# Yearly Status Report - 2019-2020

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1. Name of the Institution** | **ACHARYA GIRISH CHANDRA BOSE COLLEGE** |
| Name of the head of the Institution | **DR ASIT KUMAR SARKAR** |
| Designation | **Principal** |
| Does the Institution function from own campus | **Yes** |
| Phone no/Alternate Phone no. | **03323527741** |
| Mobile no. | **9874660452** |
| Registered Email | **principal@agcbosecollege.org** |
| Alternate Email | **asit_kumar_sarkar@yahoo.com** |
| Address | **35, RAJKUMAR CHAKRABORTY SARANI (SCOTT LANE)** |
| City/Town | **KOLKATA** |
| State/UT | **West Bengal** |
| Pincode | **700009** |

## 2. Institutional Status

| | |
|---|---|
| Affiliated / Constituent | **Affiliated** |
| Type of Institution | **Co-education** |
| Location | **Urban** |
| Financial Status | **Self financed and grant-in-aid** |
| Name of the IQAC co-ordinator/Director | **DR. DEBASISH MUKHOPADHYAY** |
| Phone no/Alternate Phone no. | **03323527741** |
| Mobile no. | **8100036659** |
| Registered Email | **iqacagcbc2013@gmail.com** |
| Alternate Email | **mdebasish2401@gmail.com** |

## 3. Website Address

| | |
|---|---|
| Web-link of the AQAR: (Previous Academic Year) | http://agcbosecollege.org/images/aqar/AQAR%202018-19.pdf |

## 4. Whether Academic Calendar prepared during the year

| | |
|---|---|
| **4. Whether Academic Calendar prepared during the year** | **Yes** |
| if yes,whether it is uploaded in the institutional website: Weblink : | http://agcbosecollege.org/images/Academic%20&%20Exam.%20Calendar_2019-20.pdf |

## 5. Accrediation Details

| Cycle | Grade | CGPA | Year of Accrediation | Validity | |
|---|---|---|---|---|---|
| | | | | Period From | Period To |
| **1** | **B** | **2.36** | **2011** | **30-Nov-2011** | **29-Nov-2016** |

## 6. Date of Establishment of IQAC

| | |
|---|---|
| **6. Date of Establishment of IQAC** | **19-Apr-2019** |

## 7. Internal Quality Assurance System

| Quality initiatives by IQAC during the year for promoting quality culture | | |
|---|---|---|
| Item /Title of the quality initiative by IQAC | Date & Duration | Number of participants/ beneficiaries |
| **Meeting of IQAC held** | **27-Aug-2019** | **10** |

| | | |
|---|---|---|
| regularly | 1 | |
| Meeting of IQAC held regularly | 05-Sep-2019 1 | 12 |
| Meeting of IQAC held regularly | 21-Dec-2019 1 | 9 |
| Meeting of IQAC held regularly | 30-Jan-2020 1 | 10 |
| Meeting of IQAC held regularly | 02-Mar-2020 1 | 11 |
| Feedback from all stakeholders | 02-Mar-2020 1 | 235 |
| [View File](#) | | |

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

| Institution/Department/Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| ACHARYA GIRISH CHANDRA BOSE COLLEGE | Institutional Development Grant | WBHED | 2019 365 | 416666 |
| No Files Uploaded !!! | | | | |

| | |
|---|---|
| **9. Whether composition of IQAC as per latest NAAC guidelines:** | **Yes** |
| Upload latest notification of formation of IQAC | [View File](#) |
| **10. Number of IQAC meetings held during the year :** | **5** |
| The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website | **Yes** |
| Upload the minutes of meeting and action taken report | [View File](#) |
| **11. Whether IQAC received funding from any of the funding agency to support its activities during the year?** | **No** |

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

? IQAC has encouraged the departments to organize Seminar /Workshop/ Special Lecture, etc. ? IQAC encouraged the departments to arrange a ParentTeacher meeting to get the guardians' feedback and Teachers' feedback ? It has suggested the students and authorities to observe several International, National days and Birthdays of great persons of our country. ? It has also monitored the activities of the existing committees and subcommittees of the college for arranging several

meetings and discussions throughout the year.

[View File](#)

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

| Plan of Action | Achievements/Outcomes |
|---|---|
| Seminars, Workshops, Special Lectures to be organized. | Special Lectures in the departments of Bengali, English, Hindi, Education, History have been organized. |
| To increase the number of classrooms | Initiatives have been taken and construction-works are to be started soon |
| Purchase of new books and journals and computers. | Books & Journals have been purchased in the Library As per requisition from the teachers |
| New initiatives to improve the Teaching-learning process | a) Teachers are advised to use more ICT-methods in their teaching-learning process. b) Few teachers (temporary) have been appointed for the smooth-running of the newly introduced CBCS-curriculum. c) Internal Assessments are being tken by the teachers. |
| Imparting students in different co-curricular activities | a) Health- awareness programme has been organized through on-line mode. b) "Rabindrajayanti", Cultural programme, etc have been organized. |
| Up gradation of College website. | More web-pages and web-links have been included in the College website. |
| [View File](#) | |

| 14. Whether AQAR was placed before statutory body ? | Yes |
|---|---|

| Name of Statutory Body | Meeting Date |
|---|---|
| THE GOVERNING BODY | 16-Jan-2021 |

| 15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ? | No |
|---|---|

| 16. Whether institutional data submitted to AISHE: | Yes |
|---|---|

| Year of Submission | 2019 |
|---|---|

| Date of Submission | 15-Feb-2019 |
|---|---|
| **17. Does the Institution have Management Information System ?** | Yes |
| If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words) | All admissions are made through online. Application Forms for admission are uploaded on the website. Data required by the University are collected from the students at the time of admission and is sent online to the University as required. The Office and Library of the College maintain the database of the students to be used for academics and related activities. Moreover the database of the teaching and nonteaching staff has also been maintained by the office for academic, administrative and promotion purposes. All relevant information regarding the college, notices and announcements are uploaded on the website. Marks obtained by students at all University Examinations are uploaded into the University Portal by the teachers. All Fees are paid through online Payment gateway. Likewise fees for University Examinations are also remitted online. SMS through notification gateway is sent to students for their admission information etc. Staff salary notification and generation of salary slips is done online. |

## Part B

## CRITERION I – CURRICULAR ASPECTS

### 1.1 – Curriculum Planning and Implementation

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

The College is affiliated to the University of Calcutta, Kolkata, and it follows the University prescribed curriculum. The Board of Studies of the different subjects of the University of Calcutta formulates the syllabi. The institution is bound to adopt such course curriculum as per rules and regulations of the affiliated college and accordingly the institution plays an active role in the successful implementation of the same. The Annual/Semester-wise Academic Calendar is prepared according to the University Calendar prior to the commencement of the academic year by IQAC, specifying available dates for significant activities to ensure proper teaching-learning process and continuous evaluation and it is displayed in the College Website. Students are made aware of the Course outcome(CO), Programme outcome(PO) and Programme Specific Outcomes(PSO). Every department prepares teaching plan, allotting semester-wise topics to be taught. Conventional classroom teaching is blended with use of ICT as and where applicable to make the teaching-learning process more learner-centric. Through class tests, internal assessment and other such

> similar measures, the faculty members constantly evaluate the overall
> performance of the students in respect of their course of studies.

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

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entrepreneurship | Skill Development |
|---|---|---|---|---|---|
| 0 | 0 | Nil | 0 | 0 | 0 |

## 1.2 – Academic Flexibility

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

| Programme/Course | Programme Specialization | Dates of Introduction |
|---|---|---|
| Nill | 0 | Nill |
| No file uploaded. | | |

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

| Name of programmes adopting CBCS | Programme Specialization | Date of implementation of CBCS/Elective Course System |
|---|---|---|
| BCom | UG HONS | 01/07/2017 |
| BCom | UG GENERAL | 01/07/2017 |
| BA | UG HONS IN BENGALI | 01/07/2018 |
| BA | UG HONS IN ENGLISH | 01/07/2018 |
| BA | UG GENERAL | 01/07/2018 |

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

|  | Certificate | Diploma Course |
|---|---|---|
| Number of Students | 0 | 0 |

## 1.3 – Curriculum Enrichment

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

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

### 1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|---|---|---|
| BCom | UG HONS | 505 |
| BCom | UG HONS GNERAL | 728 |
| BA | UG HONS GENERAL | 95 |
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## 1.4 – Feedback System

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

| Students | No |
|---|---|
| Teachers | No |
| Employers | No |

| Alumni | No |
|---|---|
| Parents | No |

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

| Feedback Obtained |
|---|

Students: The institution assigned a date for collecting feedack from the outgoing students of the final year batch in the month of april but it could not be conducted due to the sudden outbrak of the pandemic covid-19. Usually a feedback form for the students is prepared and it is distributed to them for their response. Students respond enthusiastically. Such feedbacks are collected analysed by the IQAC members. Appropriate steps are recommended to the college authority to fulfil the need of the students. ?Parents: The college organized a parent-teacher meeting through the respective departments on 04-12-2019 ike every academic session. Suggestions given by the parents are duly taken note of. Parents can meet with the Principal and the faculty members as per their need. The grievances and suggestions are heard and appropriate actions are taken into account. ?Alumni: Alumni Feedback is obtained during the Alumni get together and the final year students are asked compulsory for filling up the feedback Form. The college alumni members are in varied fields and make suggestions about the curriculum keeping the present industry scenario in mind. These are considered by the college and to be implemented to some extent possible. ?Teachers: The college regularly collects the teachers' feedback form. Suggestions given by them are duly taken for implementation through proper system. The faculty members can meet with the Principal as per their need where their grievances and suggestions are heard and appropriate actions are taken into account.

# CRITERION II – TEACHING- LEARNING AND EVALUATION

## 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

| Name of the Programme | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
|---|---|---|---|---|
| BCom | UG HONS | 600 | 1983 | 545 |
| BCom | UG GENERAL | 330 | 1478 | 247 |
| BA | UG HONS IN BENGALI | 60 | 77 | 25 |
| BA | UG HONS IN ENGLISH | 60 | 146 | 40 |
| BA | UG GENERAL | 165 | 442 | 107 |
| | | View File | | |

## 2.2 – Catering to Student Diversity

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

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|---|---|---|---|---|---|
| 2019 | 2651 | 0 | 17 | 0 | 0 |

## 2.3 – Teaching - Learning Process

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

| Number of Teachers on Roll | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Numberof smart classrooms | E-resources and techniques used |
| --- | --- | --- | --- | --- | --- |
| 32 | 6 | 4 | 4 | 1 | 1 |
| No file uploaded. | | | | | |
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The college provides counselling in regard of academic matters. This is particularly limited to the choice of subject or course. Sometimes students get counselling regarding choice of institution for higher studies provided students approach for such guidance. Mentoring Activities: 1. The College conducts orientation programme for 1st Semester students. 2. Arts Commerce faculty also guide students to select their subject combination for the course of studies. 3. The teachers provide one to one guidance to the students of 3rd Yr B.Com(H) for their project works. 4. Teachers give support in the form of finance, books reference materials to the needy students. 5. Advice need-based mentoring is done on personal issues of the students.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
| --- | --- | --- |
| 2651 | 17 | 1:156 |

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
| --- | --- | --- | --- | --- |
| 17 | 17 | 0 | 0 | 5 |

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

| Year of Award | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
| --- | --- | --- | --- |
| 2019 | Nill | Nill | Nill |
| 2020 | Nill | Nill | Nill |
| No file uploaded. | | | |

## 2.5 – Evaluation Process and Reforms

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

| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
| --- | --- | --- | --- | --- |
| BCom | UG HONS | 6TH SEMESTER | 08/10/2020 | 22/10/2020 |
| BCom | UG GENERAL | 6TH SEMESTER | 08/10/2020 | 22/10/2020 |
| BA | UG HONS IN BENGALI | 3RD YEAR | 08/10/2020 | 22/10/2020 |

| BA | UG HONS IN ENGLISH | 3RD YEAR | 08/10/2020 | 22/10/2020 |
| BA | UG GENERAL | 3RD YEAR | 08/10/2020 | 22/10/2020 |
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## 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college has an examination committee to look into the matter of evaluation process. Class tests/internal assessment examinations are conducted before the University Examinations. The question papers are strictly based on the pattern of University Examination and are evaluated by the subject teachers as a part of internal evaluation. The 6th Semester students of B.Com(Hons) have to submit a Paper of project work and teachers are entrusted to guide the project work and then evaluate it. Again, all the students of 6th Semester Final Yr. (Part3) have to submit a project paper on Environmental Studies. The projects have to be carried out under the supervision of the concerned teacher. The students are evaluated through their class tests, internal assessment examinations etc. The Head and faculty members of the concerned departments monitor the performance of the students on the basis of class tests/ internal assessment results. These answer scripts are duly checked by the respective teachers of each subject. In the Academic Council meeting, the performance of the students in the said examination is discussed and proper action is taken.

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

The college follows an academic calendar published by the University of Calcutta for the session. Dates of admission schedules, date of beginning of classes and examination schedules are notified in the academic calendar which is published in the college prospectus and the academic calendar is usually followed for the entire academic session. Before the commencement of every academic session, respective departments prepare a detailed teaching plan, assignments for the individual teachers and the number of classes allotted to each course. On the basis of this, the Routine subcommittee prepares a detailed timetable for the entire academic session/semester. Finally, this is distributed to the departmental teachers, students and it is available in college Website. The effectiveness of the process is maintained through collective performance of the teachers. The Principal monitors it in the academic council meeting how all the departments follow academic calendar for the teaching-learning process.

## 2.6 – Student Performance and Learning Outcomes

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

http://agcbosecollege.org/courses.html

### 2.6.2 – Pass percentage of students

| Programme Code | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
| --- | --- | --- | --- | --- | --- |
| UG | BCom | HONS | 333 | 333 | 100 |
| UG | BCom | GENERAL | 170 | 170 | 100 |
| UG | BA | HONS IN BENGALI | 21 | 21 | 100 |

| UG | BA | HONS IN ENGLISH | 7 | 7 | 100 |
|----|----|----|----|----|----|
| UG | BA | GENERAL | 72 | 72 | 100 |

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## 2.7 – Student Satisfaction Survey

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

https://docs.google.com/forms/d/e/1FAIpQLScuR9ViplUCte0nSafOG3Pj0k8NHQ6Er9kTm8Ej5iCQzE5K6w/viewform?usp=share_link

# CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

## 3.1 – Resource Mobilization for Research

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

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

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## 3.2 – Innovation Ecosystem

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

| Title of workshop/seminar | Name of the Dept. | Date |
|----|----|----|
| 0 | 0 | |

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

| Title of the innovation | Name of Awardee | Awarding Agency | Date of award | Category |
|----|----|----|----|----|
| 0 | 0 | 0 | Nill | 0 |

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

| Incubation Center | Name | Sponsered By | Name of the Start-up | Nature of Start-up | Date of Commencement |
|----|----|----|----|----|----|
| 0 | 0 | 0 | 0 | 0 | Nill |

**No file uploaded.**

## 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|----|----|----|
| 0 | 0 | 0 |

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

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

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

| Type | Department | Number of Publication | Average Impact Factor (if any) |
|----|----|----|----|

| Nill | 0 | 0 | 0 |
|------|---|---|---|

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

| Department | Number of Publication |
|------------|----------------------|
| Economics | 1 |
| Hindi | 2 |
| Library Section | 1 |

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

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

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

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

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

| Number of Faculty | International | National | State | Local |
|---|---|---|---|---|
| Attended/Seminars/Workshops | 0 | 0 | 4 | 3 |
| Presented papers | 0 | 0 | 0 | 2 |
| Resource persons | 0 | 0 | 1 | 0 |

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## 3.4 – Extension Activities

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

| Title of the activities | Organising unit/agency/ collaborating agency | Number of teachers participated in such activities | Number of students participated in such activities |
|---|---|---|---|
| Blood Donation Camp (on 11-09-2019) | College in collaboration with the Central Blood Bank, Kolkata | 32 | 195 |
| Distribution of new clothes to the | NSS | 32 | 136 |

| underprivileged children in the locality during festive season (on 06-10-2019) | | | |
| --- | --- | --- | --- |
| **No file uploaded.** | | | |

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

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

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

| Name of the scheme | Organising unit/Agency/collaborating agency | Name of the activity | Number of teachers participated in such activites | Number of students participated in such activites |
| --- | --- | --- | --- | --- |
| 0 | 0 | 0 | 0 | 0 |
| **No file uploaded.** | | | | |

## 3.5 – Collaborations

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

| Nature of activity | Participant | Source of financial support | Duration |
| --- | --- | --- | --- |
| 0 | 0 | 0 | 0 |
| **No file uploaded.** | | | |

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

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

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

| Organisation | Date of MoU signed | Purpose/Activities | Number of students/teachers participated under MoUs |
| --- | --- | --- | --- |
| **ST. XAVIERS COLLEGE, KOLKATA** | **16/09/2019** | **GUIDING STREAMLINING NAAC related work** | **32** |
| View File | | | |

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

| 4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year | |
| --- | --- |
| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
| 3000000 | 3015016 |

| 4.1.2 – Details of augmentation in infrastructure facilities during the year | |
| --- | --- |
| Facilities | Existing or Newly Added |
| Campus Area | Existing |
| Class rooms | Existing |
| Laboratories | Existing |
| Classrooms with LCD facilities | Existing |
| Seminar halls with ICT facilities | Newly Added |
| No file uploaded. | |

## 4.2 – Library as a Learning Resource

| 4.2.1 – Library is automated {Integrated Library Management System (ILMS)} | | | |
| --- | --- | --- | --- |
| Name of the ILMS software | Nature of automation (fully or patially) | Version | Year of automation |
| Koha | Partially | 3.22.10.000 | 2018 |

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
| --- | --- | --- | --- | --- | --- | --- |
| Text Books | 27242 | 2602423 | 1365 | 28607 | 28607 | 2631030 |
| Reference Books | 7792 | 937342 | 89 | 35595 | 7881 | 972937 |
| Journals | 741 | 24081 | 277 | 7568 | 1018 | 31649 |
| CD & Video | 68 | 13280 | Nill | Nill | 68 | 13280 |
| Others(specify) | 311 | 2512 | 96 | 771 | 407 | 3283 |
| [View File](#) | | | | | | |

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives &amp; institutional (Learning Management System (LMS) etc

| Name of the Teacher | Name of the Module | Platform on which module is developed | Date of launching e-content |
| --- | --- | --- | --- |
| 0 | 0 | 0 | Nill |
| No file uploaded. | | | |

## 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

| Type | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/ GBPS) | Others |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Existing | 49 | 1 | 24 | 1 | 0 | 2 | 9 | 100 | 0 |
| Added | 25 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 74 | 1 | 24 | 1 | 0 | 2 | 9 | 100 | 0 |

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

<div align="center">

**100 MBPS/ GBPS**

</div>

4.3.3 – Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
|---|---|
| 0 | [0](0) |

## 4.4 – Maintenance of Campus Infrastructure

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

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurredon maintenance of physical facilites |
|---|---|---|---|
| 6000000 | 7828895 | 3000000 | 468928 |

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

?The College takes care for regular cleaning of the classrooms. All the physical facilities like the lights, fans, benches, desks, chairs and black/white boards are regularly checked and maintained. ?The gadgets are regularly checked and maintained. LCD Projectors can be used in three other classrooms as well. The College presently has 74 computers, including 50 in the Computer Laboratory which are in good condition. There is an Annual Maintenance Contract for any repair required of the computers. The students can also use the wi-fi facility at the library by registering themselves to the logbook. ?The College has one Computer laboratory. The laboratory is being systematically upgraded with purchase of new equipments on demand from the concerned department. ?The College Library has 36513 books and journals. There is regular purchase of new books on the basis of requisition from each department. In the last academic year, more than 1479 new books and journals have been added to the library. The library also provides photocopy facility for the students and the machine is properly maintained. ?Multi-gym facility is available for the students and staff. Gym fee is not collected from the students. ?At present, there are five water-purifiers and four water-coolers in the college. The maintenance of the water purifiers is under an Annual Maintenance Contract. ?The College has two Common Rooms one for Girls' and other for Boys' each equipped with a carom board, table tennis board which are regularly maintained. ?There is also a generator set which is under an Annual Maintenance Contract with the concerned supplier/company and is used during power cut-off.

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

## 5.1 – Student Support

5.1.1 – Scholarships and Financial Support

| | Name/Title of the scheme | Number of students | Amount in Rupees |
|---|---|---|---|

| Financial Support from institution | 0 | 0 | 0 |
|---|---|---|---|
| Financial Support from Other Sources | | | |
| a) National | SC,ST,OBC, Minority Scholarship | 125 | 5200 |
| b)International | Nill | Nill | Nill |

**No file uploaded.**

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

| Name of the capability enhancement scheme | Date of implemetation | Number of students enrolled | Agencies involved |
|---|---|---|---|
| 0 | Nill | 0 | 0 |

**No file uploaded.**

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

| Year | Name of the scheme | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passedin the comp. exam | Number of studentsp placed |
|---|---|---|---|---|---|
| Nill | 0 | 0 | 0 | 0 | 0 |

**No file uploaded.**

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

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

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

| On campus | | | Off campus | | |
|---|---|---|---|---|---|
| Nameof organizations visited | Number of students participated | Number of stduents placed | Nameof organizations visited | Number of students participated | Number of stduents placed |
| **No Data Entered/Not Applicable !!!** | | | | | |
| **No file uploaded.** | | | | | |

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

| Year | Number of students enrolling into higher education | Programme graduated from | Depratment graduated from | Name of institution joined | Name of programme admitted to |
|---|---|---|---|---|---|
| Nill | 0 | 0 | 0 | 0 | 0 |

**No file uploaded.**

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

| Items | Number of students selected/ qualifying |
| --- | --- |
| Nill | 0 |

No file uploaded.

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

| Activity | Level | Number of Participants |
| --- | --- | --- |
| Annual Sports | Institutional | 210 |
| Inter- Class Football Tournament | Institutional | 90 |
| Freshers' Welcome | Institutional | 560 |
| Teachers' Day Celebration | Institutional | 250 |
| College Fest | Institutional | 320 |
| Annual Social at Netaji Indoor Stadium(on 19-01-2020) | Institutional | 2600 |
| Saraswati Puja | Institutional | 1600 |

No file uploaded.

## 5.3 – Student Participation and Activities

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

| Year | Name of the award/medal | National/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
| --- | --- | --- | --- | --- | --- | --- |
| 2019 | NA | National | Nill | Nill | Nill | Nill |
| 2019 | NA | International | Nill | Nill | Nill | Nill |
| 2020 | NA | National | Nill | Nill | Nill | Nill |
| 2020 | NA | International | Nill | Nill | Nill | Nill |

No file uploaded.

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

Students' Council of the college works for the benefit of the students throughout the year and pursues several activities within and outside the college campus. The major activities pursued by the Students' Council during the year:2019-20 are- Cultural Activities: ?Organising Nabin Baran Utsav ( Freshers' Welcome), a cultural programme to welcome the newly admitted students in the college ?Observation of Teachers' Day to mark the birth anniversary of Dr. S. Radhakrishnan ?Organisation of the cultural programme and competitions in the college ?Celebration of Saraswati Puja in the college ?Celebration of birth anniversary of Rabindranath Tagore(online) Sports Activities: ? Indoor Games Competition ?Organisation of Annual Sports of the college ? Participation in inter-college tournaments and Sports programmes organised by the University of Calcutta Other Activities: 1. Organising blood- donation camps 2. Providing

a list of financially backward students to the college to make them get fees concession from the college fund 3. Representation of students on Academic Administrative Bodies /Committees 4. Students' representation in the following bodies/committees: ? The Governing Body ? Literary Committee ? Anti-Ragging Cell ? Students' Welfare Committee ? Grievance Redressal Cell and ? Campus Discipline Cell

## 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni(ex-students of the college) who participated in college programmes are: Sri Ganesh Ghosh, Smt. Ghosh, Sri Asim Boral, Arup Choudhury, Jnan Chandra Bag, Ujjal Mukherjee(TV Journalist) Premendu Bikash Chaki(Film Maker), Ramen Maity(TV Journalist), Prof. Rajib Dasgupta, Prof. Santosh Kumar Das, Prof. Anindita Saha, Abhijit Samaddar(Kolkata Police), etc., Some Ex- students extend their memories how they passed their college life and also perform recitation, singing etc. Our present students perform like group dance, solo dance, singing, play, one-act play on that day. Prizes and medals are given to the students who have secured first class marks in Part III University Examination-2017. Members of the Association extend their helping hand to present students and assured their participation in alumni meetings of the college.

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

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

The Principal is the Head of the institution who takes lead role in decentralizing the works by forming various committees namely Teacher's council, Finance Committee, Purchase Committee, IQAC, Library Committee and other committees in tune with the Governing Body for smooth functioning of the college along with day to day activities. ?The College promotes the culture of participative management. Participative management levels are: Management, Principal, faculty, non-teaching staff and students. The convenors of the committees are provided full authority and autonomy to work according to competency and capability to achieve the goal of the institution. The members of various committee contribute by participating in decision making process as a practice of participative management in college. ?The governing body delegates authority to the Principal and the internal members who in turn share it with the different levels of functioning bodies in the college. The head of the departments, the convenors of various committees and cells along with the staff representatives of decision making bodies play an important role in determining the institutional policies and implementing the same. The faculty is actively involved in planning and implementing of the academic calendar and teaching plan. The planning and organization of co-curricular and extracurricular activities are done by teaching, non-teaching staff and

| | students. |
|---|---|

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

| Partial |
|---|

## 6.2 – Strategy Development and Deployment

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

| Strategy Type | Details |
|---|---|
| Curriculum Development | Since it is an affiliated college, there is little scope for framing of syllabus. We are to follow the syllabus prepared by the respective U.G. Board of Studies of the University of Calcutta. However, as the CBCS (Choice Based Credit System) has been introduced in all B.Com(Hons/Gen) courses from the current academic session, faculty members had been sent to the workshops organized by different U.G. Board of Studies for different subjects for discussion on syllabus/course curriculum, teaching method, evaluation process etc. |
| Teaching and Learning | The college takes the following measures in order to improve the quality of teaching and learning. ? Annual/Semester-wise Teaching Plan of each subject is prepared at the commencement of each academic year in order to achieve the intended learning outcomes. ? Orientation classes are conducted at the beginning of the regular classes. ? Extra classes are held for weaker students and special guidance is provided to the students before their University Examination ? Internet facility is provided for the students in the library for academic purposes and their login into different websites for preparation examination/competitive examination and use of reference materials. ? Assignments and project works are given to the students as a part of their course curriculum. ? Academic and extracurricular activities are organized for the students to give the platform of overall personality development ?Test examination/Internal assessments are held to make the students competent for their university examinations |
| Examination and Evaluation | The college has set up the examination committee to keep an eye on both the college and university examination process and to make |

| | |
|---|---|
| | effective implementation of the evaluation process. Therefore, the following exercises are strictly followed:- ?The examination committee prepares the schedule of the examination and is circulated at least fifteen days' prior to the beginning of the examination. ?The same is also displayed on the college notice board/website. ?The examination committee ensures that the Answer scripts/papers are properly checked/evaluated ?The teacher of each subject has to submit the result sheet of each subject before the examination committee at the earliest after the completion of the examination. ?Strict invigilation is maintained in the examination hall. |
| Research and Development | The faculty is encouraged to register themselves for M.Phil/Ph.D. Internet facilities have been extended in the college Library/campus so that teachers could use it for research works. ?Motivates faculty members for research publications in peer reviewed journals with high impact factor. ?Encourages them to present papers in International/National/State Level Seminars, workshops and to act as resource persons. ?Exhibits the publication of research work of the faculty members in the college library to inspire others for further research works. |
| Library, ICT and Physical Infrastructure / Instrumentation | ?The college library is a WiFi-enabled digitized zone with CCTV surveillance. ?The library uses Barcode technology and subscribes NLIST database and Central Library provides Online OPAC(Open Access Catalogue). ?Apart from the college library, departmental library facilities are available in the college. ?There were three smart classrooms in the college. A virtual classroom has been constructed and ICT facilities have been installed for smart learning processes and better technical aid during lectures and seminars. ?Computer Lab has been upgraded. |
| Human Resource Management | Several committees of teaching and non-teaching staff have been formed for day to day administrative works. Each committee is entrusted with a particular function or task. Principal monitors the activities of these |

| | |
|---|---|
| | committees so that tasks may be completed in time. This system helps administration in a major way. Faculty members are allotted classes by preparing class routine. Principal monitors about whether classes are taken by the teachers as per routine. Further, different office works are also distributed among the non-teaching staff as per their designations and through discussion. ?Motivating and facilitating the faculty members to participate in Refresher, Orientation short term training courses. ?Maintenance of Grievance Redressal, Anti-Ragging Committee Sexual Harassment Cell by the teaching, non-teaching students. |
| Industry Interaction / Collaboration | The Career Counselling and Placement Cell of the College creating an interface between the industry and students. It aims is to create an environment where students can interact with the industry so as to make it easier for students to carve out their careers at the end of their UG Studies. The main task of the Career Counselling and Placement Cell are to organise Career Fair and invite companies to make presentation regarding the job opportunity. Frequent aptitude tests by various companies are to be organized for the ability test of our students. |
| Admission of Students | As per guidelines/rules, admission of the students is done totally online. All information relating to admission of students in different departments is provided through College Website., submission of application for admission by students, their university Registration, preparation of merit list and submission of requisite fees for admission by the enlisted students are totally arranged through Software and Online. No physical presence of students in the college campus is necessary in College for any stage of admission process. For constant support and assistance to the students, online tools are used to keep in touch and inform them from time to time about the notices published in the college website. Besides that they are also informed about different academic and official activities. The teaching faculty has also created whatsapp groups to post updates and news related |

to academic matters.

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

| E-governace area | Details |
|---|---|
| Planning and Development | The college has a dedicated system to deliver message/information to the students while taking admission to First Year/Semester. The Government of West Bengal has initiated e-governance system through various modules like Integrated Financial Management System (IFMS), HRMS which are the integral part of our College management. The college regularly uses those modules along with online payment facility through Payment Gateways and Bank for the students. |
| Administration | The college has a dedicated system to display/circulate the Notices in the Notice Board/ uploaded in the college website. ?Communication to different departments or the staff are done through Notice, Circular/e- mail from the office of the Principal ?The student database is maintained by a dedicated College Automation Software ?The process of digitization of library books using KOHA software has been completed. Thus, the Library software KOHA is being used by the library users. ?Submission of retirement related documents of the employees through e-pension portal ?West Bengal Health Scheme(WBHS) for the teaching staff and Swastha Sathi Prakolpa for Non-teaching staff have been introduced through e-portal of the college administrator. |
| Finance and Accounts | A reputed Software is used in Accounts Section for smooth functioning of this section. All financial transactions are recorded through that software. All collections from the students are made through bank and payment gateway. All payments to the Organization/firm are recorded through software and every voucher is generated through software. For all financial transactions, softcopies as well as hardcopies are available and preserved. The salary payments to the staff from treasury are made through HRMS portal and bank. Provident Fund(PF)subscription and payment to the staff are done online through WBIFMS/HRMS. The salary payments to the staff and to the Government offices are |

| | |
|---|---|
| | made by online banking and HRMS. E-Pension module has been introduced. |
| Student Admission and Support | As per guidelines/rules, admission of the students is done totally online. All information relating to admission of students in different departments is provided through College Website., submission of application for admission by students, their university Registration, preparation of merit list and submission of requisite fees for admission by the enlisted students are totally arranged through Software and Online. No physical presence of students in the college campus is necessary in College for any stage of admission process. For constant support and assistance to the students, online tools are used to keep in touch and inform them from time to time about the notices published in the college website. Besides that they are also informed about different academic and official activities. The teaching faculty has also created whatsapp groups to post updates and news related to academic matters. |
| Examination | As and when a student is admitted in College through Online Process, the database of such student is automatically prepared. For the Registration of the students to the University, such database is used. At the time of filling up forms for University Examination, all required information is supplied to the university as per their requisition. All examination related documents such as admit cards, registration certificate, etc. are prepared based on the database of the students. Marks of the university examinations are uploaded Online through University Portal. |

## 6.3 – Faculty Empowerment Strategies

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

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

6.3.2 – Number of professional development / administrative training programmes organized by the College for

teaching and non teaching staff during the year

| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date | To Date | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|---|---|---|---|---|---|---|
| 2019 | Nill | Nill | Nill | Nill | Nill | Nill |
| 2020 | Nill | Nill | Nill | Nill | Nill | Nill |
| No file uploaded. | | | | | | |

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

| Title of the professional development programme | Number of teachers who attended | From Date | To date | Duration |
|---|---|---|---|---|
| Nill | 0 | Nill | Nill | 0 |
| No file uploaded. | | | | |

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

| Teaching | | Non-teaching | |
|---|---|---|---|
| Permanent | Full Time | Permanent | Full Time |
| 3 | 3 | 0 | 0 |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|---|---|---|
| PF for permanent Teaching staff • GSLI Bonus for eligible Part-time and Contractual teaching staff every year • Govt. Health Scheme for Teaching staff | • PF for permanent Non-teaching staff •GSLI Bonus for eligible permanent Non-teaching staff every year •An Ex-gratia Bonus is given to temporary non-teaching staff from the College Fund. •Swastha Sathi Scheme(Govt. Health Scheme) | •Students Aid Fund used from students Council •Health care from Students Health Home |

## 6.4 – Financial Management and Resource Mobilization

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

The College maintains accounts in proper form as per guidelines of the Finance dept. Govt. Of West Bengal. The finance committee and the Governing Body take review of financial position of the college. Institution conducts internal and external financial audits regularly. Internal audit is conducted by the members of the office staff engaged in the accounts section. The institution conducts external audit on regular basis. After the expiry of a financial year, the accounts are got to be prepared for audit externally. The audit firm is appointed by the State Government through the department of Higher Education, Govt. of West Bengal. The college has no opportunity to choose auditor in this regard. After conducting the audit work, initiatives are taken to rectify the errors, mistakes and process not properly followed, if any, as detected by the

auditors. The auditor's suggestions, advices are welcome to bring improvement in financial activities in the college. Audit report and audited statements of accounts are discussed in College finance committee and also submitted with the Governing Body. Finally, the audit report is submitted to the Higher Education department.

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

| Name of the non government funding agencies /individuals | Funds/ Grnats received in Rs. | Purpose |
| --- | --- | --- |
| Nill | 0 | 0 |

No file uploaded.

6.4.3 – Total corpus fund generated

| 0 |
| --- |

## 6.5 – Internal Quality Assurance System

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

| Audit Type | External | | Internal | |
| --- | --- | --- | --- | --- |
| | Yes/No | Agency | Yes/No | Authority |
| Academic | No | Nill | Yes | IQAC |
| Administrative | Yes | Higher Education Dept. | Yes | THE GOVERNING BODY |

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

1. The parents are actively participate in the meeting held at different times called by the departments 2. Parents are provided feedback form in the meeting for giving their valuable suggestions for overall development of the institution 3. Discussions in the Parent –Teacher meeting are focussed on the progress of their wards' learning, grievances and suggestions for future course of action

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

1.Computer Training of the office staff so that they are able to handle the online admission and registration of students. 2.Staff of Accounts Section was trained to be proficient with handling e-Pradan, WBIFMS and HRMS Module of the Higher Education Dept,. Govt. of West Bengal. 3.Office staff are provided training for Students' Registration, E-Pension of the employee

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

1.Initiatives to create new teaching and non-teaching posts where necessary and to do the necessary steps for filling up the existing vacant posts 2.Renovation up gradation of Office, Teachers' lounge, library technologically enabled classrooms are taken under RUSA Grants. 3. Initiative for Construction of new building for classrooms has been settled with the Public Works Department(PWD), Govt. of West Bengal.

6.5.5 – Internal Quality Assurance System Details

| a) Submission of Data for AISHE portal | Yes |
| --- | --- |
| b)Participation in NIRF | No |
| c)ISO certification | No |
| d)NBA or any other quality audit | No |

**6.5.6 – Number of Quality Initiatives undertaken during the year**

| Year | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|------|------------------------------------|-------------------------|---------------|-------------|------------------------|
| 2019 | SEMINAR | 16/09/2019 | 16/09/2019 | 16/09/2019 | 43 |
| 2019 | SEMINAR | 19/09/2019 | 19/09/2019 | 19/09/2019 | 65 |
| 2019 | SKILL DEVELOPMENT WORKSHOP | 19/12/2019 | 19/12/2019 | 19/12/2019 | 23 |
| 2020 | ACEDEMIC EXCURSION | 03/03/2020 | 03/03/2020 | 03/03/2020 | 58 |
| No file uploaded. | | | | | |

# CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

## 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

| Title of the programme | Period from | Period To | Number of Participants | |
|------------------------|-------------|-----------|------------------------|---|
| | | | Female | Male |
| 0 | Nill | Nill | 0 | 0 |

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

| Percentage of power requirement of the University met by the renewable energy sources |
|---|
| 0 |

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
|-----------------|--------|-------------------------|
| Physical facilities | Yes | 0 |
| Provision for lift | No | 0 |
| Ramp/Rails | Yes | 0 |
| Braille Software/facilities | No | 0 |
| Rest Rooms | No | 0 |
| Scribes for examination | No | 0 |
| Special skill development for differently abled students | No | 0 |
| Any other similar facility | No | 0 |

7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to address locational advantages and disadva | Number of initiatives taken to engage with and contribute to | Date | Duration | Name of initiative | Issues addressed | Number of participating students and staff |
|------|------|------|------|------|------|------|------|

| ntages | local community | | | | | |
|---|---|---|---|---|---|---|
| 2019 | 1 | 1 | 11/09/2019 | 1 | Blood donation camp | Importance of Blood Donation among the youths | 184 |
| 2019 | 1 | 1 | 14/09/2019 | 1 | College Re-union | Social Responsibility | 108 |
| 2020 | 1 | 1 | 19/01/2020 | 1 | Polio Vaccination Centre at our college premises | Social Responsibility | 46 |

No file uploaded.

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

| Title | Date of publication | Follow up(max 100 words) |
|---|---|---|
| Code of conduct for Teaching Staff | 15/07/2018 | Being a p p o i n t e d a s c o l l e g e t e a c h e r s b y t h e Service rules and conditions for Govt. Aided colleges in West Bengal, the teachers of this College should follow the code of conduct as laid down in the University Satutes, Acts, Regulations of the affiliataed College and the guidelines provided by UGC for college teachers whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. |
| Code of conduct for Principal | 15/07/2018 | The Chair of the Principal of a college has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, |

| | | | |
|---|---|---|---|
| | | | adjudicator, protector and inspirer. As the Academic and Administrative Head of the Institution, the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the affiliating University and the set of prescripts issued by the Higher Education Department, Govt. of West Bengal as in the Service Rules for the employees of the College. |
| Code of conduct for Non-teaching Staff | 15/07/2018 | | All Non-teaching staff of this College should follow the CODE OF CONDUCT stipulated by the affiliating University and the Higher Education Dept. Govt. of West Bengal The purpose is to ensure that the Institute which provides a high quality service to the students and stakeholders in accordance with the existing rules, acts, regulations of the University and Govt. Higher Education Department should achieved its goal. It has been drafted by the college authority to comply with Institute's governance policies and procedures while executing the existing rules, acts, regulations of the University and the Govt. Higher Education Department from time to time. The College has put forward its code of ethics for the Non-teaching staff along the following lines that they should read this CODE OF CONDUCT carefully and |

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|---|---|---|---|
| Celebration of Independence Day | 15/08/2019 | 15/08/2019 | 145 |
| Teachers day celebration | 05/09/2019 | 05/09/2019 | 325 |
| Celebration of Birth Anniversary of Netaji Subhas Chandra Bose | 23/01/2020 | 23/01/2020 | 164 |
| Celebration of Republic Day | 26/01/2020 | 26/01/2020 | 85 |
| No file uploaded. | | | |

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

?Trying to maintain the college campus as a plastic-free zone ?Trying to promote awareness against smoking so that the campus continues to be a tobacco free area ?Use of LED lamps in the classrooms, office, library room etc.

## 7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

? Blood Donation camp ? distribution of dresses to the nearby slum dwellers ? distribution of drawing Kits to the students of a drawing school

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

## 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The College caters to a considerable portion of financially backward students by providing books and study materials and other support as and when required like railway concessions and students' health and cheap medical facilities through the service of Students' Health Home. Institute is unique in the sense that quality education is being provided to the students by the faculty members in formal mode of education as well as in informal mode i.e. we provide education beyond the class room in regular basis.. From this, we hope that students will begin to fashion their lives by gaining a sense of what they want to do with the talents assessing their values and interest and learning how they can best serve the others.

Provide the weblink of the institution

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

Following activities are primarily considered for future plan for the next academic session:2020-21: ?Our main focus will be to improve teaching - learning process in the college. Choice Based Credit System (CBCS) has already been introduced for all courses. Some changes in curriculum and evaluation process

have been proposed instead of previous system we have to adopt the changes for qualitative improvement in this process. ?Introduction of Hons. Courses in some subjects of Arts faculty at UG Level and PG Course in Commerce ?It is planned to organise Parent -Teacher meetings from the beginning of the session to get parents cooperation in ensuring students regular classroom attendance. ?Timely submission of AQAR and those which are still pending ?To organise some seminars/workshops on different subject-specific issues. Proposals for Seminars/ Conferences will also be sent to UGC in collaboration with other institutions so that grants could be collected for this purpose. ?Steps to be taken to prepare our students for participation in District/ State level Cultural Competitions and various Sports-Programmes ?we are still constrained by the shortage of classrooms and other physical facilities in our institution. So, in the coming session we have planned to construct some classrooms, washroom etc. Plans and estimates for such construction are being finalizes for the purpose. ?Planning for online feedback from the students, parents and alumni ?To introduce a health-care unit in the college for medical assistance of the students and the staff. A proposal with requisition of doctor once in a week or in a fortnight for the unit has to be sent to the local hospital.