YEARLY STATUS REPORT - 2022-2023

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 KU,AR SARKAR

- Designation   PRINCIPAL

- Does the institution function from its own campus?   Yes

- Phone no./Alternate phone no.   3323525388

- Mobile No: 9433343128

- Registered e-mail   principal@agcbosecollege.org

- Alternate e-mail   asit_kumar_sarkar@yahoo.com

- Address   35 RAJKUMAR CHAKRABORTY SARANI (SCOTT LANE)

- City/Town   KOLKATA

- State/UT   WEST BENGAL

- Pin Code   700009

2.Institutional status

- Affiliated / Constitution Colleges   AFFILIATED

- Type of Institution   Co-education

- Location   Urban

- Financial Status   **Grants-in aid**

- Name of the Affiliating University   **UNIVERSITY OF CALCUTTA**

- Name of the IQAC Coordinator   **PROF SUMANA DAS MOMDAL**

- Phone No.   **3323527741**

- Alternate phone No.   **9831348851**

- Mobile   **9748976308**

- IQAC e-mail address   **iqacagcbc2013@gmail.com**

- Alternate e-mail address   **sumoon.sd@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   https://www.agcbosecollege.org/images/aqar/AQAR%202021-22.pdf

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

- if yes, whether it is uploaded in the Institutional website Web link: https://www.agcbosecollege.org/images/Academic%20Calender%202022-23.pdf

5.Accreditation Details

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

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

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

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

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

- Upload latest notification of formation of IQAC   View File

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

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

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

Inauguration of English Language Laboratory with 25 computers where software has been installed for students to take self - evaluation tests and learn communication, soft skills and interview-based topics.

A new 30-hour Add-On course has been drafted, implemented and conducted on "Soft Skills and Industry Grooming"

A new building named "Uddalak Bhawan was inaugurated on 21st December, 2022 as part of infrastructural enhancement and a day-long Book Fair was organized in its premises on 3rd January, 2023.

A MoU has been signed with Belgachhia Onkur Foundation for conducting regular sessions and workshops every month on Mental Health, Wellness and Psychological Well being of the students.

The Placement Cell of the college have taken initiatives for Professional Development programmes and Workshops in collaboration with corporate companies like Google and PWC India and also organized a Job Fair for on-campus placement of the final year 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
The IQAC will collect, and analyse feedback from the various stakeholders and draft a report based on it.	Achived
A construction of an extended new building is ongoing and is to be inaugurated within the first half of this academic session.	Achived
The IQAC intends to introduce Add - On Courses for the benefit of the students.	Introduced
The IQAC plans to organize Staff Development Programmes for awareness, updation and ramification of their knowledge on digital learning, retirement planning and accessibility of resources.	Achived
There is a need to constitute an English Language Laboratory in the campus for soft skills training and interactive skill-based learning beyond the stipulated syllabus dynamics.	Introduced
The NSS Unit needs to be activated and initiatives to be taken for organizing various extension activities in and around the campus.	Achived
The Placement Cell needs to actively organize Workshops on Professional Grooming of students honing their soft and technical skills and also try to extend their involvement in on-campus and off-campus placements of final year students.	Achived
The IQAC is interested in	Achived

signing MoUs with various academic institutions and NGOs for Curricular and co-curricular endeavours and establish linkages with firms and corporate companies for the same.	

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

- Name of the statutory body

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

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	ACHARYA GIRISH CHANDRA BOSE COLLEGE
• Name of the Head of the institution	DR ASIT KU,AR SARKAR
• Designation	PRINCIPAL
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• Address	35 RAJKUMAR CHAKRABORTY SARANI (SCOTT LANE)
• City/Town	KOLKATA
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• Pin Code	700009
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9.No. of IQAC meetings held during the year	**4**	
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10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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16-03-2024 02:35:53

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The Placement Cell needs to actively organize Workshops on Professional Grooming of students honing their soft and technical skills and also try to extend their involvement in on-campus and off-campus placements of final year students.	Achived

The IQAC is interested in signing MoUs with various academic institutions and NGOs for Curricular and co-curricular endeavours and establish linkages with firms and corporate companies for the same.	Achived

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

- Name of the statutory body

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

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	07/03/2024

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 ofEnvironmental 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 reorientation 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 3-yr.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 affiliating 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 & Subhas Chandra Bose's Birthday, Basanta Utsab(Holi), etc. to inculcate the values of Indian culture and religious and social traditions. Cultural programmes are organized 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 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

conductthe distance/online UG courses for the affiliated colleges. Butdue to pandemic situation over the last two years, blended modein teaching arena became part and parcel of the academicculture.The institution made a smooth and rapid transition towards onlineeducation within 5(five) months of start of lockdown.Several administrative meeting, seminars and workshops wereconducted online using the technological advancement.From the end of August 2020 to October 2021, all the classes of ourcollege were held in online mode through different onlineplatforms like whatsApp/Google classroom. Subsequently, the collegehas developed the institutional Learning Management System(LMS) asa repository of learning materials as well as a platform for theconduct of classes and internal evaluation. All the departments have startedpreparing e-modules and conducting online examinations.Therefore, the college is adequately prepared for carrying outthe task of conducting distance/ online courses to fulfil theaims of the NEP.

Extended Profile

1.Programme

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

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**2517**

File Description	Documents
Data Template	View File

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

File Description	Documents
Data Template	View File

2.3	**748**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	**View File**

3.Academic

3.1	**29**
Number of full time teachers during the year	

File Description	Documents
Data Template	**View File**

3.2	**29**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	**View File**

4.Institution

4.1	**20**
Total number of Classrooms and Seminar halls	
4.2	**1,31,11,613.00**
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	**60**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Since the College is affiliated under University of Calcutta, it

adheres to the university curriculum. The faculty works to design curriculum within the well-established academic structure and implements efficient curriculum delivery to give students a complete education. The university academic schedule, college academic calendar, timetables and teaching plans all contribute to streamline the academic process. Additionally, we provide orientation programmes that inform first-semester students about the faculty and course curriculum.

The faculty member actively participates in faculty development programmes and updates their knowledge on a regular basis. They participate in curriculum reviews, assessments, and evaluations process as members of examiner. Our curricular planning, execution and instruction are all perfectly complemented by ICT.

An existing tutorial system supports the goal of effective curriculum execution. Through the close interaction process with each student, the institution also supports an amalgamation of the academic and mental health of our students. Additionally, the interactions and meetings provided by teachers with students as well as their parents, the academic and other challenges faced by the students are appropriately addressed. Our college employs an empathic strategy to help students understand how gender-based injustices, a disregard for environmental issues and a lack of ethics impede personal development.

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 Under Graduate(UG) Courses. The institution prepares and publishes academic calendar containing information regarding the teaching-learning schedule, weekly working days and holidays, government holidays, Internal assessment dates, exam dates, sports day, cultural activities day which is displayedon the website. The University has given a well-defined timeline for the completion of the courses and form fill-up for university examinations.

Continuous Internal Evaluation (CIE): Since the university has given some flexibility in its approach for conduct of CIE, the college through their respective department conduct Internal Assessment(IA) at the end of each semester. Despite being mentioned in the academic calendar, the schedule for internal exams is provided to the students well in advance through notice boards. Subject teacher sets the question paper while taking into account the unitized syllabi, programmed outcomes. Selected Parent-teacher meetings are held after each internal assessment examination to let their parent about the performance in IA of their ward. The marks obtained by the students in IA are finally submitted to the university which are finally reflected in their final result.

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

B. Any 3 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)	[View File](#)

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

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

1

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

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

60

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

54

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 crosscutting issues such as gender, human values, environment and sustainability and professional ethics are well integrated into 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 i.e., 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)	View File

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

1389

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All 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)	[View File](#)

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	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1215

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

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

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

231

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

2.2 - Catering to Student Diversity

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

The college uses appropriate measures for the progress of slow learners. Some advanced learner students are asked to assist them with notes and explanations alongside teachers. Counselling sessions are held and if more instruction is needed, it is offered. Advanced students are urged to effectively study the topics of whole syllabus. Based on the level of grades received in Semester Examination, students are classified as slow and advanced learners. This makes it easier to spot the slow learners and attention for coaching or tutorial sessions are selectively given to close the gap between them and the advanced students.

Teachers engage in the following activities with students:

Slow learners:

1. Individual councelling.

2. Corrective coaching

3. Addendum notes.

4. A discussion session in groups.

5. Additional library visits.

Advanced Learners:

1. In-depth notes

2. Lectures and seminars

3. Participatory learning activities, group-discussion method

4. Experiential learning opportunities, such as projects on an

industrial tour

5. Consultation of more reference books in the library

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
2517	**29**

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 the students' realization and their full potential to become a good citizen. The college focuses on student-centered approaches to improve students' lifelong learning abilities. The 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 students of Commerce(IT) engage themselves in Lab based learning under courses of study. Students of Arts Stream frequently visit the National Library, Indian Museum and historical places. Films based texts in the syllabus are screened by the Arts departments. Film show and plays are screened/performed for the students. The national voters day is celebrated to acquaint students with the democratic process. Students are encouraged to participate in inter-college festivals and work as volunteers for seminars etc. 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

29

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

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

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

8

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

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

2.4.3.1 - Total experience of full-time teachers

406

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

2.5 - Evaluation Process and Reforms

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

As our college is affiliated to the University of Calcutta, the Internal Assessment(IA) mechanism, time schedule framed by the University is followed to examine the students' academic performance 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

The college has a procedure for handling complaints about

examination-related issues. In order to address an examination related complaint, the student may speak with the subject teachers, examination committee and principal.

Any student may request the subject teachers for re-valuation of a particular paper which the student seeks to re-examination even after completion of evaluation process for Internal Examination(IA).

The subject evaluator different from the previous one is asked to evaluate the answer script by the principal. If there is any change in awarding marks, the internal examination marks is changed/adjust accordingly.

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 HOD/Subject teacher. The internal examination committee itself handles the overall process.

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 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 standard soft behavior 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

463

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

2.7 - Student Satisfaction Survey

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

https://www.agcbosecollege.org/images/AGCBC%20SSR%20Report%202022-23.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

12

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

3.2 - Research Publications and Awards

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

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

2

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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

11

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

3.3 - Extension Activities

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

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.

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

0

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

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

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

6

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)	<u>View File</u>

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

474

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)	<u>View File</u>

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

6

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college offers UG Programme on Commerce Arts, streams from its own campus. There are 20 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 carryout their Practical classes. The college has six(06) classrooms with ICT facilities and LCD projectors.

The college Library is fully 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 has access of N-LIST for 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 such as Games, Sports and cultural activities.

The annual college sports is held in the month of December-January of every year in the university/maidan ground. The boys' and girls' common room have some indoor games facilities like the table tennis. Carom, ludo, chess board are kept there for the students playing items. The indoor games are usually held in the college campus annually. The students also participate in the inter-college tournament like football, cricket organized by the university. A gymnasium has also been established for the improvement of physical health of the students. The gym has dumbbells, a treadmill and six-stall multi gyms. Students are encouraged to compete in yearly inter-collegiate events along with variety of competitions held in the university. Students can also display their talent across the games & sports and have won some sporting tournaments.

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

supported by the college's cultural committee and have won some cultural events.

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.

6

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

6

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)	<u>View File</u>

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)

25,93,384

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)	<u>View File</u>

4.2 - Library as a Learning Resource
4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library is fully automated with Integrated Library Management Software: Koha(version:21.05.13).

The circulation process has been fully automated. All the books as well as library membership cards are tagged with barcodes to ensure the automated circulation through barcodes canners.

?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 have introduced Library OPAC and online library services are accessible through the college website. The entire library premise is under CCTV surveillance. 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 at the beginning of the academic session to make students aware of all the services and facilities.

Name of ILMS Software: Koha Cloud

Nature of automation (fully or partially): Fully

Version: 21.05.13

Year of Automation: 2018

Data requirement for year: Upload a description of library with,

- Name of ILMS software: Koha Cloud
- Nature of automation (fully or partially): Fully

? Version: 21.05.13

? Year of Automation: 2018

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources — **E. None 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)	**No File Uploaded**

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)

421870

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

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

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

40

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 always on improving its IT infrastructure. Facilities are routinely updated as per need.

Internet connection: The institute refreshes its internet connection annually and BSNL with fiber optical line connectivity for campus with the speed of 100 mbps of accessible bandwidth.

No. of computers: The institution has 60 computers in total for students' use. 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.

WiFi facility: The institution has set up three access points across the campus for use by all employees and students for a limited period during the college working days. The internet connectivity are with the Principal's room, Office of the Principal(General & Accounts Section), Teachers' Staff Room and Library.

Devices: The institution buys printers and photocopier machines in accordance with the demands. The institute has 8 laser printers and 2 photocopier machine in total.

LCD projectors: LCDs, upgrading of IT is evident in the teaching and learning process.

ERP System: The institute also automated all manual tasks in a number of administrative section including admissions, accounts, the library, students' services etc.

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)

50,68,057

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)	<u>View File</u>

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.

```
For the upkeep and use of all of its physical and academic
facilities, the College has a clearly defined policy and structure
in place.

Classroom: White boards, LCDs are in the classrooms used for
teaching aids. Outside each classroom, CCTVs are installed to
ensure the security and safety of all students.

AMC: The Annual Maintenance Contracts(AMC) for computers in
laboratory, Professors' Lounge, Library and administrative office,
Photocopier machines, ERP Software, CCTV, fire extinguishers are
used to maintain the update of overall campus infrastructure. The
website is updated and maintained with the assistance of service
provider. All purchases made by the college are governed by a
clear purchasing policy that was prepared by the Finance and
purchase-tender Committee.

Library: The college library has its own systems to determine the
purchase of books, journals, software based on the requisition
from the faculty. The library software is updated for its use.


Sports: The sports facility and its equipments are maintained by
the teacher-in -charge of sports. He plans for students events in
indoor and outdoor games along with their participation in inter-
college, university level and state level participation. The
commemoration of International Yoga Day is now a yearly tradition.
```

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

1461

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

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

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

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	**C. 2 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)	**No File Uploaded**

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

0

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

0

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

0

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
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

48

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

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

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

government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	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 unive rsity/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)

All students should have an equal opportunity to participate in the management of the college wherever necessary. There some committees such as Governing Body, Students' Council, co-curricular, and extra-curricular activities where participation by students is evident:

Administration

The student has a representation in the college Governing Body, IQAC. This gives the ample opportunity to speak up on the

committee for themselves. Students are concurrently represented on the Welfare Committee, Grievance Redressal Cell, Anti-ragging Squad, Cultural Committee, NSS and campus discipline committee.

Co- Curricular Activities

For better co-curricular delivery of the institution, the students directly participate in co-curricular activities like helping in seminars, sports, publication of magazine, cultural committee etc as active leadership role and for the interest of the students. 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. organized by the college and students' representation and participation in these activities are noteworthy.

Further, the students are free to meet with the Principal to discuss their concerns and potential solutions.

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

1

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

5.4 - Alumni Engagement

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

Registration of Alumni Association is under process

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

The College follows the guidelines provided by the UGC, affiliated university and the higher education dept., Govt. of West Bengal for the functioning. The Management designates the workforce as officials and uses their skills to carry out various administrative duties. Students are effectively represented by committees and take part in the governance of the institution.

This hierarchical structure ensures the delegation of authority and distribution of duties for the College's efficient operation. The IQAC is a statutory cell that operates successfully with the assistance of the other active non-statutory committees. Administration, finances and accounts, student enrollment and assistance and examination all make use of e-governance. Through the IQAC, policies pertaining to academic, research, curriculum development, administration, finance, infrastructure development, extension, co-curricular and extracurricular activities are established, planned and carried out with the participation of all stakeholders. Students' complaints are represented in the proper committees and addressed in the appropriate ways. The administration has preserved suggestion boxes where students can anonymously air their complaints. The College has established a multi-layered feedback system that aids in the evaluation of staff-management interactions, social outreach efforts, curriculum creation, and teaching and learning pedagogy. The evaluation processes aid successful leadership in accelerating gains and overcoming obstacles.

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 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 for planning and policy development that includes academic & faculty development as well as other outreach initiatives.

The academic committee consisting of faculty and HoDs works for creating the academic calendar, monitoring syllabus completion,

maintaining adequate standards for academic records and planning seminar/conferences and workshops. The other academic operations are managed by a number of academic committee including the library committee, timetable committee, attendance monitoring committee, etc. The students' council makes recommendations for improving student facilities, campus life, & student experiences.

The Anti-Ragging, Grievance Redressal and Discipline Committees look after discipline and healthy environment.

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

?Admission

?Finance

?Examination

?Library

?Anti-Ragging

?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 by the college.

?Admission to UG Course is held online as per of University of Calcutta and the Higher Education Department. The reservation policy is strictly followed. Skill development and add-on courses are offered. Plan to introduce job-oriented courses.

?The academic calendar is published follows it for different activities throughout the year. The students are provided teaching plan/course outline.

?Internal Examinations are held in the college. The answer scripts are evaluated by the teachers and the marks are uploaded online.

?The college has Koha library software having connected to cloud & OPAC(Online Public Access Catalogue) has been introduced for access to all.

Implementation: NSS was engaged for extension activities. Students from the socially disadvantaged society were admitted with a minimal fee & scholarships are provided for their studies. Teaching and non-teaching staff participate in personnel development programmes to improve the skill & knowledge.

The college developed functional MoU with NGO & other academic institutions relating to academic exchange. Encouraging the faculty to enroll in PhD programmes or qualify NET/SLET and to publish papers in UGC-approved journals.

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. Administrative and Academic.

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 and 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, 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)	<u>View File</u>

6.3 - Faculty Empowerment Strategies

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

The institution successfully carries out welfare programmes for both teaching and non-teaching staff. For the career advancement of the teaching as well as non-teaching staff, the College makes arrangements to take advantage of all government programmes, including gratuity, pension, commutation of pension, earned leave encashment, maternity leave, child care leave, medical facility, health fund scheme, permission to attend FDP such as orientation programmes and refresher courses, short term courses, etc.

?Institution grants leave for attending Refresher course, Faculty Induction Programme(FIP)/Orientation Programme, short term course, Workshops, Seminars, Conferences of the teachers. on-duty leave for staff to attend workshops and conferences

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

?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), child care leave(730 days) are provided

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

?Medical re-imbursement is available for teaching staff that are under West Bengal Health Scheme(WBHS).

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

?Study leave are provided for higher studies 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

1

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

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

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

3

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

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

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

Teaching Staff: For teaching staff, the college strictly complies with the UGC Regulations on Minimum Qualifications for Appointment of Teachers for the Maintenance of Standards in Higher Education along with all amendments made from time to time. Faculty member's performance is evaluated in accordance with their annual self-assessment under the Performance Based Appraisal System (PBAS). Promotions are based on the API score-based PBAS proforma for the UGC Career Advancement Scheme (CAS). According to their API score, faculty members who are up for promotion are recommended and must appear before the screening/selection committee consisting of the subject expert (screening-cum-selection committee) of the University and DPI Nominee from HED.

Non-Teaching staff: Annual performance reviews and confidential reports are used to evaluate all non-teaching staff such as length of service, character and habits, working abilities, hard work capacity, discipline, reliability, relations/cooperation with superiors, subordinates, colleagues, students, efficient document organisation and technical abilities are some of the various criteria for staff members that are evaluated.

All employees receive promotions and pay upgradation based on satisfactory performance.

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

The Institution periodically performs internal and external financial audits. The account section performs all daily transactions and the Bursar verifies them. As a grant-in-aid college, the department of higher education audits the grants disbursed during the year and for this purpose the external (statutory) auditor is appointed by the Higher Education department. Annual financial statements are prepared and presented for audit at the conclusion of each financial year. The financial statements, paperwork, receipts, and bills are examined by the auditors. The statutory payments, such as TDS, Professional Tax, PF, and remittance, are examined. The auditors also verify the receipt of fees and the distribution of scholarships awarded by the government and other organisations. All financial transactions are examined by the auditors, who also provide a thorough report on their findings. The accountant makes the necessary changes to the statements of accounts based on the observations provided.

Additionally, competent chartered accountant firm which verifies all the books of accounts and recommends appropriate revisions if any, prepares the audit report in consultation with the Principal.

The audit team also verifies salary grants received during the year and checks its disbursement to employee. External audit 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 Institute upholds and adheres for the mobilisation of funds and resources. The primary source of income of the institution is student fees viz. tuition fees, development fees, exam fees, library/laboratory fee, session charges etc. The institution explores fund from UGC, RUSA. Institution also receives salary grants.

Optimal Utilization of Resources:

A finance committee to oversee the best possible use of funds. For the procurement of equipment, computers, books, etc., the purchase-tender committee requests price quotes from suppliers. Before making a final choice based on the parameters provided, the finance committee carefully examines the quotes. The institutional budget covers ongoing costs including salaries, internet and power, stationary and other maintenance. It comprises budgeted costs including furniture, lab equipments and other development costs. The teachers and staff ensure the best possible use of resources and infrastructure. The best possible use is made possible by promoting creative teaching-learning methods. The physical facilities are best used for theoretical and practical classes, co-curricular and extra-curricular events.

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 IQAC regularly evaluates the teaching-learning process and takes action to raise its quality.

Newly admitted students are required to attend the orientation programme where they learn about the college, the distinctiveness of the educational system, the teaching and learning process, the continuous evaluation system, the required core courses, various co-curricular activities, discipline.

Before the start of the semester, students are informed of the timetable, programme structure and course syllabi. The head of department keeps an eye on student behavior and attendance. Members of the discipline committee conduct sporadic inspections to guarantee that lessons run smoothly. Students feedback input that helps to improve the teaching learning process.

Additionally, students are welcome to speak with the Principal for advice and ideas. The individual faculty members are informed of the proper analysis and sharing of feedback.

Based on the IQAC's recommendations, the teaching-learning processes are examined and changes are made, if required.

The significant actions made throughout the previous five years:

• Online fee payments are permitted through the automation of admissions processes.

• Green audit initiatives on campus include the planting of trees and the use of electricity.

• Participation in data submission for AISHE and NIRF

certification

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

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

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

In terms of economic, social, cultural and political advancements, gender equity in education is maintained through different awareness programme. The college has taken initiatives to give equal status & opportunities to the students and staff and also 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.

?the institute offers a wide range of security amenities specifically for girls.

?Campus is under CCTV surveillance.

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

?Complaint /Suggestion box is set in the campus for students and staff.

?Separate common rooms are provided for the Boys' and Girls' students.

?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	D. Any 1 of the above

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

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste

management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

There are different types of wastes disposed from the college for which there is a proper system functioning. The following wastes are being disposed by the college:

Solid Waste Management- The College has a MoU with the organisation named VITAL WASTE which are entrusted to take the responsibilities of Waste Management like the solid waste materials, Paper Plastic etc. In view of this, the college manages its solid waste management system through that agency.

Liquid Waste Management- The college does not have any Chemistry and Biology Laboratories. Liquid wastes are not generated in the college building.

Biomedical Waste Management- There is no biomedical waste management system in the college.

E-waste Management- There is no e-waste management system in the college. But the VITAL WASTE is using there management system to collect the E-waste form college for the recycling process.

Waste recycling system- There is no system of Waste recycling in the college. However, the college will set up in future the rain water harvesting system.

Hazardous chemicals and radioactive waste management- There is no Hazardous chemicals and radioactive waste management system in the college.

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	E. None of the above

Maintenance of water bodies and distribution system in the campus

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

7.1.5 - Green campus initiatives include

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

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**A. Any 4 or all 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 college also hosts a lot of cultural events to celebrate India's rich cultural diversity. On various occasions, cultural events are held such as Republic Day and Independence Day. To meet the linguistic diversity of the student body, all student-related events such as essay/poem writing for magazine are collected in three languages: Bengali, Hindi and English. The college sponsors lectures and outreach programmes to promote inter communal harmony and tolerance. Regular campus activities include a range of occasions like painting, the Freedom Run, essay competitions, patriotic song singing contests, and lectures by renowned people. The institute organizes International Matri Bhasha Divas(21st February), Students' Week are held 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. 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	**C. Any 2 of the above**

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 nationalimportance.

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 celebrateWomen'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 pujavacation.

?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

Our institution has successfully conducted a broad digital support during this Covid-stricken pandemic situation to cater to the teaching-learning as well as allround students services. This includes

a) holding online classes, providing study materials & arranging webinars etc;

b)admission to different courses, submission of fees, providing relevant information to the stakeholders;

c)mentoring students, services to the students, teachers, non-teaching staff, and guardians to have open access to all sorts of information regarding college.

The current pandemic has affected the education the most, especially those from poor backgrounds. The college provides counseling, financial assistance, and ensures all for their needs. To develop civic responsibility, the college has an expansive community outreach program that includes Social Outreach and COVID -19 task which encourage students to help the people during pandemic

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

Plan of action for the academic year 2022-2023 is as follows

?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 theeffective 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 for students welfare.

?To promote the students to participate in SWAYAM, MOOCcourses.

?To start certificate courses on soft skills and add-on courses

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