, SACT of Political Science Dept.	Coordinator
03	Abu Toyab Sk, Assistant Professor of History Dept.	Member
04	Basanti Rani Bag, Assistant Professor of Philosophy Dept.	Member
05	Sumit Kumar Nath, SACT of Philosophy Dept.	Member
06	Anjan Kumar, SACT of Education Dept.	Member
07	Armina Khatun, Student	Member
08	Sayan Pramanik, Student	Member
09	Amina Khatun, Student	Member

10	Dip Dhara, Student	Member
11	Achintya Mukherjee, Cashier	Member

Functions:

- To educate the targeted populations about voter registration, electoral process and related matters.
- To facilitate EVM and VVPAT familiarization.
- To help the target audience understand the value of their vote and exercise their right to franchise in a confident, comfortable and ethical manner.
- To harness the potential of ELC members for carrying the electoral literacy in communities.
- To develop a culture of electoral participation and maximize the ethical voting and follow the principal “Every Vote Counts” and “No Voter to be Left Behind”.

Red Ribbon Club

The Red Ribbon Club of the college aims at nurturing the youth potential by providing them with correct information on HIV/AIDS Prevention, Care, Support and Treatment. It also aims in building their capacities as peer educators in spreading awareness on positive health care behavior and attitude in a probable environment and motivating them in voluntary blood donation.

SI No	Name	Designation
01	Dr. Nilanjan De, Principal (Chairperson)	Chairperson
02	Abu Toyab Sk, Asst. Prof. Dept. of History	Coordinator
03	Dr. Pritam Das, Asst. Prof. Education Department	Member
04	Dr. Anindya Mandal, Asst. Prof., Mathematics Department	Member
05	Dr. Alokanda Ghosh, Asst. Prof. Geography Department	Member
06	Sumit Kumar Nath, SACT of Philosophy Dept.	Member
07	Anjan Kumar, SACT of Education Dept.	Member
08	Susmita Mondal, SACT, Philosophy Department	Member

09	Achintya Mukherjee, Cashier	Member
10	Khokon Santra, NTS	Member

Functions:

The functions of the club to-

- Reduce the risk of HIV/AIDS infection among the people most specially protecting the youth by spreading awareness, informing them about right education, right attitude and right health care seeking behaviour.
- The club encourages the youth spirit to help and support people living with HIV/AIDS thereby reducing stigma and discrimination.
- The club motivates the youth by building their capacities as a peer educator and nurtures them to become a good leader.
- It promote voluntary non-remunerated blood donation among youth.

Movie Club

Films and motion pictures is not only the media of entertainment but it plays a vital role in inspiring the people in many ways. It ensures a wide range of coverage within people and often play as a major contributor educating people through its content and approach.

SI No	Name	Designation
01	Dr. Nilanjan De, Principal (Chairperson)	Chairperson
02	Dr. Pritam Das, Asst. Prof. Education Department	Coordinator
03	Dr. Alokanda Ghosh, Asst. Prof. Geography Department	Member
04	Basanti Rani Bag, Assistant Professor of Philosophy	Member
05	Sumit Kumar Nath, SACT of Philosophy Dept.	Member
06	Sumon Ghosh, SACT, Bengali Department	Member
07	Laboni Bag, SACT, Geography Department	Member
08	Santanu Bhattacharya, NTS	Member
09	Khokon Santra, NTS	Member

Functions

- The primary function of a movie club is to provide break and relaxation among students from the regular academic stress.
- It often showcases a variety of movies from different era, society and cultures that broaden the student's horizon and help them in mental mapping a situation.
- It shows the students few biopics and stories about real life hero to motivate them to fight their hardships and conquer their dreams.

Non-Statutory Committees

Admission Committee

The admission committee's prime objective is to select qualified students from diversified background that aligns with the college's vision and mission. Balancing and maintaining the academic standards of the institution is substantially done by the admission committee.

Name	Designation
Dr. Nilanjan De, Principal (Chairperson)	Chairperson
Dr. Pritam Das, Asst. Prof. Education Department	Coordinator
Basanti Rani Bag, Assistant Professor of Philosophy	Coordinator
Abu Toyab Sk, Assistant Professor, History Dept.	Member
Dr. Anindya Mandal, Assistant Professor, Mathematics Dept.	Member
Dr. Ruchira Chanda, Assistant Professor, Bengali Dept.	Member
Dr. Alokanda Ghosh, Assistant Professor, Geography Dept.	Member
Arunima Guin, Assistant Professor, Sanskrit Dept.	Member
Sumit Kumar Nath, SACT of Philosophy Dept.	Member
Abhisekh Banerjee, SACT, Sanskrit Department	Member
Koyel Ghosh, SACT, Bengali Department	Member
Anjan Kumar, SACT of Education Dept.	Member
Susmita Mondal, SACT, Philosophy Dept.	Member
Sumon Ghosh, SACT, Bengali Department	Member
Hoimonti Banerjee, SACT, Political Science Dept.	Member
Sourav Ghosh, SACT, Sanskrit Department	Member
Laboni Bag, SACT, Geography Department	Member
Sanchita Majhi, SACT, History Department	Member
Achintya Mukherjee, Cashier	Member
Santanu Bhattacharya, NTS	Member
Rajkumar Bhattacharya, NTS	Member
Khokon Santra, NTS	Member

Functions:

- To determine which applicants meet the college's admission standards and selects candidates who are the best fit for the institution based on the available seats.
- To affirm a holistic approach by considering not only the academic achievements but also the overall character, potential abilities and unique qualities of a student.
- To ensure diversified inclusion of students from different race, ethnicity, socioeconomic background, and geographic location.

Routine Committee

A routine committee in a college typically focuses on day-to-day operational matters for the smooth functioning of teaching learning activities of the institution.

SI No	Name	Designation
01	Dr. Nilanjan De, Principal	Chairperson
02	Dr. Ruchira Chanda, Asst. Professor, Bengali Dept.	Coordinator
03	Dr. Anindya Mandal, Assistant Professor, Mathematics Dept.	Member
04	Dr. Alokanda Ghosh, Assistant Professor, Geography Dept.	Member
05	Arunima Guin, Assistant Professor, Sanskrit Dept.	Member
06	Sumit Kumar Nath, SACT of Philosophy Dept.	Member
07	Sourav Ghosh, SACT, Sanskrit Department	Member
08	Hoimonti Banerjee, SACT, Political Science Dept.	Member
09	Santanu Bhattacharya, NTS	Member
10	Khokon Santra, NTS	Member

Functions:

- To create and maintain the college's class schedules and ensuring that classes schedule do not conflict with other activities.

- To allocate classrooms and lecture halls for various courses and academic activities, taking into account the capacity and specific requirements of each.
- To update and maintain the course structure, including course descriptions, prerequisites, and other relevant information.
- To ensure the confidentiality of student records, in compliance with applicable laws and regulations.
- To schedule remedial classes, special lecture session others academic development and up gradation activities

Library Committee

Library is a collection of knowledge and the committee is playing a vital role in making it accessible for all the stakeholders of the college.

Sl No	Name	Designation
01	Dr. Nilanjan De, Principal	Chairperson
02	Arunima Guin, Assistant Professor, Sanskrit Dept.	Coordinator
03	Dr. Ruchira Chanda, Assistant Professor, Bengali Dept.	Member
04	Dr. Alokanda Ghosh, Assistant Professor, Geography Dept.	Member
05	Basanti Rani Bag, Assistant Professor, Philosophy Dept.	Member
06	Sanchita Majhi, SACT, History Department	Member
07	Susmita Mondal, SACT, Philosophy Department	Member
08	Abhisekh Banerjee, SACT, Sanskrit Department	Member
09	Achintya Mukherjee, Cashier	Member
10	Santanu Bhattacharya, NTS	Member

Functions

- To work towards modernization and improvement of Library and documentation Services.
- To oversee the library budget, including allocation of funds for acquisitions, subscriptions, maintenance, and technology upgrades.

- To plan and optimizing the use of library spaces, including the arrangement of study areas, computer labs, group study rooms, and quiet zones.
- To facilitate students with e-learning facilities, NDL membership etc.
- To gather the feedback from library users to improve services, resources, and facilities.
- To ensure that the library resources and services are accessible to all students, including those with disabilities may be a focus area for the committee.

Cultural Committee

A cultural committee in a college plays a vital role in promoting and organizing various cultural activities and events on campus. It welcomes the diverse, vibrant and inclusive cultural aspects and talents of students.

Sl No	Name	Designation
01	Dr. Nilanjan De, Principal	Chairperson
02	Dr. Ruchira Chanda, Asst. Professor, Bengali Dept.	Coordinator
03	Dr. Alokanda Ghosh, Assistant Professor, Geography Dept.	Member
04	Arunima Guin, Assistant Professor, Sanskrit Dept.	Member
05	Basanti Rani Bag, Assistant Professor, Philosophy Dept	Member
06	Sumit Kumar Nath, SACT of Philosophy Dept.	Member
07	Hoimonti Banerjee, SACT, Political Science	Member
08	Laboni Bag, SACT, Geography Department	Member
09	Achintya Mukherjee, Cashier	Member
10	Santanu Bhattacharya, NTS	Member
11	Rajkumar Bhattacharya, NTS	Member
12	Khokon Santra, NTS	Member

Functions:

- To plan, organize, and execute various cultural events and activities on the college campus.
- To identify welcome, nurture and appreciate the talents of students in various cultural domains.

- To organize cultural events to celebrate various religious festivals
- To spread awareness among students about cultural diversity and sensitivity by organizing events that celebrates different cultures, traditions, and festivals.
- To foster a more inclusive and harmonious college community.

Computer & Science Awareness Committee

The committee plays a vital role in making students more technically aware and swift along with helping them to use the computer in their regular studies.

Sl No	Name	Designation
01	Dr. Nilanjan De, Principal	Chairperson
02	Dr. Pritam Das, Asst. Prof. Education Department	Coordinator
03	Dr. Anindya Mandal, Assistant Professor, Mathematics Dept.	Coordinator
04	Dr. Alokanda Ghosh, Assistant Professor, Geography Dept.	Member
05	Sourav Ghosh, SACT, Sanskrit Department	Member
06	Sumon Ghosh, SACT, Bengali Department	Member
07	Laboni Bag, SACT, Geography Department	Member
08	Anjan Kumar, SACT of Education Dept.	Member
09	Khokon Santra, NTS	Member
10	Achintya Mukherjee, Cashier	Member

Functions:

- 1.To create opportunities for students to network with professionals in computer science and related fields can help students build connections and explore potential career paths.
- 2.Help the students to use computer for making projects and presentation for the recent course of studies.
- 3.To cultivate creativity and innovation among students.
- 4.To foster a vibrant and informed community of students interested in computer applications.

Magazine Committee

The committee is substantially responsible for enhancing creativity, innovation among student. It encourages ideas, innovative writings to inculcate creativity among students and staff of the institution.

SI No	Name	Designation
01	Dr. Nilanjan De, Principal	Chairperson
02	Dr. Alokanda Ghosh, Assistant Professor in Geography	Coordinator
03	Arunima Guin, Assistant Professor in Sanskrit	Coordinator
04	Dr. Ruchira Chanda, Assistant Professor, Bengali Dept.	Member
05	Dr. Anindya Mandal, Assistant Professor, Mathematics Dept.	Member
06	Basanti Rani Bag, Assistant Professor, Philosophy Dept.	Member
07	Sumit Kumar Nath, SACT of Philosophy Dept.	Member
08	Susmita Mondal, SACT, Philosophy Department	Member
09	Anjan Kumar, SACT of Education Dept.	Member
10	Sourav Ghosh, SACT, Sanskrit Department	Member
11	Khokon Santra, NTS	Member
12	Santanu Bhattacharya, NTS	Member

Functions:

- To welcome and acknowledge creative thoughts from the students and all stakeholders in form of poem, story writing, essay writing etc.
- To include vision and mission of the college within the magazine framework and content.
- To establish itself as a avenue of knowledge by enhancing students' ability in writing skills, communication and personality building.

Seminar Committee

The function of a seminar committee in a college typically revolves around organizing the academic events such as seminars, workshops, symposiums, or conferences.

SI No	Name	Designation
01	Dr. Nilanjan De, Principal (Chairperson)	Chairperson
02	Dr. Alokanda Ghosh, Assistant Professor in Geography	Coordinator
03	Basanti Rani Bag, Assistant Professor, Philosophy Dept.	Coordinator
04	Dr. Pritam Das, Assistant Professor, Education Dept.	Member
05	Dr. Anindya Mandal, Assistant Professor, Mathematics Dept.	Member
06	Dr. Ruchira Chanda, Assistant Professor, Bengali Dept.	Member
07	Koyel Ghosh, SACT, Bengali Department	Member
08	Sourav Ghosh, SACT, Sanskrit Department	Member
09	Hoimonti Banerjee, SACT, Political Science Dept.	Member
10	Achintya Mukherjee, Cashier	Member
11	Santanu Bhattacharya, NTS	Member

Functions:

- As the Seminars provide a platform for distinguished delegates, experts, scholars, and professionals to share their insights, research findings, and experiences with students, faculty, and staff, the primary function of the seminar committee's is to disseminate knowledge on various topics of interest, learn new concepts, acquire practical skills, and stay updated with the latest trends and developments in their fields.
- The committee encourages these kinds of events to facilitate networking and collaboration among participants, enabling them to establish valuable connections, exchange ideas, and explore potential career or research opportunities.
- The committee organizes seminars often extend beyond the campus boundaries to engage with the broader community. It involves not only the dignitaries from various fields but also encourage the local aspiring students to enrich by the thoughts of experts and participants.

- Moreover, the committee involves the students in various event management activities viewing to increase the event management skills amongst the students. Through these kinds of activities the committee members gain hands-on experience in planning, organizing, promoting, and executing events, honing their leadership, teamwork, communication, and problem-solving abilities in the process.

Research, Publication Committee

The committee is there to promote research oriented activities and encourage innovative mind and thinking among students and teachers of the institution. The committee is cordial in collaborating with other academic institutions in context of welcoming research from different aspect, funding and development.

Sl. No.	Name	Designation
01	Dr. Nilanjan De, Principal	Chairperson
02	Dr. Pritam Das, Assistant Professor, Education Dept.	Coordinator
03	Dr. Ruchira Chanda, Assistant Professor, Bengali Dept.	Coordinator
04	Dr. Alokanda Ghosh, Assistant Professor in Geography	Coordinator
05	Abu Toyab Sk, Assistant Professor, History Dept.	Member
06	Dr. Anindya Mandal, Assistant Professor, Mathematics Dept.	Member
07	Basanti Rani Bag, Assistant Professor, Philosophy Dept.	Member
08	Sourav Ghosh, SACT, Sanskrit Department	Member
09	Hoimonti Banerjee, SACT, Political Science Department	Member
10	Sumon Ghosh, SACT, Bengali Department	Member
11	Achintya Mukherjee, Cashier	Member
12	Santanu Bhattacharya, NTS	Member

Functions:

- Establish a research governance structure that includes research committees, ethics boards, plagiarism checker, fund and administrative support for researchers.
- Developing the mechanisms for evaluating and assessing the quality and impact of research conducted at the college.
- Welcoming new collaboration and promoting research ethics, organizing workshop, training, seminars etc. for students and faculties of the institution.
- Investigating the societal, environmental and others problems in the adopted village and surroundings of the college and conduct inclusive and participatory research involving all stakeholders of the institution and locals of the village.

Women's Cell

The Women Cell has been formed as a mandated body as per the guidelines of University Grants Commission issued under Section 3.2 (15) of UGC Guidelines (Prevention, Prohibition and Redressal of Sexual Harassment of women employees and students in Higher Educational Institutions) Regulations, 2015. The women's cell in the college plays a crucial role regarding the maintenance of women safety and security; welcoming gender equity and providing wellbeing and empowerment to all the students, especially female, teachers and all stakeholders.

SI No	Name	Designation
01	Dr. Nilanjan De, Principal	Chairperson
02	Dr. Ruchira Chanda, Assistant Professor, Bengali Dept.	Coordinator
03	Dr. Alokanda Ghosh, Assistant Professor, Geography Dept.	Member
04	Arunima Guin, Assistant Professor, Sanskrit Dept.	Member
05	Basanti Rani Bag, Assistant Professor, Philosophy Dept	Member
06	Sanchita Majhi, SACT, History Department	Member
07	Laboni Bag, SACT, Geography Department	Member
08	Koyel Ghosh, SACT, Bengali Department	Member

09	Khokon Santra, NTS	Member
10	Santanu Bhattacharya, NTS	Member

Functions:

- The motto of the cell is to educate, enlighten, empower with equal opportunity and well-being of the girl students.
- Promoting gender sensitization, providing health education, career counseling, Facilitating networking and support systems among female students and staff to foster a sense of community and mutual empowerment.
- Conducting research on gender-related issues, practicing and implementing policies and practices that promote gender equity within the college and beyond.

Examination Committee

The Examination Committee is an essential component in upholding the academic standards and credibility of an institution. Its work directly impacts the quality and reliability of the assessment process, contributing to the overall educational experience for students.

SI No	Name	Designation
01	Dr. Nilanjan De, Principal	Chairperson
02	Abu Toyab Sk, Assistant Professor, History Dept.	Coordinator
03	Basanti Rani Bag, Assistant Professor, Philosophy Dept	Coordinator
04	Dr. Pritam Das, Assistant Professor, Education Dept.	Member
05	Dr. Anindya Mandal, Assistant Professor, Mathematics Dept.	Member
06	Dr. Ruchira Chanda, Assistant Professor, Bengali Dept.	Member
07	Dr. Alokanda Ghosh, Assistant Professor, Geography Dept.	Member
08	Arunima Guin, Assistant Professor, Sanskrit Dept.	Member
09	Sumit Kumar Nath, SACT of Philosophy Dept.	Member
10	Abhisekh Banerjee, SACT, Sanskrit Department	Member
11	Koyel Ghosh, SACT, Bengali Department	Member
12	Anjan Kumar, SACT of Education Dept.	Member

13	Susmita Mondal, SACT, Philosophy Department	Member
14	Sumon Ghosh, SACT, Bengali Department	Member
15	Hoimonti Banerjee, SACT, Political Science Department	Member
16	Sourav Ghosh, SACT, Sanskrit Department	Member
17	Laboni Bag, SACT, Geography Department	Member
18	Sanchita Majhi, SACT, History Department	Member
19	Achintya Mukherjee, Cashier	Member
20	Santanu Bhattacharya, NTS	Member
21	Rajkumar Bhattacharya, NTS	Member
22	Khokon Santra, NTS	Member

Functions:

- Planning and organizing the logistics of examination administration including scheduling, venue arrangements, and distribution of examination materials by maintaining a proper coordination with all college staff to ensure a secure and controlled environment during examinations.
- Appointing and organizing invigilators to monitor the conduct of students during examinations and implements disciplinary actions in accordance with institutional policies.
- Regularly reviewing and updating examination policies and procedures and uploading marks to the university portal is also done by under the surveillance of examination committee.
- Staying informed about changes in educational policies and implementing necessary adjustments to examination practices.

College Excursion Committee

The College Excursion Committee typically has a diverse range of responsibilities related to planning, organizing, and overseeing excursions or trips for students, faculty, or staff. The scope and functions of the committee can vary depending on the college's policies, budget, and the nature of the excursions, but here are common responsibilities.

SI No	Name	Designation
01	Dr. Nilanjan De, Principal	Chairperson
02	Dr. Alokanda Ghosh, Assistant Professor, Geography Dept.	Coordinator
03	Dr. Anindya Mandal, Assistant Professor, Mathematics Dept.	Coordinator
04	Dr. Pritam Das, Assistant Professor, Education Dept.	Member
05	Basanti Rani Bag, Assistant Professor, Philosophy Dept.	Member
06	Sumon Ghosh, SACT, Bengali Department	Member
07	Sumit Kumar Nath, SACT of Philosophy Dept.	Member
08	Hoimonti Banerjee, SACT, Political Science Dept.	Member
09	Laboni Bag, SACT, Geography Department	Member
10	Achintya Mukherjee, Cashier	Member
11	Santanu Bhattacharya, NTS	Member

Functions:

- Identifying potential destinations for excursions accomplishing and satisfying the need of the syllabus by ensuring a balance between educational content and recreational opportunities.
- Safety and risk management are the prime responsibilities of the committee. Budgeting, coordination with all the members, managing the logistics departments etc.
- Integrating cultural and social experiences into the excursion to enhance the educational value and foster a sense of community.

College Sports Committee

The College Sports Committee is an essential component of the college that is dedicated in overseeing and managing sports-related activities within the institution. The committee plays a vital role in promoting physical fitness, providing opportunities for student-athletes, sense of leadership and teamwork by fostering a culture of sportsmanship.

Sl No	Name	Designation
01	Dr. Nilanjan De, Principal	Chairperson
02	Abu Toyab Sk, Assistant Professor, History Dept.	Coordinator
03	Arunima Guin, Assistant Professor, Sanskrit Dept.	Coordinator
04	Dr. Pritam Das, Assistant Professor, Education Dept.	Member
05	Dr. Anindya Mandal, Assistant Professor, Mathematics Dept.	Member
06	Koyel Ghosh, SACT, Bengali Department	Member
07	Susmita Mondal, SACT, Philosophy Department	Member
08	Abhisekh Banerjee, SACT, Sanskrit Department	Member
09	Sumon Ghosh, SACT, Bengali Department	Member
10	Achintya Mukherjee, Cashier	Member
11	Santanu Bhattacharya, NTS	Member
12	Rajkumar Bhattacharya, NTS	Member
13	Khokon Santra, NTS	Member

Functions:

- Developing and implementing initiatives to promote physical fitness and wellness among the students and staff.
- Arranging fitness classes, wellness programs, and health-related workshops like yoga training workshops.
- Planning and developing a comprehensive sports program that aligns with the college's goals and values.

Web Site Committee

Website Committee or Web Development Committee, is a group responsible for overseeing the planning, development, maintenance, and improvement of an organization's website.

Sl No	Name	Designation
01	Dr. Nilanjan De, Principal	Chairperson
02	Dr. Anindya Mandal, Assistant Professor, Mathematics Dept.	Coordinator

03	Dr. Alokanda Ghosh, Assistant Professor, Geography Dept.	Coordinator
04	Dr. Pritam Das, Assistant Professor, Education Dept.	Member
05	Sourav Ghosh, SACT, Sanskrit Department	Member
06	Sumon Ghosh, SACT, Bengali Department	Member
07	Anjan Kumar, SACT of Education Dept.	Member
08	Laboni Bag, SACT, Geography Department	Member
09	Achintya Mukherjee, Cashier	Member
10	Khokon Santra, NTS	Member

Functions

- Highlighting academic programs, courses, and faculty on the website to provide prospective students with valuable information.
- Providing information and resources for current students, including academic calendars, course schedules, and registration information.
- Showcasing upcoming events, conferences, and announcements on the website.
- Featuring admissions-related content for prospective students, including application procedures, admission requirements, and deadlines.
- Displaying profiles of faculty and staff members, including their qualifications, research interests, and contact information.
- Monitoring and maintaining the technical aspects of the website, including improvement in the website with respect to design, contents, etc on a continuous basis.

Prospectus Committee

The Prospectus Committee in a college involves various tasks related to the creation, maintenance, and dissemination of the college prospectus. The prospectus serves as a crucial document for prospective students, providing them with essential information about the college.

SI No	Name	Designation
01	Dr. Nilanjan De, Principal	Chairperson
02	Abu Toyab Sk, Assistant Professor, History Dept.	Coordinator

03	Basanti Rani Bag, Assistant Professor, Philosophy Dept.	Coordinator
04	Dr. Pritam Das, Assistant Professor, Education Dept. Dept.	Member
05	Dr. Ruchira Chanda, Assistant Professor, Bengali Dept.	Member
06	Arunima Guin, Assistant Professor, Sanskrit Dept.	Member
07	Sanchita Majhi, SACT, History Department	Member
08	Sumon Ghosh, SACT, Bengali Department	Member
09	Sumit Kumar Nath, SACT of Philosophy Dept.	Member
10	Sourav Ghosh, SACT, Sanskrit Department	Member
11	Achintya Mukherjee, Cashier	
12	Santanu Bhattacharya, NTS	
13	Rajkumar Bhattacharya, NTS	
14	Khokon Santra, NTS	

Functions

- Show casing detailed information about the academic programs offered by the college including various syllabus orientated and value added course structure, majors, minors, and any unique features of the curriculum.
- Highlighting the profiles of faculty members, their qualifications, areas of expertise, research contributions, and any awards or recognitions to influence the students.
- Describe the college's infrastructure, facilities, laboratories, libraries, sports facilities, and other amenities available to students to cater the students from different part of the society.
- Clearly present the fee structure for different courses, including tuition fees, examination fees, laboratory fees and any additional charges.
- Providing detail information about various financial aid options, scholarships, and grants available to students.
- Ensure that the prospectus is available in digital formats on the college website and other online platforms.

Career Counseling Committee

The committee has been there within educational institutions to assist students in their career development and job placement.

Sl No	Name	Designation
01	Dr. Nilanjan De, Principal	Chairperson
02	Dr. Pritam Das, Assistant Professor, Education Dept.	Coordinator
03	Dr. Anindya Mandal, Assistant Professor, Mathematics Dept.	Coordinator
04	Abu Toyab Sk, Assistant Professor, History Dept.	Member
05	Arunima Guin, Assistant Professor, Sanskrit Dept.	Member
06	Susmita Mondal, SACT, Philosophy Department	Member
07	Laboni Bag, SACT, Geography Department	Member
08	Sanchita Majhi, SACT, History Department	Member
09	Achintya Mukherjee, Cashier	Member
10	Santanu Bhattacharya, NTS	Member
11	Rajkumar Bhattacharya, NTS	
12	Khokon Santra, NTS	

Functions

- Helping students explore potential careers based on their interests, skills, and academic background.
- Identifying and developing skills necessary for specific careers.
- Recommending relevant seminars, various interdisciplinary workshops, and certificate course to enhance employability.
- Offering one-on-one counseling sessions to address specific concerns and provide personalized guidance.

Scholarship Committee

College Scholarship Committee ensures that the scholarship program is fair, transparent, and supportive of students' academic and personal development. The committee plays a crucial role in the administration, evaluation, and awarding of scholarships to deserving students.

Sl No	Name	Designation
01	Dr. Nilanjan De, Principal	Chairperson
02	Abu Toyab Sk, Assistant Professor, History Dept.	Coordinator
03	Dr. Ruchira Chanda, Assistant Professor, Bengali Dept.	Coordinator
04	Arunima Guin, Assistant Professor, Sanskrit Dept.	Member
05	Basanti Rani Bag, Assistant Professor, Philosophy Dept.	Member
06	Abhisekh Banerjee, SACT, Sanskrit Department	Member
07	Koyel Ghosh, SACT, Bengali Department	Member
08	Susmita Mondal, SACT, Philosophy Department	Member
09	Achintya Mukherjee, Cashier	Member
10	Santanu Bhattacharya, NTS	Member
11	Rajkumar Bhattacharya, NTS	Member
12	Khokon Santra, NTS	Member

Functions

- Provide information about various scholarships to the students, so that the eligible one applies for.
- Ensure that scholarship policies align with the institution's mission and values.
- Work with the college administration to establish and manage the budget allocated for scholarships by allocating funds to different scholarship categories and ensure financial sustainability.
- Develop and update scholarship policies, including eligibility criteria, application procedures, and selection criteria.

Feedback Committee

SI No	Name	Designation
01	Dr. Nilanjan De, Principal (Chairperson)	Chairperson
02	Dr. Anindya Mandal, Asst. Prof. Dept. of Mathematics	Coordinator
03	Dr. Pritam Das, Assistant Professor, Education Dept.	Member
04	Basanti Rani Bag, Assistant Professor, Philosophy Dept.	Member
05	Abu Toyab Sk, Assistant Professor, History Dept.	Member
06	Hoimonti Banerjee, SACT, Political Science Dept.	Member
07	Sumon Ghosh, SACT, Bengali Department	Member
08	Sourav Ghosh, SACT, Sanskrit Department	Member
09	Santanu Bhattacharya, NTS	Member
10	Khokon Santra, NTS	Member

Functions

- The primary function of a feedback committee is to collect feedback from students, teachers, and alumni regarding various aspects of the college, such as academics, facilities, infrastructure, services, and extracurricular activities.
- The committee values the students' view in every aspects of the college starting from regularity in teaching-learning activities, processes of class test and internal evaluation, ICT facilities, library infrastructure, study materials, sports, canteen facilities, common room, drinking water facilities, washroom, parking and garage facilities and health care facilities. Collections of recommendations are again valued by the committee.
- The committee signifies the view of alumni in overall academic, infrastructure and extra-curriculum activities.
- The committee attempts to evaluate the structure of syllabus, and eventual functioning of class taking, examination process, teaching methods and tools from the perception of faculties. Collecting the views of faculties regarding the overall infrastructural facilities including, library, toilet, ICT, canteen, garage etc. is prime function of the committee.

IPR Cell

Intellectual Property Rights (IPR) is important for higher education institutions to protect the Intellectual Property (IP) of stakeholders created through research and development.

SI No	Name	Designation
01	Dr. Nilanjan De, Principal (Chairperson)	Chairperson
02	Dr. Anindya Mandal, Asst. Prof. Dept. of Mathematics	Coordinator
03	Dr. Alokanda Ghosh, Asst. Prof. Dept. of Geography	Coordinator
04	Dr. Pritam Das, Assistant Professor, Education Dept	Member
05	Dr. Ruchira Chanda, Asst. Prof. Bengali Department	Member

Functions

- It organizes seminars, webinars and special lectures to provide a clear understanding of the rights and responsibilities of the faculty, staff, and students on the importance, of Intellectual Property Rights (IPR).
- To work on collaborative research and promote IP transfer.

Internal College Green Committee

SI No	Name	Designation
01	Dr. Nilanjan De, Principal (Chairperson)	Chairperson
02	Dr. Anindya Mandal, Asst. Prof., Mathematics Department	Coordinator
03	Dr. Alokanda Ghosh, Asst. Prof. Geography Department	Coordinator
04	Sumon Ghosh, SACT, Bengali Department	Member
05	Laboni Bag, SACT, Geography Department	Member
06	Sourav Ghosh, SACT, Sanskrit Department	Member
07	Susmita Mondal, SACT, Philosophy Department	Member
08	Dwip Ghosh, Student, Geography Honours	Member
09	Kaustav Paul, Student, Geography Honours	Member

10	Soumi Bag, Student, Geography Honours	Member
11	Bidisha Bhattacharya, Student, Geography Honours	Member
12	Adrit Chaterjee, Student, Bengali Honours	Member
13	Subhadeep Dey, Student, General	Member
14	Santanu Bhattacharya, NTS	Member
15	Khokon Santra, NTS	Member

Functions

- The main focus of the committee is to establish the college as a pivot of environmental teaching and learning
- It focuses on developing rational beings from the students and all stakeholders who can act wisely, logically giving utmost importance to the intrinsic value of the nature and environment.
- The committee assures that the college would behave responsibly towards its own campus along its benevolent environment that encompasses us.

TEHATTA SADANANDA MAHAVIDYALAYA

A WEST BENGAL STATE GOVERNMENT AIDED DEGREE COLLEGE
AFFILIATED TO THE UNIVERSITY OF BURDWAN



POLICY DOCUMENT

TEHATTA, PURBA BARDDHAMAN - 713122

E-MAIL - tehatta.sadananda.mahavidyalay@gmail.com

POLICY DOCUMENT

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4. ENVIRONMENTAL POLICY

5. GENDER POLICY

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8. POLICY FOR SCHOLARSHIP

9. POLICY TOWARDS DISABLED

10. RESEARCH POLICY



TEHATTA SADANANDA MAHAVIDYALAYA

A West Bengal State Govt. Aided Degree College

AFFILIATED TO UNIVERSITY OF BURDWAN

— Estd.- 2013 —

P.O.- TEHATTA ★ DIST.- PURBA BURDWAN ★ PIN- 713122

M. :- 9831278235 • E-mail : tehatta.sadananda.mahavidyalay@gmail.com • Website : www.collegetsm.in

Anti-Ragging Policy

According to UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009 Ragging is a criminal offense and UGC has framed regulations on curbing the menace of ragging in higher educational institutions in order to prohibit, prevent and eliminate the scourge of ragging. In pursuance to the Judgment of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No. 887/2009, in exercise of the powers conferred by clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956, the UGC notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009". These regulations are mandatory for all universities/ institutions.

This policy has been formulated in consonance with UGC Rules regulations and judgment of the Hon'ble Supreme Court of India on Anti Ragging in Higher Educational Institutions / Universities.

➤ What constitutes Ragging

Ragging constitutes one or more to a fresher or any other student of any of the following acts:

- Any disorderly conduct, whether by words spoken or written or by an act, has the effect of teasing, treating, or handling with rudeness a fresher or a junior student.
- Indulging in a rowdy or undisciplined activity that causes or is likely to cause annoyance, hardship, or psychological harm or to raise fear or apprehension thereof in a fresher or junior student.
- Asking the students to do any act or perform something that generating a sense of shame or embarrassment which can lead to adverse effects such as depression, anxiety, and sometimes even suicide.



➤ **Scope**

- No act of ragging, whether it is major or minor, shall go unnoticed.
- No ragger, despite of the gender, student or non-student of the institution, shall go unpunished if committed within the boundary of the college or have done to the related personnel of the institution.
- The ragger will be punished according to the rules and might be expelled from the institution, could set an example for the future protection.

➤ **Objectives**

- To spread awareness amongst the students about all those ill behavior, unparliamentarily and in institutional activities that they should be restricted themselves from.
- Protecting the student community from being ragged or indulging in the act of ragging
- To teach the students about the values and moral ethics.
- To resolve any form of complaint should be as early as possible by the competent authority.
- To create a safe and secure environment for all students, where they can pursue their academic goals without fear of harassment or abuse.

➤ **Action taken by the institution**

The following are the policies taken by Tehatta Sadananda Mahavidyalaya to prevent and address incidents of ragging.

- Displaying Anti-Ragging Posters
- Organizing student sensitization program to make the student aware about the harmful effects of ragging and to encourage them to report any incidents they witness or experience.
- Anti-Ragging Cell has set up a helpline number for students to report incidents of ragging even hiding their names if they wanted.
- Easy associability and reach to everyone for sharing important information related to ragging, college created an Anti-ragging whatsapp group.



A handwritten signature in blue ink, appearing to read "Milajade".

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Tehatta, Purba Bardhaman



TEHATTA SADANANDA MAHAVIDYALAYA

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E-GOVERNANCE POLICY

The scope of an e-governance policy in a college setting focuses on leveraging digital technologies to streamline administrative processes, enhance communication, and improve overall efficiency. Implementing an e-governance policy in a college can have far-reaching benefits, enhancing efficiency, transparency, and accessibility across various academic and administrative processes.

Scope:

The scope of this policy extends the following areas of operation and functions in the college.

1. General Administration
2. Accounts and Finance
3. Student Admission
4. Course Registration
5. Examination Management
6. Governance and Decision Making
7. Library Management
8. ICT Infrastructure

Objectives

1. Increase efficiency in streamlining the administrative processes such as student online admissions, enrollment, course registration and fee payment etc. to reduce paperwork, time, and effort for both staff and students.
2. To assure the secure storage and maintenance of data.
3. Enable students to register for examinations online through a web-based portal and uploading marks in the same way to the portal for future correspondence.
4. Making the decision-making processes more efficient and quick.
5. Ensuring accountability in accounts and finance.
6. Promote transparency and equity in all aspect to enable student friendly grievance redressal process.
7. Offering flexible learning opportunities in providing e-facility in library.
8. Soliciting feedback and suggestions through online surveys, forums, and groups of alumni in digital platform.



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Areas of Policy Implementation

1. **College website:** The college website (<https://www.collegetsm.in/>) involves creating an online platform not only to provide information but also facilitates various administrative processes and promotes stakeholder engagement. It provides the information related to academics, administration, admission, library, examination process, accounts and e-tender details along with faculty information of various departments. The website contains student corner to make it more transparent to the student fraternity.
2. **WhatsApp groups:** Implementing e-governance in college administration during the COVID-19 pandemic had required more efficient and strategic approach to ensure continuity in curriculum, teaching-learning and administration process while adhering to public health guidelines and social distancing measures. The college has opened various WhatsApp groups to make the communication more flexible, fast and effective. The groups are still operating. All the notices are getting displayed online on the college website and the WhatsApp groups.
3. **Administration:** The College is availing opportunities to automate some of its functions related to administration. Admin Staff to be provided with adequate training and development to keep them abreast with the new technology. Some present portal of administration are- College Website (<https://www.collegetsm.in/>), AISHE (<https://aishe.gov.in/aishe/home>), IRINS Faculty Profile (<https://collegetsm.irins.org/>), NNIRF Institute Data Capturing System(<https://login.nirfindia.org/DCS/Home/>).
4. **Accounts and Finance:** The College has adopted a cashless system of all transactions. It has created its own SB collect portal through which students deposit different fees. The accounts are also perpetuating the salary disbursement process through the HRMS, WB iFMS. The faculties are availing the benefits of West Bengal Health Scheme through www.wbhealthscheme.gov.in portal. Now it's easy to maintain the GPF through NGIPF, WB iFMS. The E Pension (https://wbepension.gov.in/e_Pension/ApplicantLogin) is operating as media of e-governance.
5. **Student Admission, Examination and Scholarship:** The student admission, examination and scholarship process are deploying through online portal of the higher education department and college as well.
6. **Teacher-student Interaction and Feedback:** Different types of assessments have been done including MCQ, Quizzes, Assignments, Online feedback through discussion and clarifications on subjects.
7. **ICT Implementation:** The National Mission on Education through Information and Communication Technology (NMEICT) has been envisaged as a Centrally Sponsored Scheme to leverage the potential of ICT, in teaching and learning process for the benefit of all the learners in Higher Education Institutions in any time any where mode.

The college is now in the network institute of IIRS/ISRO Outreach program. The institute is listed as one of the nodal center to conduct online courses offered by IIRS-ISRO Dehradun. The program is conducted through EDUSAT, a satellite specially desgined for facilitating distance education in India.

The College is utilizing the benefits of NPTEL local chapters an online Learning Initiatives by IITs and IISc.



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8 **Library:** The library of the college is the repository of numerous valuable hardcopies of books but also have e-learning facilities through the use of National Digital Library (NDL). The college is getting the benefits of e-Shodh Sindhu, Swayam Prabha, Swayam, UGC-Moocs, Shodhganga, E-PG-PATHSHALA, Vidwan, CEC, Inter University Centre of UGC, CEC- UGC Youtube Channel, NPTEL facilities which plays a vital role in the collection development and dissemination of scientific and technical information to meet the present and future needs of the Centre. The library is using a system's web-based interface, called Koha, which a range of features including Online Public Access Catalogue (OPAC) module which provides a simple and clear interface for library users to perform tasks such as searching and renewing for easier.



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Energy Conservation Policy

To promote environmental awareness and holistic development, the college has adopted Energy Conservation Policy for 'Conservation of Resource for a Sustainable Environment'. The institution aims to radically and extensively reduce energy consumption to promote healthy pollution free indoor air quality as well as improving energy efficiency within the campus through implementation of safe, secure, and eco-friendly measures within the premises. The policy is focusing on efficient, responsible, and cost- effectiveness of the adopted measures within campus.

The policy is compulsory for all the stakeholders of the institution and should be maintained while undertaking various activities by the institution. The college taken the 'Green Campus' initiative and the formation of 'Eco-Club' is one of such official platform which is devoted to the cause of environmental awareness and sustainable development.

• Objectives of the Policy

- To make all the stakeholders aware and understand about the importance of environment in daily life and in long term as well.
- To educate student teachers about the activities that is harmful for environmental health and will teach them how to stay reluctant from those activities.

• Policies and Practices

- The college has developed save energy plan at the institution level towards energy conservation. Thus the institution has adopted measures to use renewable energy and has replaces all the tube lights with light emitting diode (LED) tubes. The LED tube lights significantly reduce your energy use since LED bulbs are 90% more efficient and cost effective.



- Energy conservation practices and eco-friendly habits are inculcated among students and staff through simple programmes like- Tree plantations, Awareness programme done by NSS on 'Tree Plantation Programme', 'Save Water Save Life', 'Deplasticisation' 'Cleaning College Campus', 'World Health Day Celebration', 'Cleaning of Courtyard of the College' etc.
- Green Audit has been initiated by the college and policy taken to make it a mandatory programme.
- The college has taken tree plantation drive for every year 5th June.
- The college has its noise free zone and has encouraged in many ways to reduce local air pollution emissions.
- The college has undertaken green initiatives and has conducted 'Green Literacy Programmes' in the adopted village to spread awareness amongst the villagers about the practices of energy saving and environmental conservation.
- The College has taken 'Plant Adoption Initiative', in which each department of the college have been gifted at least one plant for nurturing and taking care of.

● **Future Policies**

- Installation of Solar Power Station to meet considerable amount of energy uses and maintain cost effectiveness,
- The college will develop systematic waste management mechanism.
- The college is on its way to harvest rain water.

● **Save Energy Measures to be followed in Daily Basis:**

- Activate power management features on computer and monitor so that it will go into a low power "sleep" mode when the students and staff are not working on it.
- Turning off the lights and fan while leaving the staff room and class room
- Water the adopted plant by the departmental staff and students every day.
- Avoid using plastic bags and packets within campus.
- Turn off the tap after collecting water.



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Environmental policy

Environmental policy mostly refers to the set of rules, regulations, principles and initiatives that an institution is supposed to implement to promote sustainable, eco-friendly campus where all environmental ethics are getting maintained including efficient energy uses, waste management etc.

➤ Scope:

- To practice, promote, improve and monitor sustainable and efficient energy uses to reduce carbon footprint within the campus.
- To propagate environmental ethics not only among the students and staff of the college but also within the people resides in the adopted village.

➤ Policies:

- Initiatives like- green audit, energy audit every year to be done.
- Making a plastic free campus is one of the prime targets.
- Organizing environmental awareness program to make environmentally aware stakeholders of the college.
- Draw modification and innovation in waste management processes considering solid, liquid and E-waste.
- To implement Green Purchasing Policies where the college may purchase energy-efficient appliances and environmentally friendly cleaning supplies.



- Implementing energy-saving measures and technologies can significantly reduce a college's carbon footprint.
- Engaging students in sustainability initiatives like- Eco Club, organizing eco-friendly events, and encourage research related to environmental issues.
- Collaborating with local authorities and environmental organizations that can strengthen a college's environmental impact. This may involve participating in community clean-up events, supporting local conservation efforts, or sharing resources and knowledge.
- Strengthening environmental consciousness among all the stake holders of the college along with the people resides in the adopted village through various campaign program.

➤ **Initiatives taken by the institution**

- Clean campus program organized by NSS in collaboration with various departments of the college.
- Reduce, Reuse and Recycle policy has tried to be implemented in all the activities of college.
- A college campus map has been prepared and displayed in various points of the college to direct students and staff about the green campus zone and other demarcated area.
- The institution has adopted measures to use renewable energy and has replaces all the tube lights with light emitting diode (LED) tubes. The LED tube lights significantly reduce your energy use since LED bulbs are 90% more efficient and cost effective.
- Students were encouraged to plant trees in tree plantation programme and every department has adopted a plant given by the Eco Club of the college.



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GENDER POLICY

Tehatta Sadananda Mahavidyalaya, established on 2013, affiliated under the University of Burdwan, immensely aware about its societal role and responsibility towards its students and other stake holders. The college is enshrined towards maintaining the gender role, equity and equality in the more diverse and heterogeneous world. The institution strives to create an inclusive and non-discriminatory environment for all students, regardless of gender identity or expression.

The Constitution of India embodies the government's commitment to provide equal rights and opportunities for both women and men counterpart of the society in all spheres of society, in every aspect of the political, economic and social spheres.

'Gender' in this policy refers to those behaviours and perceived attitudes that are culturally, socially accepted as appropriate ways of being a women (femininity) and ways of being man (masculinity). Such social constructions of gender vary across cultures, social class and time.

Gender equity refers to the concept of fairness and justice in the distribution of resources, opportunities, and responsibilities between individuals of different genders. Achieving gender equity involves recognizing and addressing historical and societal inequalities that have led to disparities in various aspects of life, including education, employment, healthcare, and representation.



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Aim and Scope

The goal of gender equity policy is to ensure that every students and staff irrespective of their gender should be addressed with same opportunities to reach their full potential and participate effusively in all aspects of society.

Objectives

- The policy explicitly states its commitment towards non-discrimination on the basis of gender, gender identity, or gender expression.
- Colleges aim to use inclusive language that recognizes and respects diverse gender identities. This may include using gender-neutral terms and pronouns in official communications, forms, and documents
- Colleges typically address issues related to access to facilities to ensure that all students, regardless of gender identity, have access to appropriate and comfortable facilities.
- Colleges may provide training for staff and faculty to raise awareness about issues related to gender diversity, inclusivity, and sensitivity. This can help create a more supportive and understanding campus environment.

Initiatives taken by the institution

- The college has established clear guidelines and mechanisms to prevent discrimination based on gender, gender identity, or gender expression through the establishment of Internal Complaints Committee (ICC) under Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, comprehending to provide equality and safe environment within the institution.
- The college has constituted GRC on September 27, 2021, to realize the primary needs of the students and staff and secure civil liberties for everybody. The Grievance Redressal Cell (GRC) of the college, constituted as per the 'Prevention, Prohibition and Redressal Act 2013', addresses any form of grievance from any stake-holder of the institution. and
- The college has formed a Students' Council to perform as a representative of all courses to organize programmes throughout the year to create awareness about the role to be



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played by the student community regarding gender equity, equal participation and gender sensitization.

- The college constitutes Women Cell to address and redress grievances related to sexual harassment, discrimination, or any form of gender-based violence that female students or staff may face within the college premises.
- Celebrating International women day regularly by organizing some awareness programs and talks by responsible dignitaries.
- Organized seminar on “Social Awareness on Gender Issues”.
- Published book named “Women: The Unsung Warriors: A Collection of Critical Essays” on April, 2021.
- The college has organised various awareness programmes to promote gender equity and equality in collaboration with NSS, Career Guidance Cell and other departments of the college for both male and female students.



A handwritten signature in blue ink, appearing to read "M. K. Majumdar".

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The Green Campus Policy

The Green Campus Policy of the college foresees a clean sustainable green campus where environmental friendly practices and education are enriching the environmental ethics amongst the students and staff of the college. Environmental ethics oppose the anthropocentric and theocentric view of environment. It promotes the insights that value human being only when his action is not harming the environment.

Scope

- The main focus of the college to establish itself a pivot of environmental teaching and learning
- It focuses on developing rational beings who can act wisely, logically giving utmost importance to the intrinsic value of the nature and environment.
- The college would behave responsibly towards its own campus along its benevolent environment that encompasses us.

Objectives

- Following are the major objectives to fulfill the scope of the policy.
- Some major initiatives to be taken like- clean campus initiatives, land use and land cover initiatives, clean air initiatives
- Infrastructural development related initiatives are to be taken like- installation of solar power plant, use of energy efficiency equipment, water conservation through rainwater harvesting system.



- Draw modification and innovation in waste management processes considering solid, liquid and E-waste.
- Organizing awareness program to make environmentally educated students and staff.
- Initiatives like- green audit, energy audit every year to be done.
- Making a plastic free campus is one of the prime targets.

Initiatives taken by the institution

➤ Clean campus initiatives

- The college has done various activities under 'Swachh Bharat Abhiyan' organized by NSS like- village survey and village cleaning programme, deplasticisation programme, college cartyard cleaning programme, gram swachhata abhiyan, conservation and monitoring of the waterbodies, sustainable biodiversity programme.
- Events such as poster and slogan competitions, essay writing, spoken word poetry, speeches on 'Swachh Bharat' have been organised.
- Rallies have been organized on themes connected with 'Swachh Bharat Abhiyan' in and around the college campus will be conducted to create mass awareness.
- A periodical cleaning programe on removal of broken infrastructures and waste have been organized several times.

➤ Land use and land cover initiatives

- A college campus map has been prepared and displayed in various points of the college to direct students and staff about the green campus zone and other demarcated area.
- Students were encouraged to plant trees in tree plantation programme.
- Every department has adopted a plant given by the Eco Club of the college.
- Clean Air Initiatives
- Under this section the college has declared itself as a smoke free campus.
- The college has strictly prohibited establishment of industries at the 500 meter surrounding of the campus.



➤ **Infrastructural Initiatives**

- Introducing renewable energy resource like- rainwater harvesting was a major step towards maintaining sustainable use of energy.
- The institution has adopted measures to use renewable energy and has replaced all the tube lights with light emitting diode (LED) tubes. The LED tube lights significantly reduce your energy use since LED bulbs are 90% more efficient and cost effective.

➤ **Waste Management Processes**

- With its aim to provide holistic education to the young learners that will have positive impact on the environment, the college will adopt the following methods-
- The college has promoted the 3R policies to maintaining an sustainable green campus, i.e- Reduce, Reuse and Recycle policy.
- The solid waste are being collected by the college and given to scrap dealer for recycle.



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Grievance Redressal Policy

Protection of human rights is indispensable for holistic development of an individual's personality. To realize the primary needs of the students and staff and secure civil liberties for everybody, a Grievance Redressal Cell (GRC) has been constituted on September 27, 2021. The GRC of the college, constituted as per the 'Prevention, Prohibition and Redressal Act 2013', addresses any form of grievance from any stake-holder of the institution. Any stakeholder of the college can state their grievance regarding any academic and non- academic matter within the campus in person or through online or in grievance/ suggestion box. In case the person is reluctant to appear in self, he/she may file the grievance in writing and can directly sent through e-mail to the officer-in-charge or Principal or in alternatively dedicated mail-id.

Objectives:

The cell is trying to ensure a democratic environment in the campus by maintaining the following objectives.

1. The GRC is there to uphold dignity of the college by ensuring cordial atmosphere within the campus premises and accustom all the mentor-mentee about their rights and duties.
2. The cell directs all the students to respects every individual's right and dignity and keeps utmost patience whenever any strife arises.
3. Building, strengthening and securing the student-student relationship is prime concern of the cell.
4. The cell advises every teaching and non-teaching staff to be compassionate with the students who are trying to file the grievance and not to let them feel victimized.



5. Encouraging the students to remain integrated and not to show any kinds of vindictive attitude towards anyone.
6. The cell promotes zero tolerance on any kind of discrimination based on caste, creed, race and gender.
7. Timely issuing of academic documents related to marksheet, transfer certificate, college leaving certificate, and library related issue and disobeying the predetermined norms are comes under the scope of GRC for further resolve.

Functions:

- This cell will helps students to record their complaints through mail or in complain box or by filling form available on college website.
- The cell will address the complaint immediately after receiving from the end of stakeholder after reviewing the cases from all around.
- The cell assures the case to be resolved within stipulated timeframe decided by the committee meeting.

Necessary Links:

- The students can register their complaint through the given Mail-Id:
tsm.grcell@gmail.com
- The students can register their complaint through Grievance Register Form (Available on College Website)
- Online available link: <https://forms.gle/aTxMY9VN6Gde9Nuv5>



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Grievance Register Form

Date of Filling Complaint:

1. Name of the Applicant:

2. Semester:

3. Department:

4. College Roll Number:

5. Type of Grievance:

a. Academic:

b. Finance:

c. Library:

d. Personal Harassment:

e. Others:

6. Date of Event Occurred:

7. Complaint Description: (May write in Bengali/English)



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Policy for Scholarships and Freeships

Scholarships and freeships play a vital role in making higher education more equitable and accessible for socially weaker students with potentiality to reach the higher strata of education. Scholarships are typically merit-based awards given to students based on their academic achievement, talent, or other criteria such as leadership qualities or extracurricular activities. The scope of scholarships can vary widely, from covering partial tuition fees to full tuition and sometimes even additional expenses like books or related things. Some scholarships are renewable, meaning students can receive them for multiple years if they maintain certain academic or other eligibility criteria.

Freeships, on the other hand, are often need-based financial assistance provided to students who demonstrate financial need but may not necessarily meet the merit-based criteria for scholarships. Freeships can cover tuition fees, and sometimes they may also cover additional expenses. Unlike scholarships, freeships are usually awarded directly by colleges, and the eligibility criteria and availability may vary depending on institutional policies and available funding.

Each college or university may have its own policies regarding scholarships and freeships. Some institutions may offer a wide range of scholarships and freeships, while others may have limited options.

Objective

The prime objective of the scholarship / freeship policy is basically to promote academic excellence, maintain perseverance and encourage tenacity with talent by providing financial assistance to students belonging to economically weaker section but having desire and aptitude to reach the higher degree of education.

Procedure

To avail the benefits of the scholarships/ freeships it is mandatory for the students to register through the online portal to upload the relevant documents. Students must login at respective portals and see the eligibility criteria and documents essential for the scholarship or freeship. The notice regarding filling up of form for particular scholarship or freeship get displayed on notice board as well as on website. Students should fill the online form from above mentioned website and take print out of the form.



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Details of Scholarship					
Sl.No	Name of the Scholarships	Beneficieries	Offering Organization	Portal Link	
1	Oasis	SC/ST and OBC groups	West Bengal's government's backward-class welfare department.	https://oasis.gov.in/	
2	Aikyashree	For Minorities	Government Of West Bengal	https://wbmdfcscholarship.in/	
3	TSP		West Bengal Minorities Development and Finance Corporation	https://wbmdfcscholarship.in/	
4	Swami Vivekananda Merit cum Means Scholarship (SVMCM)		Government Of West Bengal		https://wbmdfcscholarship.in/
5	WB Post Matric Scholarship.				https://wbmdfcscholarship.in/
6	Swami Vivekananda Merit cum Means Scholarship (SVMCM)	For General Students		https://svmcm.wbhed.gov.in/	
7	Kanyashree Prakalpa	Only for Girl Students	Government Of West Bengal	https://wbkanyashree.gov.in/kp_4.0/index.php	
8	K1			https://wbkanyashree.gov.in/kp_4.0/index.php	
9	K2			https://wbkanyashree.gov.in/kp_4.0/index.php	
10	Nabanna	Needy Students	Chief Minister's Relief Fund	http://wbcmo.gov.in/	
11	Student Aid Fund	Needy Students	College Fund		

- **Details of Scholarships offered by the institution**

1. **OASIS (Online Analytical Scholarship Information System)**



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- It is an initiative by the Backward Classes Welfare Department, Government of West Bengal. The OASIS scholarship program primarily targets students belonging to socially and economically disadvantaged backgrounds, including Scheduled Castes (SC), Scheduled Tribes (ST), and Other Backward Classes (OBC). The objective is to enable these students to pursue higher education without financial constraints.
- The OASIS portal usually offers multiple scholarship schemes catering to different levels of education, such as pre-matric, post-matric, and merit-cum-means scholarships.
- The application process for OASIS scholarships is typically conducted online through the OASIS portal. Students are required to register on the portal, fill out the application form, and submit the necessary documents electronically.
- In many cases, OASIS scholarships are renewable, meaning students must reapply each year and continue to meet the eligibility criteria to receive continued funding.

2. Aikyashree scholarship

- It is another significant scholarship program in India, specifically in the state of West Bengal. It is offered by the Department of Higher Education, Science and Technology and Biotechnology, Government of West Bengal. The Aikyashree scholarship scheme aims to provide financial assistance to economically disadvantaged students to enable them to pursue higher education without financial constraints.
- The Aikyashree scholarship primarily targets students belonging to economically weaker sections of society, including Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC), and minority communities.
- Similar to the OASIS scholarship, the Aikyashree scholarship program offers multiple scholarship schemes catering to different levels of education, such as pre-matric, post-matric, and merit-cum-means scholarships.
- The Aikyashree scholarship scheme has significantly contributed to promoting access to higher education among economically disadvantaged students in West Bengal.

3. Top Class Education Scheme for SC Students" (TSP)

- The Scheme aims at recognizing and promoting quality education amongst students belonging to SCs, by providing full financial support. The Scheme will cover SC students for pursuing studies beyond 12th class.
- The Scheme will operate in all the institutions notified by the Ministry of Social Justice and Empowerment for FY 2021-22 to 2025-26.
- The scholarship, once awarded, will continue till the completion of the course, subject to satisfactory performance of the student.

4. The Swami Vivekananda Merit cum Means Scholarship (SVMCM)

- It is a scholarship program in the Indian state of West Bengal, named after the revered Indian philosopher and spiritual leader Swami Vivekananda. This scholarship is administered by the Department of Higher Education, Science and Technology and Biotechnology, Government of West Bengal. It is aimed at providing financial assistance to meritorious students from economically disadvantaged backgrounds to pursue higher education.



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- The scheme benefits students studying in regular mode of Class XI and XII, and at under Graduate level in Science/Arts/Commerce, Engineering, Medical and Technical / Professional courses. Post Graduate level students pursuing Science/Arts/Commerce & Technical/Management. These scholarships will be sanctioned to deserving students on merit-cum-means criteria.

5. West Bengal Post-Matric Scholarship

- It is a scholarship program offered by the Government of West Bengal, specifically aimed at providing financial assistance to students pursuing post-matriculation studies. This scholarship is designed to support students from economically weaker sections of society, enabling them to continue their education without financial constraints.
- Eligibility for the scholarship typically depends on factors such as the applicant's family income, academic performance, and the specific criteria set by the Government of West Bengal. Students belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC), and minority communities are often given priority.

6. Kanyashree Prakalpa

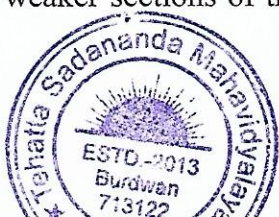
- It is a flagship scheme of the Government of West Bengal, India, aimed at improving the lives of girls and young women in the state. Launched in 2013, the scheme primarily targets girls from economically disadvantaged families.
- By promoting education and financial independence, the scheme aims to reduce the incidence of child marriage.
- It aims in empowering girls through various means, including education, skill development, and social support.
- Under the Kanyashree Prakalpa scheme, eligible girls receive annual scholarships, conditional cash transfers, and one-time grants at certain life stages. For instance, girls enrolled in school receive an annual scholarship, while those pursuing higher education receive a one-time grant upon reaching 18 years of age.

7. The "K1 and K2 scholarship"

- It is likely refers to the initial phase of the Kanyashree Prakalpa scheme in West Bengal, India.
- Under the Kanyashree Prakalpa scheme, there are primarily two types of scholarships:
- K1 scholarship is awarded to unmarried girls aged 13 to 18 years who are enrolled in secondary or higher secondary education (classes 8 to 12). The K1 scholarship aims to encourage girls to continue their education by providing financial assistance. Eligible girls receive an annual scholarship amount.
- K2 scholarship is awarded to girls who have turned 18 years old and have successfully continued their education. It is a one-time grant provided to support their higher education or vocational training.

8. Nabanna Scholarship

The Nabanna Scholarship is a scheme offered by the Government of West Bengal in India. It's aimed at providing financial assistance to meritorious students belonging to economically weaker sections of the society, enabling them to pursue higher education.



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The scholarship covers various academic disciplines ranging from undergraduate to postgraduate courses, as well as doctoral studies.

9. Student Aid Fund

Student Aid Funds is basically provided by colleges itself and are typically financial resources allocated to assist students in meeting their educational expenses. These funds might come from various sources, including government grants, endowments, alumni donations, and institutional budgets.



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TEHATTA SADANANDA MAHAVIDYALAYA

A West Bengal State Govt. Aided Degree College

AFFILIATED TO UNIVERSITY OF BURDWAN

— Estd.- 2013 —

P.O.- TEHATTA ★ DIST.- PURBA BURDWAN ★ PIN- 713122

M. :- 9831278235 • E-mail : tehatta.sadananda.mahavidyalay@gmail.com • Website : www.collegetsm.in

Policy towards Disabled

The definition of the term 'Disability' has been mentioned in various way in chapter I of the Rights of the Persons with Disability Act, 2016.

Disability

“Person with disability” means a person with long term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his full and effective participation in society equally with others. The term ‘disability’ includes motor and sensory limitations (e.g., mobility, vision, or hearing impairments).

➤ Objectives:

The objectives of the institution is to-

1. Fight against any kinds of discriminations on any grounds including any form of disability.
2. Promote and inculcate values of love, compassion, equity and justice through promoting inclusive education and eradicating social exclusion.
3. Enlighten the student to realize the pain of disadvantageous part of the society and prohabitating them to support any form of discriminations.
4. Focus on promoting the rights and dignity of each individual within the college and society.
5. Create a suitable regulatory mechanism for effective delivery of services to the disable students, staff of the college and research scholars.



6. Ensure full participation of persons with disabilities in the college activities and to provide them the equal opportunities for development.
7. Sanction necessary budget allocating for facilitate disabled within college.

➤ **Policy Inclusion and Anti-Discrimination:**

1. Strict implementation of admission policies for people with disabilities in accordance to the guidelines for admission of the UGC.
2. The roster of appointment of Teaching and Non-Teaching Staff for PwD category as approved by the University is followed by the college.
3. Any form of grievances pertaining to any matter of persons with disabilities need to resolved by the person in chair.
4. College is providing appropriate remedial measures for the students with disabilities.
5. Opening The Equal Opportunity Cell for smooth functioning and strengthening an atmosphere of equity, opportunity and accountability.
6. The institution has organized various awareness program to illuminate the values of equality amongst the students without discriminating the disabled.

7. Infrastructure support

- Provision and upgradation of mechanical and technological support for people with disabilities.
- Ramp and Wheelchairs disabled
- Disabled-friendly sign posts
- Various posters for spreading awareness against discrimination

8. Counselling and additional support

- Provision of counselling facilities is done by the Equal Opportunity Cell with the help of teaching and nonteaching staff of the college for boosting their mental health and encrypting confidence within them.
- Remedial classes are there to upgrade the students in the field of academics.



A handwritten signature in blue ink, appearing to read "Nilayade".

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Research Policy of the College

Developing a comprehensive research policy is essential for colleges and universities to facilitate and promote research activities among faculty, students, and staff. Such a policy should address various aspects of research, from funding and ethics to intellectual property rights and dissemination of research findings.

➤ Scope:

The major scope of the policy is to –

- Establish a research governance structure that includes research committees, ethics boards, and administrative support for researchers.
- Define the roles and responsibilities of key stakeholders, including faculty, researchers, and administrators.

➤ Objectives:

The framework for creating a research policy for the college is driving to fulfill the following objectives-

- Promoting ongoing professional development and training opportunities for faculty members.
- Emphasizing the importance of research ethics and compliance with relevant regulations and guidelines specially while involving human subjects or animals.



- Enhancing the availability of research support services, such as libraries, laboratories, and technical assistance.
- Encouraging new collaboration with other colleges, universities, research institutions, and industry partners and defining the procedures for establishing research collaborations and partnerships.
- Specifying the requirements for reporting research findings and publishing research papers and promoting open access to research outputs when possible.
- Outline the procedures for seeking and obtaining research funding after specifying the expectations for the use of research funds and reporting requirements.
- Developing the mechanisms for evaluating and assessing the quality and impact of research conducted at the college.
- Promoting a culture of research by encouraging faculty and students to engage in research activities through organizing research seminars, conferences, and workshops to foster a research-oriented environment.
- Defining the consequences for non-compliance with the research policy, including potential disciplinary actions and plagiarism.
- Addressing conflict of interest issues and disclosure requirements for researchers and administrators.
- Furthermore developing an implementation plan that outlines the steps and timeline for putting the research policy into practice by establishing reporting mechanisms and accountability structures to monitor progress toward research goals and objectives.
- Developing strategies for communicating the research policy to all stakeholders and raising awareness of research opportunities and achievements.

➤ **Implementation by the college**

- The college has organized various seminars, conferences, and workshops to foster a research-oriented environment within college.
- Department of Geography has collaborated with IIRS, Derhadun in their outreach programme.



- The college has offered its faculty members to upgrade their academic output through registering in various courses offered by NPTEL Local Chapter.
- The library has substantially enriched not only with books but also with e-learning materials by providing the facilities of National Digital Library.
- The college has accepted and permitted various training opportunities for faculty members.
- The college has funded seminar participation as far as possible.
- The research and academic upgradation endeavor has tried to be propagated among the new learners by arranging some research awareness classes and weekly lecture series.
- The research accountability has been monitored by the research and publication committee of the college.



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Tehatta, Purba Bardhaman, West Bengal



STRATEGIC PLAN

AND

DEPLOYMENT

(2018 – 2023)

Institutional Perspective Plan Development and Deployment

Sl. No.	Institutional Perspective Goals	Perspective Plan Development and Deployment
1	Ensuring Good Governance	Formation of Governing Body
		Decentralize leadership
		Formation of Internal Quality Assurance Cell (IQAC)
		Create statutory committees
		Establishing organization structure
		Establishing and enhancing E-governance
		Vision and Mission of the institution development and their articulation
		Institutional perspective goals setting
		Establishing internal audit committee
		Code of conduct and policy formulation, approval and implementation
		Establishing fair and transparent performance appraisal system
		Promoting best practices
		Annual report preparation & submission
		Regular academic audit
		Regular financial audit
Regular environmental audit		
Regular Energy audit		
2	Getting Accreditation from Statutory Body	Permanent affiliation from The University of Burdwan
		Applying for Section 2(f) and 12 B
		Preparation for NAAC accreditation
3	Ensuring Welfare for the Staff	Recruit diversified faculty
		Encouraging performance appraisal system through CAS
		Sponsorships are there to attend faculty development, seminars and training courses.
		Membership in NPTEL local chapter
		Granting all kinds of leave as per norms
		Giving festival advance to non-teaching staff
		Providing medical allowance and benefit of West Bengal

		Health Scheme
		Benefit of GPF, New Pension Scheme, Free Wi-fi facilities
4	Offering Quality Education	Implementing academic plan as per CBCS norms and doing regular academic audit
		Development of teaching aids, e-learning resources, Adoption of ICT
		Enhance teaching-learning processes with more effective student friendly procedure by involving students in more applied studies.
		Implement transparent evaluation
		Use blended teaching methods
		Encourage ICT awareness among students and teachers
		Host institution for IIRS-Derhadun outreach program
		Digitization of library and organizing webinars and seminars on NDL
		Organizing webinars and seminars on various study topics
		Regular lecture sessions from various academic institute
		Offering Faculty exchange and other resource mobilization program
		Record and upload video lectures
		5
Offering Value-added course for personal development		
Offering various Add-on courses		
Offering various Certificate courses		
Career counseling sell and placement cell for student		
Encouraging student's participation in various local, regional and inter college competition, science competition etc.		
Conduct more training sessions and events		
Formation of student council		
Student's representation in various committee and cell		
Rewards & recognitions of achievers		
Participation in extracurricular activities organized by NSS and departments		
Participating in social and welfare activities organized by NSS		
To make environment of the college more comfortable and hygienic for the female students, a vending machine will be		

		<p>deployed with free sanitary napkin facility.</p> <p>Student welfare and offering concessions</p> <p>Strengthening Women Cell and encouraging women participation in various college activities to foster women empowerment.</p> <p>Offering various scholarships</p>
6	Encouraging Research and Innovation	<p>Encourage publication in high-quality journals.</p> <p>Developing collaboration and MOU with various institute</p> <p>Awareness seminar organization on IPR and Copy right</p> <p>Create fund to give minimum support for participation in seminars</p> <p>Encouraging in- service Ph.D.</p>
7	Building Relationship	<p>Collaborate for educational experiences.</p> <p>Establish a career guidance cell.</p> <p>Strengthen the institution's reputation.</p> <p>Track and enhance alumni visits.</p> <p>Create and strengthening alumni association</p> <p>Engage students in community problem-solving.</p> <p>Collaborate with local bodies and panchayets</p> <p>Popularize vision, mission, and values.</p> <p>Participation in NIRF ranking</p>
8	Financial Management	<p>Framing & implementation of Purchase and Financial policies</p> <p>Effective functioning of purchase committee</p> <p>Plans for Emergency Fund</p> <p>Budget formulation & approval through Finance Committee</p> <p>Periodic Financial Audit</p>
9	Developing Physical Infrastructure	<p>Construction of new Smart Class rooms, Seminar halls</p> <p>ICT enabled teaching-learning activities</p> <p>Library infrastructure up gradation and E-library facility</p> <p>Modernization of Laboratory & equipment</p> <p>Getting Affiliation for opening new science department</p> <p>Record video lectures and upload in college website for further reference</p>

		System up gradation and enhance internet bandwidth
		Reduce power usage and spreading awareness
		Safety & Security management and swift addressing of grievance from the grievance redressal cell
		Medical facility and seek room facility
		Developing sports (indoor/outdoor) facilities
		Solar PV system installment for restricting the use of conventional energy
		Rain water harvesting and use in various activities
		Aspiring green coverage for more than 30% of total area
		Maintaining hygiene and solid waste management
		Recycling waste water and use for gardening and plantation
		Construct own play grounds and an auditorium
		Boundary wall creation
10	Community Services and Outreach Activities	Adopting village for community development, spreading awareness and environmental sustainability
		Identify community and social development work
		Identify challenges of society for development work
		Conducting awareness camps by NSS
		Conduct regular Red Ribbon Club activities and Free Eye Checkup by NSS
		Conduct environmental cleanliness and awareness program
		Provide free lectures to the nearby higher secondary school
		Providing laboratory support to the nearby higher secondary school

Perspective Plan Deployment in Nutshell

Sl.No.	Year/Session	Perspective Plan Deployment
1	2018-2019	Village adaptation -Tehatta
		Opening of honours courses in four departments
		New academic building constructed
		College boundary wall construction
		Getting Affiliation for opening new science department
2	2019-2020	Application for Permanent Principal

		New smart classroom/seminar hall constructed with seating capacity 100
		New library and guest room constructed
		Increase in Intake Capacity
3	2020-2021	Joining of Permanent Principal
		Increase in Intake Capacity
		Getting Affiliation for opening new science department
		New Collaboration/ MOUs initiated
		Preparation for Academic and Administrative Audit
4	2021-2022	Participation in NIRF ranking
		Permanent affiliation from The University of Burdwan
		Introducing new Add-on Courses
		Preparation for Green and Energy Audit
		Preparation for Gender Audit
5	2022-2023	Digitization of Library
		Application for Section 2(f) and 12 B
		Strengthening collaboration/ MOUs initiated
		Strengthening Add-on course and skill development course
		Getting Affiliation for opening new science department
		Career counseling cell and placement cell for student