



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution		SHRI SHIKSHAYATN COLLEGE
• Name of the Head of the institution	ADITI DEY	
• Designation	PRINCIPAL	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	03322826033	
• Mobile no	9830639872	
• Registered e-mail	principal@shrishikshayatancollege.org	
• Alternate e-mail	shikshayatan1955@gmail.com	
• Address	11, Lord Sinha Road	
• City/Town	Kolkata	
• State/UT	West Bengal	
• Pin Code	700099	
2.Institutional status		
• Affiliated /Constituent	Affiliated	
• Type of Institution	Women	
• Location	Urban	

• Financial Status	Grants-in aid				
• Name of the Affiliating University	University of Calcutta				
• Name of the IQAC Coordinator	SUCHHANDA GHOSH				
• Phone No.	9831029720				
• Alternate phone No.	03322826033				
• Mobile	9831029720				
• IQAC e-mail address	coordinatoriqac@shrishikshayatancollege.in				
• Alternate Email address	suchhandag@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://shrishikshayatancollege.org/agar-annual-reports/#1669561346865-fd288b8d-f66f				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://shrishikshayatancollege.org/academic-calendar				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	A	3.24	2016	05/11/2016	05/11/2021
Cycle 2	A	3.16	2009	31/10/2008	31/12/2014
Cycle 1	B+	-	2003	30/09/2004	30/09/2008
6.Date of Establishment of IQAC	08/04/2004				
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest	Yes				

NAAC guidelines	
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	29
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
The IQAC prepared the IIQA and SSR for 4th Cycle of Accreditation	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan of Action	Achievements/Outcomes
To prepare for NAAC assessment	The College initiated the process of NAAC accreditation
13.Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14.Whether institutional data submitted to AISHE	

Year	Date of Submission
2020-21	26/02/2022

15. Multidisciplinary / interdisciplinary

Shri Shikshayatan College is affiliated to the University of Calcutta since 1955, and as per its directive has adopted the Choice Based Credit System from the academic session 2017-18. The College offers an array of subjects covering Science, Humanities, Management and Commerce streams. The College already offers nine subjects in Science, fourteen in Humanities, two specializations each in Commerce and Business Administration, two postgraduate and one professional degree course. It is also one of the few colleges that offers four languages at the UG level. Thus, it has already established itself as a reputed multidisciplinary institution and has remained a much sought after learning destination for girl students from across the country. We are constantly exploring the possibility of integration of subjects that are taught in college. It would be pertinent to mention here that the College engages from time to time with students and faculty of contiguous colleges in different academic exchanges.

16. Academic bank of credits (ABC):

All possibilities of integration of courses with the contiguous colleges offering similar courses with same /different combinations can be explored for creating an Academic Bank of Credits (ABC) under the directives of the affiliating university.

17. Skill development:

The College has been mindful to make the students competent for emerging opportunities and openings in different spheres of learning. The College has a dedicated Entrepreneurship Cell called Shri Vriddhi, where students enrol to hone their entrepreneurial skills. For imparting computing skills, the college offers courses like, TALLY and Basic Computer Training course by NIELIT. Training programmes in SPSS, R-STAT, Mushroom Cultivation technique, Advanced GIS have been organized from time to time. Students also benefit from market oriented programmes like Capital Market, GST and Certified Tax Programme. Students are encouraged to develop their creative and literary skills through student creative societies in College, theatre and translation workshops organized in collaboration with external stakeholders. Soft skill training and online add-on courses are offered to the students by Omnifin and NIELIT in collaboration with

IIT Bombay.

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

As an affiliated college we introduce a course as per the guidelines of the affiliating university. However, ours is one of the few colleges in the city to offer three vernacular languages - Bengali, Hindi, Urdu - alongside English which adds a unique dimension to its multilingual presence. To inculcate ethical values and awareness of Indian knowledge system various curriculum based programmes as well as observance of days of national significance (Hindi Diwas, Bangla Bhasa Divas, Constitution Day, World Heritage Day etc.) are organized regularly.

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

The abiding system of imparting education in this Institution has been student-centric. The Institution follows the guidelines of the affiliating University for introduction of Outcome Based Education. The Programme Outcomes and Course Outcomes of all disciplines and subjects relevant to the CBCS are stated on the college website.

20.Distance education/online education:

The use of ICT is one of the best practices of the College. During the recent pandemic, the institution was quick to adopt the online mode of teaching learning through a dedicated LMS. The infrastructural facilities are already in place for the institution to carry on further online education whenever necessary.

Extended Profile

1.Programme

1.1 21

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

File Description	Documents
Data Template	View File

2.Student

2.1 4383

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 **841**

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

File Description	Documents
Data Template	No File Uploaded

2.3 **1420**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1 **97**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **111**

Number of sanctioned posts during the year

Extended Profile

1. Programme

1.1	21
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	4383
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	841
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	No File Uploaded

2.3	1420
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	No File Uploaded

3. Academic

3.1	97
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	111
Number of sanctioned posts during the year	

File Description	Documents
Data Template	No File Uploaded

4.Institution	
4.1	48
Total number of Classrooms and Seminar halls	
4.2	271.45505
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	439
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 prescribed syllabus of the affiliating University. For regular UG courses, the syllabus used to be covered in two phases for the 1+1+1 system (2017-2018): Pre Mid-Term and Post Mid-term followed by a Selection Test. The syllabus to be covered was communicated to the students through a teaching plan distributed at the beginning of the academic session as well as through an academic calendar published in the College Prospectus. For curriculum delivery as per the CBCS (2018 till date), the University calendar is strictly followed for both UG and PG courses. At the end of each month, faculty members are required to document and submit details of the syllabus covered by them to the Principal. The six monthly semesters culminate in an internal assessment and Tutorial conducted as per University norms followed by the University Examination. To familiarize themselves with the new CBCS system and curriculum, faculty members have attended orientation sessions on CBCS, special lectures and workshops organized by colleges all over the city.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

As an affiliated institution of the University of Calcutta, the evaluation norms of the University are strictly followed. Till 2018, the 1+1+1 system was followed for UG courses where internal evaluation was in the form of tutorials, class tests, projects, remedial classes for slow learners. Since 2018-19, as per the CBCS, continuous assessment in theory subjects includes 10 marks for an Internal Assessment, and 10 marks allotted to class attendance. The College conducts the Internal Assessment department-wise according to a proper schedule. The syllabus and timing of these assessments are communicated to the students as per directives issued by the affiliating University. Student internships, formal assessments, revision work, class tests, assignments and student presentations are also integral to the teaching-learning process. During the pandemic sessions, a continuous system of online evaluation was put in place. Besides evaluation, the Institution strictly adheres to the semester-wise academic calendar as set by the University in curriculum delivery.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

A. All of the above

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

1.2 - Academic Flexibility

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

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

21

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

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

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

1

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

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

52

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

1.3 - Curriculum Enrichment

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

As an affiliated institution the syllabus is prescribed by the affiliating University. Hence the College can only design programmes that will augment the imperatives of the above. The Institution strives to ensure effective delivery of the curriculum through a plethora of student related activities. Through these programmes students imbibe universal moral and social values, sensitivity towards gender issues and environmental consciousness. Such values are promoted in different ways as follows:

1. Gender sensitization programmes 2. Observance of Women's Day 3. Environmental education is promoted through projects, field work, nature club activities and Green Audit. 4. Human values are promoted through the activities of the outreach units in college: NSS, LTS COSU and SWC. T 5. Our community outreach services have included on a regular basis annual NSS special camps, healthand hygiene awareness camps, environment and social awareness interfaces, donations for help in settingup infrastructures in schools in remote areas and mobilizing students on the whole to address relevant social issues. 6. Regular value education and mental health workshops 7. A Handbook of Ethics and Code of Conduct has been uploaded in the College website 8. Programmes on professional ethics are conducted by different departments and the Central Research Committee.

9. There is observance of special days like Earth Day, World Environment Day and Forest Week

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

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

14

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

2096

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

B. Any 3 of the above

from the following stakeholders Students Teachers Employers Alumni	
File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	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 students admitted during the year	
1554	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)	
2.1.2.1 - Number of actual students admitted from the reserved categories during the year	
106	

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

2.2 - Catering to Student Diversity

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

The institution assesses the learning levels of the students and organises special programmes for advanced learners and slow learners. For advanced learners the approaches adopted are as follows:-

- More challenging work in the form of projects and home assignments
- A well stocked library with advanced reference facilities
- Incentives in the form of merit scholarships and prizes
- Encouragement for participation in inter-college and intra-college competitions, and paper presentations using ICT
- Special lectures by eminent speakers from industry and academia
- Free internet access
- Coaching classes for GRE/GMAT
- Counselling by faculty to appear for competitive examinations
- Career fairs, seminars and workshops
- Opportunities for publication in departmental journals and students' magazines

Identification of weak students made on the basis of interactions and assessment tests during classes. The strategies adopted to level up the slow learners are as follows:

- Meeting and communicating to the weaker students their areas of weakness
- Organizing remedial classes
- Teachers available beyond class hours to counsel the weaker students
- Monitoring the progress of the students through written assignments and the progress record maintained
- Evaluated answer scripts of college examinations discussed with students to identify and address their shortcomings

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

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

Number of Students	Number of Teachers
4383	107

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

Learning is made more student-centric through a combination of old and new methods of teaching. In order to motivate the students beyond the scope of theoretical knowledge various student-centric learning methods like workshops, seminars, film shows, group discussions, field trips, institutional visit, slide shows, case study based research projects, internship etc. have been adopted. Student-centric methods are an integral part of the pedagogy adopted by the faculty for which the college provides all possible support such as:

- Smart classrooms
- Interactive projectors and smart boards
- Personal laptops for faculty
- Fully Wi-Fi campus
- Internet room
- Open access library
- Facility to download e-resources
- Digitization of lessons
- Seed money for students' research projects
- Reprographic facility at subsidized rates
- Institutional membership of British Council Library
- Fund allocation for institutional visits and excursions
- Institutional book grant in addition to UGC grant
- Fund for publication of departmental journal
- Fund for purchase of laboratory instruments, equipments and materials
- Sponsoring international students' collaborative initiatives
- Fund for organizing workshops, seminars and conferences
- State-of-the-art Media Lab, Computer Labs and Audiovisual Seminar room
- Content enrichment material
- Pedagogical analysis

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

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

The ICT enabled learning environment of the institution is conducive to developing creative and critical thinking as well as scientific temper among the students. Faculty is provided with the requisite facilities for preparation of computer aided teaching - learning material. Both faculty and students have access to the

following modern teaching aids:

- The online teaching -learning facility was very much in place with the support of a renowned online platform provider since 2015. The platform

has been put to extensive use during the pandemic times when distant teaching-learning became the only mode of communication between the teachers and the students. Regular classes are taken through this on-line platform according to a fixed routine set by the institution. Classes are accessible 24X7 as recorded material in the LMS reaching out to the students beyond the regular teaching hours. Adequate number of high end interactive projectors and computers for use in seminars and lectures

- Digitization of lessons
- State-of-the-art Media Lab, Computer Labs, Language Lab and Audio-Visual room
- Interactive smart boards
- High end personal laptops and i-Pad minis for faculty
- A well-equipped open access computerized library with internet facility is available for faculty and students.
- E-resources are available through national networks.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

39

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

97

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

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

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

29

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

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

254.16

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

2.5 - Evaluation Process and Reforms

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

Examination Committee coordinated all the internal examinations (mid-term & selection test) of the college before the commencement of the CBCS. The examination process included setting of question papers, evaluation of answer scripts within a stipulated period of time, submission of marks. Evaluated scripts of the mid-term examination were shown to the students. Following permission from the Principal, marks of the selection test were communicated to the students. Tutorials were also held on a regular basis. After commencement of the CBCS, some departments conduct the internal examination through google form, while other departments set question papers. But as the internal examination is a component of the university examination, the marks are not communicated to the students.

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

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

Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient. The mechanisms for redressal of grievances with reference to evaluation are as follows: For university examinations: • Review of answer scripts are done as per university norms • RTI provision is also available. The students forward their applications to the college helpline, where from the issues are forwarded to the affiliating university.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students

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

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

The institution follows the syllabi laid down by the affiliating university for all its subjects. It ensures the completion of the mentioned syllabi through a teaching plan that is also provided to the students at the beginning of the academic session. The Principal in coordination with the Heads of the Department monitor the execution of the assigned syllabus and its timely completion. The final outcome of the course is evaluated through the performance of the students that is analysed at the end of each semester examination.

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

1420

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

2.7 - Student Satisfaction Survey

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

https://assessmentonline.naac.gov.in/storage/app/hei/SSR/104796/2.7.1_1669268767_9112.xlsx

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

2

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

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

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

0

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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college is giving adequate importance to research as per the last NAAC peer team's suggestion.

- The institute has a central research committee,
- Impact, an annual publication by central research committee of college published the students projects.
- The institute has a fund that provides finances for faculties to attend seminars and conferences. This fund also finances student research projects.
- The college has three existing MOUs.
- The studentsof the department of Botany also are actively involved in CUBE, a science project organised by TIFR.
- Many seminars have been organised by different departments entered around entrepreneurship and Intellectual Property Rights (IPR). The college supports NEN that does student

projects on entrepreneurship.

- The two post graduate departments bring out their journals which are solely based on students' projects. The M.Com department has published a book with ISBN number with their student contributions. The PG English department is also trying to follow suit.
- Every department of the college now brings out a departmental journal, that involves exchange of ideas between student and faculties. The journal of the department of Political Science has been awarded an ISSN number.
- The department of Chemistry regularly holds seminar titled "Sharing Research Experience" where the faculties present their own work to encourage the students in research. The department also has a research club where students and faculties present their own work or other interesting work in the field of science periodically.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

13

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

2

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

3

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

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

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

36

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

3.4 - Extension Activities

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

The college has one NSS unit. The college is also one of the 3 colleges in Kolkata to have LTS unit. Apart from this the institute has a social welfare committee and COSU, which consist

of the B.Ed students.

The students of NSS regularly clean the Lord Sinha Road , spread bleaching powder and water the trees. Posters and leaflets on ways to prevent Dengue and Chikungunia, on conservation of water are regularly distributed. LTSers plant saplings in areas around college like Victoria Memorial, etc.and takes care of the plants in a nearby park. NSS and LTS is associated with a near by old age home since,2005:The NSS is also associated with an orphanage, Society of Indian Childrens Welfare in Park Circus. The college is also associated with the Tiljala slum through two NGOs, UMEED and Tiljala Shed. The volunteers go to UMEED regularly to teach the children.Eye camps were held with Lions Club, menstrual hygiene camps were also held with the girls. The college also set up an indoor games centre for the slum children inside another NGO, Ektara at the Tiljala slum. The social welfare committee makes regular visits to a nearby old age home, puts up cultural programmes and spends time with the inmates.

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

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

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

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

3.4.3 - 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

3.4.3.1 - 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

18

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 during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

210

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

14

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

3

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

- Classrooms have been refurbished with space saving desks, Wi-Fi connectivity, Lecture Capture facility, air conditioning, LED lights, interactive projectors and white boards.
- ICT facilities have been upgraded from time to time. There are five classrooms with laptops in each desk, an internet room for students in the library and library wings. Touch screen lightweight laptops are made available for quick searching of book catalogues, viewing e-journals and other online learning resources.
- A dedicated seminar room is in place.
- The College houses fully equipped laboratories in the departments of Botany, Zoology, Chemistry and Physics . The

department of Geography has dedicated GIS laboratory . JMC laboratory is provided with State-of-the-art Media Lab aids in video-sound editing and documentary making.

- The College has Botanical corners with potted plants. In addition, a part of the third floor corridor has a medicinal plant unit.
- The College has provisions of wheel chair, ramp, handrail and lift. Braille material is available in the library for visually impaired students.
- Online teaching-learning platform already in place has been upgraded, especially during pandemic, to facilitate unhindered academic and co-curricular activities. Recorded lectures by faculty and invited guests along with relevant study material have been stored in the database to enable better learning outcomes.
- The college library is equipped with printer, reprographic facility and SPSS package and facilities of fumigation of old books.
- A convenience store in the campus is available to cater to students' requirements.

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.

Orientation programmes, cultural functions, medical camps, seminars/conferences are held in the auditorium. The common space in the premise is used for celebration of Republic Day, Independence Day and College Fests in particular. The College Annual Sports is held at the grounds of the Institution of Physical Education at Alipore. The Institution facilitates both indoor and outdoor games. Air-conditioned Common Room cum Gymnasium is equipped with Carrom board, Table Tennis, Chess board, Exercise Cycle, Exercise Ball, Treadmill, Fitness Bench and Twister machine. Yoga cum Activity Room and Swimming Pool available in the campus are used from time to time for different training sessions, workshops and sports. A quadrangle within the premise is utilized for sporting activities like cricket, badminton, throw-ball, basketball under the supervision of sports instructor. Rehearsals for different college events are held in the activity room. There

is a dedicated space for career counselling and placement unit. Medical room is available for all stakeholders. Fortnightly visit of medical practitioner is made available. NSS Camps and allied activities are organized at regular intervals in and off campus. The College provides infrastructure and funds for all NSS activities. The College has a designated room to smoothly conduct all internal and University examinations.

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.

42

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

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)

1.34243

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

4.2 - Library as a Learning Resource

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

The College houses two fully air conditioned libraries - General Library and B.Ed Library - with over 48000 and 7500 books, various E-journals and printed journals, magazines/newspapers respectively. Both libraries are fully automated using Integrated Library Management System (ILMS) - IRP-Book Mall, version 2.30 - since 2014. The College Library has subscriptions to the following E-resources:

- e-journals
- e-ShodhSindhu
- e-books
- Databases

The institutional membership of NLIST and DELNET allows access to e-journals, e-books and other learning e-resources. The annual subscription to both print and electronic journals through SAGE marks a significant addition to the knowledge base and contributes to the academic pursuit and research aptitude of both students and faculty members.

File Description	Documents
Upload any additional information	View File
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

A. Any 4 or more of the above

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

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

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

114450.5

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

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

10311

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

Two HP Proliant G5 Servers which act as application and database servers for IRP (Institutional Resource Planning) Software. Eight Servers which act as Lecture Capture Servers. One Gigabit 24 Port HP Aruba Centrally Managed Switch with POE. One Sophos XG-230 Firewall for securing and distribution of internet throughout the

campus. One Gigabit 12 Port HP Aruba Wi-Fi Mobility Controller cum Switch for managing the Wi-Fi access points. 30 HP Aruba 802.11 A/B/G/N/AC managed Wi-Fi access points are spread out throughout the campus providing seamless Wi-Fi connectivity. One Tata Teleservices 30 Mbps lease line connection and one 30 Mbps Airtel lease line connections Two APC 5 KVA UPS for power backup

23 HP workstations, 63 HP-Pro-book Laptops, 15 monochrome LaserJet printers, 1 colour laser printer and Canon IR-ADV 4535 multifunctional network Xerox machine are used for both academic and administrative purposes. The College has 215 Microsoft Campus Licenses for use in computers. The networking equipment is upgraded (Core Switch and Distribution Switches in all the four floors) along with Wi-Fi infrastructure (upgraded from HP - Procurve 10 AG (802.11 a/b/g access points) to HP Aruba (802.11 a/b/g/n/ac access points) in the year 2019. Bandwidth of internet connection in the Institution 30 mbps

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

4.3.2 - Number of Computers

439

File Description	Documents
Upload any additional information	View File
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

64.63318

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

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

The physical, academic and support facilities of the Institution is taken care of by the Management. Yearly review is done of all the facilities available both in-campus and off-campus and initiatives are taken for general maintenance as well as upgradation in order to upkeep and improve the facilities. Advanced facilities are introduced as and when required in order to serve the stakeholders in a better way and to ensure the fulfillment of its stated vision and mission.

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**

232

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

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

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

11

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

B. 3 of the above

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

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

640

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

84

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)	View File

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

73

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

294

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

5

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

0

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

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

The Institution has full fledged students' representation in Student Council for the different streams. Students conduct the inter-college fest of the College. There is student representation

in the IQAC of the College.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

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

5.4 - Alumni Engagement

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

The Institution is yet to have a registered Alumni Association. It is hoped that such a platform will enable the alumni to be engaged with different spheres of activities of the Institution and support it in all possible ways, which, in future, will augment the alumni-institution interface in a positive way.

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	
<p>The governance of the Institution is in accordance with the vision and mission statement reflecting the goals and objectives 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. In accordance with this objective, job-oriented, self-financing degree courses and add-on certificate courses have been introduced to improve the employability of students by making them skilled, self-reliant and globally competent. The proactive leadership of the Principal and Management along with the teaching and non-teaching staff and the students ensures the fulfilment of the vision and mission striving to make the Institution a center of excellence.</p>	
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.	
<p>The Management of the Institution in consultation with the Principal provides leadership in all academic and institutional practices. The Principal co-ordinates on all academic matters through the Heads of Departments and Co-ordinators who are nominated on a rotational basis for a period of three years. The inclusion of teachers' representatives in the Governing Body of the College also on a rotational basis for a period of two years enables the faculty members to participate in different academic</p>	

deliberations and often play a role in planning strategies for institutional improvement and 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 officers-in-charge are nominated specifically for the smooth conduct of each set of examinations. Participative management and decentralization are also evident in the changing composition of committee members of the Teacher's Council. The entire process of participation and decentralization is co-ordinated by the Principal. Members of the Teaching Staff exercise the option of choosing to function in a minimum of two committees of the Teachers' Council. Meetings of the Council are convened by an elected Teachers' Council Secretary, in consultation with 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

The Institution has a close knit and well defined internal organizational structure for its effective and smooth functioning. There exists a clear demarcation of the responsibilities of the staff members of the College when monitoring and decision making is involved. The Governing Body as per the Constitution of the College has 6 members in all. It comprises of the President of the Shikshayatan Foundation, The Secretary, The Principal being an ex-officio member, while there two Teacher Representatives and one Non-Teaching Staff Representative. The Secretary and the Principal 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, Coordinators of PG and UG, Departmental Heads, the Teachers' Council Secretary, the Librarian as well as Convenors 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.

Service Rules and procedures are guided by the Calcutta University. Service Rules and procedures are guided by the Calcutta University First Statutes (latest edition), the Constitution of the College and the rules of the State Government as amended from time to time in this regard. The recruitment rules for the Teaching staff are as per the latest government rules along with the eligibility criteria prescribed by the UGC. The college full time teachers and non-teaching staff members are appointed as per the College norms. There are several grievance redressal mechanisms including the Anti-ragging & Sexual Harassment Cell with a Grievance Redressal Cell comprising teacher members headed by the Principal. Complaint and suggestion boxes along with helpline numbers are placed at strategic positions inside the campus.

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

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The College undertakes various welfare activities for its teaching and non-teaching staff members. The statutory leaves are given to the teaching staff for attending Faculty Development Programmes, acting as resource person/paper presenter in seminars and conferences and also for all exam related assignments . The non-teaching staff members are also encouraged to pursue various professional courses. The College funds the registration fee for the faculties who present papers in seminars and conferences upon request. The faculty as well as the staff of the College can get easy loans which are arranged by the College. The College also provides gratuity benefits to college-appointed full time staff . All non-teaching staff are given festival bonus annually, the benefit of Gratuity linked LIC Policy, conveyance allowance, lunch allowance, winter and summer uniforms. The nonteaching staff are provided with ESI Health Cards. General health inspection and counselling of the students and staff are done in the College once a week. The College has made collaborations with various hospitals of the city for both the members of the teaching and non-teaching staff at College. During the pandemic the College arranged special camps in collaboration with the leading medical service providers of the city for free full dose immunization of all the staff members.

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**

4

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

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

0

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

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**

31

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

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

The performance appraisal system for the teaching and non-teaching staff members include: • Self-appraisal reports submitted by members of faculty under Career Advancement Scheme for promotion • Annual self-appraisal diaries maintained by individual faculty and periodically reviewed by the Principal. Faculty members also submit the syllabus completion reports to the Principal at regular interval • Online student feedback on individual faculty obtained and analyzed by Principal • Feedback taken from the students, alumni and parents about the academic and infrastructural facilities by the IQAC, are analyzed and the observations are communicated to the concerned authorities The mentioned methods of performance evaluation help in identifying the strength and weakness of staff members. The Principal, on reviewing the appraisal, informs the appraisee in confidence providing an opportunity for improvement. This participative approach results in greater satisfaction and higher work performance.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling

audit objections within a maximum of 200 words

The Institution is administered by the Trust through the Governing Body in conformity with best practices in place. The Institution ensures optimum utilization of funds and resources. The main sources of receipts are fees collected from students, grants from the State Government and the UGC, interest on fixed deposits, fines and other miscellaneous sources of income. The Institution has an efficient internal audit mechanism for regularly verifying the accounting information so generated. Audited Balance Sheet and Income and Expenditure accounts are submitted to the Management every month. A quarterly internal audit report is also submitted. The external audit is conducted annually by the Auditors appointed by the Government of West Bengal. Till date no major objections have been raised by the Auditors.

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

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

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

0

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

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

A budget is prepared in the month of February for the following financial year and every possible effort is made to adhere to the

budget. All purchases are made after inviting requisite number of quotations and their proper scrutiny. Expenditures are checked by dedicated office bearers and approved by competent authorities. Internal checks and controls are in place ensuring transparency in financial resource management. The resources are carefully allocated to meet overall administrative requirements including recruitment of staff as and when required, infrastructural upgradation and maintenance, enhancement of teaching-learning capacities, faculty development etc.

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 major activities of the IQAC since the last NAAC accreditation has included:

- Mental Well-Being programmes and workshops particularly for the students.
- Collection of feedback
- Networking of the departments with their alumni
- Introduction of Mentor-Mentee system

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

There are institutional mechanisms to continuously review the teaching-learning processes. The Management of the institution reviews and suggests quality enhancement measures relating to

teaching-learning processes and outcomes at the Governing Body and IQAC meetings. The Principal in coordination with IQAC members, In-charges and Heads /Coordinatorsof the DepartmentsExamination Committee, Library Advisory Committee, Tabulation Committee and Research Committee and faculty members review and evaluate the teaching learning process. The Principal along with the heads of departments and members of the Academic Counselling Committee meet the students and parents for academic counselling . The students participate in reviewing the teaching-learning process through an online feedback. Based on review of teaching-learning process, fruitful efforts such as remedial classes, special lectures and bridge courses have been undertaken. New courses to enhance global competence and employability havealso been introduced.

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

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

A. All of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities**7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

The Institution was established with the vision of enlightening and promoting the position of young women in the society. The College is exclusively for girl students and strives to promote gender equity. In order to sensitize the students about gender discrimination and disparity, the College has organized seminars, talks and web lectures by different departments, even during the pandemic. The B.Ed. Department of the College has adopted the practice of encouraging the students to visit Nari Seva Sangha annually which is an NGO in Kolkata involved in the empowerment of underprivileged and economically distressed adult women since 2015. This exercise has enabled our students to work with them and share their experiential realities.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

A. 4 or All of the above

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

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The Institution has a tie-up with a leading waste management organization in the city who takes care of different categories of

waste generated in the campus and ensures its proper disposal and recycling.

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

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

E. None of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
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	B. Any 3 of the above
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

The emphasis on multi-lingualism through the teaching of four languages -English, Urdu, Hindi and Bengali - depicts inclusiveness and promote diversity.

Free-ship is given to eligible students in need. Cultural programmes on the Annual Day, College Foundation Day, Republic Day & Independence Day are organized that lays much emphasis on social harmony and awareness of the rich heritage of our country.

Celebration of various days like International Women's Day, World Literacy Day, Bhasha Diwas, Hindi Diwas, Vidyasagar Diwas. During the commencement of each session, the Principal of the College delivers an Orientation Lecture to the new batch of students to make them aware of the core values and ethos of the Institution. The College Website displays a Handbook of Values for the students and employees .

The NSS unit of the College undertakes different kind of activities and teach the students the importance of giving back to the society by believing in the principle of equality, fraternity and societal justice. College fest provides a platform for students of different streams to work together in organizing an event that showcases not only their capacities for leadership and harmonious co-operation but also establishes a common bond of friendship, commitment and accountability for later life

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

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

During the commencement of each session, the Principal of the College delivers an Orientation Lecture to the new batch of students to make them aware of the core values and ethos of the Institution.

In the different programmes celebrated by the Institution like Independence Day and Republic Day, the students and employees of the Institution are addressed by the President of the College with the message from the Constitution of India. The significance of the Day is illustrated to all with the words from the Preamble, Fundamental Rights and Duties enshrined in the Constitution of the country.

The College Website displays a Handbook of Values.

It has The Electoral Literacy Club.

The Department of Political Science of the College organizes Institutional Visit to Kolkata Municipal Organization for their students so that they can gain an understanding of the working of a civic body.

The NSS unit of the College undertakes different kind of activities and teach the students the importance of giving back to the society.

College fest provides a platform for students of different streams to work together in organizing an event that showcases not only their capacities for leadership and harmonious co-operation but also establishes a common bond of friendship, commitment and accountability for later life

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

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

A. All of the above

4. Annual awareness

programmes on Code of Conduct are organized

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

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

The Institution organizes and celebrates a number of national and international days Republic day & Independence Day is celebrated in the College every year. Bangla Bhasha Divas -International Mother Language Day Women's Day Earth Day Library Day- World Environment Day- Teachers' Day- Hindi Diwas (to commemorate the adoption of Hindi in devanagri script) Vidyasagar Diwas Science Awareness Day Baishe Shrabon The LTS celebrates the day in the name of 'Escortia' in which girls take part in debate on contemporary issues. Shree- The Annual Art and Cuisine Fair (Shree) is held before the vacation for Durga Puja where students, teachers and non-profit making organizations actively participate by putting up different stalls.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

EXTENSIVE USE OF ICT FOR QUALITY ENHANCEMENT OF THE INSTITUTION

The institution has adopted the strategy of creation and enhancement of its ICT infrastructure which is continuously upgraded with the latest computing facilities. Important institutional information is disseminated through the college website and through a dedicated online platform. Faculty is provided with the requisite ICT facilities. The online teaching-learning facility is in place.

ICT is effectively used in the Institution for examination management process, record keeping, documentation, biometric attendance for all staff and feedback from students. A well-equipped open access computerized library with internet facility and E-resources

SOCIAL OUTREACH ACTIVITIES There are four units of social outreach activities in the institution namely: National Social Service Unit (NSS), Leadership Training Service (LTS) Unit, Community Outreach Social Unit (COSU) and Social Welfare Committee (SWC). These units try to touch the less privileged sections of the society with different kinds of activities conducted all round the year. Each committee comprises teachers as well as student members who meet at the beginning of each session to plan out the year round activity calendar. For the NSS unit, the guidelines laid by the UGC and the affiliating university, is followed. The other three committees focus their activities in other possible areas.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

The vision and mission of the College has been holistic development of girls and empowering them. With this objective, there is a merit-based selection of students from all communities with different socioeconomic backgrounds. The emphasis on multi-lingualism through the teaching of four languages - English, Urdu, Hindi and Bengali - depicts inclusiveness and promote diversity. Free-ship is given to eligible students in need.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded
7.3.2 - Plan of action for the next academic year	
To undertake reaccreditation by NAAC for 4th Cycle.	