YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	BIDHAN CHANDRA COLLEGE
• Name of the Head of the institution	DR RAMESH KAR
• Designation	VICE PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03326721812
• Mobile No:	9804629049
• Registered e-mail	prin_bccr@yahoo.co.in
• Alternate e-mail	kar.ramesh@yahoo.com
• Address	31 G.T.ROAD (EAST)
• City/Town	RISHRA, HOOGHLY
• State/UT	WEST BENGAL
• Pin Code	712248
2.Institutional status	
• Type of Institution	Co-education
• Location	Semi-Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**UNIVERSITY OF CALCUTTA**	
• Name of the IQAC Coordinator	**SADHUNATH KUNDU**	
• Phone No.	**03326721812**	
• Alternate phone No.		
• Mobile	**9432243339**	
• IQAC e-mail address	**snkundu51@gmail.com**	
• Alternate e-mail address	**prin_bccr@yahoo.co.in**	

3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.bccrishra.in/allupload/AQAR%202019-2020.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.18**	**2016**	**25/05/2016**	**24/05/2021**

6.Date of Establishment of IQAC	**24/03/2014**

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
NA	**NA**	**NA**	**0**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**	
• Upload latest notification of formation of IQAC	No File Uploaded	
9.No. of IQAC meetings held during the year	**5**	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been	**Yes**	

uploaded on the institutional website?		
• 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)

Organised webinars on COVID Awareness and Cultural Programmes and academic webinars by various departments

Faculty Development Programmes on "Boosting Immunity with Hubs: Home Remedies and Nutraceuticals" and "Yoga to Boost up Immunity" and "Tax Planning" were organised

The IQAC was particularly concerned over the functioning of different sub committees

Attention was paid to automation of the office and updating and improving college website, along with extending internet facilities

Opening of new certificate course was initiated in this session

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

20-04-2022 04:20:48

Plan of Action	Achievements/Outcomes
1. Staff Development Programme	Staff Development Programme on
2. Online Webinars and Programme	Several webinars by different departments of the college and Cultural Programmes were held via Online Mode. Quiz competition and other activities by NSS were conducted online.
3. Feedback from teachers and students and alumni	Feedback from students, teachers and alumni have been taken and analysed
4. Placement of Students	Few students have been absorbed by organisations like WIPRO , COGNIZANT etc

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	08/12/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020	17/02/2020

Extended Profile

1.Programme

1.1   3

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

File Description	Documents
Data Template	No File Uploaded

2.Student

2.1   **2985**

Number of students during the year

File Description	Documents
Data Template	No File Uploaded

2.2   **823**

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

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

2.3   **738**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1   **57**

Number of full time teachers during the year

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

3.2   **58**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1	3
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	No File Uploaded

2.Student

2.1	2985
Number of students during the year	

File Description	Documents
Data Template	No File Uploaded

2.2	823
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	738
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1	57
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	58

File Description	Documents
Data Template	No File Uploaded

4.Institution

4.1 Total number of Classrooms and Seminar halls	34
4.2 Total expenditure excluding salary during the year (INR in lakhs)	25.43876
4.3 Total number of computers on campus for academic purposes	55

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution adheres to the guidelines provided by the University of Calcutta. Accordingly, the college offers three yearHonours/General- B.A/B.Sc/B.com courses in Day (co-education) under CBCS (Choice Based Credit System) as well as three year Honours/General B.com courses in the evening section (for male only) under CBCS. The instituion offers Honours/ General courses under B.A/B.Sc/B.com in the following twelve subjects- Bengali, English, Political Science, History, Philosophy, Mathematics, Economics, Geography, Education, Sanskrit, Accounting & Finance, Computer Sciencwe as well as Physics &Electronics (only General section)

During the period 01/06/2020 to 31/05/2021, the instituion conducted conducted classes vis online mode for all semesters and departments. Classes were held asper routine prepared in accordance with college timing, approved by the Vice Principal and posted on the college website. Classes were held on virtual

platforms like Google Meet, Zoom & Google Duo. Despite initial difficulties, students willingly joined Whtsapp groups of their respectivwe subjects. The Fifth and third semester online classes commenced on 29/.07/2020 and the First semester classes began on 16/12/2020. Notices of these dates were posted on the college website and shared among whtsapp groups to makes the information known to all teachers, students & staff. Even newly admitted students joined links of their subjects, given in the college website. Following the odd semesters, the second, fourth and sixth semester classes resumed on 05/4/2021.Examinations, too, were held vis online mode as per instructions given by the University of Calcutta. Internal Examinations and evaluation were done in every semester and the marks awarded were uploaded on the university portal . Digital copies odg Internal.. Tutorial &Theory marks were preserved for future reference.

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

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

The Institution adheres to the Academic Calendar, including the conduct of the Continuous Internal Evaluation (CIE) , prescribed by the University of Calcutta. Tutorial and Internal examinations were held via online modesuccessfully. Due to the Pandemic situation, the University examinations were conducted via online mode and evaluation of thescripts and submission of marks were completed within the time stipulated by the University. Marks of the evaluated scripts were submitted in the University portal in the allotted sheets/foils given by the University of Calcutta. Copies of the same have been preserved for future reference.

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	A. All of the above

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

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

1.2 - Academic Flexibility

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

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

3

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

50

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

3

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 institution integrates and addresses crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the curriculum through various courses. While the Computer Science Department teaches the students about the various aspects of Cyber Crime and IT Acts, the Electronics and Physics Department teach students about the non conventional sourcesof energy. The Geography Department through the various Skill Enhancement Courses instillsawareness on non-conventional techniques and gets them introduced to Oceanography and Climatology. The syllabus of the Economics Department addresses various aspects and issues of Environmental Economics, Development Economics and the meaning asnd scope of sustainable development . The Education Department not only aquaints the students with various professional skills of teaching and the necessitry of Value Education, but also addresses major social issues like Gender discrimination and the difficulties in Women's Education.

Vedic valuesof Dharma and Samskara form a part of the Sanskrit syllabus and universal issues of human struggle, gender prejudice, class discrimination and the suffering of the systematically marginalised are intensively discussed by the English and Bengali Department. The Department oh History underscores the evolution of the caste system, untouchability, the contribution of women towards building the nation. The Department of Philosophy imparts awareness on Ethical Values, Human Rights and harmony between Man & Nature. The Department of Commerce enables students to distinguish between unethical and ethical business practices.

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

7

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

1180

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	**B. Any 3 of the above**

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

1.4.2 - Feedback process of the Institution may be classified as follows	**B. Feedback collected, analyzed and action has been taken**

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

2082

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

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

351

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

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 different evaluations conducted during classes help the teachers to analyze the progress of the students and identify the slow learners accordingly. Special slots have been allotted in the time-table for Remedial Classes. The students are provided special lectures and resources in these classes depending upon their need and the teachers ensure that these students are fully prepared to compete with the rest of the class. These classes provide the opportunity to the particular students to come up with the problems and difficulties that they have been facing and the teachers can therefore help these students to improve.

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
2985	57

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

To ensure the participation of students in the classes, students are given tasks at the end of each lesson which increases their interest in the lesson. The teachers combine the methods of lecture notes, ICT tools and some lesson related activities which will assist the students to think and analyze the content that they are learning. The different workshops and seminars conducted by the respective departments also contribute to the holistic learning of the students. The progress of the students is analyzed at frequent intervals at Departmental meetings and the slow learners are identified accordingly. Special slots have been allotted in the time-table for Remedial classes in which the teachers provide attention and care to the difficulties that the slow learners are facing and steps are taken to help and encourage these students accordingly. The college has the facility of a computer laboratory and a library which provides the necessary resources for the students.

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

Due to the pandemic situation, all classes were conducted through the online mode. Applications such as Zoom and Google Meet were used for conducting these classes. The link of these online classes was shared beforehand in WhatsApp groups that were created for respective departments. Through the screen sharing option available in these applications, PowerPoint presentations were made available to the students. These presentations would provide

the opportunity to the students to learn the content through a visual demonstration of the key points of the lesson. The students also have the option of posting their queries in the chat box of the platform and such queries are taken up by the teachers at the end of each class. Such participative learning methods increased the efficiency of the learning process of the students and helped in overcoming the obstacles of online education.

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

57

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	View File

2.4 - Teacher Profile and Quality

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

57

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

12

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

57

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.

According to the CBCS curriculum, Internal Assessment is conducted every semester through Tutorials and an Internal examination. The Tutorial topic is given to the students beforehand and they submit these Tutorials to their respective departments on the given date. The college abides by the instructions given by the University of Calcutta and respective Board of Studies of each subject. In some subjects, Tutorial submission is accompanied with a viva. On a notified date, Viva is taken along with the Tutorial.

The Internal Examination for each Semester is conducted as per the instructions and time frame given by the University of Calcutta. Within the stipulated time, the Internal Examinations are conducted by the college as per an Examination Routine approved by the Vice Principal and notified in the College Website.Question Papers are set and submitted to the college, which are then printed and given to the students in the exam Hall. Strict invigilation during the examination and thorough evaluation of the papers is done. Marks are uploaded on the University Portal within thestipulated time.Along with the Internal examination, the students are frequently evaluated in class through oral quizzes and surprise tests which helps the teachers to analyze their progress. To maintain the transparency of these evaluation systems, students are encouraged to discuss their answer scripts with the teachers so that they are able to rectify their mistakes.

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

After the Internal examination is conducted, the students are encouraged to discuss the answer-scripts with the respective teachers so that they can completely understand their mistakes and rectify them accordingly. The college ensures that there is such smooth execution of the Internal Examination process and rarely does any grievance arise from the students.

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 complete Programme structure for each subject along with its different parts and options are provided to each student in the college Prospectus which is given to them during the admission process. Apart from that, the syllabus of each Programme and its Course Outcome has been listed in details and made into a PDF document. The teachers of each department circulate this document among the students frequently so that they are aware of the Course Outcomes and the various details of the subject that they have opted for.

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.

Through feedbacks from students who have passed out from the institution and are working or pursuing Higher Education elsewhere, the institution can assess the Programme Outcomes of various disciplines in the institution. The competence of students in Entrance examinations to other courses and their choice of career after completion of Bachelor's Degree provides insight into Course Outcomes. While many students do not pursue higher education in subjects they have studied in Under Graduate, they often choose a career influenced by a particular course they have studied.Studentsfrom English or Bengali honours often find interest in media and performance arts, from their exposure to literary works and work towards becoming a media professional. Computer Science pursue works in Logistics and in Banking Sector. Students from other Humanities departments realise the importance of Social wellbeing and pursue their interests in being counselors and volunteer in social work. Commerce department students often establish their own business and become professionals in Audit Accounts Service, Company Secretary and Cost & Works Accountant.

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

721

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
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.bccrishra.in/allupload/2_7_1%20STUDENT%20S-WPS%20Office2.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

35

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

4

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 three NSS units, in collaboration with IQAC of the college, had organized a COVID Awareness Quiz through Google Forms to spread awareness among faculty and students on 17.6.20. E-Certificate was issued to each of the 438 participants. The objective of the quiz was to spread knowledge and prevent the further spread of the pandemic. To rekindle the spirit of patriotism e-quiz on "My Nation- My Pride" was organized by Career and Counseling Cell through Google Forms on 15/08/2020. E-certificate was issued to all 333 student participants. On 24.9.20, a cultural programme including a debate competition on "During pandemic situation NSS has also a certain role to play"was organized to observe NSS foundation day, this programme was conducted to promote social responsibility among NSS cadets. On

22.11.20, a webinar on "Personal Tax Planning Under New Finance Act 2020" was organized jointly by Women Cell and Career and Counseling Cell with Prof. Suvayan Basu as resource person. This faculty development programme guided all staff regarding tax planning and financial management.On 26.1.21, Republic Day was observed by organizing a quiz contest on "Glorious Indian History" through Google Forms. E-certificate was issued to each of the 522 participants. The objective of this quiz was to make students aware of the rich heritage of our Nation. On 14.3.21, "Awareness Programme on Laws in favour of Women" was organized via Google Meet, by Women Cell, with Samir Majumdar, advocate and social worker as a resource person. This session sensitized all participants on the laws in favour of women. Earth Day was observed on 22/04/21 by organizing virtual poster competition on "Save Earth, Save Life"on the basis of the judgment of the juries 1st, 2nd and 3rd positions were declared and e-certificates were issued to all participants with the objective to make students more responsible and caring to our Mother Earth.

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

0

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

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

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

0

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

3.4 - Collaboration

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

00

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

00

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has 28 classrooms, one seminar hall, four laboratories forthe subjects of Geography, Physics, Computer Science and Electronics. The institution has 78 computers for office, Principal's room,Library, Staffroom and the computer science department. A new bathroom has been constructed for the differently abled.

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.

A sprawling field in the centre of the college is the practice ground for outdoor games. Students participate in the inter-college competition organised by the University of Calcutta. But no sports team were sent in 2020-2021 due to the Pandemic situation. Besides, outdoor games, students are encouraged to play indoor games like chess, Table Tennis & Carrom. Generally, indoor games are practiced in the common room. Separate provisions are there for male & female common rooms. There is a volley-ball court and a gymnasium inside the campus where facilities for power lifting, weight lifting, treadmill, Ring etc are available. It was established in 2010 and the area, is 256.25 sqm. Moreover, the college has a tie-up with Rajdeep Yoga & Cultural centre where the students practice yoga . The seminar hall has a raised platform where cultural programs are hosted.

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.

10

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

10

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)

291724

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 Library is automated using Library Integrated Management System (ILMS). KOHA software is used and the nature of automation is Partial and has been in use since 2015. The version being used is 18.11.01.000 and 3.14.06.000.. The two versions in use are for Day & Evening Library respectively.

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	**C. Any 2 of the above**

following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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

228453

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

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

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

0

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

4.3 - IT Infrastructure

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

The cable network connectivity is provided by Hathaway Services

with a speed of unlimitedbandwith of Optical Fibre Connection. Online admission system has been implemented by the authority and local software is used to manage the accounts and other official administrative works. The office is yet to be fully automated.

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

4.3.2 - Number of Computers

76

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)

325001

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

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

The institution has an established system and procedure for maintaining and utilising physical, academic and support facilities- such as laboratory, library, sports complex, computers, classroom etc. The Governing Body implements necessary systems and procedures to run the institution smoothly through coordination with different sub-committees and cells. There are more than thirty subcommittees entrusted with various responsibilities and for any major decision the authority considers the opinion of the members of the respective subcommittee. The guidelines of the West Bengal Higher Education Department and University of Calcutta are followed wherever necessary.

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

698

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

77

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	D. 1 of the above

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

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

290

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

290

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

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

A. All of the above

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

3

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

32

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 university/state/national/international level (During the year) (Data Template)	**No File Uploaded**

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

Students and the students union headed by their General Secretary go hand in hand and the administration cannot do without them. Now a days, every relation is determined by interests. Still a good coordination between the students and the administration is desirable for the betterment of the institution. The General Secretary of the students union is selected as a member of the Governing Body of the College, representing the students from across all the sections of the college as per the Constitution of the University of Calcutta. The students union and it's General Secretary, by virtue of being a member of the Governing Body of the college, put forward their demands on behalf of the students regarding betterment of the students as far as academic, canteen and class room facilities etc. are concerned. Further, the students union with its General Secretary act take the initiative to organise cultural activities and cultural functions as well as various events like sports like sending college team to the university and others to mark different occasions, contribute to the college magazine etc. Besides, the union performs additional duty of arranging annual sports of the college as well as the inter-class sports activities, and to let the students to participate in different sporting events at the national and state levels. Further, like the college administration, which looks after the overall progress of the students, the students union also has a great role to play that is to look after the regular attendance of the students in the class as well as the psychological well being, economic and educational needs of the students specially in the testing time of the Pandemic. Hence, a cordial and healthy relationship is a foremost

requirement between the college administration and the students union for proper running of the Institution. Further, the students union led by its General Secretary has to keep an eye on the law and order within the college premises as well as keeping the college campus clean and environment friendly. Moreover, they are also to check any trespassing within the college premises and take prompt and proper action against it. Besides, they have to maintain separate boys and girls common room, where students relax by playing carroms, table tennis and other indoor games and also to look into the fact that no untoward incident takes place. Therefore, the students union with the General Secretary at its helm act as a bridge and supplementary to each other regarding administration as well as welfare of the the students and maintaining harmony among them.

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)	No File Uploaded

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

Bidhan Chandra College alumni association is established in 2019 which at present has around one hundred members. The members mostly are recent passouts and ex-students of this institution. They constitute an important part of the college administration especially regarding the improvement of the college. Infact, they act as a bridge between the institution and the world outside, the feedback of which is very important towards the betterment of the college as well as the students. Their occasional feedback are valuable in this respect. The alumni of the college organises occasional meetings, exchange ideas and give their feedback to the college authority. However, as the college is located in not so posh surrounding, the members come from poor family and hence, the fund contribution is not upto the expectations. Effort is being made to compensate this by enrolling the maximum members possible. For this membership form is distributed to the students as soon as they pass out from 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

The mission of the institution is to develop among the students, coming from different caste, creed and culture, a harmonious and integrated personality and a sense of cosmopolitanism, thereby reflecting a collective ethos of our nation.

The governance of the institution involves a democratic method where the diverse student community is protected from any regionalism and care and compassion and extra vigilance is taken

towards upliftment of students coming from financially challenged situations. Government scholarships for students are processed with utmost immediacy and accuracy, thus facilitating their academic pursuits. Cultural programs by the students receive financing and encouragement from the Governing Body.

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.

6.1.2: Decentralization & Participative Management

Bidhan Chandra College, Rishra, Hooghly located on the western banks of River Hooghly on G. T. Road (East) under the stewardship of Honourable Vice Principal Dr. Ramesh Kar has been striving for betterment since he took charge in 2015, December. At present, there are three programmes namely Arts, Science & Commerce encompassing both the day and the evening departments which comprise fourteen subjects including Honours and General subjects i. e. there are are twelve subjects with honours and general, and two subjects for which there is only General course.It is to be noted that each honours subject is termed as a department and as such there are twelve departments, each department having its own Head besides having other teachers. Unlike the universities, the departments of various faculties do not enjoy autonomy. But it has been the objective of Head of the Institution to grant autonomy to the departments regarding class routines and distribution of works including classes. This is a very positive thinking as it gives much freedom to the departmental Heads as well as the faculty members to frame their works specifically in the case of interaction with the students. This helps the department to think independently of how to benefit the students and in this regard, departmental exams, parent-teacher meetings, sometimes debates and quizzes, departmental cultural activities etc. are undertaken by the various departments of different faculties. Besides, in order to inject fresh air in the minds of the students as well as to take the students out of the four corners of the wall of a class room, the departments have been given the authority to conduct educational tours to various places related to the subjects and beneficial to the students at least once in each year. Moreover,

occasional departmental meetings are also held to discuss the requirements of the departments regarding books and other materials as well as to take stock of the progress of syllabus and the demands of the students. These meetings also provide an opportunity to the departmental heads to interact occasionally with their colleagues of the departments about the classes and progress of the syllabi. Also, the departments of various faculties take feedback from the students to assess the students' feelings about their departments not only from the perspective of Honours students but also from general students.

Having said the above, there are sports sub committees, cultural sub committees, library sub committees besides academic sub committees which look after their respective activities and have the autonomy to take the best decisions regarding the above activities in various occasions. Moreover, occasionally in the meetings of the Governing Body of the college, the departments sometimes are asked to give feedback about the progress of the students and classes as well as the requirements of the departments for the development of the Institution. Therefore, it can be said that despite a pyramid like structure of administration the departments of various faculties have been given the leverage to take and manage decisions in the best way possible for the benefit of the students as well as the institution.

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

Quality improvement strategies adopted by the institution in 2020-21are as follows:

*Teaching and Learning:

Apart from strict adherence to rules of punctuality and discipline, for all stakeholders, an ambience of interaction and encouragement is maintained to boost confidence among the students and motivate them for better output. Focus on Course Outcome, in terms of job prospects and higher education amplifies the urge to

know more and widen the horizon. Although Department excursions were not feasible during pandemic, online publication of wall magazines and online debates and extempore competitions were organized to increase their exposure and develop their analytical acumen. Different National and International Level Webinars organized by the college enable the students to grasp the significance of extensive reading and intensive learning.

* Examination and Evaluation:

With the introduction of semester-wise CBCS in B.com from the session 2017-18 and in B.A/B.Sc from 2018-19, Internal Assessment Tutorial/Practical Examination has been systematically implemented as per guidelines issued by the University of Calcutta. Internal Assessment, particularly, are conducted as a centralized process, to instill among the students the gravity of the examination and the necessity of learning the syllabus properly. Consequently, in Online Examinations conducted by University of Calcutta during pandemic, students have performed better in end semester examinations.

*Research and Development:

Following research activities have been adopted by the institution in the academic session 2020-21 in order to improve the research and academic culture in the college:

- Organizing popular lectures by the Research Subcommittee on various recent topics by the faculty members of the College.
- Organizing National/International level seminars/webinars by Science, Arts and Commerce Departments.

*Library, ICT and Physical Infrastructure / Instrumentation:

The College has procured books in various disciplines as per the requirement of the concerned department. The college also subscribes to a number of discipline specific academic journals as well as to a number of magazines of general and current importance and newspapers (including those carrying information on employment) on a regular basis. In addition the college also subscribesof the INFLIBNET, an inter-university centre of UGC. The college library is now equipped with a computer based books and journals search mechanism (OPAC) through an Integrated Library Management Software called KOHA.

* Human Resource Management

Faculty and Staff are encouraged to participate in self development programmes. For undertaking Project work, writing books and also for pursuing research, administration supports faculty members. Annual Maintenance Contract (AMC) ensures infrastructural requirements especially electricity, water supply and routine maintenance.

*Admission of Students:

Admission process has been fully computerized as it is done completely online. Cash transaction is done online as our college has a tie up with ICICIbank. Moreover, data entry and form fill up as well as verification if the need arises is fully computerized. Scanners are available in case they are required. Further registration is also done online. And last but not theleast, admission process for boys and girls are done separately and workshop is held for the newly admitted students to get them acquainted with the new CBCS system.

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 consitutes of representation from Faculty, Students and Non-Teaching Staff, University and Government Nominees. After unanimous acceptance by all members, policies are framed for administration of the college and are favourable for all stakeholders.

The Academic Council, comprising of the Academic-in-Charge and faculty ensure that discipline is maintained and a wholesome effort is directed towards the upliftment of the college standards along with completion of syllabus and examination, in accordance with the instructions set forth by the University of Calcutta.

Appointment of full time teachers against sanctioned posts is based on the recommendation of West Bengal College Service Commission. After the college receives the recommendations from College Service Commission, appointment letters are sent to the recommended candidates and after their joining, papers clarifying their credentials are verified and then sent to the Higher Education department for approval, following which they become enlisted in the payroll and receive their salaries. Apart from 32 full time teachers, there are25 State Aided College Teachers (SACT), whose appointment by the college was on a temporary basis, but was given a permanant status by the Government of West Bengal. Service Rules for all teaching staff have been specified by the Higher Education Department of West Bengal and is followed accordingly.

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 institution has provisions for co-operative, where members can

avail hassle free loans without any delay. Contributions are made by the teaching staff to offer financial help to anyone in medical emergency. Group LIC for full-time teaching staff and non-teaching staff is effectiove. The premium is divided among all incumbents and is very low.

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

3

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

11

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 rules prescribed by the Higher Education of West Bengal for promotion of College Teachers, under Career Advancement Scheme (CAS) are followed in the college. Promotion of teachers is based on fulfillment of responsibilities on various aspects - Academic,

Administrative, Discipline related co-curricular activities, Professional Development activities and Research work. Involvement of teachers on all these aspects is ensured. Responsibilities and duties are distributed among the teachers and to this end a list of committees and sub-committeesis published officially. Smooth execution of work in the college denotes dispensation of responsibilities by all faculty members. At the time of promotion, the duties performed by the teachers are certified by the authority.

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

Internal financial audit is conducted every year by Internal Audit Committee consisting of Vice-Principal, Bursar, Convener of Finance Committee, Head Clerks & Accountants of Day & Evening Departments. On the other hand External audit is conducted at regular interval by External Audit Agency deployed by State Government from time to time. In the year 2019-2020 external audit was conducted by Chottopadhyay, Pal, Sengupta & Co. (Chartered Accountant). The feedback provided in the Audit Report regarding maintenance of different grants, fees, PF Account, Fixed Deposit, Cash Book, Asset Register, Stock Registers etc was satisfactory and encouraging. However, external financial audit for the financial year 2020-2021 is due.

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers

during the year (INR in Lakhs)

0

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

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

The institution is always methodical as far as mobilization of fund and optimum utilization of resources are concerned. As the primary focus is on academic activities, the authority is always ready to allotfunds to meet the departmental academic needs. Library books are purchased as per departmental requirements at regular intervals. Laboratory equipments are maintained on regular basis to conduct practical based subjects smoothly. Fund is always allotted for renewal of AMCs and infrastructural maintenance.

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 is the core of an institution around which the administration and all round development of the college evolves. It looks after the quality of learning, the progress of the students and academic affairs as well as the benefits of the students and staff along with the audio-visual facilities, internet facilities provided. Further, it also deals with the requirements of the staff and students as well as the promotional benefits of the teaching staff of the college. From time to time the IQAC holds meeting to look into the progress of the proposals put forward by the IQAC. Keeping with this spirit the IQAC has made arrangements for

students and stakeholders' feedback, keeps records of the funds and prizes don (CAS) ated by the stakeholders, reorganized the alumni association, deals with the examination related matters and evaluation of the answer scripts, looks after the progress of the research work, the sports facilities of the College, organises various webinars and online workshops, arranges various community development program with the help of the NSS, observes the various important dates and organises various events associated with the dates and last but not the least looks into the various facilities including financial assistance provided to the students and the staff development program of the college.

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

IQAC is the brain of the college as it deals with and formulates the policies for teaching-learning process, improvement of the quality of the teaching, student-teacher relationship, research work etc. It holds periodic meeting to discuss the syllabus and imparting them to the students, the progress of research studies undertaken by the teachers for their own promotional benefit as well as for the benefit of the students. Further it looks into the requirements of the students as far as computer and ICT facilities. Moreover, it also looks after the publication of books as done by the concerned teachers. It also deals with the allocation of fund for buying books, and to meet any other requirement as may be demanded by various departments. It also looks after conduction of seminars or webinars, online classes as well as online examinations and workshops. Besides, it takes initiatives to observe Environment Day, Republic Day, Independence Day, the birthdays of our freedom fighters and national stalwarts. Even in the time of pandemic the IQAC has never failed in its goal and has worked hard in tandem with the teachers to meet its goal.

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)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
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

Nil

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	**C. Any 2 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

No such waste management system is in operation.

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

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

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

7.1.5 - Green campus initiatives include

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

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

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

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

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

7.1.7 - The Institution has disabled-friendly,	C. Any 2 of the above

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

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).

Bidhan Chandra College has students from diverse demographic background. Students come from remote parts of Bengal, Bihar, Uttarpradesh and from nearby towns and cities. The egalitarian mindset allows all of them to feel comfortable in a happy environment. Cultural or linguistic barriers are non-existent, as a general willingness to be amicable to one another persists. The institute has a code of ethics, prescribed in the Prospectus that underlines codes of conduct to be followed by all students. Digital media that gives easy access to diverse opinions and opportunities of expressing ideological differences is a major concern today and was addressed in a Webinar titled "Role of Digital Media in the Era of Idelogical Differences" on 31st January, 2021. A one-day National Webinar on "Guli's Children: A Non-fiction Academic Documentary, Bridging Indian and Chinese Civilisation" on 7th March, 2021 brought to light interesting linkage between Indian and Chinese civilisation and opened up possibilities of multiplicities of existence, largely ignored by our common knowledge of History.

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

To promote awareness among students regarding their Rights and Duties as citizens of India and their constitutional obligations; quiz competition were organized where the contents and questions pertained to the matters of the Constitution, Rights and Responsibilities. The 72nd Republic Day Quiz Programme organized by National Service Scheme (NSS) Units in collaboration with IQAC for students, faculties and staff had 523 participants who were given e-certificates if they scored 50% and above. The Career and Counselling Cell and Extension Cell in collaboration with the Internal Quality Assurance Cell (IQAC) organized a Quiz Programme for students, faculties and staff to celebrate the 74th Independence Day. The content and questions were primarily on the freedom movement and the Indian National Army. Around 333 students participated in the above quiz.

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	C. Any 2 of the above

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

Despite the pandemic efforts were directed towards ocelebrating commemorative days, events and festivals. Flag Hoisting on Independence Day (15.08.2020) & Republic Day (26.01.2021) respectively and quiz to celebrate these occasions were carried out. A short programme on Holi or Basant Utsav was held via Google Meet. The sweet spirit of spring was not given a miss. Saraswati Puja was celebrated in the college on 16 February, 2021 observing all COVID protocol. Students were particularly active in putting things in order. International Women's Day was held via Google Meet on 8th March, 2021. Birthday of Rabindranath Tagore, too, was observed through a programme viaGoogle Meet on the works of Rabindranath Tagore on 9th May, 2021.

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 Practices 1: Organizing Webinars in the College

Objectives:

A major concern in this session was to provide students exposure beyond their syllabus and encourage critical and analytical thinking.

Faculty members were also eager to expand their knowledge and improve on their area of interest.

It was also of concern to continue in online mode, what would otherwise have been executed in offline mode.

The Practice:

To fulfill this objective, webinars were organized on a large scale by various departments , on topics related to syllabus and beyond.

Speakers from India and abroad, academicians and social workers and distinguished speakers from different professions-like doctors, yoga and fitness expert, administrative professionals were invited for their valuable contributions.

Challenges like clashing of dates of speakers and unwillingness of some experts to give their commitments were there. Students, too, were initially indifferent to anything beyond their syllabus. However with the faculty being persistent, the webinars materialized and most of them were held at dusk, which did not clash with the college timing.

The initial indifference of students was dealt with patience and persistence. The need for mental growth and enhancement of personality was thoroughly emphasized and gradually their participation increased.

Outcome

Apart from different departments, the Counseling Cell , NSS unit, & Women's Cell organized webinars and participatory programmes to continue in online mode, what would have been done in offline mode. The students' participation was particularly encouraging and their enthusiasm in other programmes like quiz and poster and debate competition was notable. In this session, the college has organized 34 webinars (national & international) and all technical aspects of the webinars have been handled by the faculty themselves.

Best Practices 2: Placement of students

Objectives:

Students with financially challenged situations are often at a loss as to what they can do after they complete their Bachelor's Degree, as they cannot afford professional training or pursue higher education. Some students are first generation learners and to help them take a step forward, the college organizes various programmes in collaboration with renowned institutes to guide and help students find a placement.

Practice:

The Placement and Counseling Cell is particularly active and efficient in organizing webinars and interactions to facilitate students with the opportunity of gaining first hand information on what employers expect from candidates. Students are trained in proper conduct in job interviews, the right body language and the tricks necessary to boost ones confidence. Apart from these programmes, the Counseling Cell takes painstaking measures in setting up collaborations with different companies/organizations, so that our college student get an opportunity to compete and find placement in these organizations.

Corresponding with reputed organizations and ensuring their commitment towards our college is a challenging task, which has been overcome by patience and persistence and regular follow up.

Students often suffer from shyness and have deferred mentality due to their limited resources and humble background. To bring them out of their shell, still remains a challenge, and is overcome through repeated counseling and encouragement.

Outcome:

In this session eight (8) students have been selected either as apprentice or trainee or Operations Executive in Organisations like Infosys ltd, Cognizant, Wipro and TCS.

The college has set up an Internship Cell, particularly to maintain correspondences with different organizations/companies and share with the students information and links where they can sign up for internship, so that the students become familiar with

the job market and are better prepared for their professional life.

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

All activities, Academic, Cultural & Administrative, in this session (2020-2021) were executed via online mode. It is commendable that students, who were only getting initiated into the online system, efficiently handled their classes, submitted their tutorials/internals, completed all official procedures through online system and also their semester examination . They got acquainted with different educational tools and applications and put their smart phones to good use, for their own education. Considering the fact that most of the students come from financially challenged situations and are mostly first generation learners, the transition to the online mode is definitely worthy of appreciation. Apart from their academic needs, students willingly participated in other online activities like quiz and cultural events. The faculty and office staff, too, put in their best efforts to deliver all major works like-admission and evaluation via online mode.

The Pandemic was unable to deter the NSS units from celebration of days of national importance like Independence Day and Republic Day. A sizeable number of students participated in the online quiz held on these days. Students from neighbourhood institutions registered themselves for the Quiz and other programmes held via online mode. The NSS units were particularly active and sensitive in reaching out to the adopted slum in ward no. 8& 9 of Rishra Municipality. The Career & Placement Cell was very enterprising in organizing Career Oriented Programmes for the benefit of our students. A virtual poster competition was held to celebrate "Earth Day", an event that usually requires presence inside the college premises, was successfully celebrated through this competition. Several Webinars were organized by the Departments as well as by different Cells &Committees like Women's Cell & IQAC.

Although, we were in a compulsion to take the online route, but the sheer diversity in our activities show that we learnt the digital way, lived it and successfully dealt with it.

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

It is to be noted that due to pandemic most of the plans mentioned earlier could not be executed. In the coming session, to stress on the importance of cleanliness and individual responsibility on keeping self and surroundings clean, we hope to organize workshops and seminars/ webinars on making life choices that are environment friendly and clean. Anti-spitting, anti-plastic, minimal pollution methods, recycling will feature in our programmes.

We intend to grow a vegetable garden, along with common herbs necessary for everyday use. This would not only be pleasing to the eyes and add to the greenery of the campus, but also be a measure for creating and promoting eco-sensitivity among the students. Knowledge of growing plants would also be an economic lesson for students to do the same in their own backyards.

We shall take measure to increase the use of ICT tools for teaching and learning. This will encourage students to be more aware in terms of technology and give them an exposure to communication technology.

We are also planning to reopen NCC Unit and opening of more NSS Units

Previous concerns of introducing Honours course in Physics, establishment of solar panels for generating electricity, separate cubicle for each department and increase in number of computer with internet connection to facilitate the transition from offline to online mode for various tasks set by the University.