YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	PRAFULLA CHANDRA COLLEGE
• Name of the Head of the institution	Dr. Ratnakar Pani
• Designation	Principal
• Does the institution function from its own campus?	No
• Phone no./Alternate phone no.	+919874820900
• Mobile No:	9836308817
• Registered e-mail	prafullachandracollegegolpark@gmail.com
• Alternate e-mail	pcciqac3@gmail.com
• Address	23/49 Gariahat Road
• City/Town	Kolkata
• State/UT	West Bengal
• Pin Code	700029
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**University of Calcutta**
• Name of the IQAC Coordinator	**Dr. Sonali Roy**
• Phone No.	**+919874820900**
• Alternate phone No.	
• Mobile	**9830672427**
• IQAC e-mail address	**pcciqac3@gmail.com**
• Alternate e-mail address	**sonaliroy.3010@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.prafullachandracollege.ac.in/uploads/1639125921.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.prafullachandracollege.ac.in/page/academic-calendar

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**76.50**	**2007**	**31/03/2007**	**30/03/2012**
Cycle 2	**B+**	**2.51**	**2016**	**05/11/2016**	**04/11/2021**

6.Date of Establishment of IQAC	**07/05/2014**

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
NIL	**Nil**	**Nil**	**Nil**	**Nil**

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	**2**

• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

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

• **Sanitization Drive organized before reopening of the College after Lockdown.**

• **Seven Webinars were organized between July to September 2020.**

• **MOU has been signed with Dr. Kanailal Bhattacharya College for Faculty Exchange programme on 18-01-2021. Online faculty exchange classes started from 05-02-2021.**

• **Data validation and verification started along with preservation of supporting documents as a part of forthcoming NAAC Visit.**

• **Participated in the NIRF India Ranking 2021.**

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
1.Sanitization of Workplace before classes resume.	Sanitization Drive was conducted before reopening of the College in the post lockdown period.
2. To organize a series of webinars	Seven Webinars were organized between July to September 2020.
3. To run the academic activities smoothly during the phase of Lockdown	Online Classes started from April 2020. E-LMS portal had been introduced during May 2020. Class Notes and questions uploaded by faculty members. As per University guideline online examination taken from Oct'2020
4. To pursue the Promotion & other benefits for UGC Whole time Teachers	Dr. Subrata Sarkar submitted his promotion related papers to IQAC. After thorough examination the committee recommended for further action.
5. Preparation for NAAC	Data validation and verification started along with preservation of supporting documents.
6. Future planning regarding academic affairs	MOU has been signed with Dr. Kanailal Bhattacharya College for Faculty Exchange programme on 18-01-2021. Online faculty exchange classes started from 05-02-2021.
7. To Participate in NIRF India Ranking 2021	Participated in the NIRF India Ranking 2021.

13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020	**25/02/2022**

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**252**

File Description	Documents
Data Template	[View File]

2.Student

2.1 Number of students during the year	**1182**

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	**932**

File Description	Documents
Data Template	[View File]

2.3 Number of outgoing/ final year students during the year	**961**

File Description	Documents
Data Template	[View File]

3.Academic

3.1 Number of full time teachers during the year	**34**

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

3.2 Number of Sanctioned posts during the year	**66**

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

4.Institution

4.1 Total number of Classrooms and Seminar halls	**25**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**34.9 lakhs**
4.3 Total number of computers on campus for academic purposes	**50**

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

Being affiliated to the University of Calcutta, the college has limited scope in designing of the curriculum, however, the college takes great care in effective implementation of the course curriculum as designed by the university. However, the academic session of 2020-21 had to be conducted through online mode due to continuation of the pandemic situation worldwide. Accordingly, the academic calendar was prepared in line with the revised university schedules. The Routine committee prepared the routine for online classes as per the directives from the Government and the Calcutta University. Classes were held primarily through Google Meet. Besides, Whatsapp groups were created by each department to reach out to every single student during these difficult times. The college also brought in place an e-Learning Management System (e-LMS) for the benefit of students where the teachers uploaded lecture

videos, PPT presentations and PDF copies of Study Materials. The departmental meetings, academic sub-committee meetings were held through online mode at regular intervals through Google Meet to assess the progress of the syllabus and identify the problem areas if any. The proceedings of the meetings were documented and the soft copies of the minutes were preserved by the conveners of the respective sub-committees. The Students' database was maintained by the college office like other years through the integrated software system for record keeping.

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)

The Academic Sub-Committee of the college designs an action plan keeping in line with the academic calendar published by the affiliating university at the beginning of the academic session. The Sub-Committee discusses and finalizes the plan that includes activities relating to teaching –learning, periodical assessment and evaluation of the students. Accordingly, the Academic Calendar of the college is prepared at the beginning of each session and is strictly adhered to as far as possible. The college conductsthe Internal examinations and tutorials as applicable to various subjects as per the dates scheduled by the university.

File Description	Documents
Upload relevant supporting documents	[View File](#)
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	B. Any 3 of the above

Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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

10

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

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

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

0

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

The university, while designing the curriculum, takes into account the concerns and the requirements of the college-going students before they are exposed to the larger life and society where they would be taking the responsibility of their choice and action. Therefore, the curriculum of a particular subject is structured keeping in mind the cross-cutting issues of gender, environment, ethics and sustainability in mind. For Humanities, both literatures in Bengali and English, texts are chosen with due care which address women's issues and human values, even environmental concerns. Subjects like Economics, Political Science and History, dealing with social and political questions eventually address the cross-cutting issues; in fact, the curriculum includes specific chapters on gender issues and ethics and human values. Geography, as a subject addresses matters related to environment and sustainability much more closely than other subjects. The curriculum of B.Com honours and general course includes subjects on Business ethics, Codes of professional ethics, Audit and assurance and financial Reporting inculcating the expected standards of behaviour and the need for members/professional accountants to act in the public interest over self-interest. Professional ethics extends beyond compliance with written codes and laws to also include the ethical commitment of the professional person to act in the best interests of society. The curriculum enlightens students on ethical responsibilities of a professional in a competitive international environment.

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	View File

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

6

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

2664

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	A. All of the above

from the following stakeholders Students Teachers Employers Alumni

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

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://www.prafullachandracollege.ac.in/feedback-report

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

2067

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

223

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 Institution has the mechanism for continuous internal evaluation process through organising short answer type tests, MCQ tests, organising students' talks on the topics from within the curriculum etc to identify the level of learning of students. Accordingly, the special programmes like departmental talks are organised where eminent academicians and scholars are invited to deliver scholarly lectures to widen the spectrum of knowledge for the advanced learners. On the other hand, special remedial classes are organised for the slow learners to bring them up to the basic standards. However, in the current academic session, due to continuation of the pandemic situation, the programmes had to be conducted virtually. Students were kept in close contact with the teachers through whatsapp groups, MCQ tests were conducted through Google forms and online remedial classes were organized for the students lagging behind.

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
1182	**34**

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 curriculum, as designed by the Calcutta University incorporates experiential learning, participative learning and problem-solving methods in the course curriculum as per the need of the subjects. The students of Geography Honours and General have Field Trips as a part of their curriculum and every year they are taken to sites of geographical significance on a three to five days trip, accompanied by the teachers, to get hands on experience on the theories learnt. Students of History General also have field trips to Museums and Archives as a part of their Skill Enhancement Courses. Students of B.Com Honours and General have Accounting methodologies, Mathematics and Economics as apart of their curriculum where they learn problem solving skills as per the need of their syllabus. Also they need to prepare two projects in the Sixth Semester on 1) Computerized accounting and e-filing and 2) Project work on various issues of business commerce and industry, where they get exposure to real life business problems and learn the research methodologies to analyse and solve them. Apart from this, students of all the streams need to prepare projects on Environmental Issues in the second semester as a part of their AECC course. This ensures greater environmental awareness among students through learning by doing. However, it must be mentioned that due to continuation of the pandemic situation, Field trips could not be organised in the academic session 2020-21, the need of the course had to be fulfilled through Virtual sessions.

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

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

The college administration has provided each teacher with a laptop to facilitate ICT enabled teaching-learning in college. This year it proved to be extremely useful as the entire session had to be conducted online. An e-LMS portal was introduced in the previous session and was extensively used by the teachers and students where teachers could upload study materials, power point presentations, video lectures, question banks etc to help students with their pursuit of knowledge during these difficult times. Apart from this, classes were held through Google Meet platform and the teachers

sought recourse to various ICT enabled teaching tools as per the need of their subjects to deliver effective lectures to their students.

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

34

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

34

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

11

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

371

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.

The College has transparent and robust mechanism for internal assessment of students. It strictly adheres to the academic calendar issued by the University of Calcutta. Also, the University has specified mode of internal assessments for various subjects ranging from MCQs to short-answer type tests. The college follows the modalities of internal assessment specified by the University. The Academic Sub-Committee issues the notice for Internal assessment once the university specifies the dates for the same and publishes it on the college website. In the academic session 2020-21, the internal assessment has been taken through online mode. The Academic sub committee decided the dates through a virtual meeting and the dates were conveyed to the students through notice on college website. An examination portal was set up for uploading of questions, and submission of answer scripts. A virtual meeting was

held after the evaluation of answer-scripts to assess the performance of the students and the marks were uploaded in the University Portal.

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 grievance cell to address the internal examination related grievances. As the college is conducting online examinations since the outbreak of Covid-19 pandemic, the college has set up a dedicated portal to conduct online examinations for uploading questions, answer scripts, and submission of marks. The Grievance Cell keeps in close contact with the examination committee and promptly takes action on any grievance reported to them regarding uploading of questions on time or any difficulty in submitting the answer scripts or any other technical or academic problems relating to the examination.

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.

Programme outcomes, programme specific outcomes and course outcomes for all programmes offered by the institution are prepared by the various departments after a detailed discussion among the concerned faculty members and the same are stated and displayed in website of the institution for the awareness of teachers and students.

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

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

The institution takes recourse to various modes of evaluation like taking concept-based short answer type assessments or MCQ assessments, or arranging for debate or essay writing or departmental students' talk or group discussions to assess attainment of programme or course outcome of individual students. In this academic session, the departments arranged for MCQ or short answer type tests through Google Forms, and Virtual Group Discussions were held through Google Meet, also students wrote Term Papers on topics set by the teachers and those were assessed through online mode.

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

961

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://prafullachandracollege.ac.in/naac_sss/administrator/final_report.php?session=2020-21

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)

Nil

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

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

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

0

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

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

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

7

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

9

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

6

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

3.3 - Extension Activities

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

The alumni association of the college with active involvement of the current students carries out various extension activities to inculcate a sense of social responsibility among the students. Blood donation camps, health check-up camps are organised by them at regular intervals. In the current academic session of 2020-21, extension activities could not be organised at a large scale due to the prevailing covid – 19 pandemic situation. However, a mask and sanitizer distribution drive was organised by them in the college.

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)	<u>View File</u>
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

2

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

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

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

0

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

3.4 - Collaboration

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

4

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

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

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

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0
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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	<u>View File</u>

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 provides well-developed infrastructural facilities to students and staff. It includes spacious, airy and well-lit classrooms, a well-maintained Auditorium, air-conditioned Teachers' Room, a Cheap Store for the students where they can buy text and reference books at cheaper rate, a well-equipped Central Library, Seminar Library, and a Departmental library and laboratory for the Geography Dept. Few other infrastructural upgradation in past few years that have added value to the existing infrastructure are a fully computerized and air-conditioned Office, a Computer Room for students, free WiFi access to students, teachers and staff, eight ICT-enabled classrooms so that students could avail the benefits of technological advancement in teaching learning. Teachers are provided with laptops. The benefits of embracing the technology have been fruitful especially during the COVID-19 pandemic when offline classes were replaced by online classes.

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 maintains well-developed infrastructural facilities

enabling the students to pursue various cultural and sports activities. There are separate Common Rooms for boys and girls equipped with various indoor games facilities like Table Tennis Boards, carrom Boards etc , a Playground where the students are allowed to play outdoor games like Football or basket ball Cricket, , a well-maintained Auditorium to stage various cultural programmes.

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

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

17

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

17

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

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

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

20.3 lakhs

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

4.2 - Library as a Learning Resource

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

The college library is equipped with KOHA software (Version: 3.18.03) since 2016 and circulation, cataloguing, membership, Accessioning, Searching and Fine calculation are automated through this integrated software system.

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

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

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

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

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

Rs. 0.00/-

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

23

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 updates its IT facilities along with Wi-Fi at regular intervals to keep the software system up to date and maintain the high speed of operations.

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

4.3.2 - Number of Computers

66

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	A. ? 50MBPS

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)

14.5 Lakhs

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.

As the college shares its basic infrastructure with two other sister colleges on a timesharing basis, the basic infrastructure is maintained by the Accommodation Committee comprising members from all three colleges. Few other infrastructural upgradation in past few years that have added value to the existing infrastructure are a fully computerized and air-conditioned Office, a Computer Room for students, free WiFi access to students, teachers and staff, eight ICT-enabled classrooms and CCTV cameras installed in strategic points for central monitoring. The college library is equipped with KOHA software and circulation, cataloguing, membership, Accessioning, Searching and Fine calculation are automated through this integrated software system.

The college received RUSA 2.0 grant of Rs. 30 lacs for procurement purposes in 2018. As planned, the college has subscribed to INFLIBNET for the Library in the previous academic session, purchased books and subscribed journals to expand the scope of the library resources. Also, the college has purchased ICT resources like Laptops, Projectors, Printers and Scanners, a digital Display Board with this RUSA 2.0 grant to enhance its digital infrastructure.

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

481

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)	<u>View File</u>

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

59

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)	View File

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

E. none of the above

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

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

0

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

0

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

51

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	**No File Uploaded**

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

5.2.2.1 - Number of outgoing student progression to higher education

46

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

18

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

5.3 - Student Participation and Activities

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

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

0

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

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

The college has a students' Union which has its representation in various academic and administrative sub committees of the college. The General Secretary of the Students' Union is a member of the Governing Body, Admission Sub-committee and the Academic Sub-committee. The General Secretary of the Students' Union and two other girl students nominated by the Students' Union are the members of Anti-sexual Harassment Cell of the college. The student representatives are energetic and responsible enough to place the student related issues, if any before the proper bodies functioning in the college. The cultural wing of the students' union organises various cultural activities like Freshers' welcome, College Fest and other cultural programmes throughout the year.

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

0

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)	<u>View File</u>

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

The college has a registered Alumni Association which helps the college morally, and conducts various social service activities and participates in various activities of the college.

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

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

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

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision: 'Shraddhaban Lavate Gyanam'

The vision articulates the Institution's desire to impart the knowledge and skills and instil moral values among the learners irrespective of their caste, creed, linguistic status and economic conditions.

Mission:

- **To provide quality educational service at a minimum cost.**
- **To strive to instil moral values as well as self-confidence among the learners.**
- **To promote democratic and participative organisational culture**
- **To help the students in achieving excellence in their field of study**
- **To help the teaching and non-teaching staff of the institution in promoting excellence.**
- **To make use the state-of-the-art technology in academic as well as administrative works of the institution.**

Keeping in mind the institution's vision and mission, the institution always tries to support students from economically weaker section by providing financial and other kinds of supports, tries to impart good quality education by proving appropriate physical as well as digital infrastructure. The benefits of embracing the technology have been fruitful especially during the COVID-19 pandemic when offline classes were replaced by online classes. The institution has always been very supportive to the faculty members in providing both financial and academic assistance to enrich their knowledge and skills. The teaching-learning environment of the institution is greatly supported by a group of well-equipped and skilled non-teaching staff. The institution arranges for staff training programmes to keep them updated with latest technologies to run the college office efficiently and serve the students better.

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

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

The college administration ensures decentralized and participative mode of decision making through well-concerted functioning of various academic and administrative subcommittees, the Teachers' Council and the Internal Quality Assurance Cell of the college. Having the faculty members, students, and non-teaching staff as members of various academic, administrative and disciplinary subcommittees make the process of decision making more decentralized and participative. Since the onset of covid-19 pandemic that led to distant mode of operation through digital platforms, the teachers were given a free hand to get in touch with the students and carry on with the process of teaching learning through various online modes as was suitable for different disciplines. So, while some departments created audio-visual lectures for their students and uploaded them in the college website, some others sought to online live classes on Google platform. As work from home became the order of the day, the college administration made perfect example of decentralization and participative management by allowing its staff to operate individually that would ensure collective service to the

students during such adversities.

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 institution has an effective mechanism of designing and implementing strategic or perspective plans. As the college shares its physical infrastructure with two other sister colleges, any infrastructural development plans first conceived at the college level is placed in the accommodation committee run by the members from the three colleges. Once approved, the implementation process is carried out jointly. Regarding academic plans, the IQAC of the college ponders over the ideas received from various departments or academic committees. Once approved by the IQAC the departments or the academic committees are carry out the activities such as organising seminars or webinars, applying for Minor or Major research projects, indulging in publication works and such other academic activities. The IQAC of the college promotes collaborative works by signing MoUs with the IQACs of other colleges.

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 Governing body is the highest decision-making body that chalks out the broad plans and policies of the college. It is formed in accordance with laws by Higher Education, Govt. of West Bengal as well as by the provisions laid down in the statute of the University of Calcutta. The Principal of the college manages the institution in consultation with the Teachers' Council, various statutory and recognized committees and sub-committees formed periodically with

authorities and responsibilities clearly outlined in consonance with the rules and regulations of Calcutta University, UGC and Govt. of West Bengal. There are representatives from the teaching faculty and non-teaching faculty of the college in the Governing Body. The Teaching and non-teaching staff of the college are recruited as per the rules and regulations of the Government. College authority strictly maintains the staff-pattern norms laid down in the Govt's rules in the event of any recruitment of the college. Service of the teaching and non-teaching staff of the college is guided by the service rules and regulations of the Government. For the effective functioning and to meet the work load, college appoints office employees outside the pay packet. Their salary is paid by the college from its fund. Rules and regulations regarding their appointment, service, leave, retirement are determined and framed by the Governing Body. The institution follows the career advancement scheme (CAS) proposed and introduced by the UGC and Higher Education Council, Government of West Bengal for the promotion of the teaching staff.

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

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The welfare measures provided by the Institution for the teaching staff are as follows. There is a Cooperative Thrift Fund and Group Insurance for the whole-time teachers . Also, an amount is provided by the college for excursion for teachers.

The college has an effective welfare mechanism for its non teaching staff as well. Financial help is provided from Cooperative Thrift Fund and Staff Benevolent Fund. Also, a One time financial help for medical purposes is provided to casual staff which is repayable in 20 equal monthly instalments. Maximum limit of the loan is determined by the Governing Body of the college from time to time.

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

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

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

0

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

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

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

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 institution has a well-defined mechanism for appraisal of the performance of teachers. The records of attendance, classes allotted and taken, seminars and workshops attended, research and publications related information and such other academic and cocurricular activities of each teacher are maintained by the IQAC of the college. The reports on performance appraisal of the teachers

are prepared and submitted by the individual teachers to the IQAC of the college. After thorough verification and authentication of the report, IQAC forwards it to the Principal's office for further processing. The institution follows the career advancement scheme (CAS) proposed and introduced by the UGC and Higher Education Council, Government of West Bengal for the promotion of the teaching staff.

In case of non-teaching staff of the college, the institution follows the career advancement scheme (CAS) benefits as per the norms of DPI, Government of West Bengal for the promotion of the concerned staff.

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 internal Financial audit is carried out by the internal auditor appointed by the college and external financial audit is carried out by the empanelled auditors approved by the DPI and the report is placed before the Governing Body for approval. On acceptance of the report by the governing Body, the Audit Report along with the GB Resolution is sent to DPI for approval. The college maintains updated Audit Report every year.

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

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

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

0

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

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

Institution has been effectively using financial resources received from various sources namely Government, RUSA and the fees from the students. Funds raised from the students' fees are utilized for the purpose of giving aid to the students, doling out concession to the needy students and for the further improvement of the sportsmanship among the students. Stationary expenditure is also met from those collection.

Details of the teaching and non-teaching staff are entered in the Human Resource Management of System (HRMS) portal as soon as they are appointed in the respective services. Salary of the teaching and non-teaching staff of the college is being paid through the HRMS of the Govt of West Bengal.

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

In the current academic session, the IQAC has taken up several quality assurance measures:

- **Sanitization Drive organized with the help KMC before reopening of the College after Lockdown.**
- **Seven Webinars were organized between July to September 2020.**
- **MoU has been signed with Dr. Kanailal Bhattacharya College for**

- **Faculty Exchange programme on 18-01-2021. Online faculty exchange classes started from 05-02-2021.**
- **Data validation and verification started along with preservation of supporting documents as a part of forthcoming NAAC Visit.**
- **Participated in the NIRF India Ranking 2021.**

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 of the college is set up as per the latest guidelines specified by NAAC. Meetings of IQAC are held at regular intervals to review the teaching-learning process, learning outcomes and to chalk out strategic plans for quality assurance. The academic and cocurricular activity records of the teachers are maintained by the IQAC. The IQAC of the college ensures effective implementation of the teaching-learning and evaluation processes as outlined by the Calcutta university. It also promotes research and academic activities beyond the prescribed syllabus through academic collaborations with other institutions. The IQAC, at regular intervals, assesses whether the academic and cocurricular activities and the infrastructural development plans are being executed in as per plans and prepares the action taken report at the end of the sessions and uploads it in the college website.

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	**B. Any 3 of the above**

any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

In the current academic session, the college organised an awareness session on Incest/Child Sexual Abuse in Collaboration with Rahi Foundation, New Delhi Youth CommunityProgramme in December 2021.

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

The college has a well organised system of both solid and liquid waste disposal. Sufficient number of garbage bins are placed at the corridors on each floor, in the staffroom, office, canteen and at the playground to collect solid waste. The cleaning staff of the college dispose off the waste at regular intervals. The washrooms and sewerage channels are kept clean through regular cleaning. Management of e-waste is also done at regular intervals. The broken and outdated electronic devices are refurbished or sold out depending on the degree of damage to the device.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**D. Any 1 of the above**

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for	**A. Any 4 or All of the above**

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**

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of

C. Any 2 of the above

reading material, screen	reading	

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).

The college admits students from different caste, religion, gender and financial background as per guidelines issued by the Central and State Governments to maintain student diversity.The college organises various social and cultural programmes andencourages students from all sections to participate in them to promote cultural, regional, linguistic, communal socioeconomic harmony.

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

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

The Department of Political Science often arranges for awareness programmes, seminars and talks on constitutional rights and communal harmony.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	B. Any 3 of the above

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

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

The college observes Independence Day, Republic Day, College Foundation Day, Acharya Prafulla Chandra Ray Day, Rabindra Jayanti, International Mother Language Day, World Environment Day and such other days of national and international significane.

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

Digitization of the campus

The college has taken a drive to digitize all its activities ensure efficient and technologically updated delivery of services. Accordingly, e-governance has been initiated. The college uses software modules to effectively manage student database, staff database and accounts database. The entire process of admission is done online. The college has succeeded in ensuring a face-less admission system, minimizing cash transactions in the campus and has ensured prompt supply of data through MIS as and when required. Though initially the college faced some technical problems, however, now the system runs smoothly and efficiently.

Best Practice 2

Introduction of Electronic Learning Management System (e-LMS)

The college has introduced the Electronic Learning Management System since March 2020 to

give its students easy access to notes and references through the official website of the college. Our eminent professors upload relevant study materials, video lectures and power point presentations and also question banks on the e-LMS portal. Once uploaded this becomes a part of archive as the future students can also access them in times of need.For teaching-learning conducted online, the study material provided through e-LMS proved extremely helpful for the students. . Though initially the teachers and students faced some technical problems in uploading and accessing the study materials, however, now the system runs smoothly and efficiently.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

The college, established in memory of Acharya Prafulla Chandra Ray,

the eminent Teacher, chemist, nationalist thinker and the doyen of Indian entrepreneurship believes in the right to education for all. Thus, in order to bring the young minds from the weaker section of the society within the ambit of formal higher education, the college maintains a fee structure within the reach of the financially challenged students. The college has the unique feature of running in the evening hours so that the students who need to work during the day to support their families, also get the opportunity to continue with their higher studies and pursue their dreams to become successful in future.

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

7.3.2 - Plan of action for the next academic year

- **To introduce Solar Energy generation system to save electricity in collaboration with the Dept. of Non-Conventional and Renewable Energy Sources, Govt. of West Bengal.**
- **To conduct Green Audit of the Campus**
- **To build specially equipped toilet for differently-abled students.**
- **To create a sickroom for the students.**
- **To refurbish the auditorium**
- **To install Lift in the building**
- **To arrange for Career counselling programme and placement for the outgoing students**
- **To organise International or national level webinars and seminars within collaboration with sponsoring agencies**
- **To organise Seminar on Research methodology and similar other topics of relevance**
- **To start Yoga training session for students**