YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	**SHRI SHIKSHAYATAN COLLEGE**
• Name of the Head of the institution	**Dr. ADITI DEY**
• Designation	**PRINCIPAL**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**03322826033/ 03322827296**
• Mobile no	**98306398720**
• Registered e-mail	**shikshayatan@shrishikshayatancollege.org**
• Alternate e-mail	**principal@shrishikshayatancollege.org**
• Address	**11, Lord Sinha Road, Kolkta - 700071**
• City/Town	**Kolkata**
• State/UT	**West Bengal**
• Pin Code	**700071**
2.Institutional status	
• Affiliated /Constituent	**Affiliated**

• Type of Institution	**Women**
• Location	**Urban**
• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**University of Calcutta**
• Name of the IQAC Coordinator	**Dr. Suchhanda Ghosh**
• Phone No.	**03322826033**
• Alternate phone No.	**03322827296**
• Mobile	**9831029720**
• IQAC e-mail address	**iqac@shrishikshayatancollege.org**
• Alternate Email address	**suchhandag@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	**www.shrishikshayatancollege.org**
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	**www.shrishikshayatancollege.org**

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**Nil**	**2003**	**30/09/2003**	**30/09/2008**
Cycle 2	**A**	**3.16**	**2010**	**31/10/2008**	**31/12/2014**
Cycle 3	**A**	**3.24**	**2016**	**05/11/2016**	**05/11/2021**

6.Date of Establishment of IQAC	**08/04/2004**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	

9.No. of IQAC meetings held during the year	17
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**No**
• If No, please upload the minutes of the meeting(s) and Action Taken Report	**View File**
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

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

- **Workshops on mental health and mental well being for students to cope with the pandemic situation**
- **Workshop for staff members for improving skills related to career advancement**
- **Timely submission on AQAR**
- **Continuous modification of the LMS to create an even better learner centric environment**

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To enhance and upgrade digital resources available in the institution	**To enhance and upgrade digital resources available in the institution**
Upgrade institutional infrastructure and take necessary actions in order to maintain cleanliness in campus and heath of staff members, in view of the current pandemic	**The campus is sanitized on a regular basis and all necessary safety measures are takenAll members of the staff has been fully vaccinated through institution**
Impart regular trainings to both teachers and students to improve the distant learning environment	**All teachers and students are given special trainings to equip them for virtual mode of teaching –learning by the agency entrusted with the LMS**
More programs to support mental well being of all stake holders of the institution	**Several workshops and seminars have been conducted on mental well-being**
Preparation of IIQA and SSR for the upcoming NAAC assessment	**The process is in full swing**

13.Whether the AQAR was placed before statutory body?	**No**
• Name of the statutory body	

Name	Date of meeting(s)
Nil	**Nil**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2019-2020	**24/09/2020**

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	21
2.Student	
2.1 Number of students during the year	4375
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	277
2.3 Number of outgoing/ final year students during the year	1460
3.Academic	
3.1 Number of full time teachers during the year	88
3.2 Number of sanctioned posts during the year	103
4.Institution	
4.1 Total number of Classrooms and Seminar halls	57
4.2 Total expenditure excluding salary during the year (INR in lakhs)	15702269.72
4.3 Total number of computers on campus for academic purposes	531

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Institution adheres to the curriculum laid down by the affiliating University and prepares a well planned month wise year planner at the beginning of each academic session for all the subjects in the under graduate courses. These planners are distributed to all the students at the beginning of each academic session. For the Post Graduate departments there is Board of Studies who designs the curriculum. The panel comprises of some senior in-house faculties along with some eminent academicians in the relevant area. Year planners are also prepared in this case after the framing of the syllabus and are distributed to all the students at the beginning of each academic session. The Principal takes feedback of the departmental meetings about the even distribution of syllabi amongst all the faculty members and ensures timely completion of the assigned syllabus.

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)

As an affiliated institution of the University of Calcutta, the evaluation norms of the University are strictly followed.The current session followed a Credit based evaluation system. The College has adopted a method of assessing the academic performance of the students on a continuous basis. Continuous assessment in theory subjects as per CU norms includes 10 marks for an Internal Assessment, and 10 marks allotted to class attendance. Within this framework, the College conducts the Internal Assessment department-wise according to a proper schedule and under strict invigilation. The marks obtained by the students and the score for attendance are both uploaded in the University website at the appropriate time. In the Humanities stream, a Tutorial component is also part of the Internal Assessment conducted according to a well-defined schedule. The syllabus and timing of these assessments are communicated to the students well in advance. For PG and B.Ed courses too, the examination pattern follows the norms laid down by the University of Calcutta. Besides these formal assessments, revision work, class tests, assignments and student presentations

are integral to the teaching-learning process.During the pandemic sessions, a continuous system of online evaluation was put in place. Besides evaluation, the Institution strictly adheres to the semester-wise academic calendar as set by the University in curriculum delivery and a Fulfillment Report is submitted to the Principal every month by each faculty member.

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

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

21

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

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)

00

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)	No File Uploaded

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

0

File Description	Documents
File Description	Documents

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

1.3 - Curriculum Enrichment

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

The Institution is an affiliating college that through its co-curricular activities tries to inculcate values and ethics among its students. It ensures not only effective curriculum delivery but also makes every effort to impart a holistic education that goes beyond the curriculum through myriad activities conductedthroughout the year.Through these programmes students imbibe universal moral and social values, sensitivity towards gender issues and environmental consciousness.

1. Gender sensitization programmeslike lectures, seminars and workshops

2. Observance of Women's Day

3. Environmental education through projects, field work, nature club activities and Green Audit. Students are also encouraged to participate in different programmes like online quiz contests organized by other Institutions for enhancing awareness related to the environment.

4. Human values promoted through the activities of the NSS, LTS and SWC. The NSS unit of the College refers to the Handbook of NSS, University of Calcutta for illuminating the young minds of the duties and responsibilities of the citizens of this country.

5. Community outreach and other social welfare programmes

6. Value education and mental health workshops.

7. Handbook of Ethics and Code of Conduct uploaded in the College website and also enunciated by the Principal during Students' Orientation

8. Programmes on professional ethics and value education conducted by the B.Ed Department

9. Observance of Earth Day, World Environment Day, Forest Week

10. Upholding values of multiculturalism, egalitarianism, diversity and gender empowerment through functions like the Annual Programme, Independence and Republic Day celebrations as well as through the activities of various clubs and societies, poster competitions and presentations etc.

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

2

File Description	Documents
Any additional information	View File
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	No File Uploaded

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

157

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	**http://shrishikshayatancollege.org/wp-content/uploads/2021/09/Feedback-for-session-20-21-converted.pdf**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

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

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	**http://shrishikshayatancollege.org/wp-content/uploads/2021/09/Feedback-for-session-20-21-converted.pdf**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

1653

2.1.1.1 - Number of students admitted during the year

1653

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

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

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

277

File Description	Documents

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

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

4316	88

File Description	Documents
Any additional information	**View File**

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

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

88

File Description	Documents

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

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

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

34

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

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

2.4.3.1 - Total experience of full-time teachers

14994

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

2.5 - Evaluation Process and Reforms

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

Examination Committee coordinated all the internal examinations (mid-term & selection test) of the college before the commencement of the CBCS. The examination process included setting of question papers, evaluation of answer scripts within a stipulated period of time, submission of marks. Evaluated scripts of the mid-term examination were shown to the students. Following permission from the Principal, marks of the selection test were communicated to the students. Tutorials were also held on a regular basis. After commencement of the CBCS, some departments conduct the internal examination through google form, while other deparments 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	View File
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The institution follows the syllabi laid down by the affiliating university for all its subjects. It ensures the completion of the mentioned syllbi 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 syllbus and it's 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

1392

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

2.7 - Student Satisfaction Survey

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

http://shrishikshayatancollege.org/wp-content/uploads/2021/09/Feedback-for-session-20-21-converted.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

0

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

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

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

0

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

3.2 - Innovation Ecosystem

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

The college is giving adequate importance to research as per the last NAAC peer team's suggestion. The institute has a central research committee, that oversees the research activities of the college. Impact, an annual publication by central research committee of college published the students projects. The institute has a fund that provides finances for faculties to attend seminars and conferences. This fund also finances student research projects that are overseen by the departmental faculties. The college has two existing MOUs. One with SAIARD, with whom the college has done many collaborative seminars on research methodology, plagiarism andother research related topics. The post graduate students are encouraged to join these seminars. Faculty of the institute is also acting as a co-guide along with faculty of SAIARD for research. Another MOU has been signed with WILD ROOTS, an international environmental organisations. Students do regular projects with them. The studentsof the department of Botany also are actively involved in CUBE, a science project organised by TIFR. The faculties supervise the students in both these activities. Many seminars have been organised by different departments entered around entrepreneurship and Intellectual Property Rights (IPR). The college supports NEN that does student projects on entrepreneurship. The two post graduate departments bring out their journals which are solely based on students' projects. The M.Com department has published a book with ISBN number with their student contributions. The PG English department is also trying to follow suit. Every department of the college now brings out a departmental journal,that involves exchange of ideas between student and faculties. The journal of the department of Political Science has been awarded an ISSN number. The department of Chemistry regularly holds seminar titled "Sharing Research

Experience"where the faculties present their own work to encourage the students in research. The department also has a research club where students and faculties present their own work or other interesting work in the field of science periodically.

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

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

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

7

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

3.3 - Research Publications and Awards

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

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

0

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

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

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

11

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

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

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

24

File Description	Documents
Any additional information	No File Uploaded

List books and chapters edited volumes/ books published (Data Template)	**View File**

3.4 - Extension Activities

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

The college has a number of committees to engage students in such activities. The college has one NSS unit. The college is also one of the 3 colleges in Kolkata to have LTS unit. Apart from this the institute has a social welfare committee and COSU, which consist of the B.Ed students. The college tries to take an active role in the upliftment of the nearby locality. The students of NSS regularly clean the Lord Sinha Road , spread bleaching powder and water the trees. Posters and leaflets on ways to prevent Dengue and Chikungunia, on conservation of water are regularly distributed amongst the shopkeepers and local residents. LTSers plant saplings in areas around college like Victoria Memorial, etc.The street children of Lord Sinha Road were given new dresses as Puja gifts. Also they were given blankets before winter sets in. The LTS regularly takes care of the plants in a nearby park. NSS and LTS is associated with a near by old age home since,2005: The little sisters of the poor. The volunteers go for weekly visits to help the caregivers in whichever ways possible, dusting, filing papers, combing hair of the inmates etc. We also celebrate with the inmates, their monthly birthday parties (2-3 times a year). NSS Volunteers put up a programme, cut cakes, prepare birthday cards for them. The NSS Unit also puts up a stall at their annual Fete every year. The proceeds of the stall, (on an average Rs. 10,000/-) is given to them. The NSS is also associated with an orphanage, Society of Indian Childrens Welfare in Park Circus. Volunteers go for weekly visits and spends time with the children. We also give the children new dresses as Puja gift every year. The college is also associated with the Tiljala slum through two NGOs, UMEED and Tiljala Shed. The volunteers go to UMEED regularly to teach the children. After a brief hiatus due to the Pandemic and lockdown the teaching has again started in online mode. With both the NGOs special activities were taken up. We had redecorated a community school inside the slum, trained the children of UMEED for the crafts exhibition. Eye camps were held with Lions Club, menstrual hygiene camps were also held with the girls. The college also set up an indoor games centre for the slum children inside another NGO, Ektara at the Tiljala slum. Apart from this the college regularly provides school supplies, rations, bedding and clothing, winter essentials with contributions from students, faculties and non-teaching staff.Keeping in mind the safety of the students, we work in close contact with NGOs that serves the locality. The social welfare committee makes regular visits to a nearby old age home, puts up cultural programmes and spends time with the inmates. Not only the immediate locality, during the Pandemic the students has taken to the electronic media and helped COVID affected people of Kolkata be it with oxygen cylinders, information on available beds in the hospitals and blood. Some of our volunteers have started their own career with NGOs. The college gives them every opportunity to explore all ways of helping the community. The students are coming up with new ideas and ways to reach out to the community. Many of our studenst are part of NGOs like Blood Connect, Lions Club etc.

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

00

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

36

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

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

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

1500

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

3.5 - 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

6

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

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

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The Institution has always worked for the mission of providing the best possible infrastructure to createan effective teaching-learning environment through extensive use of ICT. Over the years theinfrastructure of the institution has been upgraded keeping in mind the developments and rising demandsin the education sector. State-of-the-art technology is made available in the classrooms.

Teaching Learning activities – classrooms, technology enabled learning spaces, seminarhalls, tutorial spaces, laboratories, botanical gardens, animal house, specialized facilities andequipments for teaching, learning and research etc.

Classrooms- All the classrooms have been renovated on modern lines with comfortable and space saving furniture, Wi-Fi connectivity, Lecture Capture facility, vitrified tiled floors, complete air conditioning, power back up etc. Most classrooms are also fitted with interactive projectors and white boards.

Technology enabled learning spaces- Most of the classrooms provide conducive environment fortechnology enabled learning. There are five classrooms with laptops in each desk besides an internet room for students in the library and library wings. Library is also equipped with touch screen lightweight laptops for use in searching book catalogues, viewing e-journals and online learning resources.

Seminar hall- A dedicated seminar hall with audio-visual facilities is in place for regular use. Along withit, many of the big classrooms with projectors and other audio-visual facilities are also being used as seminarhalls.

Tutorial spaces- Classrooms are used for tutorials and remedial coaching after regular classes for weakerstudents.

Laboratories- There are science laboratories in the departments of Botany, Zoology, Chemistry andPhysics. There is also a Media Lab and a classroom equipped with I-Mac computers for Journalism and Mass Communication. Computer labs are there for practical of IT related subjects.

Botanical Gardens- The college does not have a botanical garden. Potted plants are kept in the corridors. A part of the third floor corridor in front of the Botany Department has a medicinal plant unit. They are looked after and maintained by the faculty members of the Botany Department, members of the NatureClub and attendants.

Specialised facilities- Provisions of wheel chair, ramp and lift are made available for physicallychallenged students. Braille materials are available in the library for the visually impaired students.

Equipments for teaching, learning and research include laptops, fixed projectors, smart boards, five classrooms with laptops in each desk for enabling parallel usage by students along with the teacher, computers with upgraded versionof GIS software and specialized instruments for students of the Geography department, Mac Pro andI-Mac machines for JMC students. All laboratories are adequately equipped with the latest instruments.

The college library is equipped with printer, reprographic facility and SPSS package for teaching, learningand research facilities.

Corridors are utilized for displaying students' creative and research work. The third floor corridor has individual lockers for final year students of the Geography department.

** IMPARTUS

** chemistry lab

** gas supply upgraded

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

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

The institution has adequate physical facilities which are augmented from time to time for conducting curricular, co-curricular and extracurricular

activities efficiently.

Student activities – Cultural, sports, indoor and outdoor games, gymnasium, auditorium, NSS,NCC, cultural activities, public speaking, communication skills development, yoga, health andhygiene etc.

Cultural - The auditorium is available for extracurricular activities of the institution like cultural functions, orientationprogrammes,medical camps,college fest andawareness seminars. A stage in the common ground is also used for cultural activities and functions like celebration of Independence day, Republic day etc..

Sports - The ground of the Institution of Physical Education at Aliporeis used for the AnnualSports Meet of the institution.

A quadrangle within the premises is used for sporting activities like throwball, badminton, basketball.

Games(Indoor)- Common Room cum Gymnasium is equipped with Carrom board, Table Tennis board and Chess board.

Yoga cum Activity Room and Swimming Pool are available in the campus.

Games(Outdoor) -A quadrangle within the premises is used for sporting activities like cricket, badminton, throw-ball, badminton, basketball.

Gymnasium-Common Room cum Gymnasium is equipped with modern gym equipments (Exercise Cycle, Exercise Ball, Treadmill, Fitness Bench, Twister machine etc.) for exercising.

Yoga-Yogacum activity room is there with the whole room covered by yoga mats and it is also used for practicing dance and other co-curricular activities.

Classrooms are available for students' society meetings. Thereis a dedicated space for career counselling and placement unit.

A dedicated medical room with adequate facilities is available for students, faculty and staff where amedical practitioner visits once every fortnight and also available on emergency basis.

NSS:Camps and other activities are carried out regularly. The college provides infrastructure and funds for allNSS activities.

ROOM HAS BEEN ASSIGNED TO NSS: 301

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.

57

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

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

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

12,42,428.00 /-

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

4.2 - Library as a Learning Resource

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

Library is automated using Integrated Library Management System (ILMS)

- **Name of ILMS Software : IRP-Book Mall**
- **Nature of automation : Fully Automated**
- **Version : 2.30**
- **Year of Automation : 2014**

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

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

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

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

1.0576

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

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

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

0

File Description	Documents
File Description	Documents

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

4.3 - IT Infrastructure

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

Our college is equipped with the state of the art IT facilities we have

- 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 for providing internet to students, teachers, office staff and lecture capture servers.
- Two APC 5 KVA UPS for power backup

In all the four floors of the college building there are managed and unmanaged HP-Procurve and HP-Aruba (POE capable) 24 port Gigabit switches connected through fiber optic backbone to the Centrally Managed Switch. Distribution of LAN is done through Gigabit capable Cat-6 cabling. All the class rooms, staffrooms and the office in the college have around 220 LAN points for connectivity.

The college has two fully air-conditioned computer Labs' equipped with eighty two (82 nos.) HP Workstations to run the latest multimedia and programming softwares. Four Rooms are used as additional computer labs are equipped with 150 HP Laptops. The college has an exclusive internet room equipped with HP Workstations to be used by students for educational purpose and viewing online journals. Library is equipped with 70 HP Elite book touch screen laptops for students. B.Ed. library wings has 9 workstations for net surfing and other uses. Geography Lab is equipped with 22 HP Laptops.

A state-of-the-art laboratory with 3 Apple Mac-Pro and a room with 45 I-Mac computers for audio-visual editing is available for Journalism & Mass Communication Honours students.

We also have Fujitsu OMR scanner and software for evaluation of test taken in OMR Sheets. Matrix Biometric based attendance system is implemented in the college with a server for downloading biometric data.

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.

College has 215 Microsoft Campus Licenses for use in computers which is renewed from time to time.

Upgraded our networking equipments (Core Switch and Distribution Switches in all the four floors) and 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) managed Wi-Fi in the year 2019.

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

4.3.2 - Number of Computers

531

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	**B. 30 – 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)

157.02

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

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

The physical, academic and support facilities of the Institution is taken care of by the Management. Yearly review is done of all the facities available both in-campus and off-campus and initiatives are taken for general maintainence 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

429

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)	No File Uploaded

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

00

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)	No File Uploaded

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

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

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

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

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

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

00

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

5.3 - Student Participation and Activities

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

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

30

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

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

The Students' Council members are elected by the students through a system of
secret ballot to uphold fair and democratic practices, under the vigilance of Student
CouncilTeachers. Teachers' Day, Fresher's Welcome,Students Farewell and
College Annual Fest- Srijan are organized exclusively by the Students' Council.
Departmental academic programmes like Memorial Workshop,seminars and
webinars are organized by the Students' Council with the guidance of the teachers.

Council members play active role in College Annual function, College Sports and during new admission.Inputs and suggestions are sought from Students' Council members when organizing student related events. Council acts as a liaison between teachers and students as well as between college administration, various committees and students to facilitate easy flow of information. The Students representation is also there in various committees like Library Advisory Committee, etc as well as in many college societies like Debsoc, Charcha , etc. In the present pandemic situation where face to face interaction with students is difficult the role of Class Representatives (C.R) that are selected by the fellow classmates have increased a lot for disseminating vital information and acting as a link between students and teachers.

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

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

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

0

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

5.4 - Alumni Engagement

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

The Institution does not have a registered Alumni Association

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)

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. Towards 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 NEN programme adopted by the B.Com stream which has promoted entrepreneurial skills among a large section of the student bodyis a case in point. Besides economic self-reliance, emphasis is also placed on providing our girl students with valuable skills in self-defence through the hugely popular Sukayaprogramme. A host of co-curricular activities conducted during the course of a year, celebration of important days and events and cultural programmes organized by different clubs and societies seek to enhance the cultural development of the students. Moral values of responsibility, leadership and social empathy are inculcated among the students through various social outreach programmes conducted by the NSS, LTS, SWC and Women's Forum. Students from different cultural, religious and linguistic groups work together on the same platform to promote bonds of friendship, understanding and cooperation. Awareness of environmental and ecological issues and understanding the need for sustainable development is generated through a variety of measures like Green Audit exercise, tree planting ceremonies, installation of solar panel and LED lights etc. The imparting of innovative teaching-learning process and technological skills to the students is supported by the provision of state-of-the-art technology. In recent times, the institution has specially upgraded itself to take up the challenge of online teaching and e-learning is being effectively carried out with the help of Impartus a virtual platform dedicated to meeting the needs of complete knowledge sharing. The teaching faculty is actively involved in promoting a holistic education for the students manifest in the leadership provided by them in committees, clubs andin the organization of various activities and also by the participation of representative members in the Governing Body of the institution. The proactive leadership of the Principal and Management ensures the fulfillment of the vision and mission striving to make the institution a centre of excellence.

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

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

The top Management of the institution 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 who are appointed on a rotational basis. In this way, all faculties of the departments get to play a role in decision-making and participative management of their respective departments. The inclusion of teachers' representatives in the Governing Body of the College also on a rotational basis enables the faculty members to participate in different academic deliberations and often play a role in decision-making. University examinations are conducted in the institution through committees set up for the purpose and here too responsibility and leadership is delegated to the faculty members, e.g., officers-in-charge are now appointed on a rotational basis and they are responsible for the smooth conduct of each set of examinations. Participative management and decentralization are also evident in the shuffling of committee members which ensures that faculty members play an active role in different committees during their tenure. The entire process of participation and decentralization is co-ordinated by the Principal.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has been using ICT for teaching learning purposes since 2001. Along with extensive use of computers for classroom teaching, the college had provided laptops, Ipad with smart board enabled classrooms, making ICT an integral part of the teaching learning process.

In 2015, the college has upgraded itself to e-learning through IMPARTUS,an online learning platform. It has enabled 'lecture-capture facility' through installation of recording devices (camera) in the classrooms and subsequent access to the recorded lectures by the students that allowed better learning outcomes in tandem with the rapid and radical change of curriculum from annual to semester system. The IMPARTUS has also aided in recording special lecturesor talks delivered by eminent scholars in the academia on their visit to the college.

The college has been quick to adopt to online teaching during the pandemic and subsequent lockdown. Online training programmes for both teachers and students were organised with IMPARTUS representatives and trainers to familiarise them with the virtual platform for live classroom teaching. Several options available in IMPATUS are:

1. Whiteboard that can be used both by students and teachers
2. Easy scheduling of classes by teachers and prompt notification to students.
3. Easy uploading of study material in "students' backpack" for smooth access of the same by students.
4. Screen sharing facility for quick sharing of PPTs, audio/video clip/Word/PDF, *et cetera*
5. Easy arrangement and smooth special lecture sessions delivered by invited speakers are organised and future access to the same by both teachers and studentsis facilitated.

This online portal has aided in smooth running of the teaching-learning process. Not only are the teachers-students facilitated, but an IMPARTUS personnel has been provided by the college for quick troubleshooting.

The library, too, has upgraded itself to e-learning tools, buying of e-books and has uploaded scanned e-copies of books for both students and teachers.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institution has various bodies for smooth execution of work in all departments and levels.

GOVERNING BODY

The Governing Body as per the Constitution of the college has 10 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 1 Non-Teaching Staff Representative.

 ADMINISTRATIVE SET UP

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 withthe 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.

- Introduction of Post of Coordinator for both B.COM morning and evening.
- All Full time Teachers to be vested with the post of H.O.D on rotational basis

THE FUNCTIONS OF VARIOUS BODIES

There is the Teachers' Council headed by Teachers' Council Secretary and the Principal and the Students' Council where a teacher Convenor is the head of the council. Different Committees are set up with teacher Convenors as head who are responsible to carry out the functions of their

respective committees. In order to encourage and enhance the research culture among the students and the teachers Research Committee/ Cell has been set up which facilitates in the research oriented activities. The Library Advisory Committee assist and advise regarding the formulation of library policies, purchase of library materials, improvement of library and information services, and operational matters. There are different committees which aim to deliver to the society in numerous ways like Leadership Training Service(LTS), National Service Scheme(NSS), Social Welfare Committee(SWC), National Entrepreneurship Network (NEN). Besides there are some societies like Charcha, Debate Society (DEBSOC), College Magazine Committee, Women's Forum and COSUset up for the holistic development of the students. The Cultural Committee of the college is responsible for all the intra and inter collegiate cultural events. The Career Counselling and PlacementCommittee looks after the career prospects and placement of the students. The Examination Committee helps in smooth conduct of the examinations while the Routine Committee and the Calendar Committee takes care of the class schedules and plan for the academic year respectively. There is aMedical Committee which looks into the medical emergencies and routine health checkups of students and staffs apart from organizing awareness programmes from time to time. Student Freeship Committee tries to help the economically underprivileged but bright students by extending support of full or half Freeship. And last but not the least, the Documentation Committee gathers all the material information from different departments and keeps record of all the activities from time to time.

SERVICE RULES, PROCEDURES, RECRUITMENT AND PROMOTION POLICIES

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 and Non-teaching staff are as per the G.O. No. 2010Edn (CS) along with the eligibility criteria prescribed by the UGC.

The promotional policies for teachers are according to the different government orders as released by the Department of Higher Education.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	http://shrishikshayatancollege.org/wp-content/uploads/2021/09/INSTITUTIONAL-ORGANOGRAM-converted.pdf
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)	View File

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 both the teaching as well as non-teaching staffs. All the statutory leaves are granted to the faculty members and 'On duty leaves' are given to the teaching staffs for attending Orientation Programme and Refresher Course. The College encourages the faculty members to attend Seminars and Conferences at various levels. The College often funds the registration fee for the faculties who present papers in seminars and conferences. The college supports the endeavour of the teaching faculties for applying for Major and Minor Research Projects. The faculty as well as the staffs of the College can get easy loans which are arranged by the College. At the time of superannuation, the financial matters of the teaching as well as non teaching staffs are settled by the College in a prompt manner. All non-teaching staffs are given with the festival bonuses annually and encouraged to pursue professional courses. The College provides financial support for this. The non teaching staffs get the benefit of Gratuity linked LIC Policy. The Group D staffs are provided with conveyance allowance, lunch allowance,

winter and summer uniforms. Common space is provided for Group D ministerial staffs. Free tea and coffee are available for all the employees throughout the day. The Grievance redressal mechanism is there for all staffs.

The College arranges free medical check-up facility fortnightly for all staffs. During the beginning of each academic session, notices are put up for the staffs of the college providing information of the medical facilities, discounts and tie-ups with hospitals and nursing homes. The non-teaching staffs are given with the ESI Health Card. General health inspection and counselling of the students and staffs are done in the College once a week. The College has made tie ups with Nightingale, Woodlands and Ruby Hospital for both the members of the teaching and non-teaching staffs at College. The tie ups offer discounts on Investigations, Ambulance and Bed Charges. The Medical Committee of the College organizes Medical Camps for the members of the teaching and non-teaching staffs at college. A Cardiology Camp was organized in collaboration with the Woodlands Hospital on 06.04.2017 where Eco Cardiograph, Pulmonary Function Test, Blood Sugar and Blood Pressure tests were conducted by trained professionals from the hospital and the reports were thereby analysed by the doctor present. Seventy members of the staffs were benefitted by the medical camp. An Eye checkup Camp was organized by the Medical Committee in association with Himalaya Opticals Pvt Ltd for the staffs of the college on 19.9.19 where over 100 students and staffs got their eyes tested and they also received annual discount coupons from the Company. The Medical Committee of the college organized "Health Awareness Talk on Dengue" on 3.11.18 by a Senior consultant of AMRI Hospitals Mukundapur. A Mental Health Workshop was conducted on "Emotional First Aid" by the organisation Emosync on 10.5.19 and webinars on "Mental Health Wellbeing" were organized with Dr Nicola J Flynn, Consultant Psychiatrist of Ruby General Hospital on 16.10.20 and Dr Manali Bhattacharya, Consultant physician of Ruby General Hospital on 19.2.21.

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

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

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

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

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

5

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

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

There is an Internal Performance Appraisal system for all its staff members headed by the Principal of the Institution. The Principal monitors and evaluates the performance of all its staff and communicates the ares of improvement or the overall performance annually or as per requirement. The students at the end of their course give an online feedback about all the teachers subject wise. There are Grievance Redressal and Suggestion box placed at strategic locations in the campus where the students can express their query or concern about teachers which is also considered by the Principal. Online feedback is also obtained from all students time to time . All these are scritinized and assessed by the Principal. The Principal further communicates the outcome with the staff members in a completely confidential manner.

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

Institution conducts internal audit on a continuous basis. The Internal audit assistants are stationed in the college office. Statutory Audit is conductedby Auditors appointed by HE, Department. Statutory audit is completed till financial year 2019-20.

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

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

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

0

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

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

The institution is administered by the Governing Body following the best possible practices in the given working scenario.

The institution always ensures that the funds/resources are collected on timely basis and are utilized in the best possible way by ensuring judicious investments and restricting to budgeted expenditure.174

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 income from sale of old newspapers, magazines, scraps etc.

Fee collection is done in a systematic way within a time frame. Students are informed about the time schedule through notifications on college notice boards, website and through text messages. After collection of funds, the surplus is invested in fixed deposits of varied tenures.

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.

All the expenditures are checked and approved by at least five office bearers and authorities. Internal checks and controls are very much in place which ensures 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 teachinglearning environment, 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 vision of the institution is to impart, promote and spread holistic education among girls to make them self-reliant and responsible members of the community. With this vision before us, the IQAC has focused on Mental Well-Being programmes and workshops particularly for the students. These programmes have tried to address the variety of mental health issues faced by the students coming from multicultural backgrounds and from different cities. The programmes conducted by specialists in the field give an insight into the common worries and uncertainties which cloud the minds of the young adults. The discussions help the students to identify their areas of concern and the interactive sessions give them the opportunity to vent their anxieties and woes. The positive inputs by the resource persons facilitate the students to tide over their agonies,bring out the best in them, be confident to face the challenges and be ready to gracefully accept both successes and failures, academic or otherwise. These Mental Health Programmes have indeed contributed to the holistic development of the students.

Such programmes initiated by the IQAC, are now held at regular intervals and have become an essential part of the college calendar. Even during the period of pandemic and ensuing lockdown, such sessions were held on the virtual platform to take care of the students' mental health and to uplift their spirits.

Another such initiative of the IQAC is the introduction of Gender Sensitisation programmes which seek to make the students aware of gender justice and gender equality issues.Such programmes are interlinked with gender empowerment and thereby attempt to fulfil the mission of the institution regarding empowerment of women in an environment of multi-culturalism and egalitarianism.

Such programmes commenced with a panel discussion on Gender Sensitisation by Dr. Sudeshna Banerjee and Dr. Aishika Chakraborty organized by the IQAC. Henceforth, different departments and forums of the college have organized talks and lectures addressing gender issues from a variety of perspectives.

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

The regular meetings of the IQAC internally as well as with the principal and different committees are conducted to ensure stocktaking and earmarking of the scopes of improvement in all possible spheres of campus life.Regular feedback obtained from different stakeholders help in proper identification of the target area. The major tasks set up by the IQAC in the last year was to take care of the mental health issues of students during the pandemic times, others included development of awareness among the various stake holders on gender isssues, IPR and ethics.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Programs on gender equity have been coducted by several departments for all students of the college throughout the year:

- SOCIOLOGY :Special Lecture organized on Gender, GENDERED SEXUALITY: QUERYING THE DOUBLE BLIND, Dr. PIYALI SUR (PROFESSOR) Jadavpur University
- HISTORY: EMPOWERMENTOF WOMEN AND THE HISTORY OF THE REVIVAL OFKANTHA ART (Web Lecture) delivered byDr RituparnaBasu,Associate Professor, Dept. of History,Bijoy Krishna Girls'College,Howrah on 24.02.21
- HISTORY: REVISITING VIDYASAGAR: SOCIAL REFORM AND THE WOMEN'S QUESTION IN COLONIAL BENGAL (Web Lecture) delivered by Dr Aparna Bandyopadyay,Associate Professor, Dept. of History,DiamondHarbour Women's University,West Bengal on 10.04.21
- HISTORY: THE MAKING AND UNMAKING OF THE GODDESS: WOMEN AND RELIGION ACROSS SPACE AND TIME (2-day National Webinar) organised by DEPARTMENT OF HISTORY, SHRI SHIKSHAYATAN COLLEGE in collaboration with the Dept. of History & IQAC,WOMEN'S CHRISTIAN COLLEGE On 20.04.21 – 21.04.21 – Speakers –   Dr.Sudeshna Banerjee, Faculty, Department of History, Jadavpur University; Dr.Ratnabali Chatterjee, Professor (Retired) ,Department of Islamic History and Culture and Director, Women's Studies, University of Calcutta ; Dr.Sarottama Majumdar, Associate Professor, Department of English, Sarsuna College ;Dr. R. Mahalakshmi, Professor, Centre for Historical Studies, Jawaharlal Nehru University, New Delhi ;Dr Rohini Dharmapal,Faculty,Department of Education,Ramakrishna Sarada Mission Vivekananda Vidya Bhavan
- BENGALI: Organised a collaborative Webinar with JMC department On Evolution of Female Characters in Literature and Film. Date: 14/06/2021 Virtual Medium : Shri Shikshayatan College Official Facebook page Speaker in Bengali: Professor Dr Sanjukta Dasgupta . Ex Dean,Faculty of Arts, UniversityofCalcutta and Ex HOD, DEPARTMENT OF ENGLISH, Calcutta University.Topic: NaishobdoBhenge: BharotiyaSomaj O SahityeNarorBiborton"
- HINDI: A National webinar was organised by the department on the 3rd of July 21 on the topic Gender Issues (LaingikVimarsh: Samaj, Sahitya Aur Cinema).E Certificate given to participants and for paper present. Chairperson: Shri Pradeep Sourabh (Eminent Writer, Journalist, Cinematographer)

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Speakers : 1) Prof. Jai Kaushal (Assam University)

              2) Dr. Sujata (Delhi University)

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	**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

The Institution takes initiative for the management of wastes which is generated within its campus. Solid Waste Segregation is done by hand sorting. The dry waste which includes paper, cardboard, plastics, scrap materials is separated from others. Organic wastes like the left over food, peels, scrapings from fruits etc are also collected in bins separately.They are handed over to the Waste Management Company, Vital Waste.In 2017, the College had received a Certificate of Environmental Excellence by this Organization which is Kolkata's very first Waste Management and Recycling Company. For E-waste Management, the College segregates old computers, batteries and wires and dispose them 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.As these are handed over to Vital Waste, they sort and separate the materials and prepare them for sale as usable raw materials. They are also used for the production of new electronics. However, no hazardous chemical waste is generated in the College Campus.All these ensures that the College takes care of the waste generated regularly by reducing the waste and make an effort for its re-use and re-cycle. The laboratory wastes are also disposed taking proper measures. The biodegradable waste products are collected and disposed to the municipality collection, whereas, the chemicals are diluted with water with proper care before disposal.

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**

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**

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

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

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**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 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 socio-economic backgrounds. Seats are reserved following the reservation rules. Free ship is given to eligible students in need.

Cultural programmes on the Annual Day Celebration and College Foundation Day are organized as joint effort that lays much emphasis on social harmony and awareness of the rich heritage of our countrywhile at the same time inculcates collaborative work environment and hone organizational and leadership skills. Celebration in the form of either competitions (drama,extempore, creative writing, poster making) or students' presentation along with multilingual cultural programs on the occasion of various days like International Women's Day, World Literacy Day, BhashaDiwas, Hindi Diwas, VidhyasagarDiwasshowcase the effort to not only acknowledge linguistic diversity but also promote linguistic harmony and subsequent awareness.

Students are encouraged to join the different Social outreach Units of the College to actively work with people from diverse socio-cultural backgrounds with an aim of improving society and make a better tomorrow. Celebration of Republic day & Independence Day through musical presentations has been an institutional practice for decades.

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 various efforts to sensitize the students and employees of the Institution of their constitutional obligation. 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. In the different programmes celebrated by the Institution like Independence Day and Republic Day, the students and employees of the Institution are addressed by the President of the College with the message from the Constitution of India. The significance of the Day is illustrated to all with the words from the Preamble, Fundamental Rights and Duties enshrined in the Constitution of the country. The students are taught to obey the supreme law of the land and respect the symbols of national unity like National Flag and National Anthem. The College Website displays a Handbook of Values for the students and employees to understand the importance of social responsibility, good citizenry and empowerment. Values like empathy, compassion, respecting diversity, cooperation, coexistence are highlighted by the Institution so that these qualities get inculcated amongst all and help in self enhancement. Commitment to such values instills confidence, self-control, adaptability, motivation, optimism and truthfulness in the character and personality of the students. The Department of Political Science of the College organizes Institutional Visit to Kolkata Municipal Organization for their students so that they can gain an understanding of the working of a civic body.The students earn practical knowledge about the obligatory and discretionary functions of the Corporation and rights of the citizens. The NSS unit of the College undertakes different kind of activities and teach the students the importance of giving back to the society by believing in the principle of equality, fraternity and societal justice. 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. The participation makes the students aware of the roles and activities of the Parliament and Legislative Assemblies of the State. The knowledge that the students earn help in generating a sense of respect for the institutions of Parliamentary Democracy in the country. The College encourages the students as these kinds of participations help in instilling positive qualities among the students like leadership, tolerance, problem-solving and help in developing innovative thoughts on contemporary issues.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://shrishikshayatancollege.org/wp-content/uploads/2021/09/A-HANDBOOK-OF-VALUES-converted.pdf
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	A. All of the above

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

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

The Institution organizes and celebrates a number of national and international days

- Republic day – A program is organized celebrating the Republic day
- Bhasha Divas -Celebration of International Mother Tongue Day – Intercollege competitions are organized prior to the day and is commemorated by an invited talk by an Honorable guest. A debateis organized by LTS every year on this day on any social issue.
- Women's day celebration- 8th March each year is celebrated by various programmes on women empowerment by Women's Forum and L.T.S& NSS
- 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- 5th June- various programmesare organized by students through social outreach committees spreading environmental concern and consciousness.
- Independence Day-A program is organized to celebrate India's Independence day through reliving our past and paying tribute to the heroes who laid their lives for their motherland.
- Teachers Day- students organize programmes for the teachers to celebrate the Birth anniversary of DrSarvepalliRadhakrishan.
- Active Learning day- Students take part in various intra department competitions like power point presentation, painting, non fire cooking , etc which are organized to test their skills other than curriculum.
- Hindi Diwas (to commemorate the adoption of Hindi in devanagri script) – Various competition along with a special lecture is organized
- VidhyasagarDiwas

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

7.2 - Best Practices

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

The Institution adopts a number of good practices among which the two best practices which has been its integral part include:

1. *The use of ICT*: the Institution has been one of the pioneers to introduce ICT for regular operations of the college in its neighbourhood. ICT has been put to regualr use in academic as well as all administrative activities of the Institution. Regular upgradation of ICT infrastructure is a regular feature for the institution ensuring the best outcome for all the stakeholders.

2. *The Social Outreach Activities*: Social outreach activities have been a priority for the Institution since its inception as it was build on the values of Mahatma Gandhi. There are four social outreach units in the institution which keep no stone unturned to reach out to all the possible sections of the soceity where service is rendered with empathy and enthusiasm.

These best practices are highlighted in the institutional website in order to spread the message among it's satkeholders about the values that it upholds.

File Description	Documents
Best practices in the Institutional website	**http://shrishikshayatancollege.org/wp-content/uploads/2021/09/Social-outreach-Best-Practice-converted.pdf** **http://shrishikshayatancollege.org/wp-content/uploads/2021/09/ICT-Best-Practice-converted.pdf**
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 Institution strives to empower today's' women and uphold universal moral and social values along with a number of other visions. This year too, the Institution has worked and achieved some milestones as a part of their social outreach activities. The four social outreach units have worked in coordination to try and touch lives in different strata of the society. Even during the hard times of the pandemic when the institution space became inaccessible and physical meetings were not possible the social outreach units adapted to the need of the hour and continued their services towards the society in all possible ways. Contributions and donations were forwarded to various social welfare organizations. Student members were also encouraged to participate in various activities and webinars that included relevant topics like yoga, mental wellbeing, health awareness, legal issues, social causes, gender stereotypes, waste management, career opportunities and such others. Volunteers are taking online classes, many of them have used the college NSS platform to help people in pandemic times by posting information about availability of blood, oxygen supply, hospital beds etc. They have also collected money and other useable articles from doorsteps of donors through collaboration to help people affected by the pandemic and Amphan, the cyclone.

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

- **New campus for the Institution is under construction**
- **The 4th Cycle of NAAC accreditation is empending and so the preparations for submission of the Self Study Report is under progress**
- **The Institution ispreparing to participate in NIRF in this session**