



## YEARLY STATUS REPORT - 2022-2023

### Part A

#### Data of the Institution

|  |  |                                  |
|--|--|----------------------------------|
| <b>1.Name of the Institution</b>                     |  | <b>SHRI SHIKSHAYATAN COLLEGE</b> |
| • Name of the Head of the institution                | <b>ADITI DEY</b>                             |                                  |
| • Designation  | <b>PRINCIPAL</b>                             |                                  |
| • Does the institution function from its own campus? | <b>Yes</b>                                   |                                  |
| • Phone no./Alternate phone no.                      | <b>03322826033</b>                           |                                  |
| • Mobile no  | <b>9830639872</b>                            |                                  |
| • Registered e-mail                                  | <b>principal@shrishikshayatancollege.org</b> |                                  |
| • Alternate e-mail                                   | <b>shikshayatan1955@gmail.com</b>            |                                  |
| • Address  | <b>11, Lord Sinha Road</b>                   |                                  |
| • City/Town  | <b>Kolkata</b>                               |                                  |
| • State/UT   | <b>West Bengal</b>                           |                                  |
| • Pin Code   | <b>700071</b>                                |                                  |
| <b>2.Institutional status</b>                        |  |                                  |
| • Affiliated /Constituent                            | <b>Affiliated</b>                            |                                  |
| • Type of Institution                                | <b>Women</b>                                 |                                  |
| • Location   | <b>Urban</b>                                 |                                  |

|  |   |                |                             |               |             |
|--|---|----------------|-----------------------------|---------------|-------------|
| • Financial Status   | UGC 2f and 12(B)  |                |                             |               |             |
| • Name of the Affiliating University   | University of Calcutta  |                |                             |               |             |
| • Name of the IQAC Coordinator   | ANASUA DAS  |                |                             |               |             |
| • Phone No.  | 9830760267  |                |                             |               |             |
| • Alternate phone No.  | 03322826033   |                |                             |               |             |
| • Mobile   | 9830760267  |                |                             |               |             |
| • IQAC e-mail address  | coordinatoriqac@shrishikshayatancollege.in  |                |                             |               |             |
| • Alternate Email address  | anasuadas@yahoo.com   |                |                             |               |             |
| <b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>   | <a href="https://shrishikshayatancollege.org/wp-content/uploads/2022/06/AQAR-21-22_compressed.pdf">https://shrishikshayatancollege.org/wp-content/uploads/2022/06/AQAR-21-22_compressed.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://shrishikshayatancollege.org/academic-calendar/">https://shrishikshayatancollege.org/academic-calendar/</a>   |                |                             |               |             |
| <b>5.Accreditation Details</b>   |   |                |                             |               |             |
| Cycle  | Grade   | CGPA           | Year of Accreditation       | Validity from | Validity to |
| Cycle 1  | B++   | 2.95           | 2023                        | 21/04/2023    | 20/04/2028  |
| Cycle 2  | A   | 3.24           | 2016                        | 05/11/2016    | 04/11/2022  |
| Cycle 3  | A   | 3.16           | 2009                        | 31/12/2009    | 30/12/2014  |
| Cycle 4  | B+  | -              | 2003                        | 16/09/2003    | 15/09/2008  |
| <b>6.Date of Establishment of IQAC</b>   |   |                | 08/04/2004                  |               |             |
| <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            | Nil                         | Nil           |             |

|  |                               |  |
|--|-------------------------------|--|
| <b>8. Whether composition of IQAC as per latest NAAC guidelines</b>  | <b>Yes</b>                    |  |
| <ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>  | <a href="#">View File</a>     |  |
| <b>9. No. of IQAC meetings held during the year</b>  | <b>23</b>                     |  |
| <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>     | <b>Yes</b>                    |  |
| <ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>   | No File Uploaded              |  |
| <b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>   | <b>No</b>                     |  |
| <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. Preparation and submission of IIQA 2. Preparation and submission of SSR 3. Hosted Peer Team Visit for the 4th cycle of accreditation                                      |                               |  |
| <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         |  |
| To upload IIQA   | Successful submission of IIQA |  |
| Collection and collation of data and documents for SSR preparation   | Compilation of SSR and DVV    |  |
| To upload SSR  | Successful submission of SSR  |  |
| <b>13. Whether the AQAR was placed before statutory body?</b>  | <b>No</b>                     |  |
| <ul style="list-style-type: none"> <li>• Name of the statutory body</li> </ul>   |                               |  |

|      |                    |
|------|--------------------|
| Name | Date of meeting(s) |
| Nil  | Nil                |

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

|         |                    |
|---------|--------------------|
| Year    | Date of Submission |
| 2021-22 | 12/01/2023         |

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

#### 2.Student

2.1 **4153**

Number of students during the year

| File Description                        | Documents                 |
|---|---------------------------|
| Institutional Data in Prescribed Format | <a href="#">View File</a> |

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 **1511**

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

3.2 **111**

Number of sanctioned posts during the year

| <b>Extended Profile</b>   |                           |
|---|---------------------------|
| <b>1.Programme</b>  |                           |
| 1.1<br>Number of courses offered by the institution across all programs during the year             | <b>21</b>                 |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |
| <b>2.Student</b>  |                           |
| 2.1<br>Number of students during the year   | <b>4153</b>               |
| File Description  | Documents                 |
| Institutional Data in Prescribed Format   | <a href="#">View File</a> |
| 2.2<br>Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | <b>841</b>                |
| File Description  | Documents                 |
| Data Template   | No File Uploaded          |
| 2.3<br>Number of outgoing/ final year students during the year                                      | <b>1511</b>               |
| File Description  | Documents                 |
| Data Template   | No File Uploaded          |
| <b>3.Academic</b>   |                           |
| 3.1<br>Number of full time teachers during the year   | <b>97</b>                 |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |

|  |     |
|--|-----|
| 3.2  | 111 |
| Number of sanctioned posts during the year |     |

| File Description | Documents        |
|------------------|------------------|
| Data Template    | No File Uploaded |

|   |        |
|---|--------|
| <b>4.Institution</b>  |        |
| 4.1   | 48     |
| Total number of Classrooms and Seminar halls                      |        |
| 4.2   | 211.62 |
| 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. The syllabus to be covered was communicated to the students through a teaching plan distributed at the beginning of the academic session and the same is submitted to the Principal in accordance with the credit hours. The initiatives taken for the effective implementation of the curricula across all courses include: 1. Regular tutorials, class tests and revision classes 2. Use of ICT to support classroom teaching e.g. through digitized lessons 3.Special lectures on the curriculum by experts from industry and academia 4.Minuted departmental meetings for planning, implementation and review of curriculum delivery 5.Bridge course in Mathematics for Commerce and BBA students 6.Laboratories equipped with the latest instruments, equipment and adequate materials as per the requirement of the syllabus 7.Infrastructural support in the form of open access library and free internet services 8.Stationery, printing and reprographic facilities at subsidized rates 9.Active learning opportunities



through projects, seminars, presentations, workshops, fieldwork, institutional visits, industry interaction etc. As an affiliated institution of the University of Calcutta, the evaluation norms of the University are strictly followed.

| 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)

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 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. The six monthly semesters culminate in an internal assessment and Tutorial conducted followed by the University Examination.

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 each for an Internal Assessment, and 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.

| File Description                    | Documents        |
|-------------------------------------|------------------|
| Upload relevant supporting document | 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**

**A. All 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   | 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) | <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)**

1

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

15

| 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. Gender sensitization programmes like lectures, seminars and workshops are conducted on a departmental as well as institutional level at regular intervals. Environmental education is promoted through projects, field work, online quiz contests, nature club activities and Green Audit. Human values are promoted through the activities of the outreach units in college: NSS, LTS COSU and SWC. Our community outreach services have included on a regular basis annual NSS special camps, health and hygiene awareness camps, environment and social awareness interfaces, donations for help in setting up infrastructures in schools in remote areas and

mobilizing students on the whole to address relevant social issues. Regular mental health workshops help the students to enhance their mental well-being. A Handbook of Ethics and Code of Conduct has been uploaded in the College website.

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

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

384

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| 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   | <a href="https://shrishikshayatancollege.org/wp-content/uploads/2022/06/Feedback-Summary-2022-23.pdf">https://shrishikshayatancollege.org/wp-content/uploads/2022/06/Feedback-Summary-2022-23.pdf</a> |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management                           | <b>No File Uploaded</b>   |
| Any additional information  | <b>No File Uploaded</b>   |
| <b>1.4.2 - Feedback process of the Institution may be classified as follows</b>   | <b>A. Feedback collected, analyzed and action taken and feedback available on website</b>   |
| <b>File Description</b>   | <b>Documents</b>  |
| Upload any additional information   | <b>No File Uploaded</b>   |
| URL for feedback report   | <b>Nil</b>  |
| <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 students admitted during the year</b>  |   |
| <b>1433</b>   |   |
| <b>File Description</b>   | <b>Documents</b>  |
| Any additional information  | <b>No File Uploaded</b>   |
| 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**

115

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                                    | No File Uploaded          |
| 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

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 |
|--------------------|--------------------|
| 4153               | 97                 |

| 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**

40



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

39

| 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) | <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

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| 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.

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) | No File Uploaded |

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**

**1511**

| 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  | 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://shrishikshayatancollege.org/wp-content/uploads/2022/06/Feedback-Summary-2022-23.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

0

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

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

**3.1.2.1 - Number of teachers recognized as research guides**

1

| File Description                        | Documents                 |
|---|---------------------------|
| Any additional information              | No File Uploaded          |
| Institutional data in prescribed format | <a href="#">View File</a> |

### 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 Institution has created an ecosystem for entrepreneurship activities amongst the students through a collaboration with Wadhvani Foundation. The Central Research Committee of the College coordinates and encourages the faculty members and students to pursue research. In order to impart practical knowledge and experiential reality of the corporate world, experts from industry as well as academia are invited to the Departments of Commerce and Business Administration. The Department of BBA also organizes an inter-collegiate management fest called PODIUM to impart corporate skills through competitions. Department of English encourages final year students to do apprenticeship at industries relevant to their subject. Several seminars and programmes have been organized on research methodology, entrepreneurship, skill development and IPR. Research and Development is a very important aspect of industry. The Central Research Committee encourages the students

to engage in summer projects, funded by the Institution, under the guidance of teachers to develop research aptitude. A few faculty members have been recognized as research guides. Seed money by the Institution finances teachers and students to attend seminars, workshops, conferences. The Institution has functional MOUs through which it strives for creation and transfer of knowledge.

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

### 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

1

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

**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**

1

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| List of research papers by title, author, department, name and year of publication (Data Template) | <a href="#">View File</a> |

**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**

13

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| List books and chapters edited volumes/ books published (Data Template) | <a href="#">View File</a> |

**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

National Service Scheme (NSS), Leadership Training Service (LTS), Social Welfare Committee (SWC) and Community Outreach Service Unit (COSU) carry out extension activities. The units work individually and also in combination to develop empathy in students for the underprivileged. The Institution ensures that the activities contribute positively in the life of the beneficiaries. Long standing collaborations have been forged with many NGOs, eg. Lions Club, Blood Connect, Bharat Sevashram Sangha, Little Sisters of the Poor etc for making a concerted effort in outreach activities. Students work for the upkeep and wellbeing of the immediate neighbourhood and beyond. The volunteers shoulder the civic responsibility of keeping the locality clean, creating awareness among the local people to prevent the spread of vector

borne diseases. The NSS unit collaborates with the Society of Indian Children's Welfare and caters to the Tiljala slum through the NGOs, Umeed and Tiljala SHED . Students collect money and essentials that are donated to institutions like Ramakrishna Mission or Bharat Sevashram Sangha. COSUhas collaborated with Sharehouse Charitable Foundation in the 'Project Warm Clothing' for the pavement dwellers in the city and the tribal families in the remote areas of Sunderbans and Midnapore.

| 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**

14



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

### 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

600

| 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> |

### 3.5 - 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

23

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

### 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

6

| 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.

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     | <a href="#">View File</a> |
| 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   | <a href="#">View File</a> |
| 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)****187.9**

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

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

**10.47**

| 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) | <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**

73

| File Description                                  | Documents                 |
|---|---------------------------|
| Any additional information                        | <a href="#">View File</a> |
| Details of library usage by teachers and students | <a href="#">View File</a> |

### 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 | No File Uploaded |
| List of Computers                 | 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)

23.72

| 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) | <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.

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

fullfillment 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

213

| 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) | <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

72



| 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)  | <a href="#">View File</a>  |
| <b>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> | <b>B. 3 of the above</b>   |
| 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>  |
| <b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>  |                            |
| <b>99</b>   |                            |
| <b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>  |                            |
| <b>99</b>   |                            |
| File Description  | Documents                  |
| Any additional information  | No File Uploaded           |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)   | <a href="#">View File</a>  |
| <b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student</b>  | <b>A. All of the above</b> |

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

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

## 5.2 - Student Progression

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

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

111

| 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) | 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

296

| 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 | No File Uploaded |

**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**

8

| 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) | 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.**

41

| File Description   | Documents                 |
|--|---------------------------|
| e-copies of award letters and certificates   | <a href="#">View File</a> |
| 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 )

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**

331

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | No File Uploaded          |
| 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

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

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.

| 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 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 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  | No File Uploaded |
| 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**

5

| 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) | <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**

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**

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   | No File Uploaded          |
| 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**

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

| 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 Committeemeet 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**

**B. Any 3 of the above**

**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)**

| File Description   | Documents   |
|--|---|
| Paste web link of Annual reports of Institution                                    | <a href="https://shrishikshayatancollege.org/wp-content/uploads/2022/06/Shri-Shikshayatan-College20230105-2021-22.pdf">https://shrishikshayatancollege.org/wp-content/uploads/2022/06/Shri-Shikshayatan-College20230105-2021-22.pdf</a> |
| 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 issue of gender equity has got recurrent attention in different programmes organized by the Departments of the College. The students were involved in Interactive curricular workshops organized by the Department of English (UG & PG) which focused on gendered literary discourse. The issue of gender had been examined through the prism of discipline of History and Economics in an inter-departmental seminar. The celebration of International Women's Day was marked by an invited lecture on 'Women's rights in the workplace' and an insightful special lecture was arranged in bringing consciousness about women's labour force participation. Students were given with Summer Projects for expressing their perception on the connectivity of female domestic workers towards education. They had been encouraged for participating in inter-college departmental students' seminar where the Invited Speaker illustrated on the problem and prospect of Women's Education.

| 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       |

|  |                                 |
|--|---------------------------------|
| <b>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</b> | <b>A. 4 or All of the above</b> |
|--|---------------------------------|

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

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

Waste management has been an important priority of the college. It has taken necessary measures for collection, segregation and disposal of different kinds of wastes. The dry waste which includes paper, cardboard, plastics, scrap materials is separated from others. Organic wastes like the leftover food, peels, scrapings from fruits etc are also collected in bins separately. The NSS unit of the College had taken initiative to maintain 3 separate bins on the basis of the segregated wastes with instructions given by the posters made by the students. They are handed over to the Waste Management Company, Vital Waste. Segregation of old computers, batteries and wires and their disposal takes place at regular intervals. The electronic devices have varying proportions of glass and metals. Hence the disposal helps in consequent recycling of separated streams of aluminium, copper and circuit boards. The laboratory wastes are also disposed of by taking proper measures. A process of washing and draining with water is always followed for all chemicals substances used in the experiments. The biodegradable waste products are finally

collected and disposed of by the municipality. No hazardous chemical waste is generated in the College Campus.

| 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                       | No File Uploaded |
| Various policy documents / decisions circulated for implementation | No File Uploaded |
| Any other relevant documents                                       | No File Uploaded |



|   |                                     |
|---|-------------------------------------|
| <b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>   |                                     |
| <b>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</b>  | <b>A. Any 4 or all of the above</b> |
| <b>File Description</b>   | <b>Documents</b>                    |
| 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                    |
| <b>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> | <b>C. Any 2 of the above</b>        |
| <b>File Description</b>   | <b>Documents</b>                    |
| Geo tagged photographs / videos of the facilities   | No File Uploaded                    |
| Policy documents and information brochures on the support to be provided  | No File Uploaded                    |
| Details of the Software procured for providing the assistance   | No File Uploaded                    |
| Any other relevant information  | No File Uploaded                    |

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

The College has been striving for holistic development of girls through merit-based selection of students from all communities with different socioeconomic backgrounds. The teaching of four languages - English, Urdu, Hindi and Bengali - depicts multilingualism and diversity. Free-ship is given to eligible students in need. Celebration of Cultural programmes on the Annual Day, College Foundation Day, Republic Day & Independence Day lays much emphasis on social harmony and awareness of the rich heritage of our country. The students participate in various inter/intra-college competitions and join the different social outreach units of the College to actively work with people from diverse socio-cultural backgrounds. Celebration in the form of either competitions (drama, extempore, creative writing, poster making) or students' presentation on the occasion of various days like International Women's Day, World Literacy Day, Bhasha Diwas, Hindi Diwas, Vidyasagar Diwas showcase the effort of acknowledging linguistic diversity. The Students Week was celebrated between January 2-7,2023 which included an array of programmes for the students. The College and the Students' Magazines also bear the testimony of the same. The College Website displays a Handbook of Values for the students and employees to understand the importance of social responsibility, good citizenry and empowerment.

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

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

The College undertakes efforts to sensitize the students and employees of the Institution of their constitutional obligation. During the commencement of session, the Principal of the College delivers an Orientation Lecture. The address highlights the need of maintaining harmony amongst all diversities, in developing scientific temper, humanism and spirit of enquiry. 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 Department of Political Science of the College organizes Institutional Visit to Kolkata Municipal Organization for 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 by upholding the principle of equality, fraternity and societal justice. The students of the College are also encouraged to participate in the Youth Parliament Programme conducted by the Department of Parliamentary Affairs, Government of West Bengal. There is an Electoral Club in the College for making the students aware of the Constitution of our country and it's working.

| 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 4. Annual awareness programmes on Code of Conduct are organized**

**C. Any 2 of the above**

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

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

The Institution organizes and celebrates -

Republic day & Independence Day is celebrated in the College every year.

Bangla Bhasha Divas - International Mother Language Day is celebrated by the Department of Bengali.

Women's Day- This celebration is done on 8th March each year by Women's Forum,

Earth Day- 22nd April is celebrated as Earth Day by planting saplings by students of LTS in various areas of the city.

Library Day- On the occasion of Birth Anniversary of Rabindranath Tagore cultural programme is organized along with donation of books by various stakeholders to the Library.

World Environment Day- On 5th June, the World Environment Day is celebrated in the College where various programmes are organized by students through social outreach committees spreading environmental concern and consciousness.

Teachers' Day- Students organize programmes for the teachers.

Hindi Diwas (to commemorate the adoption of Hindi in devanagri script)

Vidyasagar Diwas- This day is celebrated in the College to commemorate the birth anniversary of Ishwar Chandra Vidyasagar.

Science Awareness Day- This is a programme organized to inculcate scientific aptitude and temper amongst students.

Baishe Shrabon- Baishe Shrabon is observed by the Department of Bengali.

International Literacy Day- This day is celebrated by the Department of Education.

| File Description  | Documents                 |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | <a href="#">View File</a> |
| 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. The staff and students have access to technology and information retrieval on current and relevant issues through the e-learning facilities. Smooth and transparent admission procedure has been made possible with the use of ICT. 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 is available for faculty and students. E-resources are available through national networks like INFLIBNET(N-List), Shodhganga, DELNET with both in house and remote access.

### 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.

| 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. Cultural programmes on the Annual Day Celebration, College Foundation Day, Republic Day & Independence Day are organized as joint effort by both students and teachers that lays much emphasis on social harmony and awareness of the rich heritage of our country. The students participate in various inter/intra-college competitions and join the different Social outreach Units of the College to actively work with people from diverse socio-cultural backgrounds. 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 address highlights the need of maintaining harmony amongst all diversities, in developing scientific temper, humanism and spirit of enquiry. The young minds who are going to be the responsible citizens of tomorrow learn the lesson of exercising their rights and performing their duties.

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

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

1. To introduce certificate courses
2. To enter into more MoUs with other institutions and organizations
3. To establish academic collaborations and linkages