



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	Barasat College
• Name of the Head of the institution	Dr, Parthapratin Dasgupta
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	913335564702
• Mobile No:	9836127366
• Registered e-mail	barasatcollege1972@gmail.com
• Alternate e-mail	barasatcollegeiqac@gmail.com
• Address	1, Kalyani Road, Kolkata-700126
• City/Town	Barasat
• State/UT	West Bengal
• Pin Code	700126
<b>2.Institutional status</b>	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	West Bengal State University				
• Name of the IQAC Coordinator	Ranjit Kumar Bose				
• Phone No.	9433425497				
• Alternate phone No.	+91- 033- 35564702				
• Mobile	9433425497				
• IQAC e-mail address	barasatcollegeiqac@gmail.com				
• Alternate e-mail address	naac.barasatclg@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://www.barasatcollege.ac.in/uploads/aca_file/AQAR_2019-20.pdf">https://www.barasatcollege.ac.in/uploads/aca_file/AQAR_2019-20.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://barasatcollege.ac.in/uploads/aca_file/Academic_Calendar_20_20_21.pdf">https://barasatcollege.ac.in/uploads/aca_file/Academic_Calendar_20_20_21.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.81	2006	17/10/2006	16/10/2011
<b>6.Date of Establishment of IQAC</b>			16/08/2013		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	0	0	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			4		

<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	No	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
1) Planning of planning and execution of online classes and online examination during the pandemic		
2) Collecting online stakeholder feedback		
3) Adopting LMS for betterment of the college		
4) Planning for improving ICT tools for the benefits of the students		
5) Conducting constant webinars in multi-disciplinary facilities including covid awareness and mental health during covid		
<b>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</b>		

Plan of Action	Achievements/Outcomes
Review of teaching and learning in the covid scenario	Conducting online classes and webinars in a regular basis
Adopting LMS	Partially being able to adopt LMS
Improving ICT facilities in the college	Being able to include one more ICT enabled class/seminar room.
Collecting Stakeholder Feedback	Online stakeholder feedback collection
Formation of various sub-committees for smooth functioning of the college	Formation of code of conduct committee, disciplinary action committee and woman cell
Preparation of AQAR	AQAR prepared

<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
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- Name of the statutory body

Name	Date of meeting(s)
Administrator	28/03/2022

#### 14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	27/02/2022

#### 15. Multidisciplinary / interdisciplinary

The CBCS syllabus, curriculum and infrastructure caters to a multidisciplinary approach in the following manners: a) Compulsory English and Bengali, mandatory for all students for the first three semesters, acts as a cementing factor in bringing all the Science, Arts and Commerce streams; moreover, the topics of the said subjects are such that they are catalysts to common interests and instil basic human values, as well as futuristic outlook. b) CBCS syllabus and techniques encourage interdisciplinary approach, as, for example, students of Education and Bengali General and Honours have compulsory Computer related projects/ topics, which they undertake

regularly in the Laboratory of the Computer Science Department and Library. The same is also true about a full paper of computer related topics in the Commerce and Mathematics syllabus. Teachers of the Science Departments offer faculty exchange and common workshops, seminars and lab training for all their Students.

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

In the existing CBCS system, the bank for credit is perfectly maintained. If a student prefers to take a break for a few years, all his details, marks and other academic records are preserved in the College and University records, in the computer, in a virtual locker, safe and secure for future use. When the student resumes his or her studies again, the records are revoked, without any hindrance, and the said student has no problem in completing his or her degree.

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

The College believes that tie up with different organizations are essential for enhancing the skill development of the Students. From their very entry into the college, the 1st semester students are strongly encouraged to take up at least one of the Value Added Courses like communication skill development, language lab, basic knowledge of Microsoft Office, team building, business communication from a wide choice of courses, according to their tastes, needs, inclinations and future plans. A systemic training of such kind imparts a kind of Vocational Training, much needed for success in today's world. Even if academic qualification fails to impart its value in the job market, a student of the College, aided with such value added courses, will have an alternative source of income to fall back upon, to earn their bread, or as a source of additional income.

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

The Syllabus and CBCS Curriculum essentially integrates the Indian Knowledge system. A whole paper of first semester English Honours teaches Ancient Classics of India like Ramayana and Mahabharata, and other stalwarts of ancient India to show how rich and versatile Indian value education was and how its relevance goes unchallenged today. The subjects Bengali, English, Sociology, Philosophy and Education also preaches the pristine developments in India, and how India is the torch bearer of world culture and heritage. In the pandemic era, many cultural programmes, like Teacher's day, Rabindra Jayanti, Netaji's Birthdays, Republic Day, Independence Day, International Mother Language Day have been celebrated jointly by

teachers and students in online mode to imbibe the indian culture among students. Online webinar on value and ethics are also arranged to enrich the knowledge of Indian culture.

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

The College strongly believes that providing the students with a Degree is not merely the goal of Education, or the aim of the College. Consequently, the College had been preparing the groundwork to hold campus interviews for the 6th Semester students in particular, so that they can earn something concretely, in terms of money immediately after their Graduation or Masters. The College has been using the students of the Computer Science Department as interns for long to develop different educational softwares. Sometimes, ex-students of the College, with proven social and official skills are coopted in the process of the mammoth office work, and are also allowed to work as casuals or apprentices. For the time being they are provided with certificates and even some honourarium. Many reputed Companies are very interested in conducting workshops and on line and off line campassing in the College, to tap the noted and reputed academic, intellectual and social skill of its students.

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

The Distance Education of Barasat College is its treasure and amounts to half of its contribution to the College Exchequer. The College has the Post Graduate Distance Education Courses of Rabindra Bharati University running for more than last ten years, with extreme success. A significant proportion of students score First Class and the teachers who teach are the best and are handpicked from Universities and Colleges of repute. MOU with the University of Burdwan has also been signed to bring PG Courses in three subjects into the forey first- Commerce, Sanskrit and Philosophy.

### **Extended Profile**

#### **1.Programme**

1.1 31

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

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

## 2.Student

2.1 8996

Number of students during the year

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

2.2 1293

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

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

2.3 1257

Number of outgoing/ final year students during the year

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

## 3.Academic

3.1 58

Number of full time teachers during the year

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

3.2 0

Number of Sanctioned posts during the year

<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>31</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>8996</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>1293</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>1257</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>58</b>
File Description	Documents
Data Template	<a href="#">View File</a>



3.2	0
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	34
Total number of Classrooms and Seminar halls	
4.2	1
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	61
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

The institution follows the curriculum designed by the affiliating university i.e. West Bengal State University. The UG courses are modelled as per the present guideline of the affiliating University taking into account CBCS course. The College follows such directives in preparing academic calendars and conducting its classes. The college also conducts Internal Assessment Examination mandatory for all subjects under CBCS system. Meetings of the Academic-sub-Committee are generally held on the event of admission and examinations. The committee also meets for solving the various academic problem and related matters of the students. Students are inspired to participate in different co-curricular activities such as sports and games, cultural programmes, etc. which are held within and outside the college. During this academic year, due to COVID-19 and lockdown, college remains closed for the students' usual classroom teaching. To ensure an uninterrupted teaching-learning process, the college switched to online teaching. Accordingly, all the classes including Internal

assessment and University examination system, and other necessary academic and administrative activities were conducted in the online mode. Every event was duly notified in the college website which has always been accessible to the students and other stakeholders.

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

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

Before the commencement of each semester, University notifies an academic calendar which contains the date of commencement of classes and dates for semester-end examinations. The college follows the calendar issued by the University strictly and plans all its activities including the conduct of Continuous Internal Evaluation (CIE). The college prepares an institute-level calendar and circulates among all the departments which is also uploaded in the college website. The academic calendars help faculty members to plan their respective course delivery, research work, academic and co-curricular activities. Department heads conduct meetings with the faculty members before the commencement of the classes and thereafter closely supervise and monitor the completion of the syllabus and other necessary academic activities. There is a well-defined process for the conduct of CIE as per the calendar of events. The internal assessment test timetable prepared by the Internal examination committee is published and uploaded in the college website which is easily accessible to the students and other stakeholders. The IQAC with the help of academic committee held meetings for the smooth functioning of the classes and conduction of the examination system. In case of revision of academic calendar by the university, the college also incorporates the same .

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**

**D. Any 1 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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**

19

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

13

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

71

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

39

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

1. Professional Ethics - The college celebrates Netaji's Birthday, Republic day, Women's day, Independence Day, Teacher`s day, National Youth Day, International Yoga Day (in online mode due to COVID-19) etc.

2. Gender - The college organized some online programmes like celebrating Women's Day, conducting State-level webinars on "Pandemic outside, effects inside - Domestic Violence, present challenges and hope : a Sociological Perspective" by Department of Sociology in collaboration with IQAC and "Protection of women against sexual harassment at workplaces and educational institution" conducted by IQAC of the college.

3. Human Values -In order to gain employment the college offers some value added courses like Language lab for the Arts students, basic MS Office for the science students, business communication

basics for the commerce students, career counselling and interview skills for all the students.

4. Environment and Sustainability - The N.S.S. promotes environmental protection through tree plantation and other sustainable development programs. Every year, N.S.S. unit undertakes a host of activities in the college campus including tree plantation, cleanliness of college campus, plastic free drive, poster competition etc. But these activities could not be accomplished this year due to COVID-19 and Lockdown situation and thus celebrated World Environment Day virtually.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

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

10

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

1093

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

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

**C. Any 2 of the above**

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	<a href="#">View File</a>

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

**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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**

3684

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

1362

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

There is a system in place for assessing pupils' learning levels. Teachers evaluate students' academic performance based on their participation and interaction in class, performance in laboratory practical classes (especially for like sciences group), college internal examinations, informal interactions with them outside the classroom, and results in previous board examinations.

#### For slow learners

- Remedial classes, study materials, and counseling through mentoring classes are also conducted on comparatively difficult topics for their better understanding.
- Special practical classes are taken by the teachers to clear their doubts and personal problems.
- Home assignments of differing levels are provided to improve students' performance and boost their confidence to perform better in university examinations and also others examinations.

#### For advanced learners

- Students are encouraged to read a variety of reference

books, reports, and journals by providing them with a variety of e-resources in addition to the university-prescribed textbooks.

- Various informal student-centric methods are followed which include debates, peer teaching, quizzes, seminar presentation, and invited lectures on a variety of curriculum themes,
- Mentoring classes are offered to them to enlighten them about the scope of studies in higher education and also to groom them to adapt to the changing socio-economic conditions and become job-ready.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
8996	58

File Description	Documents
Any additional information	No File Uploaded

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The teaching process followed by the institution is primarily designed to cater the need of the students. To make the process effective, it is mandatory to give significance to the students' backgrounds, shortcomings and expectations. Therefore, the teachers focus on student centric methods for enriching their learning experiences. Teachers ensure the students' active participation in class by engaging them through proper communication. Students are encouraged to ask questions to clear their doubts and on the other hand they were asked questions on the topics covered in the class to get an idea about their understanding of the topic. In the mentoring classes, problem solving methodologies are followed by clearing their doubts and queries which remain unattended during regular classes. In the



field works and projects carried out by various departments, students get opportunities of experiential learning that helps them to substantiate their knowledge with real life experiences.

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

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

Due to Covid Pandemic, in the current assessment year (June 2020 to May 2021) all the teachers have taken online classes. Therefore the utilization of ICT enabled tools has become mandatory. Along with the college infrastructure, the teachers have used personal devices such as laptop, desktop, smart phones etc. for holding classes, preserving attendance, sharing study materials and conducting internal evaluations. College website has been used for communicating with students through publishing notices and sharing instructions regularly.

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**

58

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

58

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 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

2

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

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

#### 2.4.3.1 - Total experience of full-time teachers

798

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

Under CBCS system, Internal assessment is an essential part of the curriculum. It is a continuous process to the progress of the learner. As per the instruction of the affiliating university (West Bengal State University), internal assessment is being conducted in each subjects. Marks attained are being submitted to the online portal of the university. These marks constitute part of the final results. Students can view the marks in their mark sheet provided by the University. Apart from mandatory internal assessments, class tests are also conducted to measure the progress of the student. During the recent COVID pandemic, all tests were taken online, the notice of the exams were put up on the college website for proper circulation and students submitted their examination copies on the college exam portal.

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

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Information regarding the internal assessments such as, topics, date and time, mode of question sharing and answer-sheet submission, are always shared beforehand with the students on the college website as well as in their Whatsapp/ Telegram group. Still if any student is found to have genuine reason for absence, they are allowed to appear in the said assessment at an earliest available time so that no grievance arises on their part and the examination system remains time-bound and efficient. If any student remains unsatisfied with their marks attained in the

examination, they are allowed to see their copies and discuss it with the concerned teacher.

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

## 2.6 - Student Performance and Learning Outcomes

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

The college follows the curriculum designed for the UG courses by the affiliating university (The West Bengal State University). Some teachers of the college are members of the Board of Studies of the university, who contribute valuable suggestions in framing the syllabus of different undergraduate courses. After admission, teachers from different departments orient the new students about the syllabus of different courses offered by the university. Information regarding learning objectives of the syllabus, duration of the course, required study materials etc. were conveyed by the teachers while taking their classes. College administration also organizes sessions to enlighten them about the choice-based credit system. Copies of the syllabus and previous years' question papers are stored in in the college library.

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.

Each department analyses the result of their students following the end semester examinations and makes a report on their performance to evaluate the course outcomes. These reports are then discussed in academic Sub-committee meeting, seeking suggestions on strategies for further improvement of the outcome. After announcement of the result, teachers counsel their students on their how to progress on their performance in the next semester examinations. The college administration scrutinizes students'

feedback report to understand their views on the institution's teaching-learning process and the problems which hinders them from making better results.

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

1257

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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.barasatcollege.ac.in/index.php/Homepage\\_frontend\\_control/students?key=Online%20Feedback](https://www.barasatcollege.ac.in/index.php/Homepage_frontend_control/students?key=Online%20Feedback)

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

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

34

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

## 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

29

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

10

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

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

Due to the outbreak of the COVID 19 Pandemic, extension activities led by the NSS Units of the college were suspended this year as the college was closed for the students. However, the college conducted various webinars spreading covid-awareness and the impact of covid on students' mental health.

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

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

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

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

0

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

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

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

0



File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

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

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

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

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## 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.

Although the college does not have a playground and faces noise problems as it is adjacent to NH-12, adequate physical infrastructure for an efficient Teaching-Learning process is available. Apart from the rudimentary facilities like the classrooms, bench, blackboard, drinking water plant, library (with books, journals, and internet), few departments have LMS (smartboard, OHP, laptop computers). Alongside the Geography laboratory, a separate GIS lab is also there in the geography department. Moreover, a fire safety system is also installed on the whole campus. We have a Virtual Classroom, auditorium (for holding Seminar/Conferences), e-podium, audio/address system, and photocopy machine for better accessibility of the students. The whole campus is under CCTV surveillance. Moving beyond the chalk and talk method, the institution aims for an all-around and effective delivery of the course content.

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

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has an auditorium built up for the purpose of organizing cultural programs. Limited indoor games facilities (like carom) are available, we have a fully equipped gymnasium. As it was the COVID year, physical programs were impossible to conduct, several cultural activities such as Netaji's Birthday, Republic Day, Independence Day, Rabindra Jayanti, and World Environment Day were celebrated through an online program.

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.

1

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

6

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

57.55511

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

**4.2 - Library as a Learning Resource**

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

Library is partially automated by ILMS software KOHA (Version 3.14.06). The year of automation is 2015.

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

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

0.00055

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

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

0

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

**4.3 - IT Infrastructure**

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

The IT part of the College is used and updated on a regular basis to make the system student friendly. All on line Examinations are taken through the College portal that caters to the needs of nearly 7000 students per semester. Mobile projectors are used in every program, both academic and non- academic. Students often prepare documentary movies and presentation, which is shown to other students in ' Chaturanga Sabhaghriha'-- the College Auditorium, to enhance both the IT facility and cultural ambiance of the College.

The College has IT enabled Class Rooms and is trying to increase the number.

Our college have the video conferencing system in smart class rooms. We notify all the students through the college portal and provide video conferencing class facilities by the each department.

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

#### 4.3.2 - Number of Computers

61

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

## 4.4 - Maintenance of Campus Infrastructure

### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

#### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

20.13

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

Every entry of laboratory, library, electronic and electric products as well as articles associated with Class Room teaching is first verified and entered into the office logbook by a dedicated Storekeeper of permanent post. In the same manner, any of laboratory items, electronic items and electric products going out for repair works is also entered into another logbook; without an authentic gate pass no products are taken out. Usually bulk purchase of Laboratory consumable products are made as per written requisition from the Head of the Department for which payment is done through cheque. In case of urgent immediate requirement, i.e., gas cylinders and other such items, College arranges immediately purchase, so that laboratory works are not hampered. Usually the Head of the Departments of the Science Departments hold meetings of the Laboratory Committee and decide on the purchase, which is done through the Tender Committee and monitored by the Finance Committee.

Computer and softwares are covered by AMC, and the College website is also regularly maintained and updated by experts.

Class Rooms and the washrooms are dusted, mopped and cleaned . All the Rooms of the College including its interior and exterior has been painted by high quality paints.

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

1574

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

9067

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**E. none of the above**

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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**

**D. Any 1 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	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

8

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

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

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

**government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

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

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 )

Within the college, an elected Student Council (Students' Union) is present, primarily to handle the student issues. The student representative informs the college authorities about the common issues and difficulties that students encounter and works to have those issues resolved. Under the ambit of this forum, students are encouraged to be a part of the decision-making process supporting democratic form of governance. The general activities of the Student Council include: 1) Looking after student related matters and reporting their grievances to the higher authority. 2) Organization of the annual athletic sports, together with the

teachers of the college. 3) Organisation of various religious and cultural programmes such as Rabindra Jayanti, Saraswati Puja etc. 4) Participation in various extension activities of the college like blood donation camp, health check up with NSS. 5. Taking part in charitable activities like Bastra bitoron utsav for orphan students. 6. Helping the College administration in preserving academic discipline.7. Organizing the annual Freshers' Welcome and the annual Cultural Fest.

Due to COVID-19 pandemic, some of the programmes were not conducted as per protocol. During this period students actively participated in various webinars, poster competitions and online cultural programmes like Rabindra Jayanti, Independence Day, Bhasa Dibos 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

5

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

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

There is an Alumni Association and the process of registration is going on. The body functions with all its members and various activities are conducted throughout the year. Feedback from them is collected from time to time.

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 institution strives to impart a holistic education that will enable the students to face the challenges of a rapidly changing society and groom them into empowered, environmentally conscious and socially responsible members of the community. A host of co-curricular activities conducted during the course of a year, celebration of important days and events and cultural programmes are organized to enhance the cultural development of the students. Moral values of responsibility, leadership and social empathy are inculcated among the students through various social outreach programmes conducted by the NSS. Students from different cultural, religious and linguistic groups work together on the same platform to promote bonds of friendship, understanding and cooperation. In recent times, the institution has specially upgraded itself to take up the challenge of online teaching with the help of virtual platform. The teaching faculty is actively involved in promoting a holistic education for the students manifest in the leadership provided by them in committees and also by the participation of representative members in the Governing Body of the institution. The proactive leadership of the Principal and Management ensures the fulfillment of the vision and mission striving to make the

institution a centre of excellence.

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

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

The top Management of the institution (Governing Body) in consultation with the Principal provides leadership in all academic and institutional practices. The College adopts a multi-stakeholders approach with participation of Head of the Institution, GB, IQAC members, alumni, parents and external experts like people from the industry, NGO, etc., guiding the College in its enthusiastic journey towards achieving its mission and its vision. The inclusion of teachers' representatives in the Governing Body of the College on a rotational basis enables the faculty members to participate in different academic deliberations and often play a role in decision-making. University examinations are conducted in the institution through committees set up for the purpose and here too responsibility and leadership is delegated to the faculty members and non teaching staff for the smooth conduct of each set of examinations. Participative management and decentralization are also evident in the shuffling of committee members which ensures that faculty members play an active role in different committees during their tenure. The entire process of participation and decentralization is co-ordinated by the Principal.

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

College has grown in leaps and bounds in all aspects of education "Students" are the primary focus of the Institution. Hence, to meet the changing demands of students, the GB has adopted a

"student-centric approach". Student intake in different programs has been increased as per consultation with WBSU. Faculty intake has also increased as per existing vacancy and creating of new posts for teaching faculty are on the way in consultation with DPI, Govt of WB. Laboratory infrastructure has been upgraded with respect to no. of computers and software packages. The College organizes activities which offer ample scope to inculcate the sense of social responsibility among students. The Governing Body as per the Constitution of the college is the highest decision making body. Principal, acting as the Secretary of the GB and the president of the GB form the nucleus of the administration with the former being the final authority in all financial matters. The Principal is vested with the day to day running of the college. The Principal along with the IQAC Coordinator, Departmental Heads, the Teachers' Council Secretary, the Librarian as well as Conveners of various Committees coordinates and mobilizes the entire work process of the college.

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 institution has various bodies for smooth execution of work in all departments and levels. The Governing Body as per the Constitution of the college is the highest decision making body. Principal, acting as the Secretary of the GB and the president of the GB form the nucleus of the administration with the former being the final authority in all financial matters. The Principal is vested with the day to day running of the college. The Principal along with the IQAC Coordinator, Departmental Heads, the Teachers' Council Secretary, the Librarian as well as Conveners of various Committees coordinates and mobilizes the entire work process of the college. There is the Teachers' Council headed by Teachers' Council Secretary and the Principal and the Students' Council. Different Committees are set up with teacher Conveners as head who are responsible to carry out the functions of their respective committees. In order to encourage and enhance the research culture among the students and the teachers Research

Committee/ Cell has been set up which facilitates in the research oriented activities. The Library Committee assist and advise regarding the formulation of library policies, purchase of library materials, improvement of library and information services, and operational matters.

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

B. Any 3 of the above

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

### 6.3 - Faculty Empowerment Strategies

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

The college organises health camps to provide free health check-up and instill awareness about important health issues and mental wellbeing among teaching and non-teaching staff. Salaries are disbursed on the last working day of every month, and reimbursements of allowances are processed in a timely manner. The college provides financial assistance to the non-teaching staff through the college cooperative society. Life insurance is provided by the college in the form of a Group Insurance Scheme that covers the staff members at low premium. College provides a healthy and clean work environment conducive for enhancing

productivity at work. Facilities such as air-conditioned, department rooms and committee rooms serve as important working space outside the classrooms. A dedicated reading room equipped with Wi-Fi enabled computers and printer facilities is available in the library to access e-resources. Teaching staff are also entitled to issuance of required no of books at a time and non-teaching staff are also entitled to issuance of books in their name. Seminars, conferences, training programmes and FDPs are organised by the College at national and international level for faculty enrichment purposes and for nurturing a competitive and thriving academic environment.

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**

2

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **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**

2



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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 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

21

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	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

Performance appraisal system for teaching staff is governed by UGC-Career Advancement Scheme (CAS) guidelines. Appraisal for teaching staff is based on the Performance Based Appraisal Scheme (PBAS) proforma submitted by faculty seeking for promotion. The PBAS

proforma details individual teachers' teaching-learning and evaluation related activities; research and academic contributions; administrative support and contribution in extra- and co-curricular activities as had been detailed in UGC-CAS guidelines. The IQAC committee, the Principal and the coordinator, IQAC, scrutinises the proforma based on the UGC-CAS guidelines and recommends the same for promotion.

The non-teaching staff at the College comprises a diverse support staff which functions as the backbone of the college. This includes the administrative and accounts staff, the laboratory staff, the library, and housekeeping staff. The performance of the non-teaching staff is reported and maintained with the head clerk and is shared with the Principal along with a daily attendance register. A report of each non-teaching staff member is prepared and entered in the service book.

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

There is a Finance Sub-Committee which monitors the appropriate use of available finances of the college. One member from the teaching staff is appointed as Bursar of the college to look after the financial aspects of the college on behalf of the Principal. The decisions of the Finance Sub-Committee, Purchase Sub-Committee and Bursar have to be approved by the Governing Body. The college accounts are jointly operated by the Principal (who is also the Secretary of the Governing Body) and the President of the Governing Body. Yearly audits of the college finances are made on a regular basis. All processes relating to the financial audit of the college for the financial year 2020-21 is complete by the Chartered Accountant, an authorized auditor of the Government of West Bengal.

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

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

The major sources of revenue are fees collected from students and sale of application forms for admission ,Charges for various facilities and services rendered to students and interest received on saving deposits. Part of fees collected from PG course students in distance mode affiliated to RBU.The funds collected are spent only for planned expenditure reflected in the Budget. During the preparation of budget, inputs are obtained from IQAC, departments, library, sports, laboratory and committees. Then the annual budget of the College is prepared. After collecting quotations from the Purchase Department, the budget is revised on the basis of requirements and priorities of the College. The College also makes operational budgetary allocations for salaries of all teaching and non-teaching staff, house- keeping staff, repairs and maintenance, AMCs, license fees, developmental work, audit fees, legal and professional charges, purchase of books and periodicals, event expenses, sports participation fees, electricity and water bills, stationery expenses, postage & telegram and miscellaneous expenses. The annual budget (capital & revenue) is tabled before the GB. A specific amount is finalized (on the basis of income)

within which the College has to restrict its expenses. All financial transactions are controlled and monitored by internal and external audit.

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

The IQAC consistently strives to institutionalize quality assurance strategies and processes at every level of functioning of the Institute. In order to improve teacher quality, the IQAC has been motivating the teachers to attend Workshops, seminars etc. Workshops are being conducted by IQAC, different department in collaboration with IQAC encouraging the faculty to use ICT and e-resources. Teachers are encouraged to attend Orientation, Refresher and Short term courses. A large number of teachers are enrolled for Online learning platforms .Teachers are encouraged to participate in Syllabus Revision Workshops. Feedback Mechanism is prepared by the Feedback Committee for conducting student feedback on teaching learning. IQAC is continuously engaged in imparting and sharing ideas by organizing workshops on Best practices adopted by Degree Colleges for Quality enhancement, workshop on interpreting and implementing new NAAC guidelines. Promoting the Culture of Research, IQAC strives to develop an environment conducive to research. Faculties are engaged in publishing research papers and research articles to enhance their knowledge skills. Various conferences have been organized both at national and international levels on varied and relevant topics

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

Two institutional reviews and implementation of teaching learning reforms facilitated by the IQAC are: (I) Academic Review (II) Implementation of ICT and Experiential Learning

**Academic Review :** The college follows a comprehensive mechanism of reviewing the teaching-learning processes and learning outcomes: The Academic and Administrative Audit (AAA) is the primary teaching-learning review conducted every semester. The AAA evaluates the fulfilment of institutional parameters of planning, execution and record-keeping of teaching practices, curricular, and co- curricular activities. With the implementation of the AAA, there is uniformity in conceptualization of the structure and methodology of academic and extracurricular routine in every academic session. All the departments in the college abide by the institutional norms (initiated by the IQAC) such as: timely submission of workload requirement for forthcoming session; timely distribution of time table among faculty; course completion according to lesson plan; academic and extracurricular work delegation within the department; use of ICT in teaching practices, wherever applicable; execution and moderation of internal assessment(s); assessment of learning-outcome by identifying high performing and low performing students, analysis of end-semester examination results etc. Such detailed institutional parameters have been instrumental in strengthening the competitive spirit on campus and streamlining the entire process of teaching-learning.

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)**

**D. Any 1 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	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

College is concerned about gender equity and is cautious of imparting gender sensitivity through various cells and organizations like Women's affairs and internal complaint Cell, Anti-Ragging Cell. Inclusive representation of women in all important Committees. Gender Awareness Webinars are conducted regularly. Security cameras are installed for safety and security of everyone in and around the campus. This year on the backdrop of COVID-19 situation, we have organized online webinars. The college has conducted an online Special Lecture and Thought Sharing Session on the occasion of International Women's Day is to be organized by NAAC committee in collaboration with IQAC, Barasat College on the occasion of international women days on dated 8th March 2021 by online platform. The all-Programme arrangement was done by NAAC in collaboration with IQAC. Another online webinar on 'PROTECTION OF WOMEN AGAINST SEXUAL HARASSMENT AT WORKPLACE AND EDUCATIONAL INSTITUTIONS' has been organised by College in collaboration with IQAC. Another webinar on gender equity have been conducted by Sociology department in collaboration with IQAC titled 'PANDEMIC OUTSIDE, EFFECTS INSIDE - DOMESTIC VIOLENCE, PRESENT CHALLENGES AND HOPE: A SOCIOLOGICAL PERSPECTIVE'. The college has installed CCTV cameras in college premises in various places. we have Girls Common room facility.

File Description	Documents
Annual gender sensitization action plan	<a href="#">Flyer and Pictures of the Webinar and Certificates</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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**

Awareness about waste pollution and difficulties in disposal is spread among students through talks on environment conservation and they are encouraged to create least waste, and properly dispose it. Other regular solid waste is collected from nook and corner of the campus in substantial number of dust bins placed at strategic locations, brought together and taken away periodically by the waste collection agency of the municipal body. During the autumn season a large quantity of fallen dry leaves are collected and dumped to decompose for manure.

Wash rooms wastes are directed to a septic tank while effluents from laboratories are directed into separate underground tanks and prevented from escaping into the environment. All the liquid waste from washroom, bathroom is collected into soakage pits through systematic drainage.

Sanitary napkins are disposed to a separate bin in Girls' Common

Room, and no other biomedical waste is generated.

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

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

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** C. Any 2 of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	<a href="#">View File</a>

**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** D. Any 1 of the above



**following 1.Green audit 2. Energy audit  
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**

**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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).

**To bolster social cohesiveness and promote national solidarity, an**

inclusive environment characterized by tolerance and harmony toward cultural, regional, linguistic, communal, and socioeconomic diversity is indispensable. The majority of the college students come from varied socio-economic backgrounds in the local region, with a large percentage of them being first generation learners. To foster an inclusive environment, the college undertakes following initiatives:

? College encourages students to apply for different types of state government funded scholarships like Kanyashree Prakalpa (to improve the status and well-being of female children by preventing early marriage and ensuring compliance with legal requirements on the minimum age of marriage), Swami Vivekananda Merit-Cum-Means Scholarship,

? The college observes national holidays such as Independence Day and Republic Day by hoisting the national flag and singing the national anthem to foster the spirit of national integrity. To raise student knowledge of our rich cultural heritage, the institution also commemorates the birth anniversaries of great persons like Rabindranath Tagore, Swami Vivekananda, Netaji Subhas Chandra Bose and Dr. Sarvapalli Radhakrishnan.

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

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

Our institution takes all possible initiatives by conducting several events and programmes for strengthening the students, teaching and non-teaching staff to become more responsible citizens of our country by sensitizing them to the constitution of the country. As more responsible citizens of the country the students are motivated to take part in several activities of the college. The institute also motivates the students and staffs regarding the importance of the activity and are encouraged to participate in saving the life of India citizens. Our college also celebrate International Women's Day. .

Our college motivates students making them conscious by Anti-

Tobacco campaign on Anti-Tobacco day. Every year Republic & Independence Day is celebrated on 26th January, highlighting the importance of Indian Constitutional values, rights, duties and responsibilities of citizens. The celebration is attended by students, teaching and non-teaching Staff maintaining the Covid Protocol. The Flag hosting with National anthem and oath of national. Environmental science constitutes the part of curricular teaching and evaluation to sensitize the students on the preservation of the ecosystem and environment. College celebrates World Environment Day where Students are also sensitized to adapt green practices, conservation of natural resources, alternative source of energy and renewable energy.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>

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

**National Days: Independence Day, Republic Day**

**International Days: International Women's Day, World's Environment Day, international Mother's Language Day**

**Birth anniversaries - Rabindranath Tagore, Swami Vivekananda, Netaji Subhas Chandra Bose and Dr. Sarvapalli Radhakrishnan.**

**Festivals- Basontotsav, Chirstmas, Raksha Bandhan**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### 1. Title of the Practice: Online Teaching and Learning in the Age of Covid-19

When countries all over the world went into lockdown due to Covid-19, educational institutions had to follow suit. During the Covid-19 outbreak, the country was facing a major crisis in many sectors but the worst hit sector was the education sector as most of the exams got cancelled during the final assessment phase. Various methods like G-Meet, LMS, PPT, Audio-Lectures were adopted for teaching different courses by the faculty members of all the departments. Learning encourages more productive use of time. This will prevent institutions from facing delays in their annual academic calendar for lockdown.

### 2. Title of the Practice: Curriculum Enrichment Measures

This practice was implemented in order to enrich the existing curriculum and give hands on experience to our students as per

industry expectations. Value added online courses, from the first year onwards "MS Office Basic" classes are conducted for students identified to be weak in these skills. Excellent results of our students in the examinations, student achievements in co-curricular activities and consistent placement percentages above 90% are proof of the success of this practice.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

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

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like Women's day, Yoga day also promote tolerance and harmony. Institute has code of ethics for students and a separate code of ethics for teachers and other employees which has to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities. It strives to promote to be tolerant, fair to all, to be truthful and to be loving to all fellow men. With these ideals of purity in mind, the institution works towards creating a holistic environment by including all its stakeholders, and especially its students, from all walks of life, of various religions, caste and creed, and from various economic strata. Under the benevolent umbrella of the College, all are equal: there is no discrimination. This engenders and fosters the spirit of Unity and harmony.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The institution follows the curriculum designed by the affiliating university i.e. West Bengal State University. The UG courses are modelled as per the present guideline of the affiliating University taking into account CBCS course. The College follows such directives in preparing academic calendars and conducting its classes. The college also conducts Internal Assessment Examination mandatory for all subjects under CBCS system. Meetings of the Academic-sub-Committee are generally held on the event of admission and examinations. The committee also meets for solving the various academic problem and related matters of the students. Students are inspired to participate in different co-curricular activities such as sports and games, cultural programmes, etc. which are held within and outside the college. During this academic year, due to COVID-19 and lockdown, college remains closed for the students' usual classroom teaching. To ensure an uninterrupted teaching-learning process, the college switched to online teaching. Accordingly, all the classes including Internal assesment and University examination system, and other necessary academic and administrative activities were conducted in the online mode. Every event was duly notified in the college website which has always been accessible to the students and other stakeholders.

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

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

Before the commencement of each semester, University notifies an academic calendar which contains the date of commencement of classes and dates for semester-end examinations. The college follows the calendar issued by the University strictly and plans all its activities including the conduct of Continuous

Internal Evaluation (CIE). The college prepares an institute-level calendar and circulates among all the departments which is also uploaded in the college website. The academic calendars help faculty members to plan their respective course delivery, research work, academic and co-curricular activities.

Department heads conduct meetings with the faculty members before the commencement of the classes and thereafter closely supervise and monitor the completion of the syllabus and other necessary academic activities. There is a well-defined process for the conduct of CIE as per the calendar of events. The internal assessment test timetable prepared by the Internal examination committee is published and uploaded in the college website which is easily accessible to the students and other stakeholders. The IQAC with the help of academic committee held meetings for the smooth functioning of the classes and conduction of the examination system. In case of revision of academic calendar by the university, the college also incorporates the same .

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**

D. Any 1 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

<b>1.2 - Academic Flexibility</b>	
<b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b>	
<b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b>	
19	
File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>
<b>1.2.2 - Number of Add on /Certificate programs offered during the year</b>	
<b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</b>	
13	
File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>
<b>1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year</b>	
71	
<b>1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year</b>	
39	



File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

1. Professional Ethics - The college celebrates Netaji's Birthday, Republic day, Women's day, Independence Day, Teacher's day, National Youth Day, International Yoga Day (in online mode due to COVID-19) etc.

2. Gender - The college organized some online programmes like celebrating Women's Day, conducting State-level webinars on "Pandemic outside, effects inside - Domestic Violence, present challenges and hope : a Sociological Perspective" by Department of Sociology in collaboration with IQAC and "Protection of women against sexual harassment at workplaces and educational institution" conducted by IQAC of the college.

3. Human Values -In order to gain employment the college offers some value added courses like Language lab for the Arts students, basic MS Office for the science students, business communication basics for the commerce students, career counselling and interview skills for all the students.

4. Environment and Sustainability - The N.S.S. promotes environmental protection through tree plantation and other sustainable development programs. Every year, N.S.S. unit undertakes a host of activities in the college campus including tree plantation, cleanliness of college campus, plastic free drive, poster competition etc. But these activities could not be accomplished this year due to COVID-19 and Lockdown situation and thus celebrated World Environment Day virtually.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

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

10

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

1093

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

<b>1.4 - Feedback System</b>	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>C. Any 2 of the above</b>
<b>File Description</b>	<b>Documents</b>
URL for stakeholder feedback report	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)	<a href="#">View File</a>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>C. Feedback collected and analyzed</b>
<b>File Description</b>	<b>Documents</b>
Upload any additional information	<a href="#">View File</a>
URL for feedback report	Nil
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of sanctioned seats during the year</b>	
<b>3684</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>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</b>	

supernumerary seats)

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

1362

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

There is a system in place for assessing pupils' learning levels. Teachers evaluate students' academic performance based on their participation and interaction in class, performance in laboratory practical classes (especially for like sciences group), college internal examinations, informal interactions with them outside the classroom, and results in previous board examinations.

For slow learners

- Remedial classes, study materials, and counseling through mentoring classes are also conducted on comparatively difficult topics for their better understanding.
- Special practical classes are taken by the teachers to clear their doubts and personal problems.
- Home assignments of differing levels are provided to improve students' performance and boost their confidence to perform better in university examinations and also others examinations.

For advanced learners

- Students are encouraged to read a variety of reference books, reports, and journals by providing them with a variety of e-resources in addition to the university-prescribed textbooks.
- Various informal student-centric methods are followed which include debates, peer teaching, quizzes, seminar presentation, and invited lectures on a variety of curriculum themes,

- Mentoring classes are offered to them to enlighten them about the scope of studies in higher education and also to groom them to adapt to the changing socio-economic conditions and become job-ready.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
8996	58

File Description	Documents
Any additional information	No File Uploaded

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The teaching process followed by the institution is primarily designed to cater the need of the students. To make the process effective, it is mandatory to give significance to the students'' backgrounds, shortcomings and expectations. Therefore, the teachers focus on student centric methods for enriching their learning experiences. Teachers ensure the students' active participation in class by engaging them through proper communication. Students are encouraged to ask questions to clear their doubts and on the other hand they were asked questions on the topics covered in the class to get an idea about their understanding of the topic. In the mentoring classes, problem solving methodologies are followed by clearing their doubts and queries which remain unattended during regular classes. In the field works and projects carried out by various departments, students get opportunities of experiential learning that helps them to substantiate their knowledge with real life experiences.

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

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

Due to Covid Pandemic, in the current assessment year (June 2020 to May 2021) all the teachers have taken online classes. Therefore the utilization of ICT enabled tools has become mandatory. Along with the college infrastructure, the teachers have used personal devices such as laptop, desktop, smart phones etc. for holding classes, preserving attendance, sharing study materials and conducting internal evaluations. College website has been used for communicating with students through publishing notices and sharing instructions regularly.

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**

58

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	<a href="#">View File</a>

**2.4 - Teacher Profile and Quality**

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

58

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**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**

2

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)****2.4.3.1 - Total experience of full-time teachers**

798

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

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

Under CBCS system, Internal assessment is an essential part of the curriculum. It is a continuous process to the progress of the learner. As per the instruction of the affiliating university (West Bengal State University), internal assessment is being conducted in each subjects. Marks attained are being submitted to the online portal of the university. These marks constitute part of the final results. Students can view the marks in their mark sheet provided by the University. Apart from mandatory internal assessments, class tests are also conducted to measure the progress of the student. During the recent COVID pandemic, all tests were taken online, the notice of the exams were put up on the college website for proper circulation and students submitted their examination copies on the college exam portal.

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

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

Information regarding the internal assessments such as, topics, date and time, mode of question sharing and answer-sheet submission, are always shared beforehand with the students on the college website as well as in their Whatsapp/ Telegram group. Still if any student is found to have genuine reason for absence, they are allowed to appear in the said assessment at an earliest available time so that no grievance arises on their part and the examination system remains time-bound and efficient. If any student remains unsatisfied with their marks attained in the examination, they are allowed to see their copies and discuss it with the concerned teacher.

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

**2.6 - Student Performance and Learning Outcomes**



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

The college follows the curriculum designed for the UG courses by the affiliating university (The West Bengal State University). Some teachers of the college are members of the Board of Studies of the university, who contribute valuable suggestions in framing the syllabus of different undergraduate courses. After admission, teachers from different departments orient the new students about the syllabus of different courses offered by the university. Information regarding learning objectives of the syllabus, duration of the course, required study materials etc. were conveyed by the teachers while taking their classes. College administration also organizes sessions to enlighten them about the choice-based credit system. Copies of the syllabus and previous years' question papers are stored in the college library.

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.

Each department analyses the result of their students following the end semester examinations and makes a report on their performance to evaluate the course outcomes. These reports are then discussed in academic Sub-committee meeting, seeking suggestions on strategies for further improvement of the outcome. After announcement of the result, teachers counsel their students on their how to progress on their performance in the next semester examinations. The college administration scrutinizes students' feedback report to understand their views on the institution's teaching-learning process and the problems which hinders them from making better results.

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

1257

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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.barasatcollege.ac.in/index.php/Homepage\\_frontend\\_control/students?key=Online%20Feedback](https://www.barasatcollege.ac.in/index.php/Homepage_frontend_control/students?key=Online%20Feedback)

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

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

34

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**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**

29

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

10

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

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

Due to the outbreak of the COVID 19 Pandemic, extension activities led by the NSS Units of the college were suspended this year as the college was closed for the students. However, the college conducted various webinars spreading covid-awareness and the impact of covid on students' mental health.

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

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

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

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

0

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

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

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

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration**

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

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

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

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## 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.

Although the college does not have a playground and faces noise problems as it is adjacent to NH-12, adequate physical infrastructure for an efficient Teaching-Learning process is available. Apart from the rudimentary facilities like the classrooms, bench, blackboard, drinking water plant, library (with books, journals, and internet), few departments have LMS (smartboard, OHP, laptop computers). Alongside the Geography laboratory, a separate GIS lab is also there in the geography department. Moreover, a fire safety system is also installed on the whole campus. We have a Virtual Classroom, auditorium (for holding Seminar/Conferences), e-podium, audio/address system, and photocopy machine for better accessibility of the students. The whole campus is under CCTV surveillance. Moving beyond the chalk and talk method, the institution aims for an all-around and effective delivery of the course content.

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

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has an auditorium built up for the purpose of organizing cultural programs. Limited indoor games facilities (like carom) are available, we have a fully equipped gymnasium.

As it was the COVID year, physical programs were impossible to conduct, several cultural activities such as Netaji's Birthday, Republic Day, Independence Day, Rabindra Jayanti, and World Environment Day were celebrated through an online program.

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.

1

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

6

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

57.55511



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

## 4.2 - Library as a Learning Resource

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

Library is partially automated by ILMS software KOHA (Version 3.14.06). The year of automation is 2015.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

D. Any 1 of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

0.00055

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

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

0

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

#### 4.3 - IT Infrastructure

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

The IT part of the College is used and updated on a regular basis to make the system student friendly. All on line Examinations are taken through the College portal that caters to the needs of nearly 7000 students per semester. Mobile projectors are used in every program, both academic and non-academic. Students often prepare documentary movies and presentation, which is shown to other students in ' Chaturanga Sabhaghriha'-- the College Auditorium, to enhance both the IT facility and cultural ambiance of the College.

The College has IT enabled Class Rooms and is trying to increase the number.

Our college have the video conferencing system in smart class rooms. We notify all the students through the college portal and provide video conferencing class facilities by the each department.

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

#### 4.3.2 - Number of Computers

61

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

20.13

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

Every entry of laboratory, library, electronic and electric products as well as articles associated with Class Room teaching is first verified and entered into the office logbook by a dedicated Storekeeper of permanent post. In the same manner, any of laboratory items, electronic items and electric products going out for repair works is also entered into another logbook; without an authentic gate pass no products are taken out. Usually bulk purchase of Laboratory consumable products are made as per written requisition from the Head of the Department for which payment is done through cheque. In case of urgent immediate requirement, i.e., gas cylinders and other such items, College arranges immediately purchase, so that laboratory works are not hampered. Usually the Head of the Departments of the Science Departments hold meetings of the Laboratory Committee and decide on the purchase, which is done through the Tender Committee and monitored by the Finance Committee.

Computer and softwares are covered by AMC, and the College website is also regularly maintained and updated by experts.

Class Rooms and the washrooms are dusted, mopped and cleaned . All the Rooms of the College including its interior and exterior has been painted by high quality paints.

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

1574

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

9067

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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**

D. Any 1 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	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

**5.2 - Student Progression****5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

0

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

**5.2.2 - Number of students progressing to higher education during the year****5.2.2.1 - Number of outgoing student progression to higher education**

8

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

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

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

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

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 )

Within the college, an elected Student Council (Students' Union) is present, primarily to handle the student issues. The student representative informs the college authorities about the common issues and difficulties that students encounter and works to have those issues resolved. Under the ambit of this forum, students are encouraged to be a part of the decision-making process supporting democratic form of governance. The general activities of the Student Council include: 1) Looking after student related matters and reporting their grievances to the higher authority. 2) Organization of the annual athletic sports, together with the teachers of the college. 3) Organisation of various religious and cultural programmes such as Rabindra Jayanti, Saraswati Puja etc. 4) Participation in various extension activities of the college like blood donation camp, health check up with NSS. 5. Taking part in charitable activities like Bastra bitoron utsav for orphan students. 6. Helping the College administration in preserving academic discipline. 7. Organizing the annual Freshers' Welcome and the annual Cultural Fest.

Due to COVID-19 pandemic, some of the programmes were not conducted as per protocol. During this period students actively participated in various webinars, poster competitions and online cultural programmes like Rabindra Jayanti, Independence Day, Bhasa Dibos 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

5

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

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

There is an Alumni Association and the process of registration is going on. The body functions with all its members and various activities are conducted throughout the year. Feedback from them is collected from time to time.

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 institution strives to impart a holistic education that will enable the students to face the challenges of a rapidly changing society and groom them into empowered, environmentally conscious and socially responsible members of the community. A host of co-curricular activities conducted during the course of a year, celebration of important days and events and cultural programmes are organized to enhance the cultural development of the students. Moral values of responsibility, leadership and social empathy are inculcated among the students through various social outreach programmes conducted by the NSS. Students from different cultural, religious and linguistic groups work together on the same platform to promote bonds of friendship, understanding and cooperation. In recent times, the institution has specially upgraded itself to take up the challenge of online teaching with the help of virtual platform. The teaching faculty is actively involved in promoting a holistic education for the students manifest in the leadership provided by them in committees and also by the participation of representative members in the Governing Body of the institution. The proactive leadership of the Principal and Management ensures the fulfillment of the vision and mission striving to make the institution a centre of excellence.

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

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

The top Management of the institution (Governing Body) in consultation with the Principal provides leadership in all

academic and institutional practices. The College adopts a multi-stakeholders approach with participation of Head of the Institution, GB, IQAC members, alumni, parents and external experts like people from the industry, NGO, etc., guiding the College in its enthusiastic journey towards achieving its mission and its vision. The inclusion of teachers' representatives in the Governing Body of the College on a rotational basis enables the faculty members to participate in different academic deliberations and often play a role in decision-making. University examinations are conducted in the institution through committees set up for the purpose and here too responsibility and leadership is delegated to the faculty members and non teaching staff for the smooth conduct of each set of examinations. Participative management and decentralization are also evident in the shuffling of committee members which ensures that faculty members play an active role in different committees during their tenure. The entire process of participation and decentralization is co-ordinated by the Principal.

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

College has grown in leaps and bounds in all aspects of education "Students" are the primary focus of the Institution. Hence, to meet the changing demands of students, the GB has adopted a "student-centric approach". Student intake in different programs has been increased as per consultation with WBSU. Faculty intake has also increased as per existing vacancy and creating of new posts for teaching faculty are on the way in consultation with DPI, Govt of WB. Laboratory infrastructure has been upgraded with respect to no. of computers and software packages. The College organizes activities which offer ample scope to inculcate the sense of social responsibility among students. The Governing Body as per the Constitution of the college is the highest decision making body. Principal, acting as the Secretary of the GB and the president of the GB form the nucleus of the administration with the former being the final authority in all financial matters. The Principal is vested

with the day to day running of the college. The Principal along with the IQAC Coordinator, Departmental Heads, the Teachers' Council Secretary, the Librarian as well as Conveners of various Committees coordinates and mobilizes the entire work process of the college.

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 institution has various bodies for smooth execution of work in all departments and levels. The Governing Body as per the Constitution of the college is the highest decision making body. Principal, acting as the Secretary of the GB and the president of the GB form the nucleus of the administration with the former being the final authority in all financial matters. The Principal is vested with the day to day running of the college. The Principal along with the IQAC Coordinator, Departmental Heads, the Teachers' Council Secretary, the Librarian as well as Conveners of various Committees coordinates and mobilizes the entire work process of the college. There is the Teachers' Council headed by Teachers' Council Secretary and the Principal and the Students' Council. Different Committees are set up with teacher Conveners as head who are responsible to carry out the functions of their respective committees. In order to encourage and enhance the research culture among the students and the teachers Research Committee/ Cell has been set up which facilitates in the research oriented activities. The Library Committee assist and advise regarding the formulation of library policies, purchase of library materials, improvement of library and information services, and operational matters.

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

B. Any 3 of the above

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

### 6.3 - Faculty Empowerment Strategies

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

The college organises health camps to provide free health check-up and instill awareness about important health issues and mental wellbeing among teaching and non-teaching staff. Salaries are disbursed on the last working day of every month, and reimbursements of allowances are processed in a timely manner. The college provides financial assistance to the non-teaching staff through the college cooperative society. Life insurance is provided by the college in the form of a Group Insurance Scheme that covers the staff members at low premium. College provides a healthy and clean work environment conducive for enhancing productivity at work. Facilities such as air-conditioned, department rooms and committee rooms serve as important working space outside the classrooms. A dedicated reading room equipped with Wi-Fi enabled computers and printer facilities is available in the library to access e-resources. Teaching staff are also entitled to issuance of required no of

books at a time and non-teaching staff are also entitled to issuance of books in their name. Seminars, conferences, training programmes and FDPs are organised by the College at national and international level for faculty enrichment purposes and for nurturing a competitive and thriving academic environment.

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

2

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 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

2

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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 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

21

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	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

Performance appraisal system for teaching staff is governed by UGC-Career Advancement Scheme (CAS) guidelines. Appraisal for teaching staff is based on the Performance Based Appraisal

Scheme (PBAS) proforma submitted by faculty seeking for promotion. The PBAS proforma details individual teachers' teaching-learning and evaluation related activities; research and academic contributions; administrative support and contribution in extra- and co-curricular activities as had been detailed in UGC-CAS guidelines. The IQAC committee, the Principal and the coordinator, IQAC, scrutinises the proforma based on the UGC-CAS guidelines and recommends the same for promotion.

The non-teaching staff at the College comprises a diverse support staff which functions as the backbone of the college. This includes the administrative and accounts staff, the laboratory staff, the library, and housekeeping staff. The performance of the non-teaching staff is reported and maintained with the head clerk and is shared with the Principal along with a daily attendance register. A report of each non-teaching staff member is prepared and entered in the service book.

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

There is a Finance Sub-Committee which monitors the appropriate use of available finances of the college. One member from the teaching staff is appointed as Bursar of the college to look after the financial aspects of the college on behalf of the Principal. The decisions of the Finance Sub-Committee, Purchase Sub-Committee and Bursar have to be approved by the Governing Body. The college accounts are jointly operated by the Principal (who is also the Secretary of the Governing Body) and the President of the Governing Body. Yearly audits of the college finances are made on a regular basis. All processes relating to the financial audit of the college for the financial year 2020-21 is complete by the Chartered Accountant, an authorized auditor of the Government of West Bengal.



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

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

The major sources of revenue are fees collected from students and sale of application forms for admission ,Charges for various facilities and services rendered to students and interest received on saving deposits. Part of fees collected from PG course students in distance mode affiliated to RBU.The funds collected are spent only for planned expenditure reflected in the Budget. During the preparation of budget, inputs are obtained from IQAC, departments, library, sports, laboratory and committees. Then the annual budget of the College is prepared. After collecting quotations from the Purchase Department, the budget is revised on the basis of requirements and priorities of the College. The College also makes operational budgetary allocations for salaries of all teaching and non-teaching staff, house- keeping staff, repairs and maintenance, AMCs, license fees, developmental work, audit fees, legal and professional charges, purchase of books and periodicals, event expenses, sports participation fees, electricity and water bills, stationery expenses, postage &

telegram and miscellaneous expenses. The annual budget (capital & revenue) is tabled before the GB. A specific amount is finalized (on the basis of income) within which the College has to restrict its expenses. All financial transactions are controlled and monitored by internal and external audit.

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

The IQAC consistently strives to institutionalize quality assurance strategies and processes at every level of functioning of the Institute. In order to improve teacher quality, the IQAC has been motivating the teachers to attend Workshops, seminars etc. Workshops are being conducted by IQAC, different department in collaboration with IQAC encouraging the faculty to use ICT and e-resources. Teachers are encouraged to attend Orientation, Refresher and Short term courses. A large number of teachers are enrolled for Online learning platforms. Teachers are encouraged to participate in Syllabus Revision Workshops. Feedback Mechanism is prepared by the Feedback Committee for conducting student feedback on teaching learning. IQAC is continuously engaged in imparting and sharing ideas by organizing workshops on Best practices adopted by Degree Colleges for Quality enhancement, workshop on interpreting and implementing new NAAC guidelines. Promoting the Culture of Research, IQAC strives to develop an environment conducive to research. Faculties are engaged in publishing research papers and research articles to enhance their knowledge skills. Various conferences have been organized both at national and international levels on varied and relevant topics

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

Two institutional reviews and implementation of teaching learning reforms facilitated by the IQAC are: (I) Academic Review (II) Implementation of ICT and Experiential Learning

Academic Review : The college follows a comprehensive mechanism of reviewing the teaching-learning processes and learning outcomes: The Academic and Administrative Audit (AAA) is the primary teaching-learning review conducted every semester. The AAA evaluates the fulfilment of institutional parameters of planning, execution and record-keeping of teaching practices, curricular, and co- curricular activities. With the implementation of the AAA, there is uniformity in conceptualization of the structure and methodology of academic and extracurricular routine in every academic session. All the departments in the college abide by the institutional norms (initiated by the IQAC) such as: timely submission of workload requirement for forthcoming session; timely distribution of time table among faculty; course completion according to lesson plan; academic and extracurricular work delegation within the department; use of ICT in teaching practices, wherever applicable; execution and moderation of internal assessment(s); assessment of learning-outcome by identifying high performing and low performing students, analysis of end-semester examination results etc. Such detailed institutional parameters have been instrumental in strengthening the competitive spirit on campus and streamlining the entire process of teaching-learning.

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

<b>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</b>	<b>D. Any 1 of the above</b>
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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	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

College is concerned about gender equity and is cautious of imparting gender sensitivity through various cells and organizations like Women's affairs and internal complaint Cell, Anti-Ragging Cell. Inclusive representation of women in all important Committees. Gender Awareness Webinars are conducted regularly. Security cameras are installed for safety and security of everyone in and around the campus. This year on the backdrop of COVID-19 situation, we have organized online webinars. The college has conducted an online Special Lecture and Thought Sharing Session on the occasion of International Women's Day is to be organized by NAAC committee in collaboration with IQAC, Barasat College on the occasion of international women days on dated 8th March 2021 by online platform. The all-Programme arrangement was done by NAAC in collaboration with IQAC. Another online webinar on 'PROTECTION OF WOMEN AGAINST SEXUAL HARASSMENT AT WORKPLACE AND EDUCATIONAL

INSTITUTIONS' has been organised by College in collaboration with IQAC. Another webinar on gender equity have been conducted by Sociology department in collaboration with IQAC titled 'PANDEMIC OUTSIDE, EFFECTS INSIDE - DOMESTIC VIOLENCE, PRESENT CHALLENGES AND HOPE: A SOCIOLOGICAL PERSPECTIVE'. The college has installed CCTV cameras in college premises in various places. we have Girls Common room facility.

File Description	Documents
Annual gender sensitization action plan	<a href="#">Flyer and Pictures of the Webinar and Certificates</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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**

Awareness about waste pollution and difficulties in disposal is spread among students through talks on environment conservation and they are encouraged to create least waste, and properly dispose it. Other regular solid waste is collected from nook and corner of the campus in substantial number of dust bins placed at strategic locations, brought together and taken away periodically by the waste collection agency of the municipal body. During the autumn season a large quantity of fallen dry

leaves are collected and dumped to decompose for manure.

Wash rooms wastes are directed to a septic tank while effluents from laboratories are directed into separate underground tanks and prevented from escaping into the environment. All the liquid waste from washroom, bathroom is collected into soakage pits through systematic drainage.

Sanitary napkins are disposed to a separate bin in Girls' Common Room, and no other biomedical waste is generated.

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

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

**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**

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	<a href="#">View File</a>

### 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**

D. Any 1 of the above

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

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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).

To bolster social cohesiveness and promote national solidarity, an inclusive environment characterized by tolerance and harmony toward cultural, regional, linguistic, communal, and socioeconomic diversity is indispensable. The majority of the college students come from varied socio-economic backgrounds in the local region, with a large percentage of them being first generation learners. To foster an inclusive environment, the college undertakes following initiatives:

? College encourages students to apply for different types of state government funded scholarships like Kanyashree Prakalpa (to improve the status and well-being of female children by preventing early marriage and ensuring compliance with legal requirements on the minimum age of marriage), Swami Vivekananda Merit-Cum-Means Scholarship,

? The college observes national holidays such as Independence Day and Republic Day by hoisting the national flag and singing the national anthem to foster the spirit of national integrity. To raise student knowledge of our rich cultural heritage, the institution also commemorates the birth anniversaries of great persons like Rabindranath Tagore, Swami Vivekananda, Netaji Subhas Chandra Bose and Dr. Sarvapalli Radhakrishnan.



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

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

Our institution takes all possible initiatives by conducting several events and programmes for strengthening the students, teaching and non-teaching staff to become more responsible citizens of our country by sensitizing them to the constitution of the country. As more responsible citizens of the country the students are motivated to take part in several activities of the college. The institute also motivates the students and staffs regarding the importance of the activity and are encouraged to participate in saving the life of India citizens. Our college also celebrate International Women's Day. .

Our college motivates students making them conscious by Anti-Tobacco campaign on Anti-Tobacco day. Every year Republic & Independence Day is celebrated on 26th January, highlighting the importance of Indian Constitutional values, rights, duties and responsibilities of citizens. The celebration is attended by students, teaching and non-teaching Staff maintaining the Covid Protocol. The Flag hosting with National anthem and oath of national. Environmental science constitutes the part of curricular teaching and evaluation to sensitize the students on the preservation of the ecosystem and environment. College celebrates World Environment Day where Students are also sensitized to adapt green practices, conservation of natural resources, alternative source of energy and renewable energy.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	<a href="#">View File</a>

#### 7.1.10 - The Institution has a prescribed code of conduct for students, teachers,

D. Any 1 of the above

administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff  
**4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>

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

**National Days: Independence Day, Republic Day**

**International Days: International Women's Day, World's Environment Day, international Mother's Language Day**

**Birth anniversaries - Rabindranath Tagore, Swami Vivekananda, Netaji Subhas Chandra Bose and Dr. Sarvapalli Radhakrishnan.**

**Festivals- Basontotsav, Chirstmas, Raksha Bandhan**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### 1. Title of the Practice: Online Teaching and Learning in the Age of Covid-19

When countries all over the world went into lockdown due to Covid-19, educational institutions had to follow suit. During the Covid-19 outbreak, the country was facing a major crisis in many sectors but the worst hit sector was the education sector as most of the exams got cancelled during the final assessment phase. Various methods like G-Meet, LMS, PPT, Audio-Lectures were adopted for teaching different courses by the faculty members of all the departments. Learning encourages more productive use of time. This will prevent institutions from facing delays in their annual academic calendar for lockdown.

### 2. Title of the Practice: Curriculum Enrichment Measures

This practice was implemented in order to enrich the existing curriculum and give hands on experience to our students as per industry expectations. Value added online courses, from the first year onwards "MS Office Basic" classes are conducted for students identified to be weak in these skills. Excellent results of our students in the examinations, student achievements in co-curricular activities and consistent placement percentages above 90% are proof of the success of this practice.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.3 - Institutional Distinctiveness

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

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like Women's

day, Yoga day also promote tolerance and harmony. Institute has code of ethics for students and a separate code of ethics for teachers and other employees which has to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities. It strives to promote to be tolerant, fair to all, to be truthful and to be loving to all fellow men. With these ideals of purity in mind, the institution works towards creating a holistic environment by including all its stakeholders, and especially its students, from all walks of life, of various religions, caste and creed, and from various economic strata. Under the benevolent umbrella of the College, all are equal: there is no discrimination. This engenders and fosters the spirit of Unity and harmony.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

As the College is in the 50 year Celebration of its foundation, the College has taken the decision of presenting an outdoor Court to its students, where they can conduct many kinds of sports including Volleyball, Badminton and others. The College is also cleaning and labelling a purchased ground at its backyard with soil, after removal of stones and other debris, so that it can be used both for Car parking and an enlarged Cycle and Bike stand.

Some parts of the College building, which are not within boundary walls, are being walled up for greater security to the College .We have to LMS system, and wish to continue it in a hybrid mode in future too, along with the chalk & duster method, due to the resurgence of the Corona menace, almost in the manner of a recurring decimal.

Teachers have counselled and will counsell students to overcome the depression and hopelessness caused by the Covid menace. Moreover study material has been regularly and unfailingly uploaded and in the College website and Departmental Students Group almost everyday to cater to the growing needs of the

students and will be continued in future.

NAAC