YEARLY STATUS REPORT - 2022-2023

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	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	
• Affiliated / Constitution Colleges	Affiliated
• 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.	**03326721812**
• 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%202021-2022.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.bccrishra.in/allupload/Academic%20Calender%202022.pdf

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
Nil	**Nil**	**Nil**	**Nil**	**Nil**

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	**4**

• 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?	**Yes**	
• If yes, mention the amount	**Rs.8000/-**	

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

• Organization of National/International seminars • Introduction of new Add-on courses • MOU /linkage signed with different academic/research institutions for faculty exchange and/or research programs • Infrastructural facility and academic culture development • Nirmal campus initiative

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
Organization of National/International seminars/Webinars	Several International and national seminars were conducted both in physical and blended mode by different departments during the period.
Organization of staff development program and Popular lecture	Staff development program on Yoga was conducted and several Popular Lectures were arranged during the period.
Introduction of new Add-on courses	New Add-on courses on Taekwondo and Spoken English were started during the period New batch of Value Education course was also started in this year
MOU /linkage signed with different academic/research institutions for faculty exchange and/or research programs	Department of Electronics, Bidhan Chandra College has applied under the mentorship of School of Physical Sciences, IACS-Kolkata for research grant from SERB under TARE Scheme
Infrastructural facility	Purchase of computers, antivirus for PCs, projectors, Fire alarms, library books and journals, furniture etc.
Participation in Educational Activities	Geography, Education, Political Science and Sanskrit Departments conducted educational tours in different places within India which are related to their subjects. Department of Computer Science and Electronics participated in Scientific Model Exhibition at Serampore College and secured First position.
Nirmal campus initiative	Rain water harvesting initiative was started in the campus. Plantation in herbal garden was done and bird nest were installed in the trees as an initiative of Nirmal campus.

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

- Name of the statutory body

Name	Date of meeting(s)
GOVERNING BODY	**22/12/2023**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-2023	**20/02/2024**

15.Multidisciplinary / interdisciplinary

There scope is limited under the ongoing curriculum of University of Calcutta to introduce multidisplinary / interdisciplinary course. The students of B.A / B.Sc can not pursue B.Com. and vice versa. However, within the syllabus itself there are interdisciplinary approaches to learning. Literature programmes include courses on history, politics and sociology. Students opting for Honours in Geography and Economics, may choose to follow the the Bachelor of Science Programme or Bachelor of Arts Programme. Webinars/Seminars exude a multidisciplinary approach and participation too reflects the same.

16.Academic bank of credits (ABC):

17.Skill development:

For skill development, stress must be given on vocational courses. But the scope for introduction of skill based courses for job orientation at general UG Level is much restricted under present curriculum of University of Calcutta. But Add-on course on GST & Tally has been introduced to help students attain professional competence.

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

Regarding integration of knowledge in Indian language and culture, under the curriculum as framed and permitted by University of Calcutta, there is scope for disseminating knowledge in two

languages only: English and Bengali. The college offers honours in Sanskrit.

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

Although Programme Outcome and Course Outcome are designed but the subject combinations under present curriculum of University of Calcutta as offered by the colleges should be job oriented.

20.Distance education/online education:

The college offers Distance Education by Rabindra Bharati University. Classes are held on Sundays or Holidays and faculty members of this institution and other neighbouring colleges are engaged in the teaching process.

Extended Profile

1.Programme

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

File Description	Documents
Data Template	No File Uploaded

2.Student

2.1 Number of students during the year	**3439**

File Description	Documents
Data Template	No File Uploaded

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

File Description	Documents
Data Template	No File Uploaded

2.3	**844**

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	No File Uploaded
3.2	**58**
Number of Sanctioned posts during the year	
File Description	**Documents**
Data Template	No File Uploaded

4.Institution

4.1	**34**
Total number of Classrooms and Seminar halls	
4.2	**50,80,929**
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	**72**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

At present the institution offers three-year Honours/General –BA/BSc. /BCom courses in Day Section (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 following the guidelines of University of Calcutta.

The institution offers Honours/General courses under BA/BSc/BCom in the following (twelve) subjects- Bengali, English, Political Science, History, Philosophy, Mathematics, Economics, Geography, Education, Sanskrit, Accounting & Finance, Computer Science as well as physics &Electronics (only General Section). Accounting & Finance offered as Honours/General subject exclusively in the Evening Section.

During the period (01-05-2022 to 31-08-2023) the institution has developed/undergone a well planned and well functioning system of routine class work (vide the CBCS of Calcutta University). The documentation part of the said system is also very well maintained y the institution. During the session 5th and 3rd semester online-offline classes started around July and 1stsemester (Hon/Gen) classes started from mid-December followed by even semester classes that is 2nd ,4th and 6thsemester offline classes from March-2022. Internal examinations are conducted from time to time (vide the CBCS of Calcutta University)

File Description	Documents
Upload relevant supporting document	[View File](#)
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 institution adheres to the Academic calendar Tutorial and Internal examinations are conductedsuccessfully. University exams are also successfullyand properly conducted by the institution following the universityguideline. The institution follows the estimated timeline providedby the University both in the cases of conducting the examinationsand marks submission.

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

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above

following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

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)

2

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

55

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

55

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 Institution integrates and addresses crosscutting issuesrelevant to ProfessionalEthics,Gender,HumanValues,EnvironmentandSustainabilityintotheCurriculum through various courses. While theComputer Science Department teaches the students about the variousaspects of cyber crime and IT Acts, the Electronics and PhysicsDepartment through teaches the non-conventional sources of energy.The geography Department through the various Skill EnhancementCourses gets the students aware about the non conventionaltechniques and gets them acquainted with Oceanography andClimatology. The Economics Department through various Honours andgeneral courses addresses various aspects and issues ofEnvironmental Economics, Development Economics, and the meaning &scope of sustainable development. The Education Department notonly acquaints the students with various professional skills ofteaching and the necessity of Value education, but also addressesmajor social issues like Gender discrimination and the constraintsof womeneducation.While the Sanskrit Department

improves thepersonality of the students with the Vedic values of Dharma andSamskara,the English Department and Bengali Department address theuniversal issues of human struggle, Gender discrimination,classprejudice and the suffering of marginalized women. The departmentof History underscores the evolution of the caste system,untouchability,the contribution of women in building of thenation. While addressing the ethical issues, human rights andharmony between man and nature Philosophy Department createsawareness among students. The Commerce Department makes thestudents aware of unethical 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

1530

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

2077

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

337

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

A committe was formed to assess the learning ability of the students. In meetings called by the Mentorship committee it was advised that faculty members take surprise tests to assess the cognitive ability of students. Planned tests to gauge the effort put in bythe student. A comparison of the outcome of surprise test and planned tests gives an insight into the the instrinsic and aquired competence of students.

There is great caution taken at ensuring that students are not made to feel inferior for their lack of learning ability . Students with learning concerns are counseled separately in Remedial classes where problem areas are sorted to help them gain confidence and improve their ability.

Asking questions during classroom teaching to students who have difficulty in perception brings out an alertness and fosters a competitive spirit that propels them to push themselves to do well. Students with certain level of competence are engaged in writing papers for seminars and preparing for entrance tests to university examination.

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
3439	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 simplify the subject matter, along with classroom lectures, ICT tools are also employed bythye faculty members to promote the learning process. It is advised that faculty members give classworkm or surprise tests after the completion of a topic. This enables the students to focus better in the classroom and is an incentive to conentrate and keep up-to-date with the syllabus. The teachers, too, can easily identify the problem areas that need to be addressed and also identify the learning capacity of the studdents. The respective departments keep track of the progress of the students semester wide. Parent-teacher meetings are held and the guardians are informed regarding the progress of ythe students and to gather feedbackfrom the guardians regarding their wards. Semester i students are introduced to the curriculum through an Orientation on the first day at the beginning of the session. In a similar manner theyare introduced to the lending process and facilities in the library.

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

Teachers are advised to use ICT (Information and Communication Technology) enabled tools to enhance the teaching-learning process, fostering an interactive and engaging educational environment. Through platforms like virtual classrooms and online apps, teachers can diversify their instructional methods and cater to diverse learning styles. ICT tools facilitate multimedia presentations, allowing teachers to incorporate videos, interactive simulations, and animations to explain complex concepts effectively. These visual aids help in clarifying abstract ideas and maintaining student interest. Additionally, collaborative tools like discussion forums, virtual whiteboards, and cloud-based document sharing platforms enable interactive learning experiences, encouraging student participation and collaboration. Assessment and feedback mechanisms are also streamlined with ICT tools. Teachers are suggested to create online quizzes, surveys, and assignments, providing immediate feedback to students and tracking their progress over time. Moreover, communication between teachers and students can be enhanced through email, messaging platforms, promoting continuous support and guidance. Overall, ICT-enabled tools empower teachers to create dynamic and personalized learning environments, catering to the individual needs of students while promoting critical thinking, creativity, and digital literacy skills essential for success in the 21st century

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

14

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.

Every semester, the students have to go through an Internal Assessment which is compulsory anda part of their C.U examination system. This includes the submission of a Tutorial assignment of 15 marks and an internal exam of 10 marks. Apart from these, 10 marks is assigned in order to evaluate their attendance in class. The total internal assessment is of 35 marks while the rest 65 marks will depend on their external C.U examination. The topic for the tutorial assignment is given days before the date of submission so that the students have ample time to prepare. The Internal examination is conducted according to the time frame which is given through the Calcutta University instructions. A proper exam routine is prepared and published on the college notice board as well as the website in order to inform students about the dates of the examination. The exams are conducted with the help of a strict invigilation process and evaluationmethod. The marks are then uploaded in the University portal within the given deadline. Apart from the required Assessment process of the CBCS system, the students are also evaluated through surprise tests and open book tests.These discussions help the students to help them progress further.

Apart from the above the college has adopted a Continuous Internal Evaluation method where class tests are taken frequently to assess their learning and compel students to be updated with their syllabus. This motivatesstudents completetheir syllabus on time and take note of their doubts.

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

. - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient The Internal Examination is conducted smoothly through a proper examination routine. The Internal Examinations are held as per the guidelines set by the University and the time stipulatedby the University. The students are informed of the schedule of the examination beforehand and the syllabus for the same, too, is given by the respective faculty long before the examination is held. Objectivity in evaluation is strictly maintained. The score in Internal and attendancepost-examination. This helps the students to also frame an idea of the kind of questions they can expect in their external examination of 65 marks. This Internal Examination is conducted completely hassle-free and no grievance from the students have been recorded regarding the implementation of this process.

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

2.6 - Student Performance and Learning Outcomes

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

Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution. Each student is provided with the College Prospectus during the admission process. This Prospectus contains a simplified chart of the complete programme structure that the students are supposed to follow in the upcoming three years of their course. Apart from that, the syllabus along with the course outcome is circulated by every department in the form of a PDF. The complete evaluation system is explained to the students in the orientation program itself. Apart from that, the students are made acquainted with the syllabus and the course structure at the beginning of each semester by the departmental teachers. The Programme Outcome and Course Outcome of each discipline have been prepared by the teachers themselves, implying that the teachers are not only aware, but actually well versed with the syllabus and the outcomes. Subsequently, students are informed by the faculty and from the website of the course and Programme outcomes offered by the institution.

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.

At our institution, faculty members are suggested to employ various methods such as feedback from students, direct assessment of student work, and analysis of grades.These assessments help us gauge the overall outcomes of our programs in meeting their intended objectives and preparing students for their future careers. On the other hand, Course outcomes are evaluated through a combination of formative and summative assessments within each course. Faculty members are suggested to utilise tools like exams, quizzes, projects, presentations to measure students' understanding and mastery of specific learning outcomes. Additionally, feedback mechanisms such as instructor feedback contribute to the assessment process. Furthermore, our institution encourages continuous improvement by regularly reviewing assessment data, identifying areas for enhancement, and implementing changes to curriculum and teaching strategies as needed. This iterative process ensures that our programs and courses remain relevant and aligned with industry standards, ultimately benefiting our students and stakeholders alike.

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

528

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

2.7 - Student Satisfaction Survey

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

https://www.bccrishra.in/allupload/Students%20Feedback.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

6

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

1

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

2

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

Special Camping Program Report - Bidhan Chandra College Rishra

Date: 18/03/23 - 24/03/23

Venue: 8 & 9 no. Ward of Rishra municipality (adopted slum)

Overview:

Bidhan Chandra College Rishra conducted a special camping program in collaboration with NSS units I, II & III, aiming to address social issues and promote community welfare in adopted slum areas.

Highlights:

- *Day 1:* Inauguration & Awareness Drive: Flag hoisting, socio-economic survey, COVID-19 awareness.

- *Day 2:* The college premises got cleaned by the Volunteer Students of NSS.

- *Day 3:* Educational Outreach: Distribution of educational accessories, COVID kits, and food packets, motivational class, and quiz.

- *Day 4:* Cleanliness Drive: Cleaning of slum area, drains, and bleaching powder distribution.

- *Day 5:* Quiz Competition: Academic participation for primary school children.

- *Day 6:* Environmental Conservation: Cleaning Ganga ghat, college campus beautification.

- *Day 7:* Closing Ceremony: Cultural performances, prize distribution, and closing remarks by Vice-Principal Dr. Ramesh Kar.

Conclusion:

The special camping program organized by Bidhan Chandra College Rishra served as a platform for promoting social awareness, community engagement, and environmental conservation. Through various activities and initiatives, the NSS volunteers demonstrated their dedication to making a positive impact on society, leaving a lasting impression on the community and inspiring others.

File Description	Documents
Paste link for additional information	https://www.bccrishra.in/gallery.aspx
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

1

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

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

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

5

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

76

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

6

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

3

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution comprises 28 classrooms, a seminar hall, and four laboratories dedicated to Physics, Electronics, Computer Science, and Geography. Additionally, there are 82 computers allocated for use in various areas such as the office, Principal's room, Library, Staffroom, and the Computer Science department. Furthermore, a new restroom has been constructed to cater to the needs of differently-abled individuals.

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 central expanse within the college premises serves as the designated field for the execution of outdoor sporting activities. Students actively participate in intercollege competitions organized by University of Calcutta. In the academic year 2021-2022, sports teams were not deployed due to the challenges posed by the post-pandemic situation. However, it is noteworthy that by the academic year 2022-2023, these challenges have been successfully

surmounted.In addition to outdoor pursuits, emphasis is placed on the engagement of students in indoor games such as chess, table tennis, and carrom. Indoor games are typically conducted within the common room, with separate provisions in place for male and female students. Furthermore, the college boasts a volleyball court and an on-site gymnasium equipped with facilities for powerlifting, weightlifting, treadmills, rings, and other fitness activities. Established in 2010, the gymnasium covers an area of 256.25 square meters. Moreover, the college has established a collaborative partnership with the Rajdeep Yoga & Cultural Centre, where students actively participate in yoga sessions. The seminar hall, featuring a raised platform, serves as a venue for hosting cultural programs on a regular basis.

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.

18

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

18

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)

5.17598

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

4.2 - Library as a Learning Resource

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

The Library operates with an automated system utilizing the Integrated Library Management System (ILMS), specifically employing the KOHA software. The automation is categorized as partial and has been functional since 2015, with the current version being 22.05.05.000. It's noteworthy that this singular version serves both the Day and Evening Libraries.

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   **C. Any 2 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)	<u>View File</u>

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)

2.87849

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

13

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

4.3 - IT Infrastructure

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

Hathaway Services furnishes the cable network connectivity, delivering a high-speed 100 Mbps connection through Optical Fibre Connection (FTTH) with unlimited bandwidth. The institution has introduced an online admission system overseen by the administration, and for managing accounts and other official administrative tasks, the local software in use is the College Administration Management Software (CAMS ERP Software). It's important to note that the office is still in the process of achieving full automation.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

82

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	<u>View File</u>

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)

7.13605

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.

The institution has in place a well-established system and protocol for the maintenance and utilization of physical, academic, and support facilities, including laboratories, libraries, sports complexes, computers, and classrooms. The Governing Body oversees the implementation of essential systems and procedures to ensure the seamless operation of the institution by coordinating with various

sub-committees and cells. With over thirty subcommittee assigned diverse responsibilities, major decisions are made by taking into account the opinions of the respective subcommittee members. The institution adheres to the guidelines set forth by the West Bengal Higher Education Department and the University of Calcutta whenever deemed 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

1830

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

126

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

A. All 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

365

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

365

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

31

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

24

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

1

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.

1

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)

Students and the students union headed by their General Secretary are an integral part of the college administration. Acordial relation between the students and the administration is desirable for the improvement of the institution. The General Secretary of the students union is selected/elected 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. They place their demands on behalf of the students regarding benefit of the students as far as academic, canteen, sports and class room facilities etc. are concerned. Further, the students union with its General Secretary come forward to organise cultural activities as well as various events like sports, sending college team to the inter-college and national sports championship held under the University of Calcutta 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, etc.

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

8

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

5.4 - Alumni Engagement

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

Bidhan Chandra College alumni association is established in 2019 which at present has around one hundred and five members. The members mostly are recent passouts and ex-students of this institution. They are an important part of the college administration especially regarding the progress of the college. Infact, they act as a link between the institution and the

world outside, the feedback of which is very important towards the improvement 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 an industrial 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   **E. <1Lakhs**

(INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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 takentowards upliftment of students coming from financially challenged situations. Along with fees concession for needy students, 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.

Under the stewardship of Honourable Principal Dr. Ramesh Kar,at present, there are three programmes namely Arts, Science & Commerce encompassing both the day and the evening departments which comprise fourteen subjectstwelve subjects with honours and general, and two subjects only with General course.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. Besides, in order to inject fresh air in the minds of the students , 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.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 2022-23 are 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 motivatethem for better output.

*Examination & Evaluation: Internal Assessment/Tutorial/Practical Examination has been systematically implemented as per guidelines issued by the University of Calcutta. Internal Assessment is conducted as a centralized process, to instill among the students the gravity of the examination and the necessity of learning the syllabus properly.

*Research and Development:Popular lectures are organised by the Research Subcommittee and National/International level seminars/webinars are organised.

*Library, ICT and Physical Infrastructure:The College has procured books in various disciplines as per the requirement of the concerned department.College also subscribesthe 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.

*Admission of Students:Admission process has been fully computerized

as it is done completely online. Data entry and form fill up as well as verification if the need arises is fully computerized.

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, inaccordance with the instructions set forth by the University of Calcutta.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)	<u>View File</u>

6.3 - Faculty Empowerment Strategies

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

- **The institution 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.**
- **Maternity Leave.**
- **All the non-doctoral teaching staff are encouraged to get enrolled for Ph. D. Programme.**
- **Incentives for temporarry non-teaching staff during Durga Puja.**
- **Medical Leave.**
- **Yoga Classes and counselling programme.**
- **24 hours power back up through Generator.**
- **wi-fi facility.**
- **Identity Cards.**
- **Security through CC TV all through the campus.**

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

1

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)	View File

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 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 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 2022-2023external 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.

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)

8000

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

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

The 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 brain of an institution. The decisions of administrative and teaching learning processes are adopted by it and are sent to the Governing Body for its approval. It considers the quality of learning, the progress of the students and staff, infrastructural development such as audio-visual facilities, internet facilities etc. It also deals with the requirements of the staff and students. It looks into the matters of promotional benefits(CAS) of the teaching staff of the college. The IQAC has made arrangements for the students and stakeholders' feedback, keeps records of the funds and prizes donated by the stakeholders,deals with the examination related matters and evaluation of answer scripts, the progress of the research work, organizes various seminars and workshops, arranges staff development programs, various community development programs along with National Service Scheme, celebrates the various important days and organizes the various events associated with such days, financial assistance provided to the students of the college etc. The IQAC strives to do better in future by looking into the development of the institution as a whole as well as beneficial aspects of the staff and students.

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 in any institutions is a significant administrative body that is responsible for all quality matters. It deals with and formulate teaching learning processes, structures and methodologies of operations and learning outcomes at periodic intervals set up as per

norms. IQAC holds meeting time to time to look into the progress of teaching learning process of the college, the progress of research culture in the college, to discuss the syllabus and imparting them to the students. It look 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 concern teachers. It deals with the allocation of funds for buying books, stationeries and other requirements demanded by the various departments. It arranges seminars and workshops for quality development of staff and students. Its makes arrangement for celebrating various important days throughout the year and arrange educational events, related with such important days. The educational tours are conducted by the various departments through the IQAC.

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)

A. All of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

To encourage female students to step beyond the limits of femininity instilled in them right from childhood and for their all round development an add-on course in Taekwondo was introduced. The first batch of Taekwondo had many enthusiastic takers. After completion of requisite practice hours theywere given certificates. Students agree that physical fitness and alertness for selfprotection is essential for survival. The Taekwondo classes were held in the college campus between December, 2022 to April 2022

On the occasion of observance of International Women's Day, a debate / discussion was organised on 9th March, 2023. The Women's Cell in collaboration with IQAC organised an interesting discussion on Nullifying Stereotypes. The Speakers were Dr. Sukanta Mukhopadhyay, Assistant Professor, Department of Bengali and Prof. Saptaparna Saha, Assistant professor, Department of English. Dr Mukhopadhyay encouraged a new way of looking at Stereotypical characters in Literature Mythology, Art and History. Prof. Saha focussed on casual sexism in jokes and daily interaction and conversation.

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	c. Common Rooms

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

Separate baskets for degradeable and nondegradable items are provided at every corner of the college .

Campus cleaning initiatives by the NSS unit goes a long way in instilling the need for conservation planned waste management.

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	View File

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 greening the campus are as follows:

A. Any 4 or All of the above

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	[View File](#)

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

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

A. Any 4 or all of the above

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

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

C. Any 2 of the above

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

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

Our campus is noted for campus diversity. We have a good chunk of students fro Uttar Pradesh, Bihar, Odhisha, Andhra Pradesh and even from the North east . It wont be an exaggeration to say that our college is a miniature India, as the demography is representsative of the entire country. Students from financially challenged situations and affluent families share the same comfort zone. students in need of monetary help are given scholarships and tuition fees for some students are exused by the college. There hasnt been any untoward incident or any report of any discrimination towards any student. All festivals and ethnic celebrations have whole-hearted participation of all students from diverse backgrounds. Cultural programmes exude a diversity that puts all students in a comfort zone.

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 inculcatevalues of responsibility, care, concern and sensitivity several outreach programmes are organised, especially by NSS- On 12.08.22 The National Flag and chocolates were distributed to the children of our adopted slum (ward no. 8&9 of Rishra Municipality) for "Har Ghar Tiranga" Intiative of the Central Government to

celebrate Azadi ka Amrit Mahotsav.

On 10.11.22, 14.11.22, 17.11.22 & 22/12/22 -beautification of college garden and campus was done by NSS volunteers.

Between 18/03/23 to 24/03/ 23 Special Camping Programme by NSS in adopted slum to spread awareness on COVID -19 and conservation of water along with a socio-economic survey.

Motivated primary school children to pursue education by stressing the importance of literacy and knowledge. Educational accessories, covid kit and food packets were distributed

Cleaning of drains and spreading bleaching powder in slum areas.

Quiz competition for school childrenin slum. Prizes for winners and consolation prize for all participants.

NSS volunteers cleaned the Ganga Ghat, playground and medicinal garden of the college.

Cultural programs that promote values of harmony and fellow feeling among one another were also conducted.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
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   A. All 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

On 5th June, 2022 World Environment day was observed by the Eco Cell and Covid 19 care cell in collaboration with IQAC through a Poster Competion on the topic- "Everyday isEnvironment Day".

The death anniversary of Nobel Laureate Rabindranath Tagore "Baishe Srabon" was observed on 8th August.

Independence Day flag hoisting on 15th August.

To commemorate the Birth Anniversay Of Dr. Sarvapalli Radhakrishnan "Teachers Day" was observed on 5th September.

On 19th December, 2022 a wonderful programme on different Dance forms - Bharatnatyam, Kathakali, Odissi and folk dance-& songs of recently deceased singers -Sandhya Mukhopadhyay and Bappi Lahiri was held as "Year ending programme"

Flag Hoisting on 23rd January to commemorate the Birth anniversary of Netaji Subhash Chandra Bose.

Flag hoisting on 26th January , Republic Day..

Observance of International Mother Tongue Day through a programme and a writing competition on 21 february, 2023.

The birth anniversary of Rabindranath Tagore, 7th May and the birth anniversary of Kaji Nazrul Islam on 24th May was observed on 11th May, 2022.

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	[View File]()
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: Cultural Programmes and social awareness

Objectives: In continuation with the practice of previous year several cultural programmes were organised toprovide the students with opportunities to express their talents and inculcate the habit of working as a team and learn about our composite culture.

The Practice: CulturalProgrammes to commemorate the birth anniversaryof poets Rabindranath Tagore and Kaji Nazrul Islamthrough songs, dance drama and recitation by students, Observance of International Mother Tongue Day through discussion, lectures and recitation and observance of Teacher's Day by all departments. The Sanskrit Department organised "Prak Saradiya " at the onset of DEVI PAKSHYA through a dance drama presentation by mergingmyth and reality. The year ending programme on 19th december presented different dance forms to uphold our cultural diversity. As a tribute to the recently deceased artistes such as Sandhya Mukhopadhyay and Bappi Lahiri, students as well as veteran teachers took part ina medley of songs.

Outcome- The whole hearted participation by students and Students with interest in painting showedtheir talent in publishingwall Magazines regularlyand backdrop for stage decoration.

Best Practice 2: Introduction oftwo more Add-on courses

Objective: Introduction of Add-On courses in English and Taekwondo

Practice: The add-on course in Englishwas held between December,2022 to April2023. Students with requisite attendance and qualifiedthe test, were issued certificates.

Taekwondo course was held between December to March and only after completion of requisite hours students were issued certificates.

Outcome: 18 students completed Taekwondo course and 25 students completed basic english.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	[View File](#)

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

Motilvating and encouraging students to actively engage in different activities of the college to improve their alertness and communication skills has been a long standing pourpose of our college and to continue with this endeavour several add-on courses were introduced while continuing the previous ones. Courses were offered free of cost and many students participapted in the same.

The engagement of students was accomplished through several cultural programmes and seminars as well. Department wall magazines and activities orgnised by NSS helped students come out of their cocoon.

Programmes and seminars for social awareness and environment concerns serves to instill a sense of responsibility towards the campus and surroundings.

As most students are from financially challenged situations, they do not have much academic ambitions. However, the college undertakes all efforts to make these first-generation learners confident human beings by providing opportunities where they can express themselves.

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

At present the institution offers three-year Honours/General –BA/BSc. /BCom courses in Day Section (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 following the guidelines of University of Calcutta.

The institution offers Honours/General courses under BA/BSc/BCom in the following (twelve) subjects- Bengali, English, Political Science, History, Philosophy, Mathematics, Economics, Geography, Education, Sanskrit, Accounting & Finance, Computer Science as well as physics &Electronics (only General Section). Accounting & Finance offered as Honours/General subject exclusively in the Evening Section.

During the period (01-05-2022 to 31-08-2023) the institution has developed/undergone a well planned and well functioning system of routine class work (vide the CBCS of Calcutta University). The documentation part of the said system is also very well maintained y the institution. During the session 5th and 3rd semester online-offline classes started around July and 1stsemester (Hon/Gen) classes started from mid-December followed by even semester classes that is 2nd ,4th and 6thsemester offline classes from March-2022. Internal examinations are conducted from time to time (vide the CBCS of Calcutta University)

File Description	Documents
Upload relevant supporting document	[View File]()
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 institution adheres to the Academic calendar Tutorial and Internal examinations are conductedsuccessfully. University exams

are also successfullyand properly conducted by the institution
following the universityguideline. The institution follows the
estimated timeline providedby the University both in the cases of
conducting the examinationsand marks submission.

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

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	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)

2

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

55

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

55

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 Institution integrates and addresses crosscutting issuesrelevant to ProfessionalEthics,Gender,HumanValues,Environme

ntandSustainabilityintotheCurriculum through various courses. While theComputer Science Department teaches the students about the variousaspects of cyber crime and IT Acts, the Electronics and PhysicsDepartment through teaches the non-conventional sources of energy.The geography Department through the various Skill EnhancementCourses gets the students aware about the non conventionaltechniques and gets them acquainted with Oceanography andClimatology. The Economics Department through various Honours andgeneral courses addresses various aspects and issues ofEnvironmental Economics, Development Economics, and the meaning &scope of sustainable development. The Education Department notonly acquaints the students with various professional skills ofteaching and the necessity of Value education, but also addressesmajor social issues like Gender discrimination and the constraintsof womeneducation.While the Sanskrit Department improves thepersonality of the students with the Vedic values of Dharma andSamskara,the English Department and Bengali Department address theuniversal issues of human struggle, Gender discrimination,classprejudice and the suffering of marginalized women. The departmentof History underscores the evolution of the caste system,untouchability,the contribution of women in building of thenation. While addressing the ethical issues, human rights andharmony between man and nature Philosophy Department createsawareness among students. The Commerce Department makes thestudents aware of unethical 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

1530

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

2077

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

337

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

A committe was formed to assess the learning ability of the students. In meetings called by the Mentorship committee it was advised that faculty members take surprise tests to assess the cognitive ability of students. Planned tests to gauge the effort put in bythe student. A comparison of the outcome of surprise test and planned tests gives an insight into the the instrinsic and aquired competence of students.

There is great caution taken at ensuring that students are not made to feel inferior for their lack of learning ability . Students with learning concerns are counseled separately in Remedial classes where problem areas are sorted to help them gain confidence and improve their ability.

Asking questions during classroom teaching to students who have difficulty in perception brings out an alertness and fosters a competitive spirit that propels them to push themselves to do well. Students with certain level of competence are engaged in writing papers for seminars and preparing for entrance tests to university examination.

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
3439	**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 simplify the subject matter, along with classroom lectures, ICT tools are also employed bythye faculty members to promote the learning process. It is advised that faculty members give classworkm or surprise tests after the completion of a topic. This enables the students to focus better in the classroom and is an incentive to conentrate and keep up-to-date with the syllabus. The teachers, too, can easily identify the problem areas that need to be addressed and also identify the learning capacity of the studdents. The respective departments keep track of the progress of the students semester wide. Parent-teacher meetings are held and the guardians are informed regarding the progress of ythe students and to gather feedbackfrom the guardians regarding their wards. Semester i students are introduced to the curriculum through an Orientation on the first day at the beginning of the session. In a similar manner theyare introduced to the lending process and facilities in the library.

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

Teachers are advised to use ICT (Information and Communication Technology) enabled tools to enhance the teaching-learning process, fostering an interactive and engaging educational environment. Through platforms like virtual classrooms and online apps, teachers can diversify their instructional methods and cater to diverse learning styles. ICT tools facilitate multimedia presentations, allowing teachers to incorporate videos, interactive simulations, and animations to explain complex concepts effectively. These visual aids help in clarifying abstract ideas and maintaining student interest. Additionally, collaborative tools like discussion forums, virtual whiteboards,

and cloud-based document sharing platforms enable interactive learning experiences, encouraging student participation and collaboration. Assessment and feedback mechanisms are also streamlined with ICT tools. Teachers are suggested to create online quizzes, surveys, and assignments, providing immediate feedback to students and tracking their progress over time. Moreover, communication between teachers and students can be enhanced through email, messaging platforms, promoting continuous support and guidance. Overall, ICT-enabled tools empower teachers to create dynamic and personalized learning environments, catering to the individual needs of students while promoting critical thinking, creativity, and digital literacy skills essential for success in the 21st century

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

14

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.

Every semester, the students have to go through an Internal Assessment which is compulsory anda part of their C.U examination system. This includes the submission of a Tutorial assignment of 15 marks and an internal exam of 10 marks. Apart from these, 10 marks is assigned in order to evaluate their attendance in class. The total internal assessment is of 35 marks while the rest 65 marks will depend on their external C.U examination. The topic for the tutorial assignment is given days before the date of submission so that the students have ample time to prepare. The Internal examination is conducted according to the time frame which is given through the Calcutta University instructions. A proper exam routine is prepared and published on the college notice board as well as the website in order to inform students about the dates of the examination. The exams are conducted with the help of a strict invigilation process and evaluationmethod. The marks are then uploaded in the University portal within the given deadline. Apart from the required Assessment process of the CBCS system, the students are also evaluated through surprise tests and open book tests.These discussions help the students to help them progress further.

Apart from the above the college has adopted a Continuous Internal Evaluation method where class tests are taken frequently to assess their learning and compel students to be updated with their syllabus. This motivatesstudents completetheir syllabus on time and take note of their doubts.

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

. - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient The Internal Examination is conducted smoothly through a proper examination routine. The Internal Examinations are held as per the guidelines set by the University and the time stipulatedby the University. The students are informed of the schedule of the examination beforehand and the syllabus for the same, too, is given by the respective faculty long before the examination is held. Objectivity in evaluation is strictly maintained. The score in Internal and attendancepost-examination. This helps the students

to also frame an idea of the kind of questions they can expect in their external examination of 65 marks. This Internal Examination is conducted completely hassle-free and no grievance from the students have been recorded regarding the implementation of this process.

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

2.6 - Student Performance and Learning Outcomes

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

Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution. Each student is provided with the College Prospectus during the admission process. This Prospectus contains a simplified chart of the complete programme structure that the students are supposed to follow in the upcoming three years of their course. Apart from that, the syllabus along with the course outcome is circulated by every department in the form of a PDF. The complete evaluation system is explained to the students in the orientation program itself. Apart from that, the students are made acquainted with the syllabus and the course structure at the beginning of each semester by the departmental teachers. The Programme Outcome and Course Outcome of each discipline have been prepared by the teachers themselves, implying that the teachers are not only aware, but actually well versed with the syllabus and the outcomes. Subsequently, students are informed by the faculty and from the website of the course and Programme outcomes offered by the institution.

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.

At our institution, faculty members are suggested to employ various methods such as feedback from students, direct assessment of student work, and analysis of grades.These assessments help us gauge the overall outcomes of our programs in meeting their intended objectives and preparing students for their future careers. On the other hand, Course outcomes are evaluated through a combination of formative and summative assessments within each course. Faculty members are suggested to utilise tools like exams, quizzes, projects, presentations to measure students' understanding and mastery of specific learning outcomes. Additionally, feedback mechanisms such as instructor feedback contribute to the assessment process. Furthermore, our institution encourages continuous improvement by regularly reviewing assessment data, identifying areas for enhancement, and implementing changes to curriculum and teaching strategies as needed. This iterative process ensures that our programs and courses remain relevant and aligned with industry standards, ultimately benefiting our students and stakeholders alike.

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

528

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

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution

may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.bccrishra.in/allupload/Students%20Feedback.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

6

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

1

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

2

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

Special Camping Program Report - Bidhan Chandra College Rishra

Date: 18/03/23 - 24/03/23

Venue: 8 & 9 no. Ward of Rishra municipality (adopted slum)

Overview:

Bidhan Chandra College Rishra conducted a special camping program in collaboration with NSS units I, II & III, aiming to address social issues and promote community welfare in adopted slum areas.

Highlights:

- *Day 1:* Inauguration & Awareness Drive: Flag hoisting, socio-economic survey, COVID-19 awareness.

- *Day 2:* The college premises got cleaned by the Volunteer Students of NSS.

- *Day 3:* Educational Outreach: Distribution of educational accessories, COVID kits, and food packets, motivational class, and quiz.

- *Day 4:* Cleanliness Drive: Cleaning of slum area, drains, and bleaching powder distribution.

- *Day 5:* Quiz Competition: Academic participation for primary school children.

- *Day 6:* Environmental Conservation: Cleaning Ganga ghat, college campus beautification.

- *Day 7:* Closing Ceremony: Cultural performances, prize distribution, and closing remarks by Vice-Principal Dr. Ramesh Kar.

Conclusion:

The special camping program organized by Bidhan Chandra College

Rishra served as a platform for promoting social awareness, community engagement, and environmental conservation. Through various activities and initiatives, the NSS volunteers demonstrated their dedication to making a positive impact on society, leaving a lasting impression on the community and inspiring others.

File Description	Documents
Paste link for additional information	https://www.bccrishra.in/gallery.aspx
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

1

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

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

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

5

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

76

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

6

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

3

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 institution comprises 28 classrooms, a seminar hall, and four laboratories dedicated to Physics, Electronics, Computer Science, and Geography. Additionally, there are 82 computers allocated for use in various areas such as the office, Principal's room, Library, Staffroom, and the Computer Science department. Furthermore, a new restroom has been constructed to cater to the needs of differently-abled individuals.

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 central expanse within the college premises serves as the designated field for the execution of outdoor sporting activities. Students actively participate in intercollege competitions organized by University of Calcutta. In the academic year 2021-2022, sports teams were not deployed due to the challenges posed by the post-pandemic situation. However, it is

noteworthy that by the academic year 2022-2023, these challenges have been successfully surmounted.In addition to outdoor pursuits, emphasis is placed on the engagement of students in indoor games such as chess, table tennis, and carrom. Indoor games are typically conducted within the common room, with separate provisions in place for male and female students. Furthermore, the college boasts a volleyball court and an on-site gymnasium equipped with facilities for powerlifting, weightlifting, treadmills, rings, and other fitness activities. Established in 2010, the gymnasium covers an area of 256.25 square meters. Moreover, the college has established a collaborative partnership with the Rajdeep Yoga & Cultural Centre, where students actively participate in yoga sessions. The seminar hall, featuring a raised platform, serves as a venue for hosting cultural programs on a regular basis.

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.

18

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

18

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)

```
5.17598
```

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 operates with an automated system utilizing the
Integrated Library Management System (ILMS), specifically
employing the KOHA software. The automation is categorized as
partial and has been functional since 2015, with the current
version being 22.05.05.000. It's noteworthy that this singular
version serves both the Day and Evening Libraries.
```

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	`C. Any 2 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)

2.87849

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

13

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

4.3 - IT Infrastructure

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

Hathaway Services furnishes the cable network connectivity, delivering a high-speed 100 Mbps connection through Optical Fibre Connection (FTTH) with unlimited bandwidth. The institution has introduced an online admission system overseen by the administration, and for managing accounts and other official administrative tasks, the local software in use is the College Administration Management Software (CAMS ERP Software). It's important to note that the office is still in the process of achieving full automation.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

82

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	[View File](#)

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)

7.13605

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 in place a well-established system and protocol for the maintenance and utilization of physical, academic, and support facilities, including laboratories, libraries, sports complexes, computers, and classrooms. The Governing Body oversees the implementation of essential systems and procedures to ensure the seamless operation of the institution by coordinating with various sub-committees and cells. With over thirty subcommittee assigned diverse responsibilities, major decisions are made by taking into account the opinions of the respective subcommittee members. The institution adheres to the guidelines set forth by the West Bengal Higher Education Department and the University of Calcutta whenever deemed 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

1830

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

126

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 | **A. All 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

365

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

365

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

31

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

24

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	<u>View File</u>

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

1

File Description	Documents
Upload supporting data for the same	<u>View File</u>
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.

1

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)

Students and the students union headed by their General Secretary are an integral part of the college administration. Acordial relation between the students and the administration is desirable for the improvement of the institution. The General Secretary of the students union is selected/elected 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. They place their demands on behalf of the students regarding benefit of the students as far as academic, canteen, sports and class room facilities etc. are concerned. Further, the students union with its General Secretary come forward to organise cultural activities as well as various events like sports, sending college team to the inter-college and national sports championship held under the University of Calcutta 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, etc.

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

8

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

5.4 - Alumni Engagement

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

Bidhan Chandra College alumni association is established in 2019 which at present has around one hundred and five members. The members mostly are recent passouts and ex-students of this institution. They are an important part of the college administration especially regarding the progress of the college. Infact, they act as a link between the institution and the

world outside, the feedback of which is very important towards the improvement 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 an industrial 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 takentowards upliftment of students coming from financially challenged situations. Along with fees concession for needy students, 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.

Under the stewardship of Honourable Principal Dr. Ramesh Kar,at present, there are three programmes namely Arts, Science &

Commerce encompassing both the day and the evening departments which comprise fourteen subjectstwelve subjects with honours and general, and two subjects only with General course.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. Besides, in order to inject fresh air in the minds of the students , 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.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 2022-23 are 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 motivatethem for better output.

*Examination & Evaluation: Internal Assessment/Tutorial/Practical Examination has been systematically implemented as per guidelines issued by the University of Calcutta. Internal Assessment is conducted as a centralized process, to instill among the students the gravity of the examination and the necessity of learning the syllabus properly.

*Research and Development:Popular lectures are organised by the Research Subcommittee and National/International level

seminars/webinars are organised.

*Library, ICT and Physical Infrastructure:The College has procured books in various disciplines as per the requirement of the concerned department.College also subscribesthe 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.

*Admission of Students:Admission process has been fully computerized as it is done completely online. Data entry and form fill up as well as verification if the need arises is fully computerized.

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, inaccordance with the instructions set forth by the University of Calcutta.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)	<u>View File</u>

6.3 - Faculty Empowerment Strategies

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

- **The institution 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.**
- **Maternity Leave.**
- **All the non-doctoral teaching staff are encouraged to get enrolled for Ph. D. Programme.**
- **Incentives for temporarry non-teaching staff during Durga Puja.**
- **Medical Leave.**
- **Yoga Classes and counselling programme.**
- **24 hours power back up through Generator.**
- **wi-fi facility.**

- **Identity Cards.**
- **Security through CC TV all through the campus.**

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

1

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 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 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 2022-2023external 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.

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)

8000

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

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

The 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 brain of an institution. The decisions of administrative and teaching learning processes are adopted by it and are sent to the Governing Body for its approval. It considers the quality of learning, the progress of the students and staff, infrastructural development such as audio-visual facilities, internet facilities etc. It also deals with the requirements of the staff and students. It looks into the matters of promotional benefits(CAS) of the teaching staff of the college. The IQAC has made arrangements for the students and stakeholders' feedback, keeps records of the funds and prizes donated by the stakeholders,deals with the examination related matters and

evaluation of answer scripts, the progress of the research work, organizes various seminars and workshops, arranges staff development programs, various community development programs along with National Service Scheme, celebrates the various important days and organizes the various events associated with such days, financial assistance provided to the students of the college etc. The IQAC strives to do better in future by looking into the development of the institution as a whole as well as beneficial aspects of the staff and students.

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 in any institutions is a significant administrative body that is responsible for all quality matters. It deals with and formulate teaching learning processes, structures and methodologies of operations and learning outcomes at periodic intervals set up as per norms. IQAC holds meeting time to time to look into the progress of teaching learning process of the college, the progress of research culture in the college, to discuss the syllabus and imparting them to the students. It look 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 concern teachers. It deals with the allocation of funds for buying books, stationeries and other requirements demanded by the various departments. It arranges seminars and workshops for quality development of staff and students. Its makes arrangement for celebrating various important days throughout the year and arrange educational events, related with such important days. The educational tours are conducted by the various departments through the IQAC.

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)	A. All of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

To encourage female students to step beyond the limits of femininity instilled in them right from childhood and for their all round development an add-on course in Taekwondo was introduced. The first batch of Taekwondo had many enthusiastic takers. After completion of requisite practice hours theywere given certificates. Students agree that physical fitness and alertness for selfprotection is essential for survival. The Taekwondo classes were held in the college campus between December, 2022 to April 2022

On the occasion of observance of International Women's Day, a debate / discussion was organised on 9th March, 2023. The Women's Cell in collaboration with IQAC organised an interesting discussion on Nullifying Stereotypes. The Speakers were Dr. Sukanta Mukhopadhyay, Assistant Professor, Department of Bengali and Prof. Saptaparna Saha, Assistant professor, Department of English. Dr Mukhopadhyay encouraged a new way of looking at

Stereotypical characters in Literature Mythology, Art and History. Prof. Saha focussed on casual sexism in jokes and daily interaction and conversation.

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	c. Common Rooms

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

Separate baskets for degradeable and nondegradable items are provided at every corner of the college .

Campus cleaning initiatives by the NSS unit goes a long way in instilling the need for conservation planned waste management.

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	View File

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 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	View File
Any other relevant documents	View File

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	A. Any 4 or all of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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

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

C. Any 2 of the above

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

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

Our campus is noted for campus diversity. We have a good chunk of

students fro Uttar Pradesh, Bihar, Odhisha, Andhra Pradesh and even from the North east . It wont be an exaggeration to say that our college is a miniature India, as the demography is representsative of the entire country. Students from financially challenged situations and affluent families share the same comfort zone. students in need of monetary help are given scholarships and tuition fees for some students are exused by the college. There hasnt been any untoward incident or any report of any discrimination towards any student. All festivals and ethnic celebrations have whole-hearted participation of all students from diverse backgrounds. Cultural programmes exude a diversity that puts all students in a comfort zone.

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 inculcatevalues of responsibility, care, concern and sensitivity several outreach programmes are organised, especially by NSS- On 12.08.22 The National Flag and chocolates were distributed to the children of our adopted slum (ward no. 8&9 of Rishra Municipality) for "Har Ghar Tiranga" Intiative of the Central Government to celebrate Azadi ka Amrit Mahotsav.

On 10.11.22, 14.11.22, 17.11.22 & 22/12/22 -beautification of college garden and campus was done by NSS volunteers.

Between 18/03/23 to 24/03/ 23 Special Camping Programme by NSS in adopted slum to spread awareness on COVID -19 and conservation of water along with a socio-economic survey.

Motivated primary school children to pursue education by stressing the importance of literacy and knowledge. Educational accessories, covid kit and food packets were distributed

Cleaning of drains and spreading bleaching powder in slum areas.

Quiz competition for school childrenin slum. Prizes for winners and consolation prize for all participants.

NSS volunteers cleaned the Ganga Ghat, playground and medicinal garden of the college.

Cultural programs that promote values of harmony and fellow feeling among one another were also conducted.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
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	**A. All 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

On 5th June, 2022 World Environment day was observed by the Eco Cell and Covid 19 care cell in collaboration with IQAC through a Poster Competion on the topic- "Everyday isEnvironment Day".

The death anniversary of Nobel Laureate Rabindranath Tagore "Baishe Srabon" was observed on 8th August.

Independence Day flag hoisting on 15th August.

To commemorate the Birth Anniversay Of Dr. Sarvapalli Radhakrishnan "Teachers Day" was observed on 5th September.

On 19th December, 2022 a wonderful programme on different Dance forms - Bharatnatyam, Kathakali, Odissi and folk dance-& songs of recently deceased singers -Sandhya Mukhopadhyay and Bappi Lahiri was held as "Year ending programme"

Flag Hoisting on 23rd January to commemorate the Birth anniversary of Netaji Subhash Chandra Bose.

Flag hoisting on 26th January , Republic Day..

Observance of International Mother Tongue Day through a programme and a writing competition on 21 february, 2023.

The birth anniversary of Rabindranath Tagore, 7th May and the birth anniversary of Kaji Nazrul Islam on 24th May was observed on 11th May, 2022.

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	View File
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: Cultural Programmes and social awareness

Objectives: In continuation with the practice of previous year several cultural programmes were organised toprovide the students with opportunities to express their talents and inculcate the habit of working as a team and learn about our composite culture.

The Practice: CulturalProgrammes to commemorate the birth anniversaryof poets Rabindranath Tagore and Kaji Nazrul Islamthrough songs, dance drama and recitation by students, Observance of International Mother Tongue Day through discussion, lectures and recitation and observance of Teacher's Day by all departments. The Sanskrit Department organised "Prak Saradiya " at the onset of DEVI PAKSHYA through a dance drama presentation by mergingmyth and reality. The year ending programme on 19th december presented different dance forms to uphold our cultural diversity. As a tribute to the recently deceased artistes such as Sandhya Mukhopadhyay and Bappi Lahiri, students as well as veteran teachers took part ina medley of songs.

Outcome- The whole hearted participation by students and Students with interest in painting showedtheir talent in publishingwall Magazines regularlyand backdrop for stage decoration.

Best Practice 2: Introduction oftwo more Add-on courses

Objective: Introduction of Add-On courses in English and Taekwondo

Practice: The add-on course in Englishwas held between December,2022 to April2023. Students with requisite attendance and qualifiedthe test, were issued certificates.

Taekwondo course was held between December to March and only after completion of requisite hours students were issued certificates.

Outcome: 18 students completed Taekwondo course and 25 students completed basic english.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

Motilvating and encouraging students to actively engage in

different activities of the college to improve their alertness and communication skills has been a long standing pourpose of our college and to continue with this endeavour several add-on courses were introduced while continuing the previous ones. Courses were offered free of cost and many students participapted in the same.

The engagement of students was accomplished through several cultural programmes and seminars as well. Department wall magazines and activities orgnised by NSS helped students come out of their cocoon.

Programmes and seminars for social awareness and environment concerns serves to instill a sense of responsibility towards the campus and surroundings.

As most students are from financially challenged situations, they do not have much academic ambitions. However, the college undertakes all efforts to make these first-generation learners confident human beings by providing opportunities where they can express themselves.

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

7.3.2 - Plan of action for the next academic year

1. Introduce more add-on courses - like Data Science or Theatre performance Arts.

2. MOU or Collaboration with neighboring colleges

3. Improve academic documentation

4. Organise Staff Development Programme

5. Organise gender sensitisation programmes