YEARLY STATUS REPORT - 2020-2021

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 its own campus?   Yes

- Phone no./Alternate phone no.   3323525388

- Mobile No: 9433343128

- Registered e-mail   principal@agcbosecollege.org

- Alternate e-mail   asit_kumar_sarkar@yahoo.com

- Address   35, RAJKUMAR CHAKRABORTY SARANI

- City/Town   KOLKATA

- State/UT   WEST BENGAL

- Pin Code   700009

2. Institutional status

- Type of Institution   Co-education

- Location   Urban

- Financial Status   Grants-in aid

- Name of the Affiliating University **UNIVERSITY OF CALCUTTA**
- Name of the IQAC Coordinator **PROF SUMANA DAS MONDAL**
- Phone No. **3323527741**
- Alternate phone No. **9748976308**
- Mobile **9831348851**
- IQAC e-mail address **iqacagcbc2013@gmail.com**
- Alternate e-mail address **sumoon06.sd@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)

http://agcbosecollege.org/images/aqar/AQAR%202019-20.pdf

4.Whether Academic Calendar prepared during the year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

http://agcbosecollege.org/images/Academic%20&%20Exam.%20Calendar_2019-20.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.36**	**19th-20th September, 2011**	**30/11/2011**	**29/11/2016**

6.Date of Establishment of IQAC **19/04/2019**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
0	**0**	**0**	**0**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC

View File

9.No. of IQAC meetings held during the year   4

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   No

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   No

- If yes, mention the amount

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

Construction of New College Building

Participation in Faculty Development Programmes through online mode were encouraged.

IQAC has encouraged the departments to organize Seminar /Workshop/ Special Lecture, etc.

Collection and Analysis of Feedback on Teachers and Teaching by Students

When Covid spread started in Kolkata and lockdown was implemented, IQAC organized several webinars on relevant topics. Faculty members were given online information in online teaching tools. LMS application was deployed and teachers were trained to migrate to the online platform.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Proposal for renovation of Teachers' Lounge, Library & Office	Achieved
Proposal for Purchase of computers and ACs for various departments	Tender Passed
Proposal for renovation of computer lab of Commerce Department.	Achieved
Proposal for construction of New Building	Achieved

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	13/09/2022

14. Whether institutional data submitted to AISHE

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 its own campus?	Yes
• Phone no./Alternate phone no.	3323525388
• Mobile No:	9433343128
• Registered e-mail	principal@agcbosecollege.org
• Alternate e-mail	asit_kumar_sarkar@yahoo.com
• Address	35, RAJKUMAR CHAKRABORTY SARANI
• City/Town	KOLKATA
• State/UT	WEST BENGAL
• Pin Code	700009
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Grants-in aid
• Name of the Affiliating University	UNIVERSITY OF CALCUTTA
• Name of the IQAC Coordinator	PROF SUMANA DAS MONDAL
• Phone No.	3323527741

• Alternate phone No.	**9748976308**	
• Mobile	**9831348851**	
• IQAC e-mail address	**iqacagcbc2013@gmail.com**	
• Alternate e-mail address	**sumoon06.sd@gmail.com**	

3.Website address (Web link of the AQAR (Previous Academic Year)	http://agcbosecollege.org/images/agar/AQAR%202019-20.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://agcbosecollege.org/images/Academic%20&%20Exam.%20Calendar_2019-20.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.36**	**19th-20th September, 2011**	**30/11/2011**	**29/11/2016**

6.Date of Establishment of IQAC	**19/04/2019**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
0	**0**	**0**	**0**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**	
• Upload latest notification of formation of IQAC	View File	

9.No. of IQAC meetings held during the year	**4**
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**No**

• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**	
• If yes, mention the amount		

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

Construction of New College Building
Participation in Faculty Development Programmes through online mode were encouraged.
IQAC has encouraged the departments to organize Seminar /Workshop/ Special Lecture, etc.
Collection and Analysis of Feedback on Teachers and Teaching by Students
When Covid spread started in Kolkata and lockdown was implemented, IQAC organized several webinars on relevant topics. Faculty members were given online information in online teaching tools. LMS application was deployed and teachers were trained to migrate to the online platform.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Proposal for renovation of Teachers' Lounge, Library & Office	**Achieved**
Proposal for Purchase of computers and ACs for various departments	**Tender Passed**
Proposal for renovation of computer lab of Commerce Department.	**Achieved**
Proposal for construction of New Building	**Achieved**

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	13/09/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	25/02/2022

15.Multidisciplinary / interdisciplinary

0

16.Academic bank of credits (ABC):

0

17.Skill development:

0

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

0

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

0

20.Distance education/online education:

0

Extended Profile

1.Programme

1.1   5

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

File Description	Documents
Data Template	View File

2.Student

2.1 **2562**

Number of students during the year

File Description	Documents
Data Template	View File

2.2 **547**

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

File Description	Documents
Data Template	View File

2.3 **844**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 **17**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **17**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**5**

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

2.Student

2.1 Number of students during the year	**2562**

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

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**547**

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

2.3 Number of outgoing/ final year students during the year	**844**

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

3.Academic

3.1 Number of full time teachers during the year	**17**

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

3.2 Number of Sanctioned posts during the year	17

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	15
4.2 Total expenditure excluding salary during the year (INR in lakhs)	19650474
4.3 Total number of computers on campus for academic purposes	60

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The curriculum is developed by the University on the basis of the recommendations of subject experts as per the local, national and global requirements. It is a democratic process following the Statutes of the University of Calcutta.

The syllabus is framed and published by the university with the division of marks and number of classes allotted to each chapter of a particular subject and this is followed by the affiliated colleges. At the start of each session the detailed planning of curriculum along with the name of the teacher responsible for the respective chapter is included in the teaching plan.

Preparation of academic calendar and class routine at the beginning of the session. To ensure learning outcomes of each subject, continuous evaluation and internal assessment is

carried out through assignments, class tests, and extra care for slow learners and guardian meetings. Each practical class is assessed to monitor the hands on learning capability of the students

Books of the central library are being given to the students as per the requirement of the students. Wi-Fi facility has been provided in the library. We have some committee/cells to enhance the teaching capability and atmosphere of this educational institution towards academic excellence.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

At the commencement of each academic session, an academic calendar for the entire year is prepared in concurrence with that of the University of Calcutta. The academic calendar is communicated to the departments. The head of the each department in consultation with the teachers, allocates theory and practical classes to the faculties. Accordingly, the master class routine for all the college students is prepared. This task is executed well in advance of commencement of classes. The paper-wise/ unit-wise prepared teaching plan is followed by the faculty members and is studied by the Heads of the respective departments to ensure that the entire portion of the syllabus is covered. The academic year comprises two-semester session. The number of working days in an academic year is strictly followed. Internal evaluation through class tests is arranged by college. If the number of teaching days is compromised due to unforeseen reason like requisition of the college establishment by government authorities etc., tutorial classes are taken to compensate for the loss as far as possible. At the end of each semester students are assessed by theory and practical examinations. The University of Calcutta conducts the examinations and publishes the results.

File Description	Documents
Upload relevant supporting documents	**No File Uploaded**
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**C. Any 2 of the above**

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

1.2 - Academic Flexibility

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

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

5

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

The college offers 5(five) programmes in which each and every issue such as civic sense and responsibility, gender, environment, sustainability and human values are addressed.

?Gender Issues:

Reservation policies, constitutional provisions especially for women are covered in Political Science. In the literature of Bengali, Hindi and English gender issues are tenderly revealed to the students B. A.(General) in Political Science: (i) Women, Power and Politics and (ii) Feminism - Theory and Politics

¨Human values: Human Values are covered in curriculum of political science, History, Bengali , Hindi, English and B.Com program.

?Professional ethics:

In Commerce, management professional ethics are inculcated with the subjects like Insurance, Fundamentals of Entrepreneurship, Accountancy, Law, Business Environment and Business Communications. There is a compulsory paper of Environmental Studies.

¨Promotion of gender equality and social justice

To strengthen the ideology of gender equality and social equality among student community, the college organises seminars and conferences to deliberate on gender related issues. The NSS engages in community outreach programme .

Environmental consciousness:

Various activities like cleanliness drive, seminars and workshops are organised by these committees to heighten awareness and sensitivity among students and faculty. Ability Enhancement Compulsory Course on Environmental Studies are also taught:

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

1

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

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

499

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	D. Any 1 of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows	**D. Feedback collected**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1215

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

240

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Initially, college used to distinguish slow and advanced learner on the basis of the marks scored by the student at his entry level examination. The heads of the concerned department prepare list of the slow and advanced learners and take appropriate steps for improvement.

? To raise the confidence level of the student regarding difficult subjects

? To improve the basic knowledge of the slow learners

? To improve the performance in the internal and university examinations

The concerned department has developed the following strategy for the conduction of the programme-

? Preparing the list of difficult units and concepts from the university syllabus.

? Preparing duration and time-table of the teaching.

? The performance of students is being communicated to their parents.

? By solving question papers of previous University Examination from the students

Specific Outcome:

A) The College endorses mentoring system where faculties help students with their personal and academic challenges. The College ensures interactive teaching-learning process through group discussions, case studies, e-content modules, fairs and

tech-exhibitions.

The College maintains a Student Counseling Center to cater to the emotional needs of the student community.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
2562	30

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

Methods of teaching:

The learning environment of the college is student centric. The teachers enlighten the students about the prescribed syllabus and give them wider perspective about the subject through a series of lectures. In the classes where the students are of diverse learning abilities, lectures are delivered with the aim that average student can be able to absorb the concept.

The faculty works hard to help students realize their full potential and grow as leaders. The college focuses on student-centered approaches to improving students' life long learning abilities. The institution adopts the way of its teaching to involve the students in active participatory learning. The department of Commerce(IT) engage students in Lab based learning to their courses of study. Students of Arts Stream are taken to National Library, Museums and other historical places. Film shows and plays are screened. Students are encouraged to participate in inter -college festivals and volunteer for seminars etc. Films based on texts in the syllabus are screened

by the Arts departments. The learning experience is enriched by extensive use of ICT tools - ppts, and online teaching. Projects works, student's seminar add to the learning experience.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

The Institution is concern for providing the infrastructure and learning resources to enhance learning experiences. The major points of this learning transition is from teacher centered to the student centric. Not only mastering ICT skills, but also utilizing ICT to improve teaching and learning is of utmost importance for teachers in performing their roles. Keeping in mind the importance of ICT, e-learning environment is created in the class rooms with well equipped Smart boards, LCD projectors and various ICT tools. In addition to chalk and talk method of teaching, the faculty members are using IT enabled learning tools like Google classroom, easy-to-use tools that help teachers manage coursework like Assignment, PPT etc. Whats-app group of every class and subject is formed for better communication. During the covid-19 pandemic, students were kept in constant contact through these aids.

For effective teaching, modern aids like desktops, laptops, LCD & overhead projectors, etc are utilized in class rooms. Students are encouraged to collect advanced and updated information from the internet. The faculty members avail the high speed Wi-Fi internet provided by the college. Array of relevant journals available for the faculty members. Necessary books are available for the faculty members

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

0

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

30

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

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

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

8

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

410

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

2.5 - Evaluation Process and Reforms

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

As our college is affiliated to the University of Calcutta, the Internal Assessment(IA) mechanism, time schedule framed by the University is followed to examine the students' academic performance. The internal test-questions are set by the subject teachers to include the questions covering the entire syllabus. Attendance and performance in the Internal assessment are among the factors used to evaluate the IA Answer scripts. Few answer scripts of internal assessment are shown to the selected students and their doubts are cleared. Any complaint is immediately addressed to the satisfaction of the students.

The examination process is transparent and conducted with the University guidelines. Students and their parents are informed about examination process through college notice. Semester end and internal examinations are handled by examination committee.

This is generally done by Academic Council with the concurrence of examination sub-committee. Class test is also taken by some

teachers of selected departments for regular

evaluation and progress. Final examination is taken by the University.

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

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

Internal Assessment is part of a broader system of continuous evaluation that includes class tests, tutorials, projects, and viva. If a student is unhappy with the fairness of the evaluation, they will discuss it with the respective HOD and the answer scripts are shown for verification and justification of marks.

It is transparent, time-bound and efficient, just like the semester examination. For student grievances, the Grievance Redressal Cell keeps a complaint/suggestion box. If students discover errors in their results, they can point out the errors to the Controller of Examinations through a fixed mechanism. The Principal will forward their complaint to the University.

The evaluation reports are prepared within the stipulated time and communicated to the students in the classroom as well as displayed on the notice board. The answer books are shown on the demand of the students and guided them for their better performance in the forthcoming examination of the University. Ledger of evaluation is prepared and kept for the students to know their progress. Some departments arrange parents and teachers to meet in which the students' performance is discussed.

The College adheres to all guidelines of the University.

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

2.6 - Student Performance and Learning Outcomes

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

The College offers programmes in Arts and Commerce having well-defined outcomes. The specific learning outcomes of various courses are built into the curriculum of each discipline and are available on the University website.

Programme specific and CourseSspecific Outcomes:

University in the prescribed syllabi stating the PSOs/COs. These syllabi are available to all stakeholders, College website/library and Departments. In cases where outcomes or objectives are not specified in the syllabus, individual departments have stated the same. PSOs and COs have been uploaded on the institutional website.

The College takes steps in dissemination of the vision, mission and programme outcomes. The vision and mission statement is displayed in the College Prospectus and Institutional website. The Programme Outcomes of all graduate programmes offered by the Institution are displayed on the College website.

During the admission process, the teachers counsel the prospective students and parents on the expected outcomes of programmes for selecting their course for admission. Orientation programmes organized for all first year students. The meeting held for parents of first year students is also used to guide parents to understand the expected outcomes. There is a coordinated effort on the part of the College and students in achieving the desired outcomes:

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

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

There are two programmes in the college viz. Arts and Commerce which are traditional in nature but college has been continuously working on achievement of the outcomes. For the students, the purpose of their academic journey is elaborated by the teachers' address, orientation programme and classroom interactions.

Awareness of cross-cutting issues, basic conceptual clarity, life-skills, practical exposure and their behavioral change are few of the parameters to recognize or evaluate the attainment of their course outcomes. Assignments and class tests assessment are substantially helping to evaluate the learning outcomes.

The performance of the students in the internal and external examinations are some of the means by which program specific outcomes are measured. Students are also encouraged to take part in inter-college/class competitions, seminars etc. Their performance within and outside the college in the various academic events provides another index of their learning-levels. Course outcomes are measured continuously based on their regularity, their participation in class discussions, their answers to questions asked by the teacher and the overall quality of their conduct. Their performance in the internal examinations provides the initial indication of their learning outcome. Teachers provide critical inputs to the students on the basis of this performance.

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

2.6.3 - Pass percentage of Students during the year

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

836

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://docs.google.com/forms/d/e/1FAIpQLScuR9ViplUCte0nSafOG3Pj0k8NHQ6Er9kTm8Ej5iCQzE5K6w/viewform

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

00

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

06

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

02

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The Institution is committed to serve the community through its extension activities by involving students and faculties creating relationships with the local neighbourhood community. These experiences have awakened human values among students. They have been advised to respond quickly whenever there is a need. They have shown great initiative in pandemic situation like relief , dry food packets distribution during lock down and oxygen cylinder supply to the patient's house. Some of the extension activities are:

?Welfare: Blood Donation camps are held every year(No camp during Pandemic)

? Environment Conscious: Anti Plastic Drive, Save Electricity,

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

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

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

00

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

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

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

0

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

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

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

0

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college which was founded more than fifty years ago is now a three storied building. The college has 09(nine) departments runs having few sections in Commerce. We have well-lit & airy class rooms, laboratory, central library with internet facilities, Departmental library, computer lab, gymnasium, indoor game rooms.The college uses this infrastructure for

various examination conducted by the University and other agencies (Sunday & Holidays) , for electoral purpose and even for providing shelter to the flood affected people and storm affected people.The college general office including the Accounts section has been computerized with LAN connection. Safe Drinking water with water cooler facilities are also provided by the college.The college is committed to provide quality education with reasonable fees to the students as per the needs of the society and in accordance with the rules and regulations of excellence through sincere and effective teaching, proper conduct of examination, regular evaluation of the student's home assignments and class tests throughout the year.The college Governing Body initiates the creation and enhancement of infrastructure. Allocations of college funds of various departments are taken into consideration on need basis which are sanctioned the college authority.

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

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

The college annual sports is organized every year where prizes and certificates are given to the winners. Facilities are there for outdoor games like football, cricket and that of indoor like table tennis, carom and chess etc. The interested students in sports get support from the college to participate in inter-college sports, inter university sports and in the state level tournaments. A gymnasium has also been established for the improvement of physical health of the students.

 The cultural programmes are organised to bring into lime light the cultural talents of the students. Cultural competitions and annual functions are conducted every year and both staff and the students actively participate in such functions. The Annual Cultural Programme under the guidance of the teacher in-charge of the cultural sub-committee is conducted with the help of Secretary, student's council and other students.

 To explore the inherent and hidden talents of the students, fresher's welcome are organised where new students actively

participate.

Games and sports:

?Indoor games in the girls' common room

?Indoor games in the boys' common room

?Inter-class football, cricket tournament

? Gymnasium facility for students & treadmill for staff

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

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

05

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

04

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

27219133

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

4.2 - Library as a Learning Resource

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

? Name of ILMS software: KOHA

? Nature of automation (fully or partially): Partially

? Version: 3.22.10.000

? Year of Automation: 2018

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**D. Any 1 of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0

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

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

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

0

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

4.3 - IT Infrastructure

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

To meet the demands of the various stakeholders, the Institute frequently updates its IT infrastructure:-

Internet: The College had a 100 mbps shared Broadband connection from BSNL since 2019. There is wi-fi connection with limited Access points in the building.

Computers: The Institute currently has 74 computers. The computers have been steadily upgraded either by bringing in new devices or by upgrading RAM, SD etc.

Software: The Institute uses open source software and also customized software for general office & accounts section. The integrated library software KOHA is used in the library.

Examination: The college uses University exam. software for uploading marks and university registration, and related related works through dedicated software.

Library: The library has a photocopier machine, printer, CCTV surveillance.

It also has 09 computers for students' use and 03 computers for library works.

Website: The College has an active dynamic website with its own and it is used to display the latest notifications promptly.

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

4.3.2 - Number of Computers

60

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

4.3.3 - Bandwidth of internet connection in the Institution	**C.10 - 30MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

20546868

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

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

The institute has a systematic mechanism for maintenance of all the above facilities. Some of them are maintained by an Annual Maintenance Contract (AMC) given to concerned agencies, some are maintained by external agencies on demand as per the need and skilled staff appointed by the management.

At college level, there are different committees to monitor the smooth functioning of the college. The seminar hall of the college is used to the programme and activities.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

483

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**D. 1 of the above**

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

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**

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

5.2.2.1 - Number of outgoing student progression to higher education

0

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

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

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

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

0

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

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The students' representation is given in the co-curricular, extra-curricular activities of the college and partial representation at the administration level. Those students suggest to upgrade the image of the college in the society.

Administrative Level Participation:-

At the administrative level, students are actively involved in the statutory committees like GB, IQAC, ICC, Grievance Redressal Committee etc. The students' council plays a very significant role by providing proper feedback of all the students to the institution. At the time of admission, form submission, scholarship forms, registration forms etc., the students also help the institution for smooth conduct of the same.

Co-curricular and Extracurricular:

There are specific committees such NSS, Cultural Activities etc. in which not only students' council but majority of the students are involved and actively participate. It's an opportunity for them to show something to their institution and society by developing their personality. With the help of Student council sports and cultural events are organized in the college. College students actively participate in the elections and engage themselves in a concrete partnership with all the stakeholders in functioning of the college.

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

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

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

88

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

There is no Alumni at present.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

VISION

?Promoting value-based quality education with special emphasis on character building and leadership qualities.

MISSION

?Our mission is to impart quality education for all round development of the students

?Encourage the students on value based education. Implement of ICT facilities for meaningful knowledge transfer.

?To introduce PG courses in selected department.

?To provide research facilities for Teachers' competence

GOVERNANCE

?Our institute follows a democratic and the culture of participative management in its governance with all stakeholders.

?Our institute follows rules and regulations of the University Calcutta and Higher Education Dept., Govt. of West Bengal for Admission process. All the admissions are confirmed on the basis of merit and without any discrimination of caste, religion and gender.

?Being a Govt. aided institution, the plans and policies are implemented by the Principal, Academic Council consisting of Heads of Departments, faculty members and the students' body. Various committees like Examination, Admission, Purchase, Discipline committees contribute in running the administration of the institution

?The governance of the institution has a vision to launch Management Information System (MIS). The College is, therefore, committed to upgrade the e-services to the stakeholders.

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

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

The College practices decentralization and participative management in several areas of administration. The Governing Body(GB) is the highest decision making body in the college which is formed as per the Govt. order of Higher Education department, Govt. of West Bengal.The IQAC of the College ensures participative management. The Principal of the College offers effective leadership by motivating all staff and students to do their best towards achieving its mission and vision. At the beginning of the academic year, the objective of the college is defined in the orientation session. Academic Calendar is prepared by the HODs in due consultation with other faculty members. Different committees - are formed by the Principal and IQAC for smooth conduct of the events at college. National important days, Annual sports/Fests, are celebrated with great enthusiasm.The non-teaching staff are engaged in administrative work of the college office. Collection of fees, submission of student details to the University for examinations, handling students' scholarships, issuing certificate/transcripts for higher studies are some of the important responsibilities of the Office.As decentralization and participative management is being practiced, cares are always taken by the Principal, faculty members not to overstep the clearly defined rules and regulations of the college.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

To meet the changing demands of students, the GB has adopted the following efforts to improve facilities which would bring all round development of the students and ensure their success:

? Student intake in some programmes/streams has been increased recently.

? Laboratory infrastructure has been upgraded with respect to no. of computers and software packages.

? Website has been updated.

? Software is used for admission, general office and accounts section.

? Library facilities, reading room facilities & have been steadily growing.

? The Examination Committee conducts all types of college and University exams and the system is transparent.

? The College has displayed the University results in college Website

? Internal assessment is done as per Academic calendar of the college which has been formed as per academic calendar of the University.

? The College organizes activities which offer ample scope to inculcate the sense of social responsibility among students.

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

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The functioning of the institutional bodies reflects the

democratic character and shared responsibilities with which
governance takes place. While the overall supervision of
administration and the regulation of finances of the college
rest with the Governing Body(GB), whose authority is vested in
it by the statutes and ordinances of the University of Calcutta,
the administration and execution of everyday functions lies upon
the Principal. The functions of the Principal in turn are
supported by the faculty and the non-teaching staff members. The
Internal Quality Assurance Cell(IQAC) also collaborates with the
Principal in ensuring a quality teaching and learning
environment in the college.

The Head of the Departments work in collaboration with the
Principal and their respective departments in achieving the
academic and co-curricular requirements of the departments.

The Bursar manages the matters related to internal finances and
financial audit of the college. The Bursar also ensures
effective utilization of funds available for college purposes.

The IQAC of the college plays a key role in assessing and
assuring quality in the teaching- learning process.

The Librarian of the college works with the Library committee to
upgrade the academic resources and facilities in the library.

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

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

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

6.3 - Faculty Empowerment Strategies

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

The College implements several policies that support the welfare of the teaching and non- teaching staff.

?Salaries are disbursed on the last working day of every month, and reimbursements of allowances are processed in a timely manner.

?The College provides a healthy and clean work environment conducive for enhancing productivity at work.

?Facilities such as air-conditioned staff/office rooms serve as important working space outside the classrooms.

?A dedicated reading room equipped with Wi-Fi enabled computers is available in the library to access e-resources. Teaching staff are also entitled to borrow more books from the library.

?Faculty members are encouraged to participate in Seminars, conferences, training programmes and FIP/FDPs for their career advancement scheme.

?Maternity leave is available for six months(180 Days), Childcare Leave for Female Employees (730 days)for both teaching and non-teaching staffs.

?Casual leave, compensation and Medical leave are provided to staff.

?Medical re-imbursement is available for teaching and non-teaching staff that are under Govt. Health scheme.

?Facilities of temporary withdrawal of General Provident Fund are availed by the faculties and staff.

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

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<u>View File</u>

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

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

0

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

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

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

01

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

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

Performance appraisal system for teaching staff of the College is governed by UGC-Career Advancement Scheme (CAS) guidelines.

?Appraisal for the teaching staff:

Appraisal for teaching staff is based on the Performance Based Appraisal Scheme (PBAS) proforma submitted by the faculty. The PBAS proforma for individual teachers' teaching-learning and evaluation related activities; research and academic contributions; administrative support and contribution in extra- and co-curricular activities as had been detailed in UGC-CAS guidelines. The appraisal/selection committee, appointed by the Principal, in connection with IQAC scrutinizes the proforma based on the UGC-CAS guidelines and recommends the same for promotion.

?Appraisal for the non-teaching staff: The non-teaching staff which functions as the backbone of the college includes the administrative and accounts staff, the laboratory staff, the library and housekeeping staff. A report of each non-teaching staff member is prepared by the Principal and entered in the service book which is applicable for their lateral promotion in terms service period counting. The promotion or increment in the existing pay scale of non-teaching staff members is governed by the state government guidelines. The staff members also get their incremental benefits after successful completion of 10/20/30 years of continuous service subject to the approval from the state government.

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

6.4 - Financial Management and Resource Mobilization

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

There is a Finance Sub-Committee which monitors the appropriate use of available finances of the college. One member from the teaching staff is appointed as Bursar of the college to look after the financial aspects of the college on behalf of the Principal. The decisions of the Finance Sub-Committee, Purchase Sub-Committee and Bursar have to be approved by the Governing Body. The college accounts are jointly operated by the Principal (who is also the Secretary of the Governing Body) and the

President of the Governing Body. Yearly audits of the college are made on a regular basis. All processes relating to the financial audit of the college for the financial year 2019-20 has been completed and the same has also been audited by the Chartered Accountant, an authorized auditor of the Government of West Bengal.

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

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

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

0

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

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

The major sources of revenue are:

?Fees collected

?Sale of application forms for admission

?Charges for various application forms and fees for services rendered to students. Interest received on saving deposits.

The College also makes operational allocations for salaries of all teaching and non-teaching staff, house- keeping staff,

repairs and maintenance, AMCs, license fees, developmental work, audit fees, legal and professional charges, purchase of books and periodicals, event expenses, sports participation fees, workshops, electricity and water bills, stationery expenses, postage and miscellaneous expenses.

A specific amount is finalized (on the basis of income) within which the College has to restrict its expenses. All financial transactions are controlled and monitored by internal and external audit. The College distributes prizes and fees concession to the deserving needy students.

Optimal utilization of infrastructural resources

Staggered time table for students for utilization of class rooms and work schedule for teaching and non-teaching staff. ICT enabled computer labs for conducting lectures, Smart class room, Projectors, LCD & sound system in classrooms.

?Library is well equipped with text books, reference books, journals, magazines. Library sitting hours extended during the period of exam.

? University examinations conducted in the College.

?On Sundays, various government exams are conducted in College premises.

?Maximum teaching workload as per university norms shared by the teachers

Teachers involved in various committees and administrative work.

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

6.5 - Internal Quality Assurance System

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

The IQAC consistently strives to institutionalize quality assurance strategies and processes at every level of functioning

of the Institute.

Improving Teacher Quality & Promoting the Culture of Research:

?In order to improve teacher quality, the IQAC has been motivating the teachers to attend Seminar/ Workshops, Research works.

?The recruitment of fully qualified teaching faculty has been adopted.

? Teachers are encouraged to attend Orientation, Refresher and Short term courses. A large number of teachers are enrolled for Online learning platforms

? Teachers are encouraged to participate in Syllabus Revision Workshops

?Feedback Mechanism is prepared for conducting student feedback on teaching learning process

? IQAC is continuously engaged in imparting and sharing ideas by organizing workshops, workshop on interpreting and implementing new NAAC guidelines etc.

? Teacher daily performance/ Teaching plan is being maintained to monitor the lecture delivered

For Teachers

? Faculties are engaged in publishing research papers and research articles to enhance their knowledge skills.

? Teachers may attend various conferences organized by University/college for both at national and international levels on varied and relevant topics

For Non-teaching staff: Non-teaching staff are encouraged for participation in workshop/training programme for improvement of their skill in office works

For Students : Students are encouraged to present case studies and write Project works.

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

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

All the departments in the college abide by the institutional norms such as: timely submission of workload requirement for forthcoming session; timely distribution of time table among faculty; course completion according to lesson plan; use of ICT in teaching practices, wherever applicable;

? Execution of internal assessment(s); assessment of learning-outcome, analysis of end-semester examination results etc.

? Review of learning-outcome takes place by evaluating students' interactions in classroom, participation in extra-curricular activities, their performance in internal assessment and end semester examination. This exercise is based on the final internal assessment submitted by the teachers-in-charge of all departments after moderating the marks of students in all papers taught in the department.

? In the covid 19 pandemic, it was very difficult to implement teaching methodologies for all the students. Due to the creation of new online platform it was possible to take classes but the technical issues like electricity, internet speed etc. and environmental problems cannot be ignored. After reviewing all the factors affecting in smooth conduct of online classes, IQAC decided to give emphasis on assignments as a method of internal assessment. The practice of preparation of answer for assignment based questions helped the students for the semester examinations.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**D. Any 1 of the above**

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Our college has taken initiatives to give equal status & opportunities to the students and staff. The college provides equal opportunities for learning without bias against any gender.

The Grievances Redressal Cell, Sexual Harassment Prevention Committee and Anti Ragging Committee are actively cater to the all-round needs of the students whether educational or relating to their personal problems.

Security measures are taken to ensure the safety of the students within the campus.

1. Campus is under CCTV surveillance.

2. Entry for students without a college Identity card is prohibited.

3. Complaint /Suggestion box is set in the campus.

4. The college has Anti-Sexual Harassment cell to take necessary action on sensitive issues of the girl students. The staff members strive to solve all kinds of problems for the students. College has a separate common room for girl students.

5. Counseling: Women cell of the college organizes Counseling of the students & World Women's day on 8th March and all associated activities. The personal problems of the girl students discussed with the committee members are kept confidential.

6. Common room: The institution has provided separate common room for boys and girls. The common rooms have essential amenities.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Solid Waste:

Solid Waste is collected on a daily basis from various sources. Daily garbage is collected by housekeeping personnel and handed over to authorized personal of KMC. All wastewater lines from toilets etc. are connected with municipal drainage lines. Waste material like plastic, papers are collected and sold out to scrap vendors.

E-waste:

The E-waste collected is stored and disposed every year accordingly. Empty toners, cartridges, outdated computers and electronic items are sold as scrap to ensure their safe recycling. Old monitors and CPUs are repaired and reused.

Green Campus Initiatives:

Green initiatives like planting of trees are taken to make the campus eco-friendly. Care is taken to reduce paper wastage and substituting softcopies wherever possible.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	E. None of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	**B. Any 3 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**E. None of the above**

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	E. None of the above

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

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

Most of the students taking admission in the college are local and belong to the nearby town/villages. As per government rules the admission process is carried out. Enough care is taken for specific earmarked seats of each category are filled up. The statutory committees of the college are well balanced with the representation of each category. The flex /board of environmental awareness, social harmony, unity and values are displayed in the college campus.

The college is playing an effective role of catalyst in the city to maintain the peace and national integration. The college regularly organizes different activities for inculcating the values of tolerance, harmony towards cultural diversities. Its activities have a very positive impact on the society's cultural & communal thoughts directly. The socio-economic conditions are

somehow different.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

The students takes cleanliness drives inside the campus and nearby as a responsibility of every citizen. The students of BA(Gen) study the constitution of India as compulsory paper which sensitizes the student about constitution obligations.

PATRIOTISM: Republic day is celebrated (26th January) by organizing activity highlighting the importance of the Indian Constitution, Independence Day(15th August) is also celebrated each year.

CIVIC SENSE:

Election awareness idea and Voters ID Drive were conducted to guide the students to get their voters' ID. The College regularly organizes blood donation camp, cloth distribution safety awareness campaigns etc.

ENVIRONMENTAL CONSCIOUSNESS:

Students are encouraged to participate in activities like Tree plantation drives, Pollution awareness.

COVID TIMES:

Students and teachers were encouraged to show their responsibility as citizens during lockdown. The college gave messages to students and staff to stay at home and prevent spread of virus.

To ensure safe environment in the College, Staff are asked to come to College wearing mask, personal checking the temperature etc. The staff room, laboratory, library and office are

frequently sanitized. Sanitizers are made available at many points in the College. It is compulsory for any person entering the College to wear a mask and maintain physical distance.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**E. None of the above**

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

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

We celebrate many commemorative days so that the students are aware of problems and events of international and national importance.

Independence Day

On every Independence Day, Flag hoisting ceremony is followed by Patriotic cultural programs. Flag Collection drive and Human Flag formation were undertaken by our students.

Teacher's Day

The Student Council celebrates September 5th of every year to remember the contribution of teachers in student's lives.

Republic Day

NSS & Student Council celebrate Republic Day of India on 26th January every year.

International Women's Day

Women Development Cell and other departments celebrate Women's Day on 8th March every year, acknowledging the greatness of womanhood.

Cultural activities organized by students' Council:

1. Freshers' welcome.
2. Annual cultural festival.
3. Republic day and Independence Day celebration.
4. Debate, music and quiz competition.
5. International language day celebration. Cultural activities of the teachers:

1. Cultural programme before puja vacation.
2. Organization of seminar lectures by teachers
3. Celebration of Rabindra Jayanti on 9th May on online mode only due to lockdown

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

```
Best Practice-1

?Title: Book Bank Faculty

?Objectives: To provide books to the students from poor students

?Context : Many students from weaker sections seek and get
admission in the college. To help such students, book bank is
established so that they do not have to purchase expensive
books.

?Practice: Those students are provided books from the book bank
and they can keep the books till their examination.

?Evidence of success : Availing such facility, many student
completed their studies

?Problems encountered and Resources Required: Due to less
numbers of books, not all students avail the facility. We have
to purchase more books to extend such facility.

Best Practice-2

?Title: The voluntary blood donation

?Context: The students & staff make it a practice of donating
blood to needy people.

?Objectives :To inculcate the concept of community service &
social responsibility among the students
```

?Practice: The Practice has benefitted the patients suffering from heart problem, cancer, kidney ,dengue fever and others.

?Obstacles: During the pandemic situation, we failed to organize the blood donation camp in the college.

?Resources required: No resources required. Only physical arrangement of the camp, refreshment of the donors and the staff engaged in the camp are provided.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college is a co-educational institution situated in urban area. The college offers 5(five) under graduate programmes both in Arts and Commerce stream to the aspiring youths. Every year large number of rural students (Girls and Boys) takes admission in different courses offered by the college and the college makes it sure to provide all the basic need-based facilities to students. The College always aspires to help poor and needy students so that they can overcome their academic hurdles, as an initiative the college has established a BOOK BANK where from needy students can avail books on yearly basis. The college also undertakes several initiatives to sensitize students to gender equity, inclusiveness, human values, sports competition etc.

"The performance of the institution in one area distinctive to its priority: College gives priority to promote education to the students of rural background also. So, our college provides academic environment to those aspiring students of the rural area so that they can move ahead in their academic endeavour. Keeping holistic development of the students in view, the college encourage them to participate in extracurricular activities (NSS, cultural, literary and sports) so that they cop up with students of the main stream.

29-04-2023 10:31:13

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

1. **To empower the underprivileged section of the society by taking the benefits of quality education to them, irrespective of religion, caste, creed and gender. Special emphasis is to be given to the backward students belonging to SC/ST/MINORITIES and also physically challenged students with a special coaching system under the schemes adopted by UGC.**
2. **Teaching is provided in UG (Hons. & General) courses in most of the subjects in Arts, Commerce. Introduction of undergraduate courses in Business Administration and postgraduate courses in Commerce are also in the pipeline.**
3. **To organise seminars/workshops/performance development programmes to enhance the human resources among students, teachers and other stakeholders of our college.**
4. **To develop a well structured placement cell to give possible opportunities to our students and alumni.**
5. **To start a free coaching class for our students to prepare themselves for competitive examinations.**
6. **To create a registered alumni association for our alumni.**