



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution		BAGNAN COLLEGE
• Name of the Head of the institution	Dr. Badal Kumar Maity	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	03214272258	
• Mobile No:	9434147399	
• Registered e-mail	bagnan.college@gmail.com	
• Alternate e-mail	iqacbc1958@gmail.com	
• Address	Vill- khalore, Post- Bagnan, P.S.- Bagnan, Dist- Howrah	
• City/Town	Howrah	
• State/UT	West Bengal	
• Pin Code	711303	
2.Institutional status		
• Affiliated / Constitution Colleges	Affiliated	
• Type of Institution	Co-education	
• Location	Rural	

• Financial Status	Grants-in aid				
• Name of the Affiliating University	University of Calcutta				
• Name of the IQAC Coordinator	Srabani Basu				
• Phone No.	03214272396				
• Alternate phone No.	9674173916				
• Mobile	9433105807				
• IQAC e-mail address	iqacbc1958@gmail.com				
• Alternate e-mail address	srabanibas96@gmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	https://www.bagnancollege.in/aqar/ssrdocs/AQAR%202021-2022.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.bagnancollege.in/AQARlink22/Academic_Calendar_2022-23.pdf				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	71.05	2005	20/05/2005	19/05/2010
6. Date of Establishment of IQAC			29/10/2013		
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			View File		

9.No. of IQAC meetings held during the year	4
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
<ul style="list-style-type: none"> Conducted Seminar, Conference, Workshop, Expert lecture, Staff Development Programme for the students and/or staff members. Organized Extension Activities for the benefit of the students and Society at large to create awareness on various social issues. Conducted Academic Audit, Green Audit, Energy Audit, Gender Audit. Participated in NIRF. Collected feedback from the stakeholders' viz. students, teachers and parents/guardians, analyzed them and prepared reports and thereby action was taken as per the need of the reports. 	
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
Preparation for Academic audit.	Academic audit was performed.
Preparation for Green Audit and Energy Audit	Green Audit and Energy Audit were performed.
Collecting feedback from the stakeholders' viz. students, teachers and parents/guardians for action taking.	Initiated certificate courses for skill development for the students. Organized student centric seminars and career counseling programmes.
Establishing computer centre for ICT based skill development of the students.	A computer centre with fifteen computers established for student empowerment.

Organizing workshops on course curriculum for faculty development.	A one-day workshop organized for faculty development.
Participation in NIRF.	Participated in NIRF.
Initiatives for gender sensitization programmes.	Gender Audit performed. Conducted Seminar on women empowerment.
Conducting Seminar, Conference, Workshop, Expert lecture, for the students and/or staff members.	Conducted Seminar, Conference, Workshop, Expert lecture for the students and/or staff members.
Organizing Extension Activities in the interest of the Society and to create awareness on various social issues.	Organized a number of extension activities around its premises and also in the neighbouring area through its NSS units.
Augmentation of infrastructural facilities for the upcoming new courses of NEP 2020.	Augmented the infrastructural facilities as per the need of the upcoming new courses of NEP 2020.
Improving the internet facilities in the College premises.	Internet facilities augmented considerably.
Initiatives for e-waste management.	Arranged Seminar on e-waste management and took initiatives/MoU for disposal of e-waste by external agency.
Preparation of Academic Calendar.	Academic Calendar prepared and published in the college website.
Initiatives for outreach programmes with the help of NSS.	Arranged various outreach programmes with the help of NSS units.
Motivating students to participate in quiz, and drawing competitions.	Students participated in such programs arranged by the college.
Observation and celebration of various important days.	Observed and/ or celebrated various important days like Independence Day, Republic Day,

	International Mother language Day, International Women Day, International Yoga Day, World Environment Day, Birthdays of Swami Vivekananda, Rabindranath Tagore, Netaji Subhash Chandra Bose, Pandit Iswar Chandra Vidyasagar etc.
Initiatives for MoUs with Educational institutions and other agencies.	Four MoUs were signed with Educational institutions and other agencies.
Initiatives for conservation of conventional energy resource.	Installed Solar panels and master switches .
Initiatives for environment and health awareness programmes.	Arranged Seminar on rural wild life protection, performed tree plantation programmes, organized Dengue awareness programme.
Motivating for Departmental wall magazines.	Published Departmental wall magazines by several Departments.
Preparation for Internal Audit as a part of internal control system of the College..	Conducted Internal Audit as a part of internal control system of the College.
Initiative for publication of college magazine	Published
Students mentoring.	Mentoring conducted.
Students general induction programme and library induction programme for newly entrants.	Induction programmes conducted.
Organizing departmental excursion/tour and field visit.	Conducted departmental excursion/tour and field visit.
Initiative for installation of water coolers.	Water coolers installed.
Initiatives for voter awareness programmes/ camps.	Organized voter awareness programmes/ camps.
Initiatives for students fees concession, students scholarship, educational loan/	Provided supports for students fees concession, students scholarship, educational loan/

students credit card, bus concession, rail concession etc.	students credit card, bus concession, rail concession etc
Repair and remodelling of classroom furnitures.	Repair and remodelling of classroom furnitures work done.
Organizing games and sports and participation in District and University sports.	Organized games and sports and participated in District and University sports.
Providing tiffin and refreshment for low paid non-teaching staff and NSS volunteers.	Provided tiffin and refreshment for low paid non-teaching staff and NSS volunteers.
Renovation, new electrification and painting of Room no. 26, 8, 9, SBF-1, Chemistry Dept. rooms and laboratory, Canteen, Roof treatment of North and East Block, renovation of Girls common room, boys common room, Union room and construction of new toilet for Union room, Construction of big water reservoir for PHE supply water, Renovation of Gym-room, Construction of additional class room for Chemistry Dept.	All the proposed works done.
Initiative for separate accomodation including furniture and fixture, computer, printer with internet facilities for Morning shift.	Seseparate accomodation provided including furniture and fixture, computer, printer with internet facilities for Morning shift.at Room no. 40C.
Installation of sound system in the big class rooms.	Installed sound system in the big class rooms.
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Governing Body (GB)	30/12/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-2023	23/02/2024

15. Multidisciplinary / interdisciplinary

- India has a long tradition of holistic and multidisciplinary learning from Universities like Nalanda and Takshashila to the extensive literatures of India combining subjects across fields. To be in harmony with the major objectives of The National Education Policy (NEP) 2020 to make education more experiential, holistic, integrated, inquiry-driven, learner-centered, and flexible along with providing multiple entry and exit opportunities to the students to remove the strict boundaries of disciplines and evolve interdisciplinary thinking, Bagnan College, being a Government aided affiliated college under the University of Calcutta with UGC recognition under Section 2(f) and 12 B, with its limited scope, offers 14 programmes in three streams, i.e. Arts/ Humanities, Science, and Commerce under CBCS in three different shifts, namely, Day (Arts/ Humanities, Science), Evening (Commerce) and Morning (Arts/ Humanities) to cater the academic needs of nearly 5400 students. All Honours students are allowed to choose two General Elective (GE) subjects in the 1st, 2nd, 3rd, and 4th semesters while all the students of General course are allowed to take three GE subjects in all semesters (from 1st semester-6th semester), which provide a multidisciplinary knowledge base to the students. Moreover, the students of all the streams of the college are required to take one modern Indian language paper in 1st semester (AECC1) and environmental studies (AECC2) in 2nd semester.
- The College altogether having 15 departments, viz. Bengali, English, History, Political Science, Philosophy, Sanskrit, Education, Economics, Mathematics, Physics, Chemistry, Bio-science (Botany & Zoology), Computer science, Food and Nutrition and Commerce conducting 14 UG level programmes. In addition, one subject named Environmental Studies of 100 marks is allowed to all the students of all the programmes.
- All the departments are well equipped with necessary teaching-learning infrastructural and internet facilities.
- In order to develop the all-round capacities of the students - intellectual, aesthetic, social, physical, emotional and moral in an integrated manner, the College is preparing to include multidisciplinary courses as per the National Educational

Policy 2020.

- Keeping in view the problems faced by the students, the College is planning to introduce short-term and vocational courses. Some Certificate courses on skill development for the students have already been introduced. The aim is to make the students well equipped so that they do not rely upon only the jobs in the formal sector and pave the way towards self-employment.
- Many seminars/workshops were arranged by the College which are well connected with the multidisciplinary approach of education.
- The College is preparing itself to have more of multi-disciplinary courses in the interest of the students and it tries to identify the programme learning outcomes along with courses and unit learning outcomes that define the specific knowledge, skills, attitudes and values that are to be acquired by the learner and would ensure that each programme achieves its goal.

16.Academic bank of credits (ABC):

- Academic Bank of Credits (ABC) is a key component of the NEP-2020 that academic institutions must implement.
- Bagnan College is an affiliated UG College under the University of Calcutta. The College follows the syllabi of CBCS in all the programmes as prescribed by the University. The University holds the end-semester examinations and marks sheets are awarded to the students by the University after being evaluated by the subject teachers the colleges including ours. The College has no role whatsoever in preparing and awarding examination mark sheets which is done by the University. However, akin to other colleges, the College has authorization for allowing the students for multiple entries or exits as per the norms of CBCS of the University.
- The policy of Academic Bank of Credits is the discretion and discision of the University of Calcutta those are to be followed by the colleges.

17.Skill development:

- Skill development is necessary for empowerment of students. The NEP 2020 aims to make students employable by introducing courses that develop their skills and knowledge in divergent fields. It is mentioned that the Skill Enhancement Courses (SEC) are already offered in all subjects as per the syllabi of the CBCS of the University of Calcutta. All the students of Honours need to choose two SECs (in semester 3 and semester

4), while all the students of general course need to take four SECs (in semester 3, semester 4, semester 5, and semester 6).

- The vision of the College is promoting Value-Based Quality Education. Hence, the College tries to inculcate positivity among the learners for promoting Value-Based Quality Education.
- The College celebrates and/or observes several National important days or festivals like Independence Day, Republic Day, Environment Day, Birth Anniversary of our National leaders etc. which help in imbibing the good qualities of the students.
- Mentoring students is one of the practices of the College that enables the students to exchange and/ or share his/ her opinion, problems etc. which help a lot to the students for setting their future goals.
- The extension of add-on course along with curriculum is critical for hastening skill development of the students, more importantly for students of general courses.
- The College plans to conduct more programs on personality and skill development as well as lifesaving skills-based programmes with the support of qualified professionals / resource persons for the students of the College.
- The College successfully runs three NSS units since long which encourages the students of the College to enhance their skills in various community services and improving their morale.
- The College organizes seminars/workshops and counseling sessions for the development of soft-skills for employability.
- Bagnan College has joined hands with other Institutes/ Organizations by signing MOUs for conducting various activities in the interest of the students and College including fostering of entrepreneurship.

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

- India is a treasure trove of culture developed over thousands of years and manifested in the form of arts, works of literature, customs, traditions, heritage sites and so on. The promotion of Indian knowledge system including arts and culture is important not only for the building of the nation but also for the individual development. The NEP 2020 aims to blend the Indian knowledge system rooted in its various languages and cultures with the modern education system. The University of Calcutta has adopted the new course curriculum in consonance with the guidelines prescribed in the NEP 2020. Till the academic session 2022-2023 the course curriculum of

CBCS was in operation. Accordingly, as per the syllabi under CBCS prescribed by the University, the College offers the Ability Enhancement Compulsory Courses (AECC) in Bengali and English for the 1st Semester students.

- The College has had a long standing cultural heritage. In order to promote Indian art and culture, the College organizes several programmes throughout the academic session, where national and regional languages gave prominence through its different activities and programmes namely, Saraswati Puja, Basanta Utsav, Nabi Dibas, Bhasha Dibas, Rakhi Bandhan Utsav and so on. These festivals are celebrated in the College to promote the rich Indian cultural heritage, national integrity and awareness of Indian languages among the students and other stake holders of the College.
- Regarding the adoption of Indian languages, at present the College offers two important languages namely, Bengali and Sanskrit as Indian languages in undergraduate degree courses.
- The College gives prominence on rich Indian tradition and culture in the syllabi of several programmes prescribed by the University of Calcutta among others, Bengali, Sanskrit, Education, History, and Philosophy.
- The College magazine "Pratiti" is a common platform both for students and teachers including non-teaching staffs of the College which publishes regularly and contribute a lot for the development of Indian language and creative writings. In addition, several Departments publish regularly their wall magazines with the help of their students and teachers.
- The deliveries of lectures in the classrooms are generally done in a bilingual mode i.e., English and vernacular/ Bengali in the Science and Commerce stream. In Humanities, the lectures are delivered mainly in Bengali and in Sanskrit for the students of Sanskrit Department. Many departments provide the study materials to their students for their preparation of University examination mostly in Bengali.

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

- The evaluation of students through various direct and indirect methods is done by the College to ensure the attainment of Programme Outcomes (PO) and Course Outcomes (CO), which are stated as follows:

1. Semester End Examinations: As the part of the Programme Outcomes (PO) and Course Outcomes (CO) the classes are held and both the

theoretical and practical/tutorial/ Internal examinations at the end of each semester are conducted by the College under the guidance/ direction of the affiliating University of Calcutta. The the results of the different courses and/ or examinations are published by the University of Calcutta to assess the attainment of the Programme and Course Outcomes by the students. As the part and parcel, each department takes initiatives to complete syllabus, takes examinations and evaluate the answer scripts wherever necessary and analyze the results for the purpose of attainment of Programme and Course Outcomes to comprehend the attainment by the students. Results of practical/tutorial examinations reflect the practical knowledge and problem-solving ability of the students.

2. Internal Assessment: It is an integral part of the CBCS as framed by the affiliating University. This assessment is conducted by the College through MCQ and/or short answer type tests.

3. Projects: Projects works is an important part of the CBCS. The projects reports are submitted by the students as per the CBCS syllabi and those are evaluated by the respective teachers in the College to assess Course Outcomes.

4. Remedial Classes: Conducting Remedial Classes for weaker students is an important mechanism to uphold them. The departments conduct remedial classes to support the weaker students for further improvements. In addition the mentoring of the students are done on a regular basis for their improvement.

5. Feedback Evaluation: Feedback mechanism is an essence of evaluation process. Regular feedbacks are collected from different stakeholders of the College namely, students, teachers and guardians/ parents and the same are analyzed. The feedback reports are placed before the higher authority of the College for necessary further action for the interest of the students and College.

6. Experiential Learning: Experiential Learning is an important aspect of Knowledge based education system. Keeping in view, the students are encouraged to take active part in excursions, tour, fieldwork, industry visit etc. organized by respective departments of the College on a regular basis in order to enhance knowledge and experience in their respective field or area of knowledge as well as overall improvement.

7. Extracurricular and Co-curricular Activities: Extracurricular and co-curricular activities are very important for the personality development and overall improvement of the students. The College

organizes several programmes and/or undertakes various initiatives for the direct involvement of the students. The respective departmental faculties motivate the students to participate in various extracurricular and co-curricular activities like games and sports, NSS, singing, dancing, quiz, model competitions, youth parliament, voter awareness, health awareness and check up etc. arranged by the College or other external institutes in order to inculcate among them the qualities like leadership, teamwork, perseverance, etc.

8. Student Progression to Higher Studies and Placement: To estimate Outcome Based Education (OBE) another relevant measure is to keep track of the progression for pass-out students. The respective departments of the College try to keep connection with the pass-out students and motivate them to pursue higher education and/or training programmes for employability and bright future.

- Syllabi for all courses have been designed by the University of Calcutta under which the College is affiliated, with due consideration to economic and social needs at large so as to apply the spirit of NEP 2020.

20.Distance education/online education:

- The conventional classroom teaching was more popular 100s of years. Currently the teachers use the ICT based technology along with the chalk-and-talk mode of teaching.
- The recent rise in epidemics and pandemic Covid-19 necessitates that we are ready with alternative modes of quality education whenever and wherever traditional and in-person/ physical modes of education are not possible. In this regard, the NEP 2020 recognizes the importance of leveraging the advantages of modern technology with the acknowledgement of potential risks and dangers.
- Due to Covid -19 pandemic, educational institutions in the country have increasingly involved in using the digital/ online platforms for conducting classes and invited talks, organizing seminars, conferences and meetings etc.
- Consequent upon the pandemic Covid- 19 the Distance education/Online education has been increasing rapidly and broken the geographical barriers across the world. The online digital platforms and ICT based educational initiatives must be optimized and expanded to meet the needs of the current and future challenges in providing quality education for all including the faculty development in higher education.
- Opening up of the economy including that of educational

institutions has paved the way of adopting hybrid mode of education combining online and offline resources. This can be considered as the new normal, which is envisaged in New Education Policy as well.

- Due to the experience gained during lockdown period of Covid-19, access to online resources by educators and students will not be a constraint anymore. The College has tried its level best to impart higher education to the students through online mode during the Covid-19 pandemic with tools used namely, WhatsApp, Zoom and Google Meet etc.
- Apart from the online class teaching, seminar, invited talks, etc. a good number of teachers participated in the online faculty development programmes to make themselves adapted.

Extended Profile

1.Programme	
1.1	394
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	View File
2.Student	
2.1	5013
Number of students during the year	
File Description	Documents
Data Template	View File
2.2	1174
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	1034
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	84
File Description	Documents
Data Template	View File
3.2 Number of Sanctioned posts during the year	87
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	38
4.2 Total expenditure excluding salary during the year (INR in lakhs)	145.17390
4.3 Total number of computers on campus for academic purposes	69
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	
<ul style="list-style-type: none"> As a part of well-planned system of curriculum delivery Academic Calendar is prepared at the beginning of the academic session by incorporating the tentative dates of admission, commencement of classes, internal examinations and final examinations including the holiday list of the college. 	

- The Academic Calendar incorporates landmark and/ or notable days, events, weeks both of academic and social matters.
- The Academic Calendar helps the faculty members to prepare their respective teaching plans. Heads of different departments closely monitor the matter relating to completion of syllabus as per teaching plan. Internal examinations and assignments are part of Continuous Internal Evaluation (CIE) of students.
- Assignments are given to the students by the teachers following department specific teaching plans. Internal examinations are conducted following academic calendar.
- For enrichment of curriculum the College encourages experiential learning through visits to different places of academic interest with the students.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://www.bagnancollege.in/AQARlink22/Academic_Calendar_2022-23.pdf

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

- The College adheres to the Academic Calendar issued by the University of Calcutta, issued time to time.
- As an affiliated College of the University of Calcutta, the evaluation norms of the University are strictly followed.
- In the current academic session the College follows offline classes after the pandemic Covid-19 period.
- Continuous assessments in all subjects as per the norms of the University of Calcutta have been followed.
- The marks obtained by the students for the Internal Assessments have been uploaded in the University portal within the appropriate time.
- In the Humanities stream, a Tutorial component is also part of the Internal Assessment conducted according to a well-defined schedule.

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

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

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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

14

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

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement

for year: (As per Data Template)**4**

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**134****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****31**

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

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

- The College prepares students to meet the challenges of gender inequity, environmental crisis, and erosion of human values in the society. Some courses already have such topics in their syllabi, but all students are sensitized regarding the imperatives of sustainable environmental practices and Gender equality. The International Women's Day and World Environment Day were observed for the purpose.
- The gender issues are included in UG syllabi of Political Science, English, Education, Bengali, History, Economics and Philosophy. The courses shed light on women's education and inequality and women empowerment. It focuses on their role in literature and social reforms. Human values are included in UG course of Philosophy and Education as part of ethics, peace

education and value education.

- Environment/sustainability is addressed in core, SEC and GE courses of Botany, Zoology, Economics, Physics, Food and Nutrition, Chemistry etc. The syllabi focuses on different dimensions of environment ranging from ecology, biodiversity, sustainable development, renewable energy, and green chemistry.
- Mandatory Environmental Studies Course is included in Ability Enhancement Compulsory Course in Semester 2 of the CBCS curriculum.

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

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

07

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

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

1520

File Description	Documents
Any additional information	View File
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

C. Any 2 of the above

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

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://www.bagnancollege.in/AOARlink22/Student_Feedback_2022-23.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2606

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

610

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

2.2 - Catering to Student Diversity

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

Steps taken for Advanced Learners:

- Advanced learners are identified based on their achievement in the examination, class response during interaction and group discussions and performances in extracurricular activities.
- Critical books and journals are suggested by teachers to encourage students to access the Central Library and Departmental book banks.
- Advanced learners are encouraged to write articles for the College magazine "Pratiti" and departmental Wall Magazines.
- Interaction with Mentors helps the students in solving learning difficulties as well as ameliorating personal problems faced by advanced learners and bring forth their overall personality development.
- Advanced learners are motivated to set high goals for themselves and counseled to prepare for Higher studies and competitive examinations.
- Advanced learners are encouraged to deliver lectures for the other students and their juniors through student-seminar project.

Measures taken for Slow Learners:

- Study materials/ notes are provided to the students to help them cope up with potential difficulty in end semester examination.
- Personal study consultation / extra Laboratory classes are held regularly by faculties of concerned departments for slow learners.
- Answers to standard questions prepared are evaluated with suggestions for improvement.
- Encouraged to take part in departmental activities including classroom discussions / mock teaching / student seminars.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
5013	84

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

The experiential learning is an important aspect of NEP 2020. The experiential learning will be adopted in all stages including hands-on learning, story-telling based pedagogy etc. The College is enhancing the learning experience of students by adopting student centric methods like experiential learning, participative learning and problem-solving methodologies both inside and outside the classroom.

Experiential learning

- Department-specific activities like museum visits, field trips, study tours, industrial and institutional visits, which

are part of the curriculum of different departments.

- Laboratory demonstrations other than practical classes are done in some subjects.
- Students participate in model making, mock Parliament and Youth Parliament.
- Students are encouraged to visit the library regularly.
- Teachers use power point presentations for the interest of the students.

Participative Learning

- Group discussions and students' seminars.
- Students are encouraged in model making.
- Students are encouraged to participate in various co-curricular and outreach activities organised by NSS and College authority.
- Students are encouraged to write in departmental wall magazines and College magazine 'Pratiti'.
- Students are encouraged to participate in Seminars, departmental events and College festivals like Freshers' meet, Annual Cultural Function 'Basant Utsav' and other socio-cultural programmes.

Problem Solving Methodologies

Some Departments like Economics, Political Science and Commerce use real world issues as the class-room's teaching topic as part of their course and curriculum. Teachers of all the departments encourage students to learn and practice problem-solving techniques and skills instead of just collecting information.

File Description	Documents
Upload any additional information	View File
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

- Faculties of several departments use ICT enabled classrooms and make power-point presentation to attract the conventional teaching-learning process and to make learning more interesting and learner-friendly.
- The College uses Cable broadband connection of BITTEL / BSNL /

GTPL of 100MBPS capacity to provide Wi-fi hotspot around the campus for easy internet access to faculty and students.

- The College Library has access to 6,150 e-journals and 1,64,309+ e-books, accessible on <https://nlist.inflibnet.ac.in/> and 6,00,000+ e-books on National Digital Library.
- Our College provided teaching material to the students using digital / online modes like voice recording, information through WhatsApp groups during COVID-19 Pandemic period. The faculties consulted the students regularly and shared material from e-books, web pages, YouTube videos and other relevant resources. Students are encouraged to listen to lectures available in the YouTube on various topics.
- Teachers made a swift transition from classroom to online teaching during the lockdown period of COVID-19 Pandemic. Platforms such as Zoom and Google Meet were used to create virtual classrooms.
- Online modes like Email and WhatsApp groups were used to collect assignments, conduct tests as well as for sharing notes, standard questions and other e-resources.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

84

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

2.4 - Teacher Profile and Quality

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

84

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	View File

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**

22

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

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

1138

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.

- The College is guided by the regulations formulated by the University of Calcutta in all the matters pertaining to syllabi, examination and evaluation.
- Marks for Internal Assessment and Tutorials in each paper/course are awarded by departmental teachers while the marks of the Theory sections are awarded by the university.
- The Internal Assessments are carefully checked and meticulously preserved.
- The University appointed examiners to assess the performance of students examinees in Semester-end examinations. The Internal Assessment system is recommended by both University and UGC (CBCS). The details of the Internal Assessment are described on the College website.
- The College follows continuous internal evaluation (CIE) in the classes of different departments. Students are also informed about the date and syllabus of the CIE test through the WhatsApp group / departmental notice.
- The students can voice their grievance, if any, before the Grievance Redressal Cell. They can submit written complaint in Complaint Box in front of College office.
- The students are given counseling for the betterment of their academic prospects. Besides, students mentoring are done by the respective departments for their improvement and solving problems.
- Teachers prepare questions for the Internal Assessments and Tutorial assignments and results are brought out in time.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

- The College is using an efficient mechanism to ensure overall progress of teaching learning in the students through the process of continuous internal evaluation (CIE).
- The College has a Routine Cell, Examination Sub-Committee and Academic Sub-Committee which undertake necessary measures to ensure objectivity and transparency in the learning and

examination process.

- Notifications are displayed prominently on the College website, Notice Books, Students' Notice Board, departmental notice boards and students' WhatsApp groups of all the departments to communicate information to the students.
- The attendance record, which is a part of CIE, is informed to the students and guardian/parents meet is arranged to keep the guardians/parents informed about the regularity and performance of their ward in the College.
- In some departments, projects are assigned to students well in advance and their queries are addressed by the respective departmental teachers. Students are made aware of the methods of evaluation employed and any grievance they have regarding the method is addressed by the teachers/department concerned. The Grievance Redressal System functions with Grievance Sub-Committee with a Compliant Box placed in the College office.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

- The learning outcomes - Programme Outcome (PO), Programme Specific Outcome (PSO), and Course Outcome (CO) of the courses offered are highlighted at the outset on to make all the stakeholders, especially the students, aware of the objectives of the different courses offered and specific learning outcomes that are expected from each course when they become graduates.
- At the beginning of the course, each department in its Induction Programme emphasizes the programme and course outcomes.
- Hard copy and soft copy of the syllabus and learning outcome is available in each department, during faculty meetings in the department and after the completion of each paper/unit, the outcomes are reviewed.
- Departments evaluate students' performance in Calcutta University Examinations.
- Departments keep track of the students' progression to higher education and/or employment.

- Students are encouraged in skill enhancement to appear for competitive and and/or higher studies examinations like CUET, JAM, Civil services etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.bagnancollege.in/AOARlink22/PO_PSO_CO_2022-2023.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

- Established with the aim of creating honest and educated citizens, students of the College are imparted collegiate education with the core values of honesty, social awareness, patriotism, cultural consciousness, and self-confidence.
- The teachers of this College always try to remain committed to the students' interests inside and outside the classroom.
- An Academic Calendar drafted centrally based on Calcutta University guidelines and Teaching Plans prepared at the departmental level ensures that the lectures / classes are directed towards the fulfillment of course outcomes and the syllabus is completed on time.
- Departmental meetings are held to monitor the progress of the teaching-learning process.
- Direct methods to assess the learning outcome of the students are done by teachers in the classroom through classroom response, topic-wise student
- discussions and continuous internal evaluation (CIE).
- Results of Semester examinations give a picture of course outcome as well as programme outcome by individual students.
- Participation of students in departmental wall magazines, college magazines and students' seminar also show the attainment of programme outcome.
- The Students Feedback helps teachers to assess the degree of progress made and also to understand the satisfaction level of the students.

File Description	Documents
Upload any additional information	View File
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

587

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

2.7 - Student Satisfaction Survey

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

https://www.bagnancollege.in/AOARlink22/Student_Feedback_2022-23.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

1

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

11

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during

the year

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

16

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

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

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

9

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

3.3 - Extension Activities

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

- The College carried out several extension activities throughout the year:
- A cleanliness and awareness drive was organized at Khalore G.P. to campaign among the rural local people for the need to keep our surrounding and environment clean and hygienic for healthy lifestyle.
- A Dengue Awareness Programme was conducted at Hetampur village under Khalore G.P. to spread consciousness among the people to help them increase the knowledge to prevent dengue.
- A special camp was organized to create road safety awareness among the rural villagers to gain the insight on the road safety measures.

- An environmental awareness programme was conducted at Khalore market to give the message on No plastic use, recycle of products, tree plantation and saving the environment.
- A programme focused on helping the needy people at Bagnan station area was held where the students distributed food packets among the disadvantaged group in the area and also interacted with them in order to learn about their problems so as to formulate future plans for their benefits.
- A road rally on wild life conservation and awareness programme, mainly focused on local rural wild life conservation was conducted in a drive to protect the rural wild life at Paschim Para, under Khalore G.P.

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

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

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

2

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

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

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

during the year

9

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

719

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

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

1

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

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

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

4

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	View File

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

- The College has a three storied U shaped Building and a two storied Science Building.
- The College has 38 classrooms.
- Five classrooms are designated as smart classrooms.
- There are two Seminar Halls.
- There are nine updated laboratories.
- There is a well equipped Computer Centre.
- The college is Wi-Fi enabled.
- There are 69 computers solely designated for students.
- SOUL software is used in the Central library.
- The Central Library has hosted the Koha (Version 20.11.09.001).
- Students have bar code enabled identity card. The college is a member of N-List and NDL.

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

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

- The College encourages and provides facilities to the students for games and sports activities.
- The Students of the College take part in Inter-college, District Level, State Level competitions for different events.
- The College has a big playground of its own where students play Football and the Annual Sports Meet of our College takes place.
- There is a courtyard in the front side of the college campus for playing Volley Ball and Badminton.
- The Boys' Common Room and Girls' Common Room are equipped with Indoor Games like Carom.
- There is a Gymnasium with equipment for providing training to the students and to enhance their fitness.
- The Games and Sports sub-committee monitors and supervises sporting activities and needs.
- Cultural activities: The College has an active Cultural Subcommittee that organizes cultural events like Rabindra Jayanti, Teachers' Day, Nabi Dibas, International Mother Tongue Day, Basanta Utsav etc. in collaboration with the departments and participation of staff and students.
- The College organizes Annual Social Function, Fresher's Welcome programme with the support and participation of members of Student Union, general students and staff.

File Description	Documents
Upload any additional information	View File
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.

26

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

26

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

84.90957

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)**

- Name ILMS software- Koha
- Nature of automation (fully or partially)- Partially automated
- Version- 20.11.09.001
- Year of Automation- January 2023
- The Central Library (Knowledge Resource Centre) of the College was partially automated with SOUL software since 2017. In

2022, the Library was automated with Koha, an open-source Integrated Library Management Software. Further, in January 2023, the Central Library has hosted the Koha (Version 20.11.09.001). Thereafter, the Central Library provides web-based access of Library resources to its users. The Library has made all the housekeeping activities like accessioning, cataloguing and circulating its books (issue/return of books) using the said software.

- The Library provides its users with a web-based Online Public Access Catalogue (OPAC) through which users can search the books sitting at any place any time regarding the availability of books on the library, about their current status like whether they are issued or not and where they are shelved etc. Even they can get the information like which books they have issued and how many days they have issued the books etc., by logging their account on the Koha Web OPAC.
- The Central Library of the College provides free access to e-resources (access available from the College Library website) with the association of (National Digital Library of India) developed by IIT Kharagpur and NLIST by INFLIBNET.

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

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

B. Any 3 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)

3.63916

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**

42

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

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

- Regular maintenance is carried out for all desktops and laptops by the technicians. All the computers have internet connection. There are two browsing centers: Computer Science Lab. and Library.
- Internet Lease Line Connection of 100 Mbps from Ether net for the current year. The college encourages staff and students to use free software. Linux is used by the Computer Science department. Software up gradation has been carried out as and when needed.
- There are ICT enabled classrooms with LCD projector and overhead projectors. Projectors are repaired and maintained through temporary orders.

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

4.3.2 - Number of Computers

69

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

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

36.36105

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 College takes regular care for maintaining the physical, academic and support facilities. There are designated

employees to maintain these facilities.

- The College has a decentralized mechanism for maintenance of physical, academic, and other support facilities. There are budgetary provisions for the maintenance of all these facilities.
- Maintenance of Academic Facilities: For all academic requirements the HODs place their demands to the Principal. After placing the requisition in the meetings of the Governing Body or any other relevant committee the necessary actions are taken. For Library, Stock is verified to maintain the quality and quantity of materials every year.
- Maintenance of Physical Facilities: Building and furniture, plumbing, drinking water facility, electricity and generator maintenance is done on regular basis. The college has electrician cum caretaker and generator maintenance staff to look after the facilities.
- Campus Cleaning: There are cleaning staffs for cleaning of campus area, classrooms, laboratories, canteen and toilets. There is a permanent gardener for maintaining the greenery of the campus.
- IT and other Infrastructures: For the maintenance of computers, printers, servers, UPS, Air conditioners, CCTV Network, Water purifiers etc. are outsourced for the better performance of the equipments, the College makes AMC with the vendors in most cases.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.bagnancollege.in/AQARlink22/Procedures_and_Policies_for_maintenance_of_Infrastructure_2022-2023.pdf

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

3116

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

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

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

123

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

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

D. 1 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

285

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

285

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

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

A. All of the above

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

100	
File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education****54**

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

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year****0**

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

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

7

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
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 Union election was not made. However, the Students Union (acting) of the College acts as a democratic platform for the student community. As a student body, it believes in setting up bridges, not only between students and teachers but also between the student's community in the College and in the locality.
- The College facilitates students' representation in the following committees of the college- IQAC, Finance subcommittee, Purchase sub-committee, Academic sub-committee, Admission sub-committee, Library sub-committee, Anti-ragging sub-committee, Grievance Re-dressal cell, Games and sports subcommittee, Cultural activities and celebration sub-committee, Boys' common room sub-committee, Girls' common room subcommittee, College magazine and wall magazine sub-committee, College prospectus sub-committee, Career and Placement cell, Canteen sub-committee, Campus cleaning subcommittee, Social awareness sub-committee, NSS advisory committee.
- The primary aim among its concerns is certainly academic practices and maintenance of discipline in the College. Apart from academic affairs, the Students Union takes part in cultural activities and events namely, College Social, Freshers Welcome, Teachers Day, College Annual Sports, Saraswati Puja, Birth Day celebrations of eminent Indians, seminars, debates, workshops, and farewell parties. Last but not least is the role played by the Students Union (Acting) to

create an atmosphere in which students can communicate with the teachers and non-teaching staff with confidence and trust.

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

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

22

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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

- Over the years, the College has been bestowed with very active and supportive alumnus. However, the official registration of the Alumni association is in progress. The process was initiated in the year 2019, which further got delayed due to COVID-19.
- There is a strong and conducive relationship between the alumni and the management for facilitating the needs and requirements of the rural students.
- Each department maintains alumni records and interacts regularly. Some departments organize re-union programmes.

- The alumni of the College participate in sports and cultural programmes.
- The President of the Governing Body of the College is an alumnus and is greatly engaged in the development of the College.
- The MLA of Bagnan Constituency is also an alumnus. Being an active member of the IQAC of the College he has consistently played an important role in the development of the College.
- Several alumni of the College are serving as teachers and office staffs of the College also in the Governing Body at present.
- The Principal the College tired to register an Alumni Association officially and bring in the alumni together.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

- The vision of the College is to produce honest, aware and truly educated citizens of the country who will place the good of the country and society over their personal well-being. Our aim is to produce good citizens who are respectful to the nation, tradition and cultural heritage of the country, aware of their social relevance and importance, and above all, self-confident.
- The mission is to disseminate higher education to younger generation of the locality and region to produce responsible citizens; to diffuse noble inspiration amongst the people for

higher education and to make them aware for better propagation of higher education; to ensure a democratic, secular and cultured environment so that students irrespective of their caste, creeds, gender and religious beliefs can exchange their ideas and views freely; to promote gender equity and women empowerment; to promote advancement of learning in Arts, Science and Commerce as per the need of the society; to promote and encourage research and publication works amongst the faculties and students; to make the students competent and self-reliant through job-oriented and skill development courses and training programmes; to promote Indian knowledge and value system.

- The governance and management is in accordance with the vision and mission of the College and is done by the Governing Body who also appoints several sub-committees. Details of implementation and day to day administration are done by the Principal with different sub-committees.
- The IQAC plays a pivotal role for quality improvement and overall development of the College.

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

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

- The Governing Body of the College is the highest policy and decision making body. The Governing Body appoints several sub-committees like, Academic Sub-Committee, Finance Sub-Committee and such other Sub-Committee for proper and efficient administration of the College.
- The Governing Body, as the highest policy and decision making Body, is at top of the administrative structure, representing a different cross-section of the people is providing the overall guidance and supervision of the College.
- The Principal is the Academic and Administrator Head of the College. The policy matters are decided upon by the Governing Body but details of implementation and day to day administration are done by the Principal with the help of the Governing Body, IQAC, Bursar, Secretary Teachers' Council and Sub-Committees appointed along with the help of the teaching

staff, non-teaching staff and Students of the College.

- The IQAC is constituted by the Governing Body as per UGC Guidelines plays a significant role. The IQAC makes and ensures the effective planning and implementation of academic and other relevant activities of the College.
- The IQAC conducts meetings regularly and takes initiatives, time to time, for quality enhancement of the College.
- Before implementation of any important measure the Principal convenes the meetings of the respective Committees and discusses the issues with the members to derive the best outcome.
- Major strategies for decentralization and participative management can be found in the regular departmental meetings and meetings of different sub-committees.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- The institutional strategy/perspective plans are set out by the Principal to assess the past outcome and makes future plans. The Plans serves as the roadmap. The budget prepared is placed in the meeting of Governing Body for its successful execution.
- Internal assessments, tutorials and practical examinations are regularly held following the affiliating Calcutta University examination schedules. Some departments also take remedial classes for weak students.
- The students mentoring are done by the teaching faculties of the College on a regular basis.
- Final/End Semester examinations are held as per schedule of the affiliating Calcutta University. Pre-final examination procedures like filling up forms, distribution of admit cards are done.
- The Academic Sub-Committee by its meetings takes decisions for effective teaching learning process. All the departments review the progress of the syllabus.
- The Academic Sub-committee regularly holds meeting to review the progress.
- The teaching faculties used ICTs tools and techniques for

delivering lectures to the students.

- The IQAC take feedbacks from the students and staff and analyzed them for further improvement.
- The College Library is partially automated with computer barcode based circulation.
- The computer labs, College office, IQAC, Teachers' Room and other departments have Internet facilities. The College has several ICT enabled / smart classrooms.
- The College has own play ground, gymnasium, canteen, purified water cooler for students. All the Science departments have their own laboratories equipped with modern instruments and internet facilities.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.bagnancollege.in/Administration.php
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 College is affiliated to the University of Calcutta. The Governing Body of the College is the highest authority for policy decision and proper management of the College.
- The Principal is the HOI. The policy matters are to be decided upon by the Governing Body but details of implementation and day to day administration are to be done by the Principal.
- The IQAC is formed and guided by the Guidelines of the UGC. The IQAC functions for the quality enhancement of the College.
- The Governing Body constitutes different Sub-Committees like Finance Sub-Committee, Building Sub-Committee, Admission Board/Committee, Academic Sub-Committee, Anti-Ragging Committee etc.

- The teaching staff is recruited through the West Bengal College Service Commission (WBCSC). The Governing Body / Administrator appoints the teachers as per recommendation of WBCSC.
- The non-teaching staff are recruited by the Governing Body/ Administrator with the prior approval of from the Government of West Bengal. The College recruits non-teaching staff casual staff purely on temporary basis.
- The service conditions of whole-time teaching and non-teaching staff are guided by the Calcutta University First Statutes, 1979 and/or the West Bengal College Teachers (Security of Service) Act. There are Orders for State Aided College Teachers (SACT) of the State Government.
- The promotional policies teaching staff are guided by the UGC Guidelines and Govt. orders. The promotion of non-teaching staff are guided by the Calcutta University First Statutes, 1979 and Orders issued by State Government.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.bagnancollege.in/Administration.php
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
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 has a series of welfare measures both for teaching staff and non-teaching staff of the College.
- Teaching Faculties are allowed to attend Orientation and Refresher Courses for their promotion under CAS as per UGC Guidelines/Govt. orders.
- The Casual Leave, Maternity Leave, Medical Leave, Earned Leave, Study Leaves are granted as per Leave Rules.
- Various other forms of welfare schemes are available for the permanent teaching and non-teaching staff, like General Provident Fund and health Schemes etc.
- There is Group Insurance Policy facility for the permanent staff of the College.
- There is Quick Provident Fund Loan Facility to the permanent employee of the College.
- There is an Employees' Co-operative Credit Society for the permanent staff offers soft loans (short-term, long-term, mid-term loans for medical treatment, marriage, festival purposes etc.).
- The Employees' Co-operative Credit Society issues cheque to retiring staff member at the time of retirement alongwith retired person's share capital, thrift fund and interests accrued thereon.
- There is an in-house Canteen facility available for teaching and non-teaching staff. The non-teaching staff are provided some refreshment facilities through College Canteen.
- There is a welfare scheme for disbursing Puja Bonus for Casual/Temporary non-teaching staff. The salaries of casual non-teaching staff is enhanced regularly with the approval of the Governing Body.

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

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

0

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

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

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

2

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

2

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

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

- The teaching faculties are required to sign the Attendance Registers with arrival and departure time as well as staying time every day and countersigned by the Principal.
- The teaching faculties are required to maintain an Annual Self Appraisal Report (ASAR) as per the requirement of the Calcutta University First Statutes, 1979 and UGC and Govt. orders.
- The ASAR contains records of individual teacher's academic, administrative, co-curricular activities, attendance, classes taken, leave taken and continuous professional development.
- The College conducts Academic Audit of the College and submits reports to the West Bengal Council of Higher Education.
- The Performance-based Self Appraisal Reports are submitted by the concerned teachers to the IQAC for review while promotion under CAS of the teachers/Librarians.
- The SACT teachers of the College are guided by the State Government orders issued, time to time.
- Feedbacks are taken from students, teachers and parents/guardians through a structured questionnaire encompassing communication skills, effective curriculum delivery and the teacher's ability, completion of syllabus, overall academic environment, facilities received from the College.
- The feedback reports are placed in the IQAC for review and action taking. The analysis of the feedback helps a lot in improvement of the administrative atmosphere of the College.
- The attendance, punctuality, sincerity, execution of duties, pro-activeness, alertness of non-teaching staff are regularly checked by the Principal. The College authority takes necessary actions on the erring and insincere staff.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

- The Books of Accounts of the College get audited regularly by the qualified professional accountants appointed by the competent authorities.
- As a part of the Internal Quality Control System the Internal Audit is done by a firm of qualified Chartered Accountant(s) appointed by the Governing Body of the College. The income tax, profession tax, GST bills are paid on a regular basis with the help of the Internal Auditors.
- The External Audit is done by the College as per the order of the Education Directorate, Department of Higher Education, Government of West Bengal. The Higher Education Department appointments the Statutory / Government auditors for the purpose of 'Audit of accounts of the College. They maintain a panel of auditors for the purpose of the mandatory audit of accounts of Grant-in-Aid Colleges like ours.
- Both the internal and external auditors so appointed prepare reports with necessary observations. The College Governing Body takes measures on the basis of the observations made in the auditor reports.
- The External audit report is mandatorily sent to the office of the Director of Public Instructions, Government of West Bengal, immediately after the execution of the External audit.

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

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)	View File

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

- The College is Government-Aided and salary grants of whole-time staff are received from the State Government.
- The fees collection from the students is the main source of College funds. The 50% of the Tuition fees collection is deposited to the State Government as per order. The development fund is generated from the development fees collected from the student. The General fund is created from fees collection and used for remuneration of College casual staff and operating expenses etc.
- College submits proposals to the UGC and West Bengal for financial grants for construction of building, purchase of books, equipments etc. The College sends proposals to the Local Government (Panchayt Samity), MLA & MP for the development of the College.
- Institution maintains a transparent and well-planned financial management system. The head-wise budgetary allocation prepared by the Bursar is approved by the Governing Body.
- The grants received from different sources are utilized as per rules and are taken care of by the Finance Committee, Building Committee, Purchase Committee and Governing Body of the College.
- The College funds are utilized for Experiential Learning programme, outreach, co-curricular and extracurricular activities of the students which is a major area of concern.
- The College maintains the financial integrity and transparency by conducting regular Internal Audit and Annual Audit by the State Government. The Bursar, appointed by the Governing Body, helps the Principal in day-to-day financial affairs. The

statutory Finance Committee plays a crucial role in monitoring financial matter of the College.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

- The IQAC of the College is instrumental to academic and overall development of the College. The IQAC with various departments and NSS Units regularly organizes seminars, workshops and other programmes for students and staffs. Such programmes enrich the students and staff. The experts in the respective fields are invited as speakers / resource persons.
- The IQAC makes all-round effort to motivate the teaching fraternity to constantly update their teaching methodologies and skills with the need of the changing situation and NEP 2020. In the pandemic COVID-19 period the IQAC conducted some online seminars for academic interest.
- In spite of the rural setting, the College has made all-round efforts for infrastructural revamping and arranged some training programmes for the staff so that they are able to upgrade themselves for with the current technology and situation.
- The IQAC makes concerted efforts for enhancing the teaching-learning process and interdepartmental cooperation by using the latest ICT tools and teaching aids.
- The practices institutionalized as a result of IQAC initiatives are:

1. Initiatives for different audits.

(a) Academic Audit by external experts was performed in the interest of the Students and teaching faculties.

(b) Green Audit and Energy Audit by external experts were performed in the interest of environment and conservation of energy resources.

(c) Gender Audit by external experts was performed to assess and

ensure the gender equality in the College.

2. The Escalation Activities for the stakeholders like Seminars, Workshops, Staff training and Development programme were conducted.

File Description	Documents
Paste link for additional information	https://www.bagnancollege.in/AOARlink22/Minutes of IQAC Meeting and Action Taken Report 2022-23.pdf
Upload any additional information	View File

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 IQAC gives due importance to annual incremental improvement in teaching-learning process, structures & methodologies of operations and learning outcomes at periodic intervals. The IQAC prepares the Academic Calendar for the purpose. The departments also prepare the teaching plans. The IQAC maintains a time-frame by matching curriculum planning to ensure the effective learning outcomes of the students.
- The Academic Sub-Committee, IQAC and Routine Committee chalk out the plan for distribution of class load, course load among the faculty members. They also appraise the departmental teaching plans and curriculum designs in consonance with the Academic Calendar and affiliating University curricula. The internal evaluation and taking tutorials/practical examinations and viva-voce on a regular basis are the sources of an effective mechanism to ascertain the progress of teaching learning process.
- The IQAC collects feedback from different stakeholders like students, teachers and parents/ guardians to facilitate the teaching-learning process. The Feedbacks collected are analyzed and corrective measures are taken. The departments and Academic Sub-Committee review the results of students in University examinations for further improvement. Conducted Academic Audit.
- The College implements blended modes of Learning process both off line and online, consequent upon the pandemic Covid-19

situation. All the departments have created separate students' whatsapp groups for online teaching and use some digital platforms like Google Meet for the purpose. The Digital Library of the College helps the students and teachers a lot with the use of D-Space for e-resource for question papers, e-books repository, NLIST service for the users.

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

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

B. Any 3 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	View File
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

- The College takes measures for gender equity & sensitization programmes. Continuous CCTV surveillance with strict monitoring ensures the safety and security of students and staff.
- The practice of restricted entry in campus with identity card, deployment of security staff and lady attendant reflect secure environment for the girl students.
- The College has Grievance Redressal Cell, Compliant Box, Internal Complaints Committee (ICC), Vishakha Cell and Anti-Ragging Committee to prevent sexual harassment of girl students, ragging and objective of solving grievances.
- The College provides separate common rooms for girls and boys with indoor games facility. There is a sick room for girls. Napkin Vending machine and Napkin Disposal machine are available for healthy practices for the girl students.
- The College has a Canteen inside the College campus.
- Central Library of the College provides a large Reading Room facility to the students. The CCTV surveillance ensures the safety of the girl students in the Library.
- The girl students are encouraged to take part in College programmes, games and sports, NSS activities etc. A good number of girls' students are included as members in different Sub-Committees of the College.
- A State level seminar on "Women empowerment and India" organized to create awareness among the students about women empowerments.
- The College has conducted Gender Audit to assess the gender equality and equity in the College. All these measures reflect that the College maintains gender equality and equity.

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	a. Safety and security- CCTV surveillance and Security Staff. c. Common room- Common Room and Sick room for girl student. e. Conducted Gender Audit

7.1.2 - The Institution has facilities for alternate sources of energy and energy

C. Any 2 of the above

conservation measures Solar energy
Biogas plant Wheeling to the Grid Sensor-
based energy conservation Use of LED bulbs/
power efficient equipment

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

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

- The waste materials in the College are generated / comes from the various sources which include the Canteen, Offices, Toilets, Teachers Room, Classrooms, and Laboratories. The waste is segregated at the source in different coloured dustbins
- The solid waste management is made possible through awareness program and advertisement on notice boards in campus.
- To ensure a hygienic, clean, plastic-free and green College campus colour-coded dustbins are placed at main sources of waste generation in the College campus.
- Green dustbins are used for wet wastage i.e. the leaves, twigs, vegetable waste, fruit waste, food waste.
- Blue dustbins are used for dry wastage in the form of paper waste i.e. news paper pages, magazine, light paper, paper board carton etc.
- Hazardous chemical waste from the science laboratories are disposed off through underground drainage system.
- Disposal of e-waste management through certified company is already in process.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	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

A. Any 4 or all of the above

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

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

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

C. Any 2 of the above

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

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

- The College imparts its students for mutual respect, love for the motherland, tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities.
- The College provides opportunities and privileges to socially-backwards students like ST/SC/OBC (non-creamy layer)/Minorities for Admission by relaxation of the entry marks and offering several incentives and scholarships, fess concessions, Bus and Rail Concession and financial assistances / scholarships from State Government as well as from other private organisations.
- The College promotes social responsibilities and leadership roles among its students and staff through organizing Community Services and participation of the staff and students through NSS programmes; organizing awareness programmes on Women's issues, co-curricular activities, and cultural programmes and games sports events.
- The Mentoring are held regularly and students are encouraged to share their problems - academic or personal with their mentors.
- The College has a large number of students coming from different socio-economic, cultural and religious background. Sincere and conscious effort is made to maintain an atmosphere of communal harmony in the College.
- The College celebrates 'Saraswati Puja', 'Nabi Dibas' and 'Basant Utsav', 'Raksha Bandhan', 'Rabindra Jayanti', 'Najrul Jayanti' etc. to expand the domain of tolerance and harmony.
- The faculty members and students pay diligence for celebrating memorable days like Independence Day, Republic Day, World Environment Day etc.
- The College organizes Fresher's Welcome and Annual Social where a large number of students and staff participate.

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	View File

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

- The young and fresh minds of our educational institution coming from a simple rural background are embedded with moral obligation with proud celebration of Constitution Day, Republic Day and Independence Day.
- The Electoral Literacy Club in collaboration with the Department of Political Science plays decisive role for raising awareness organizing visit to 'Bidhan Sabha' (State Assembly) where students can experience day long deliberation of the legislators.
- Most significantly our students irrespective of their departments, academic credit, religion, economic status perform in Youth Parliamentary competitions to learn leadership activity for nation building and earn special recognition every year for the college.
- Organizing programme on Electoral Literacy is a regular practice of our College.
- The College in collaboration with the Block Development Office arranges in-campus training programme for the first-time voters in modern system of electoral process prior to Panchayat, Bidhan Sabha and Lok sabha elections.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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

E. None of the above

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

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

- The College celebrates India's Independence Day with befitting manner by hoisting the National Flag and singing the national anthem. The students, faculties and office and administrative members join this celebration.
- The College celebrates the Republic Day with befitting manner with cultural programmes by the students and staff.
- The College celebrates various days of importance like World AIDS Day, International Mother Language Day, International Women's Day, International Yoga Day, National Science Day, World Health Day.
- 'Swachh Bharat Abhiyan' is conducted by our College to undertake several measures for enlightening students about the importance of hygiene and sanitation.
- The College celebrates Rabinra Jayanti in commemoration of Rabindranath Tagore's birth anniversary.
- Dr Sarvapalli Radhakrishnan's birth anniversary (nationally known as Teachers' Day) on 5th September is celebrated in College involving all the teachers and students.
- The College celebrates 12th January as national Youth Day in commemoration of Swami Vivekananda's birth anniversary.
- 'Saraswati Puja' is celebrated on the day of 'Basant Panchami' within college premises.
- 'Basanta Utsav', 'Holi' and 'Dol Jatra' are celebrated by our College.

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

7.2 - Best Practices

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

Practice 1

Title of the Practice -Successful Execution of Kanyashree Project

Objective -For smooth operation of Kanyashree Prakalpa Yojana (Scheme), launched by Government of West Bengal

Context -It is a conditional cash transfer plan aiming to improve the status of the school and College going girl child in the state of West Bengal.

Practice -Online ID transfer from previous institution to present institution for eligible girl students are initiated through Kanyashree portal.

Evidence of Success -Has achieved first position among undergraduate Colleges in Howrah district in the session 2022-23.

Problems encountered -The bureaucratic system and over-enthusiastic guardians created problems and/or delayed the process of Kanyashree.

Resources Required -State Government fund was spent in successful execution of the Kanyashree scheme.

Practice 2

Title of the Practice - A Drive Towards Energy Conservation

Objective -To conserve the conventional energy resources and to decrease the high electricity consumption of the College.

Context -To cut off the dependence on fossil fuels.

Practice -Solar panels were installed and WBSEDCL connected the installation to the power grid with the help of the supplier.

Evidence of Success -Thus total saving in College purse is nearly ₹1, 30,534/- per annum. In addition, carbon-di-oxide emission is reduced by nearly 19000kg per annum.

Problems encountered -The work also needed financial resources of the College.

Resources required -Thus, the financial assistance from the Government or any other funding agency/ source is needed.

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

7.3 - Institutional Distinctiveness

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

- The distinctiveness of the College is embedded in its principles of diffusing noble inspiration and culture amongst the neighbouring villagers, specifically to cater for educational interests of the public at large and to promote and encourage advancement of Arts, Science and Commerce education and to empower women and weaker sections by providing quality education through equal opportunities.
- A large part of the students is coming from underprivileged socio-economic background and a sizeable portion of them are first generation learners. To fulfill their expectation and dream, the College earnestly tries to give the students a healthy academic environment.
- Being a co-educational college and located in a rural area, it is a healthy sign that the ratio of female to male students is gradually rising.
- As the New Education Policy 2020 (NEP 2020) is focusing on a more holistic and multidisciplinary system of collegiate education, the College has initiated three value-added/Certificate courses for the students to inculcate skills that would enhance their empowerment. Out of the three courses two courses are specially targeted for the female students to

make them self employable.

- Our motto is to produce citizens who are respectful to the tradition and culture of the country, aware of their social relevance and importance, and above all, confident and able to earn their livelihood.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- Implementation of employment generating skill based courses mainly for girls.
- Registration of Alumni Association and strengthening alumni activities.
- Organizing more seminars, workshops, career counseling, etc.
- Arranging Administrative audit.
- Signing MOUs with the Academic Institutions for academic exchange.
- Augmentation of Central Library facilities with free access to students.
- Increasing ICT enabled class rooms.
- Publishing Annual Report of the College.
- Conducting regular Health Check-up camps and Health awareness programmes.
- Organizing Blood donation Camp.
- Arranging psychological counseling for students.
- Arranging Karate / Yoga classes for students.
- Expansion of community services through NSS activities.
- Signing MOU with NGO for protection of women's right and prevention of girl trafficking.
- Publishing edited book comprising research articles/papers.
- Providing financial assistance/awards to meritorious/sincere students, NSS volunteers and Programme Officers.
- Arranging financial assistance to the teaching faculties for active participation in seminar/conference etc.
- Construction of rainwater harvesting system and groundwater recharge system on the college campus.
- Construction of Boys Hostel especially for B.P.L groups..
- Construction/major renovation of the College Main Gate.
- Construction of pavement from South block to North block of the College attached to the canteen.
- Construction of master drain.

- Initiating soil conservation with protecting the roots of the trees.
- Completion of ground floor and first floor work of the New Science Building.
- Construction of new 'Mukto Mancha' for organizing various students co-curricular activities.
- Construction of IT based Auditorium.
- Involvement of more alumni in college infrastructure development.