



## YEARLY STATUS REPORT - 2021-2022

### 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. **3323501426**
- Mobile No: **9433343128**
- Registered e-mail **principal@agcbosecollege.org**
- Alternate e-mail **asit\_kumar\_sarkar@yahoo.com**
- Address **35, Raj Kumar Chakraborty Sarani**
- City/Town **Kolkata**
- State/UT **West Bengal**
- Pin Code **700009**

##### 2. Institutional status

- Affiliated / Constitution Colleges
- Type of Institution **Co-education**
- Location **Urban**

- Financial Status **Grants-in aid**
- Name of the Affiliating University **University of Calcutta, Kolkata**
- Name of the IQAC Coordinator **Prof Sumana Das Mondal**
- Phone No. **3323527741**
- Alternate phone No. **9831348851**
- Mobile **9748976308**
- 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%202020-21.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/03\\_Final%20AcademicCalendar\\_2021-22.pdf](http://agcbosecollege.org/images/03_Final%20AcademicCalendar_2021-22.pdf)

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>2.36</b>	<b>2011</b>	<b>30/11/2011</b>	<b>29/11/2016</b>

**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
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**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 [View File](#)

**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)**

Participation in Faculty Development Programmes through online mode were encouraged.

Initiatives for enhancing teaching-learning initiated & ICT facilities were enhancing.

Collection and Analysis of Feedback on Teachers and Teaching by Students.

Research activities by the faculty were instituted at the recommendation of IQAC.

Innovation and Start up Cell was established and Workshops were organized. Online Lectures series were made available to the Students.

**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**

<b>1.Name of the Institution</b>	ACHARYA GIRISH CHANDRA BOSE COLLEGE
• Name of the Head of the institution	DR. ASIT KUMAR SARKAR
• Designation	PRINCIPAL
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• Registered e-mail	principal@agcbosecollege.org
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• Address	35, Raj Kumar Chakraborty Sarani
• City/Town	Kolkata
• State/UT	West Bengal
• Pin Code	700009
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• Affiliated / Constitution Colleges	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Grants-in aid
• Name of the Affiliating University	University of Calcutta, Kolkata
• Name of the IQAC Coordinator	Prof Sumana Das Mondal

• Phone No.	3323527741				
• Alternate phone No.	9831348851				
• Mobile	9748976308				
• IQAC e-mail address	iqacagcbc2013@gmail.com				
• Alternate e-mail address	sumoon06.sd@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://agcbosecollege.org/images/agar/AQAR%202020-21.pdf">http://agcbosecollege.org/images/agar/AQAR%202020-21.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://agcbosecollege.org/images/03_Final%20AcademicCalendar_2021-22.pdf">http://agcbosecollege.org/images/03_Final%20AcademicCalendar_2021-22.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.36	2011	30/11/2011	29/11/2016
<b>6.Date of Establishment of IQAC</b>			19/04/2019		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
0	0	0	0	0	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			4		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional			No		

website?	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
Participation in Faculty Development Programmes through online mode were encouraged.	
Initiatives for enhancing teaching-learning initiated & ICT facilities were enhancing.	
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<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
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- 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
2021-22	18/01/2023

#### 15. Multidisciplinary / interdisciplinary

Multidisciplinary/interdisciplinary learning is a method of teaching that crosses the boundaries of a discipline or curriculum to enhance the scope and depth of learning. Our College is affiliated under the University of Calcutta and hence it has to follow the course curriculum prepared and provided by the University. With the introduction of the CBCS (Choice Based Credit System) by the University at UG level from the Academic Session 2017-18 in Commerce and that of from 2018-19 in Humanities/Science Stream, the approach towards interdisciplinary has got a renewed impetus. Our College has been following this new approach in respective disciplines. For example, compulsory language like Bengali, English and Hindi are being taught for the students of all streams (Commerce/Humanities Streams) and that of



Environmental Studies(ENVS) for all 2nd Semester students. Thus, multidisciplinary education strategy allows students to learn and explore different subjects from various fields and gathered more comprehensive experience in the fields of their studies. With the introduction of NEP, the college is also aiming for re-orientation of curricula within the new programmes introduced by the affiliating University. Moreover, our institution always encourages all stakeholders to participate/organize the interdisciplinary seminars/workshops for the advancements of their knowledge and experience.

#### **16.Academic bank of credits (ABC):**

There is no scope for the provision of the Academic Bank of Credit(ABC) in the ongoing CBCS curriculum framework of the affiliating University. However, the Credits earned by a student in a particular semester are carried forward to the next semester. Moreover, there is a provision for the carry forward of the credits in cases where students migrate to other colleges affiliated under the same University. Now a student gets total 5(five) years after taking his/her admission in the institution to complete the UG Course. He/she can take a break after completion of a particular Semester and can again take up the course within the stipulated period (i.e. Five years) to upgrade his/her qualification. But according to NEP, the ABC is part of the of it and the students will be given multiple entry and exit options in their courses of studies within stipulated period. This flexibility in academic programmes will enable students to seek employment after completion of any level having an award and help to upgrade qualification and that will certainly curtail the dropout rate. This requires an adequate preparation for creation of necessary digital infrastructure to extend the facility of ABC to the students.

#### **17.Skill development:**

In the existing CBCS system, Skill Enhancement Course(SEC) is a part of every curriculum. A limited number of subjects are offered for the students which were chosen from the list of courses offered by the University. Apart from the courses offered, the college has been considering to introduce in future the skill development courses, viz. GST & e-filing, Employability Skills programme(components like communicative English, Soft skills,) etc.

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

In order to promote several aspects of the Indian knowledge system, the study of Indian mythologies, literature to its rich history and culture have been integrated in the syllabi of several subjects like history, education and history of different Indian language. But apart from the syllabus taught in AECC paper, the institution has endeavoured to show the diversity of Indian culture and languages through annual programmes like International Mother Language Day, Rabindranath Tagore & Najrul's Birthday, Basanta Utsab(Holi), etc. to inculcate the values of Indian culture and religious and social traditions. Cultural programmes are organized on a regular basis by the students to highlight the key feature of Indian culture. Bengali, English and Hindi are taught at the UG level. A Language Lab has been established enabling students to learn Indian languages along with their foreign counterparts. Tours to heritage sites are often conducted by some of the Departments to make the students aware of the richness of our heritage and the principle of unity in diversity cherished for years by the Indian people.

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

The academic standard of the Institution by focussing on Outcome Based Education(OBE) is the achievement of outcomes expressed in terms of academic standard of knowledge, understanding, skills, attitudes and values. Accordingly, the curriculum started with the preparation of the expected learning outcomes both at the course and programme levels as per the guidelines of the affiliating University. These learning outcomes are circulated among the students and have been uploaded in the college website for the reference of all stakeholders. At the beginning of every Semester, the students are made aware of Programme Outcomes(PO), Course Outcomes(CO) through the general notification in the college website. The Course and Programme Specific Outcomes(CSO & PSO) are explained by the faculty of each departments in the classes later on. From the present academic session, the departments have started to track and assess the attainment of the outcomes. The college is, therefore, adequately prepared for the OBE.

#### **20.Distance education/online education:**

There is no guidelines in the University of Calcutta to conduct the distance/online UG courses for the affiliated colleges. But due to pandemic situation over the last two years, blended mode in teaching arena became part and parcel of the academic culture. The institution made a smooth and rapid transition towards online education within 3(three) months of enforcement of lockdown.

Several administrative meeting, seminars and workshops were conducted subsequently using the technological advancement in connection with teaching- learning-evaluation and administration. From the end of July 2020 to October 2021, all the classes of our college were held in online mode through different online platforms like Google Meet/classroom. As a result, the college has evolved the institutional Learning Management System(LMS) as a repository of learning materials as well as a platform for the conduct of internal evaluation. All the departments have started preparing e-modules and conducting online examinations. Therefore, the college is adequately prepared for carrying out the task of conducting distance / online courses to fulfill the aims of the NEP.

### 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	<a href="#">View File</a>

#### 2.Student

2.1	2585
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

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

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	849
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	29
File Description	Documents
Data Template	<a href="#">View File</a>
3.2 Number of Sanctioned posts during the year	29
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	14
4.2 Total expenditure excluding salary during the year (INR in lakhs)	9231632
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

To ensure effective implementation and timely delivery of the curriculum as prescribed by the University, the college has taken the following measures :-

In the beginning of Academic Year, the Principal conducts a

meeting with the HoDs to discuss the preparation of the Academic Calendar, curriculum planning and teaching plan. The departments prepared Class routine, teaching plan and allotted the workload amongst faculty of the concerned departments.

?Syllabus of each subject offered in the College has been uploaded in the College website and a copy is also made available to concerned department.

?Topic/unit of the syllabus is distributed among the teachers in the department(i.e Syllabus Distribution). This is documented by well maintained teaching plans.

?Faculty of all departments prepare their teaching plans by making optimal use of available resources, classes are conducted according to the time table. The teaching plans are uploaded in the College website.

?Departmental time table is prepared by concerned department based on the master time table and uploaded in the college website for students.

?HoDs of the concerned department oversee the implementation of the entire plan by holding departmental meetings at regular intervals, thereby reviewing the progress in implementation of the curriculum.

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)

Since the college is affiliated to the University of Calcutta, the college follows the academic calendar of the University for undergraduate courses. The institution prepares and publishes academic calendar containing the relevant information regarding the teaching- learning schedule, weekly working days and holidays, government holidays, Internal assessment dates, exam dates, sports day, cultural day on website of the college and displays on students notice board. The University has given a well-defined timeline for the completion of the courses, Form fill-up for

University examinations. Since the University has given some flexibility in its approach for conduct of CIE, so the college through the respective department of the two streams have their

separate routine to conduct Internal Assessment(IA)and these IA marks are finally submitted to the university on its demand and the marks finally are then reflected in their final result of the university and the degrees are hence awarded at the completion of the course.

The aim of CIE is to enhance the quality education among the students. The institution has been implementing the CIE procedure for all the students. The faculty may choose MCQ tests, test assignments, Tutorials, Viva and projects to evaluate the performance of the students.

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	No File Uploaded
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)	<a href="#">View File</a>

**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 )	No File Uploaded

**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**

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

**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 cross cutting issues such as Gender, human values, environmental and sustainability, and professional ethics are well integrated in to the curriculum by the affiliating university:

#### ?Gender

Gender awareness and sensitization occurs in the curriculum of social sciences and humanities. The Institute ensures safe and secure environment for girls students through Discipline Committee, Sexual Harassment Prevention Committee, Internal Grievance Committee

#### ? Human Values

In Political Science, History, there are topics related to Human rights which are taught in the class. The Institute organized camps like Blood Donation, Blood Group Testing, National Integration, Voter awareness programme that include the human values among the students.

#### ?Environment and Sustainability

The affiliating university has introduced a compulsory subject 'Environmental Studies' for the students of second semester in all the Programmes ie. BA and BCom courses. While allocating the projects, an attempt is to make them aware of cross-cutting issues related to the environment in the local area.

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

2



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)	<a href="#">View File</a>

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

513

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**C. Any 2 of the above**

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

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

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="http://agcbosecollege.org/images/Final_AGCB%20SSR%20Report%202021-22.pdf">http://agcbosecollege.org/images/Final_AGCB%20SSR%20Report%202021-22.pdf</a>

**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	<a href="#">View File</a>

**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**

**239**

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

Regardless of merit, caste, gender or the reservation policy, the institution accepts the applicants eligible for admission because it is a Govt-aided institution. The classroom teaching is aimed at guiding each student according to their standard and capability. Teaching strategies are set to cater both the advanced and slow learners.

?Advanced learners are

- i) encouraged to participate in student seminars
- ii) provided with links to various online learning resources
- iii) advised to consult reference books on the subject
- iv) advised for career prospects and opportunities for further studies

?Slow learners are

- i) advised to attend doubt clearing classes
- ii) Guardians are informed regarding the performance of their wards and advised on the course of action.
- iii) extra class teaching and group study are arranged

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
2585	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

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. Its faculty members work tirelessly to make learning more interactive. 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/ performed for the students and national voters day is celebrated to acquaint students with the democratic process. 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

Along with the traditional teaching approach, ICTs have made teaching and learning interactive and collaborative. It is widely assumed that integrating ICT will assist us in making education more accessible. The increasing role of ICT in education makes education more democratic, which improves the quality of education services available to students even in the most remote corners of

the country.

The Institute promotes the teaching learning process by using ICT tools in limited classrooms. Keeping in mind the importance of ICT, e- learning environment is created in the classroom with well-equipped LCD projectors, in addition to regular methods of teaching. The faculties are also using tools like Zoom, Google Classrooms. To attain competence, the faculty record and upload lectures in LMS Portal and classroom. The Institute has 4(four) LCD projectors setup in various classrooms. The LCD allows the faculty to interact with students in a better way.

A 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.

The Institute has regular subscribers and has been subscribing to N-LIST having access to e-books and e-journals.

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)	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 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

406

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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 through Internal Assessment. 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 IA examination process is transparent and conducted with the University guidelines. Students and their parents are informed about examination process through orientation programme/Notice in the class. Semester end and internal examinations of all the programmes are handled by examination committee.

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.

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 board of studies of the university prepares the course outcomes(CO's) and programmes outcomes(PO's) while designing the syllabi. The University and the college display the CO's and PO's for the programme on their website.

The programme outcomes are as follows

- The Bachelor of Commerce(BCom) programme is designed to prepare students for the workforce by teaching them various managerial and accounting skills that will help them in their careers. It also aims to strengthen their capacities in various areas of commerce and industry.

- The Bachelor of Arts (BA) programme seeks to develop students' social responsibility, high standards of behaviour and communication abilities. The completion of UG Programme will actively attempt to have a positive impact on their career, community, society and will have a solid foundation in professional ethics.

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.

The Programme and the Course outcomes are prepared for the benefit of the students either for further studies or suitable employment in future after due completion of their studies. Course outcomes



are measured according to the performance of the students in the class test, practical, internal assessment and external evaluations.

Direct attainment of program outcomes and course outcomes are based on the levels of attainment. Indirect attainment of programme outcomes and course outcomes are mainly based on Course curriculum and the success of the students in the various competitive exams such as WBCS, Banking, Audit Services, UPSC, NET/SET exams. Feedback is collected from the students in which the overall programme is analyzed and corrective measures are proposed.

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

849

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
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)

[http://agcbosecollege.org/images/Final\\_AGCBC%20SSR%20Report%202021-22.pdf](http://agcbosecollege.org/images/Final_AGCBC%20SSR%20Report%202021-22.pdf)

### RESEARCH, INNOVATIONS AND EXTENSION

**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

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

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

0

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

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

0

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)	No File Uploaded

### 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

9

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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

07

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

Our institution takes all possible measures in organizing various events and programmes for the students and staff and they become responsible citizens of the country by sensitizing. As responsible

citizens of the country, the students are motivated to take part in the Blood donation/group checking camp, also participate in the special lectures on National Voters' day(NVD). The students have taken up many cleanliness drives inside the campus and nearby as a responsibility of every citizen. Our students across all courses study the constitution of India as compulsory paper which sensitizes the student about constitution obligations. Every year 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 to highlight the freedom movement.

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)	No File Uploaded
e-copy of the award letters	No File Uploaded

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

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

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)	No File Uploaded

### 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)	No File Uploaded

### 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)	No File Uploaded
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	No File Uploaded

## 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 offers Arts, Commerce streams in its own campus. There are 14 classrooms , Administrative rooms Staff Room, Office of the Principal

with General & Accounts Section, Seminar Room, Conference Room, Gymnasium, Boys' & Girls' Common Rooms and a Large Library Room.

The classrooms are well-lit and airy and are well equipped with plenty of benches and desks, blackboards, whiteboards, as well as sound system in two of the classrooms. The college also has a computer laboratory for students to carry out their Practical classes. The college has three classrooms with ICT facilities and LCD projectors.

The college Library is partially automated using Library Management software(KOHA) and all computer are connected through LAN for optimal software usage. There are 9(nine) computers installed in the library for students use. The library is subscribed to N-LIST for further access to INFLIB-NET and e-resources.

The college also has a seminar and conference room with the seating capacity of 50 and 20 respectively.

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 provides importance to extra-curricular activities of the students.

The Institution has Games and Sports Secretary to look after the Games & sports. The annual college sports is held in the month of December-January of every year in the University ground. The boys' and girls' common room have some indoor games facilities like the Table tennis . Carom ,ludo, chess board are held in the college campus annually. The students also participate in the inter-college tournament like football, volley ball, cricket organized by the University. A gymnasium has also been established for the improvement of physical health of the students.

The cultural events like dance, group dance, singing, drama, one-act play are the co-curricular activities and perform in various inter-college and intra college programmes.

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.

04

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)	<a href="#">View File</a>

#### 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)

92,31,632

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)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

The library is partially automated with Integrated Library Management Software: KOHA. The circulation process has been fully automated. All the books as well as library membership cards were tagged with barcodes to ensure seamless automated circulation through barcode scanners.

?ACQUISITION module is used to prepare the acquisition list.

?CATALOGUING module used to prepare main entry of the physical books, its classification number and all the bibliographic details.

?CIRCULATION module is useful to circulate the books. Barcode for book and user are prepared from this module. Using barcode we can



issue-return book easily.

We are planning to introduce Library OPAC and online library services are accessible through the college website from next session.

The entire library premise is under CCTV surveillance as library provides open access. Software, computers in the reading room area, CCTV system and other machines in the library are maintained by agencies.

The Library section organizes Orientation Programme (online and physical) at the beginning of the academic session to make students aware of all the services and facilities.

The details of the ILMS is as follows:-

Name o Library Software: KOHA

Version: 3.22.10.000

Nature of Automation: Partial of Automation: 2018

Software developed by: Bengal Library Association, Kolkata

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**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

### 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)	No File Uploaded

### 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

36

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

The College has installed a wireless network connection(wifi) provided by BSNL Network Operator for campus with the speed is 100 mbps. There is internet connectivity in the Principal's room, Office of the Principal(General & Accounts Section), Teachers' Staff Room and Library. The college library is equipped with 9(nine) desktops for the students to access and search for study materials; it has also registered as a member of N-LIST, an initiative of MHRD. The library is undertaking to update its digital software by installing new software for library information.

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)

2474922

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)	<a href="#">View File</a>

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.

Financial allocations are made to maintain the laboratory, library, computers and civil-electrical renovation-repairing works. The major equipments, fixtures, hardware, software and other amenities are preserved and maintained by agencies through annual maintenance contracts (AMCs). The college has a trained electrician to look after any minor repairing on electricity problem. The Sweepers look after the cleanliness of the campus infrastructures. The library assistants look after cleanliness and arranging the books in the library. The college has a number of committees like the Finance, purchase-tender, Library, Building, Games & Sports which are entrusted with regular review of the status of the facilities and take of care the routine maintenance works. The technicians, plumbers, electricians, carpenters are deputed by the college for the maintenance of classrooms and other related infrastructure as and when needed.

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**

1244

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)	<a href="#">View File</a>

### 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

0

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)	<a href="#">View File</a>

**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 benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

**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**

02

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
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

13

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	<a href="#">View File</a>

### 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	No File Uploaded
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)	No File Uploaded

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 )

#### Administration

For better academic planning and delivery, the institute encourages the students to participate in various administrative bodies like IQAC, NSS, Student Welfare and anti ragging committee, cultural committee.

#### Co- Curricular Activities

For better curriculum delivery the institute encourages students to organize and participate in curricular and co-curricular activities like seminars, sports, publication of Magazine, cultural committee etc as per the interest of the students to take up an active leadership role. Students also represent and participate in cultural activities like welcome, farewell ceremony of the staff.

#### Extra Curricular

Activities like NSS, Blood Donation Camp, Campus cleaning drive etc. are organized and students represented and participated in these activities.



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

01

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)	<a href="#">View File</a>

### 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

NIL

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

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

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 encourage Teachers for research works that facilities for competence

#### GOVERNANCE

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

?Our college 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 Principal being head of the institution plays a crucial role in managing the administrative as well as academic activities of the college and providing necessary directions. The highest decision making body is the Governing Body(GB) which looks after the policy and strategies related to quality education and administrative and financial management of the college.

The Principal along with the faculty members and office staff works in tandem for the implementation of the plans and policies. The IQAC works closely with the faculty members and plans out the best possible strategies for the college.

The academic progress is monitored by the HoDs along with the Principal. The faculty members of the college are involved in different committees and work as coordinators, conveners of that committees. Internal works like internal assessment and other assignments are managed by the department itself. The departments are given autonomy in their day to day functioning and are expected to adhere to the guidelines of the university for examination, evaluation etc.

The College practices decentralization and participative management by giving powers and functions to different committees such as:

?Admission Committee

?Finance Committee

Examination Committee

?Library Committee

?Anti-Ragging Cell

?Women's Cell

?Grievance Redressal Cell

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

The institutional strategic plan & policies pertaining teaching has been designed by the University & Higher Education Dept that has to be implemented and followed by the teachers and students.

**Admission:** Admission to UG Courses is held online as per the directives of the University of Calcutta and the Higher Education Department. The reservation policy is strictly followed.

**Teaching and Learning:** The College publishes an academic calendar at the beginning of the academic session & follows it for different activities throughout the year. The students are provided teaching plan/course outlines in the beginning of the session. From November, 2021 offline/physical classes started following the strict Covid protocol.

**Examination & Evaluation:** In the previous session, all the internal/university examinations were held online. The answer scripts were evaluated by the teachers through online mode and the College had developed an online examination portal. At present the University has taken a decision to conduct the UG Examinations Offline. However, the Class Routine, Exam schedule are published online and marks are uploaded online.

**Library:** The Library used KOHA library software which would be connected to cloud & OPAC (Online Public Access Catalogue) software from the next session for student to access.

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 functional organization of college is divided into two parts i.e. Academic and Administrative.

**Governing Body:** The governing body is a decision making body of the college. It consists of the President, Secretary, members nominated by the HED, University, Teaching, Non-teaching staff and students' representative. The GB formulates the policy decisions like admission of students, recruitment of staff, infrastructure, financial management.

**Administrative setup:** The Principal is the academic and administration head of the college assisted by the IQAC, teaching and non teaching staff. The administration of the institution involves active participation of the GB, Principal, IQAC, statutory committees, HoDs, teaching and non teaching staff. The Principal in consultation with the IQAC, conveners of respective committees, HoDs take administrative decisions necessary for the effective functioning of the institution.

**Recruitment:** Permanent Teaching posts including Librarian are recruited by the Principal & Secretary of the Governing Body as per recommendation of the West Bengal College Service Commission. The GB also recruits non-teaching staff as per rules.

**Promotion:** Promotion for the faculties to higher stages are given according to the guidelines of UGC, HED and the University. The NTS are also promoted as per rules set up by the HED.

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)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

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

The following welfare measures are available for teaching and non-teaching staff in our college.

?Institution grants leave for attending Refresher course, Faculty Induction Programme(FIP)/Orientation Programme, short term course, Workshops, Seminars, Conferences of the teachers.

?General Provident Fund are available for teaching and non-teaching staff.

?Gratuity and leave encashment are availed by the teaching and non-teaching staff at the time of superannuation.

? For Female Employees, Maternity leave for six months(180 Days), Childcare Leave (730 days) are provided

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

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

?Facilities of temporary withdrawal of General Provident Fund are availed by the teaching and non- teaching staff

?Study leave for higher studies after 5 years of minimum service is permitted, after availing NOC from the Government.

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)	No File Uploaded

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

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

0

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

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

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

07

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)	<a href="#">View File</a>

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

The key feature of the institution's performance appraisal system for teaching and non-teaching staff are as follows:-

**Teaching staff:** Teacher's performance is assessed through PBAS.



The promotion are given through PBAS and API score of teacher under CAS.

The concerned teacher is informed by the college before his promotion due date and after filling up the PBAS form, it is checked by the IQAC. After completion of all the above procedures, it is referred to Selection Committee consisting of the subject expert (screening-cum-selection committee) of the University and DPI Nominee from HED.

#### Non-Teaching staff

Confidential Reports (CR) and their performance are also checked by the Principal. The Non-Teaching staff is examined on the basis of various criteria such as permanent nature and habits of staff, working competence, hard work, office peace, cooperation in other staff work etc.

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

Audit describes the examination and verification of financial records of the college. It is to ensure that financial information is represented fairly and accurately.

Our Institute conducts internal audits regularly by the Accounts Section. The Director of Public Instruction(DPI-Audit Branch) of Higher Education Department(HED) also conducts Govt. audits by appointing Govt. Audit Firm. The Government appointed Auditor, along with his team conducts and verifies the various documents relating to sanction and utilization of funds under various schemes. Utilization certificates(UCs)/Disbursement certificates(DCs) for various grants received from State Govt., UGC and others are provided by the office and submitted to the concerned authorities from time to time.

Such audit works has been completed up to 2019-20.

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)	No File Uploaded

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

The institution explore funding schemes of various agencies like UGC, RUSA and State Govt. But the main source of funds is the fees received from the students at the time of admission viz. Tuition fees, development fees, exam fees, library/laboratory fee, session charges etc. Institution follows the rules and regulations of HED, Govt. of West Bengal to have the Salary grants.

##### Optimal Utilization of Resources:

The Institution allocates funds for development works, Purchase of books, equipments, furniture and other necessary items which are approved by finance committee as well as Governing body.

?All purchases are made after inviting quotations, statements, negotiations with suppliers and then purchase order is executed.

?The funds received are properly utilized. The accounts section maintained the audited books of accounts. Internal checking system is applied by verifying each and every transaction by accountant,

Bursar and Principal which ensures transparency in financial resource management.

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

**IQAC has contributed significantly for institutionalizing the quality**

**assurance strategies and processes. It has been performing the following tasks on a regular basis:**

?Improvement in quality of teaching-learning by regular inputs to all concerned based on feedback from students & staff.

?Providing inputs for best practices in administration for efficient resource utilization and better services to students and staff.

?Providing inputs for Academic and Administrative improvement and analysis of results for improvement in areas found weak.

The Institute IQAC prepares, evaluates and recommends the following for approval

?Annual Quality Assurance Report (AQAR)

?Self-Study Reports of various accreditation bodies ( UGC, NAAC, NIRF)

?Performance Based Appraisal System (PBAS) for Career Advancement Scheme (CAS)

?Stakeholder's feedback

**Action Taken Reports**

?Analysis of feedback and suggestions on teaching and

**administrative performance from students and staff**

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

The institution reviews its teaching-learning process, structures and methodologies of operations and learning outcomes at periodic intervals through IQAC as per norms and recorded incremental improvement in various activities. The Academic Calendar is prepared for circulation among students. Teaching-learning process is carried out as per academic calendar. The teaching plans are provided to the students at the beginning of the academic session. IQAC encourages the formation of a student centric environment by following the feedback from the students, Parents, Alumni. The institute also applies student centric methods such as classroom seminars, group discussion, etc.

Some incremental improvements of IQAC for the preceding years with regard to quality enhancement can be listed as follows:

?Implementation of continuous teaching evaluation system, Feedback from stakeholders viz, students and teachers

?The teachers take extra classes for revision of the syllabus required before the university examination

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**

**D. Any 1 of the above**

**initiatives with other institution(s)****Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

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)	<a href="#">View File</a>

**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.

?Campus is under CCTV surveillance.

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

?Complaint /Suggestion box is set in the campus.

?Separate common rooms are provided for the male and female students.

?World Women's day on 8th March is celebrated

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**

**E. None 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:** **C. Any 2 of the above**

- 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**

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**

**D. Any 1 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).

Our Institute always puts effort into creating harmony between society and culture to reduce inequality. The institute organizes Matri Bhasha Divas(21st February), Students' Week in the first week of January 2022 where various things were discussed through quiz, sit & drawing competitions and encouraged students' awareness on various issues. Meetings with parents also led the environment of understanding the students progress. Scholarship committee guides and encourages the students to apply for the scholarships. The Institute gives concessions to students in fees and other things. The Institute provides 'Book - Bank' facility to the students and in particular to the SC/ST/OBC students.

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

Our institution takes all possible measures in organizing various events and programmes for the students and staff and they become responsible citizens of the country by sensitizing. As responsible citizens of the country, the students and staff are motivated to take part in the Blood donation/group checking camp, also participate in the special lectures on National Voters' day(NVD). The students have taken up many cleanliness drives inside the campus and nearby as a responsibility of every citizen. Our students of BA courses study the constitution of India as compulsory paper which sensitizes the student about constitution obligations. Every year 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 to highlight the freedom movement of India.

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**

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

Every year, Independence Day is celebrated by Flag hoisting ceremony followed by Patriotic songs recitation.

#### Teacher's Day

The Student Council celebrates 5th September of every year as Teachers' day to remember the contribution of teachers in their life.

#### Republic Day

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

#### International Women's Day

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

Cultural activities organized by College/Students' Council:

?Freshers' welcome.

?Annual cultural festival.

?Republic day and Independence Day celebration.

?Debate, music and quiz competition.

?International language day celebration.

?Cultural programme before puja vacation.

?Organization of seminar /lecture series by teachers

?Celebration of Rabindra Jayanti on the birthday of RN Tagore

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: 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.

#### Best Practice-2

?Title: Library E-Content Development

?Objectives: To keep pace with the e-content, digitization for students.

?Context: To facilitate students, faculty members after the closure of intuition during the pandemic or beyond college hours.

?Practice: Digital content like e-books, websites, other e-resources have been uploaded in the College website under menu "Library e-content".

?Evidence of Sources : E-content has demand due to their easy accessibility, wide range and cost effectiveness. It is shared among the students to improve their learning experience.

?Resources Required: In the absence of physical classroom experience, e-learning resources have not been examined leading to a lack of understanding among students

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.

## 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

To ensure effective implementation and timely delivery of the curriculum as prescribed by the University, the college has taken the following measures :-

In the beginning of Academic Year, the Principal conducts a meeting with the HoDs to discuss the preparation of the Academic Calendar, curriculum planning and teaching plan. The departments prepared Class routine, teaching plan and allotted the workload amongst faculty of the concerned departments.

?Syllabus of each subject offered in the College has been uploaded in the College website and a copy is also made available to concerned department.

?Topic/unit of the syllabus is distributed among the teachers in the department(i.e Syllabus Distribution). This is documented by well maintained teaching plans.

?Faculty of all departments prepare their teaching plans by making optimal use of available resources, classes are conducted according to the time table. The teaching plans are uploaded in the College website.

?Departmental time table is prepared by concerned department based on the master time table and uploaded in the college website for students.

?HoDs of the concerned department oversee the implementation of the entire plan by holding departmental meetings at regular intervals, thereby reviewing the progress in implementation of the curriculum.

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)

Since the college is affiliated to the University of Calcutta, the college follows the academic calendar of the University for undergraduate courses. The institution prepares and publishes academic calendar containing the relevant information regarding the teaching- learning schedule, weekly working days and holidays, government holidays, Internal assessment dates, exam dates, sports day, cultural day on website of the college and displays on students notice board. The University has given a well-defined timeline for the completion of the courses, Form fill-up for University examinations. Since the University has given some flexibility in its approach for conduct of CIE, so the college through the respective department of the two streams have their

separate routine to conduct Internal Assessment(IA)and these IA marks are finally submitted to the university on its demand and the marks finally are then reflected in their final result of the university and the degrees are hence awarded at the completion of the course.

The aim of CIE is to enhance the quality education among the students. The institution has been implementing the CIE procedure for all the students. The faculty may choose MCQ tests, test assignments, Tutorials, Viva and projects to evaluate the performance of the students.

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/**

C. Any 2 of the above

<b>Diploma Courses Assessment /evaluation process of the affiliating University</b>	
File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded
<b>1.2 - Academic Flexibility</b>	
<b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b>	
<b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b>	
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)	<a href="#">View File</a>
<b>1.2.2 - Number of Add on /Certificate programs offered during the year</b>	
<b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</b>	
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 )	No File Uploaded
<b>1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year</b>	
0	



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

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

**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 cross cutting issues such as Gender, human values, environmental and sustainability, and professional ethics are well integrated in to the curriculum by the affiliating university:

**?Gender**

Gender awareness and sensitization occurs in the curriculum of social sciences and humanities. The Institute ensures safe and secure environment for girls students through Discipline Committee, Sexual Harassment Prevention Committee, Internal Grievance Committee

**? Human Values**

In Political Science, History, there are topics related to Human rights which are taught in the class. The Institute organized camps like Blood Donation, Blood Group Testing, National Integration, Voter awareness programme that include the human values among the students.

**?Environment and Sustainability**

The affiliating university has introduced a compulsory subject 'Environmental Studies' for the students of second semester in all the Programmes ie. BA and BCom courses. While allocating the projects, an attempt is to make them aware of cross-cutting issues related to the environment in the local area.

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

2

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)	<a href="#">View File</a>

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

513

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

<b>1.4 - Feedback System</b>	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>C. Any 2 of the above</b>
<b>File Description</b>	<b>Documents</b>
URL for stakeholder feedback report	<b>No File Uploaded</b>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<b>No File Uploaded</b>
Any additional information(Upload)	<b>No File Uploaded</b>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
<b>File Description</b>	<b>Documents</b>
Upload any additional information	<b>No File Uploaded</b>
URL for feedback report	<a href="http://agcbosecollege.org/images/Final_AG_CBC%20SSR%20Report%202021-22.pdf">http://agcbosecollege.org/images/Final_AG_CBC%20SSR%20Report%202021-22.pdf</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of sanctioned seats during the year</b>	
<b>1215</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<b>No File Uploaded</b>
Institutional data in prescribed format	<a href="#">View File</a>

**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**

239

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

Regardless of merit, caste, gender or the reservation policy, the institution accepts the applicants eligible for admission because it is a Govt-aided institution. The classroom teaching is aimed at guiding each student according to their standard and capability. Teaching strategies are set to cater both the advanced and slow learners.

?Advanced learners are

- i) encouraged to participate in student seminars
- ii) provided with links to various online learning resources
- iii) advised to consult reference books on the subject
- iv) advised for career prospects and opportunities for further studies

?Slow learners are

- i) advised to attend doubt clearing classes
- ii) Guardians are informed regarding the performance of their wards and advised on the course of action.
- iii) extra class teaching and group study are arranged

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
2585	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

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. Its faculty members work tirelessly to make learning more interactive. 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/ performed for the students and national voters day is celebrated to acquaint students with the democratic process. 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

Along with the traditional teaching approach, ICTs have made teaching and learning interactive and collaborative. It is widely assumed that integrating ICT will assist us in making education more accessible. The increasing role of ICT in education makes education more democratic, which improves the quality of education services available to students even in the most remote corners of the country.

The Institute promotes the teaching learning process by using ICT tools in limited classrooms. Keeping in mind the importance of ICT, e- learning environment is created in the classroom with well-equipped LCD projectors, in addition to regular methods of teaching. The faculties are also using tools like Zoom, Google Classrooms. To attain competence, the faculty record and upload lectures in LMS Portal and classroom. The Institute has 4(four) LCD projectors setup in various classrooms. The LCD allows the faculty to interact with students in a better way.

A 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.

The Institute has regular subscribers and has been subscribing to N-LIST having access to e-books and e-journals.

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)	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

406	
File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>
<b>2.5 - Evaluation Process and Reforms</b>	
2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.	
<p>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 through Internal Assessment. 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.</p> <p>The IA examination process is transparent and conducted with the University guidelines. Students and their parents are informed about examination process through orientation programme/Notice in the class. Semester end and internal examinations of all the programmes are handled by examination committee.</p>	
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.

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 board of studies of the university prepares the course outcomes(CO's) and programmes outcomes(PO's) while designing the syllabi. The University and the college display the CO's and PO's for the programme on their website.

The programme outcomes are as follows

- The Bachelor of Commerce(BCom) programme is designed to prepare students for the workforce by teaching them various managerial and accounting skills that will help them in their careers. It also aims to strengthen their capacities in various areas of commerce and industry.

- The Bachelor of Arts (BA) programme seeks to develop students' social responsibility, high standards of behaviour and communication abilities. The completion of UG Programme will actively attempt to have a positive impact on their career, community, society and will have a solid foundation in professional ethics.

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.

The Programme and the Course outcomes are prepared for the benefit of the students either for further studies or suitable employment in future after due completion of their studies. Course outcomes are measured according to the performance of the students in the class test, practical, internal assessment and external evaluations.

Direct attainment of program outcomes and course outcomes are based on the levels of attainment. Indirect attainment of programme outcomes and course outcomes are mainly based on Course curriculum and the success of the students in the various competitive exams such as WBCS, Banking, Audit Services, UPSC, NET/SET exams. Feedback is collected from the students in which the overall programme is analyzed and corrective measures are proposed.

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

849

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
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)**

[http://agcbosecollege.org/images/Final\\_AGCBC%20SSR%20Report%202021-22.pdf](http://agcbosecollege.org/images/Final_AGCBC%20SSR%20Report%202021-22.pdf)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

0

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)	No File Uploaded

### 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

9

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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**

07

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**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

Our institution takes all possible measures in organizing various events and programmes for the students and staff and they become responsible citizens of the country by sensitizing. As responsible citizens of the country, the students are motivated to take part in the Blood donation/group checking camp, also participate in the special lectures on National Voters' day(NVD). The students have taken up many cleanliness drives inside the campus and nearby as a responsibility of every citizen. Our students across all courses study the constitution of India as compulsory paper which sensitizes the student about constitution obligations. Every year 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 to highlight the freedom movement.

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)	No File Uploaded
e-copy of the award letters	No File Uploaded

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

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

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)	No File Uploaded

**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)	No File Uploaded

### 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)	No File Uploaded
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	No File Uploaded

## 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 offers Arts, Commerce streams in its own campus. There are 14 classrooms , Administrative rooms Staff Room, Office of the Principal

with General & Accounts Section, Seminar Room, Conference Room, Gymnasium, Boys' & Girls' Common Rooms and a Large Library Room.

The classrooms are well-lit and airy and are well equipped with plenty of benches and desks, blackboards, whiteboards, as well as sound system in two of the classrooms. The college also has a computer laboratory for students to carry out their Practical classes. The college has three classrooms with ICT facilities and LCD projectors.

The college Library is partially automated using Library Management software(KOHA) and all computer are connected through LAN for optimal software usage. There are 9(nine) computers installed in the library for students use. The library is subscribed to N-LIST for further access to INFLIB-NET and e-resources.

The college also has a seminar and conference room with the seating capacity of 50 and 20 respectively.

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 provides importance to extra-curricular activities of the students.

The Institution has Games and Sports Secretary to look after the Games & sports. The annual college sports is held in the month of December-January of every year in the University ground. The boys' and girls' common room have some indoor games facilities like the Table tennis . Carom ,ludo, chess board are



held in the college campus annually. The students also participate in the inter-college tournament like football, volley ball, cricket organized by the University. A gymnasium has also been established for the improvement of physical health of the students.

The cultural events like dance, group dance, singing, drama, one-act play are the co-curricular activities and perform in various inter-college and intra college programmes.

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.

04

##### 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)	<a href="#">View File</a>

#### 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)

92,31,632

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)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

The library is partially automated with Integrated Library Management Software: KOHA. The circulation process has been fully automated. All the books as well as library membership cards were tagged with barcodes to ensure seamless automated circulation through barcode scanners.

?ACQUISITION module is used to prepare the acquisition list.

?CATALOGUING module used to prepare main entry of the physical books, its classification number and all the bibliographic details.

?CIRCULATION module is useful to circulate the books. Barcode for book and user are prepared from this module. Using barcode we can issue-return book easily.

We are planning to introduce Library OPAC and online library services are accessible through the college website from next session.

The entire library premise is under CCTV surveillance as library provides open access. Software, computers in the reading room area, CCTV system and other machines in the library are maintained by agencies.

The Library section organizes Orientation Programme (online and physical) at the beginning of the academic session to make students aware of all the services and facilities.

The details of the ILMS is as follows:-

Name o Library Software: KOHA

Version: 3.22.10.000

Nature of Automation: Partial of Automation: 2018

Software developed by: Bengal Library Association, Kolkata

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)	<a href="#">View File</a>

**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)	No File Uploaded

**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**

36

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**

The College has installed a wireless network connection(wifi) provided by BSNL Network Operator for campus with the speed is 100 mbps. There is internet connectivity in the Principal's room, Office of the Principal(General & Accounts Section), Teachers' Staff Room and Library. The college library is equipped with 9(nine) desktops for the students to access and search for study materials; it has also registered as a member of N-LIST, an initiative of MHRD. The library is undertaking to update its digital software by installing new software for library information.

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)

2474922

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)	<a href="#">View File</a>

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.

Financial allocations are made to maintain the laboratory, library, computers and civil-electrical renovation-repairing works. The major equipments, fixtures, hardware, software and other amenities are preserved and maintained by agencies through annual maintenance contracts (AMCs). The college has a trained electrician to look after any minor repairing on electricity problem. The Sweepers look after the cleanliness of the campus infrastructures. The library assistants look after cleanliness and arranging the books in the library. The college has a number of committees like the Finance, purchase-tender, Library, Building, Games & Sports which are entrusted with regular review of the status of the facilities and take of care the routine maintenance works. The technicians, plumbers, electricians, carpenters are deputed by the college for the

**maintenance of classrooms and other related infrastructure as and when needed.**

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**

**1244**

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)	<a href="#">View File</a>

#### **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**

**0**

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
<b>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</b>	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)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
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)	No File Uploaded
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student</b>	A. All of the above

**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**

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

02

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
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

13



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	<a href="#">View File</a>

### 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	No File Uploaded
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)	No File Uploaded

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 )

#### Administration

For better academic planning and delivery, the institute encourages the students to participate in various administrative bodies like IQAC, NSS, Student Welfare and anti ragging committee, cultural committee.

#### Co- Curricular Activities

For better curriculum delivery the institute encourages students to organize and participate in curricular and co-curricular activities like seminars, sports, publication of Magazine, cultural committee etc as per the interest of the students to take up an active leadership role. Students also represent and participate in cultural activities like welcome, farewell ceremony of the staff.

#### Extra Curricular

Activities like NSS, Blood Donation Camp, Campus cleaning drive etc. are organized and students represented and participated in these activities.

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**

01

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)	<a href="#">View File</a>

#### 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

**NIL**

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 encourage Teachers for research works that facilities for competence

#### GOVERNANCE

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

?Our college 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 Principal being head of the institution plays a crucial role in managing the administrative as well as academic activities of the college and providing necessary directions. The highest decision making body is the Governing Body(GB)

which looks after the policy and strategies related to quality education and administrative and financial management of the college.

The Principal along with the faculty members and office staff works in tandem for the implementation of the plans and policies. The IQAC works closely with the faculty members and plans out the best possible strategies for the college.

The academic progress is monitored by the HoDs along with the Principal. The faculty members of the college are involved in different committees and work as coordinators, conveners of that committees. Internal works like internal assessment and other assignments are managed by the department itself. The departments are given autonomy in their day to day functioning and are expected to adhere to the guidelines of the university for examination, evaluation etc.

The College practices decentralization and participative management by giving powers and functions to different committees such as:

?Admission Committee

?Finance Committee

Examination Committee

?Library Committee

?Anti-Ragging Cell

?Women's Cell

?Grievance Redressal Cell

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

The institutional strategic plan & policies pertaining teaching has been designed by the University & Higher Education Dept that has to be implemented and followed by the teachers and students.

**Admission:** Admission to UG Courses is held online as per the directives of the University of Calcutta and the Higher Education Department. The reservation policy is strictly followed.

**Teaching and Learning:** The College publishes an academic calendar at the beginning of the academic session & follows it for different activities throughout the year. The students are provided teaching plan/course outlines in the beginning of the session. From November, 2021 offline/physical classes started following the strict Covid protocol.

**Examination & Evaluation:** In the previous session, all the internal/university examinations were held online. The answer scripts were evaluated by the teachers through online mode and the College had developed an online examination portal. At present the University has taken a decision to conduct the UG Examinations Offline. However, the Class Routine, Exam schedule are published online and marks are uploaded online.

**Library:** The Library used KOHA library software which would be connected to cloud & OPAC (Online Public Access Catalogue) software from the next session for student to access.

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 functional organization of college is divided into two parts i.e. Academic and Administrative.

**Governing Body:** The governing body is a decision making body of the college. It consists of the President, Secretary, members

nominated by the HED, University, Teaching, Non-teaching staff and students' representative. The GB formulates the policy decisions like admission of students, recruitment of staff, infrastructure, financial management.

**Administrative setup:** The Principal is the academic and administration head of the college assisted by the IQAC, teaching and non teaching staff. The administration of the institution involves active participation of the GB, Principal, IQAC, statutory committees, HoDs, teaching and non teaching staff. The Principal in consultation with the IQAC, conveners of respective committees, HoDs take administrative decisions necessary for the effective functioning of the institution.

**Recruitment:** Permanent Teaching posts including Librarian are recruited by the Principal & Secretary of the Governing Body as per recommendation of the West Bengal College Service Commission. The GB also recruits non-teaching staff as per rules.

**Promotion:** Promotion for the faculties to higher stages are given according to the guidelines of UGC, HED and the University. The NTS are also promoted as per rules set up by the HED.

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)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The following welfare measures are available for teaching and non-teaching staff in our college.

?Institution grants leave for attending Refresher course, Faculty Induction Programme(FIP)/Orientation Programme, short term course, Workshops, Seminars, Conferences of the teachers.

?General Provident Fund are available for teaching and non-teaching staff.

?Gratuity and leave encashment are availed by the teaching and non-teaching staff at the time of superannuation.

? For Female Employees, Maternity leave for six months(180 Days), Childcare Leave (730 days) are provided

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

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

?Facilities of temporary withdrawal of General Provident Fund are availed by the teaching and non- teaching staff

?Study leave for higher studies after 5 years of minimum service is permitted, after availing NOC from the Government.



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)	No File Uploaded

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

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

0

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

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

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

07

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)	<a href="#">View File</a>

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

The key feature of the institution's performance appraisal system for teaching and non-teaching staff are as follows:-

Teaching staff: Teacher's performance is assessed through PBAS. The promotion are given through PBAS and API score of teacher under CAS.

The concerned teacher is informed by the college before his promotion due date and after filling up the PBAS form, it is checked by the IQAC. After completion of all the above procedures, it is referred to Selection Committee consisting of the subject expert (screening-cum-selection committee) of the University and DPI Nominee from HED.

#### Non-Teaching staff

Confidential Reports (CR) and their performance are also checked by the Principal. The Non-Teaching staff is examined on the basis of various criteria such as permanent nature and habits of staff, working competence, hard work, office peace, cooperation in other staff work etc.

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

Audit describes the examination and verification of financial records of the college. It is to ensure that financial information is represented fairly and accurately.

Our Institute conducts internal audits regularly by the Accounts Section. The Director of Public Instruction(DPI-Audit Branch) of Higher Education Department(HED) also conducts Govt. audits by appointing Govt. Audit Firm. The Government appointed Auditor, along with his team conducts and verifies the various documents relating to sanction and utilization of funds under various schemes. Utilization certificates(UCs)/Disbursement certificates(DCs) for various grants received from State Govt., UGC and others are provided by the office and submitted to the concerned authorities from time to time.

Such audit works has been completed up to 2019-20.

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)	No File Uploaded

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

The institution explore funding schemes of various agencies like UGC, RUSA and State Govt. But the main source of funds is the fees received from the students at the time of admission viz. Tuition fees, development fees, exam fees, library/laboratory fee, session charges etc. Institution follows the rules and regulations of HED, Govt. of West Bengal to have the Salary grants.

##### Optimal Utilization of Resources:

The Institution allocates funds for development works, Purchase of books, equipments, furniture and other necessary items which are approved by finance committee as well as Governing body.

?All purchases are made after inviting quotations, statements, negotiations with suppliers and then purchase order is executed.

?The funds received are properly utilized. The accounts section maintained the audited books of accounts. Internal checking system is applied by verifying each and every transaction by accountant, Bursar and Principal which ensures transparency in financial resource management.

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

**IQAC has contributed significantly for institutionalizing the quality**

**assurance strategies and processes. It has been performing the following tasks on a regular basis:**

?Improvement in quality of teaching-learning by regular inputs to all concerned based on feedback from students & staff.

?Providing inputs for best practices in administration for efficient resource utilization and better services to students and staff.

?Providing inputs for Academic and Administrative improvement and analysis of results for improvement in areas found weak.

The Institute IQAC prepares, evaluates and recommends the following for approval

?Annual Quality Assurance Report (AQAR)

?Self-Study Reports of various accreditation bodies ( UGC, NAAC, NIRF)

?Performance Based Appraisal System (PBAS) for Career Advancement Scheme (CAS)

?Stakeholder's feedback

**Action Taken Reports**

?Analysis of feedback and suggestions on teaching and administrative performance from students and staff

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

The institution reviews its teaching-learning process, structures and methodologies of operations and learning outcomes at periodic intervals through IQAC as per norms and recorded incremental improvement in various activities. The Academic Calendar is prepared for circulation among students. Teaching-learning process is carried out as per academic calendar. The teaching plans are provided to the students at the beginning of the academic session. IQAC encourages the formation of a student centric environment by following the feedback from the students, Parents, Alumni. The institute also applies student centric methods such as classroom seminars, group discussion, etc.

Some incremental improvements of IQAC for the preceding years with regard to quality enhancement can be listed as follows:

?Implementation of continuous teaching evaluation system, Feedback from stakeholders viz, students and teachers

?The teachers take extra classes for revision of the syllabus required before the university examination

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

**6.5.3 - Quality assurance initiatives of the**

D. Any 1 of the above

**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)**

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)	<a href="#">View File</a>

## **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.

?Campus is under CCTV surveillance.

?Entry for students without a college Identity card is

prohibited.

?Complaint /Suggestion box is set in the campus.

?Separate common rooms are provided for the male and female students.

?World Women's day on 8th March is celebrated

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**

**E. None 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**

C. Any 2 of the above

<p><b>vehicles</b></p> <p><b>3. Pedestrian Friendly pathways</b></p> <p><b>4. Ban on use of Plastic</b></p> <p><b>5. landscaping with trees and plants</b></p>	
File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded
<p><b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b></p>	
<p><b>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</b></p>	<p><b>E. None of the above</b></p>
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
<p><b>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</b></p>	<p><b>D. Any 1 of the above</b></p>

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).

Our Institute always puts effort into creating harmony between society and culture to reduce inequality. The institute organizes Matri Bhasha Divas(21st February), Students' Week in the first week of January 2022 where various things were discussed through quiz, sit & drawing competitions and encouraged students' awareness on various issues. Meetings with parents also led the environment of understanding the students progress. Scholarship committee guides and encourages the students to apply for the scholarships. The Institute gives concessions to students in fees and other things. The Institute provides 'Book - Bank' facility to the students and in particular to the SC/ST/OBC students.

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

Our institution takes all possible measures in organizing various events and programmes for the students and staff and they become responsible citizens of the country by sensitizing. As responsible citizens of the country, the students and staff are motivated to take part in the Blood donation/group checking

camp, also participate in the special lectures on National Voters' day(NVD). The students have taken up many cleanliness drives inside the campus and nearby as a responsibility of every citizen. Our students of BA courses study the constitution of India as compulsory paper which sensitizes the student about constitution obligations. Every year 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 to highlight the freedom movement of India.

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**

C. Any 2 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

Every year, Independence Day is celebrated by Flag hoisting ceremony followed by Patriotic songs recitation.

Teacher's Day

The Student Council celebrates 5th September of every year as Teachers' day to remember the contribution of teachers in their life.

Republic Day

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

International Women's Day

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

Cultural activities organized by College/Students' Council:

?Freshers' welcome.

?Annual cultural festival.

?Republic day and Independence Day celebration.

?Debate, music and quiz competition.

?International language day celebration.

?Cultural programme before puja vacation.

?Organization of seminar /lecture series by teachers

?Celebration of Rabindra Jayanti on the birthday of RN Tagore

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: 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.

### Best Practice-2

?Title: Library E-Content Development

?Objectives: To keep pace with the e-content, digitization for students.

?Context: To facilitate students, faculty members after the closure of intuition during the pandemic or beyond college hours.

?Practice: Digital content like e-books, websites, other e-resources have been uploaded in the College website under menu "Library e-content".

?Evidence of Sources : E-content has demand due to their easy accessibility, wide range and cost effectiveness. It is shared among the students to improve their learning experience.

?Resources Required: In the absence of physical classroom experience, e-learning resources have not been examined leading to a lack of understanding among students

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.

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

To encourage faculty for research.

?To organize seminars, workshops, webinars and conferences.

?To organize Sports Competition (State and National)

?To initiate steps to implement New Education Policy 2020 effectively.

?To participate in various workshops and seminars for the effective implementation of NEP 2020.

?To organise activities through MOU's.

?To organize faculty and student exchange programmes.

?To organize various cultural programmes.

?To conduct various activities.

?To promote the students to participate in SWAYAM, MOOC courses.

?To start certificate courses on soft skills