YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution   AGHOREKAMINI PRAKASHCHANDRA MAHAVIDYALAYA

- Name of the Head of the institution   Dr. Paramartha Ghosh

- Designation   Principal

- Does the institution function from its own   Yes
  campus?

- Phone no./Alternate phone no.   03211246235

- Mobile No: 9434345586

- Registered e-mail   akpc_m@yahoo.co.in

- Alternate e-mail   pghoshakpc@yahoo.com

- Address   Subhashnagar, P.O- Bengai, Dist.: Hooghly

- City/Town   Arambagh

- State/UT   West Bengal

- Pin Code   712611

2.Institutional status

- Affiliated / Constitution Colleges   Affiliated

- Type of Institution   Co-education

- Location   Rural

- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **The University of Burdwan**
- Name of the IQAC Coordinator **Dr. Ashish Kar**
- Phone No. **03211246772**
- Alternate phone No. **8583006239**
- Mobile **8583006239**
- IQAC e-mail address **ashishkar1975@gmail.com**
- Alternate e-mail address **nandysamir@yahoo.com**

3.Website address (Web link of the AQAR (Previous Academic Year)

https://www.akpcmahavidyalaya.org/images/uploads/2019-20%20AQAR%20SUBMITTED.pdf

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

https://www.akpcmahavidyalaya.org/images/uploads/DocScanner%2010%20Mar%202023%2013-39.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**70.85**	**2004**	**16/09/2004**	**15/09/2009**

6.Date of Establishment of IQAC **08/12/2007**

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
AKPC MAHAVID YALAYA, BENGAI, HOOGHLY	**MAJOR PROJECT**	**SERB-DST**	**2020**	**1036413**

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

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   No

- If yes, mention the amount

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

1. To encourage the students for exploring new areas in Physics and its allied subjects and to provide them with a chance to interact with the experts in the said field, especially during the Lock-down period, the IQAC and the Department of Physics of our college jointly organized a one-day National Webinar on 'Specialised Topics in Physics'.The Webinar was organized on 27/07/2020 and altogether 130 persons, including the faculty members and the students of different colleges attended the Webinar as participants.

2. For the awareness of all our stakeholders regarding the precautionary measures to be adopted to optimise physical and mental health care during COVID 19 pandemic situation, the IQAC, the Sexual Harassment Cell and the Women's Cell of our college jointly organized a two-day National Webinar on 'Strategies of Survival: An Overview of Healthcare during present Pandemic Situation'. The Webinar was organized on 11th and 12th August, 2020 with 120 participants, attending the webinar using the Google Meet Platform.

3. To encourage the students for exploring new areas in Nutrition and its allied subjects and to provide them a chance to interact with the experts in the said field, especially during the Lock-down period, the IQAC and the Department of Nutrition of our college jointly organized a two-day International Webinar on 'Environment,

Nutrition and Disease Management'. The Webinar was organized on 26th and 27th September, 2020 with 85 participants, attending the webinar using the Google Meet Platform.

4. To provide the necessary student support services during the lockdown period through online mode and to facilitate the process of 'Work from Home', the IQAC, with financial support from our Management, has upgraded our server based Office Management Software to its Web based version and has selected a Payment Gateway for the online collection of all types of College Fees.

5. To develop additional skills of the students and to equip them for facing the emerging challenges in the job market, the IQAC, together with the Academic Committee of our college, have provided active support and necessary guidance to several departmental authorities for the choice, framing of syllabi, preparation of course outcomes of a number of new Add-on courses in our college. Due to this endeavor of the IQAC, 08 new Add-on courses have been introduced during the extended period (July21 – Dec 21) of this academic year.

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
1. Plan to organize several conferences / Seminars / Webinars for our students.	1.To provide our students a chance to interact with the experts in different fields and to generate their awareness, especially during the Lock-down period, the IQAC has organized the following Webinars:(1) A one-day National Webinar on 'Specialised Topics in Physics 'organized on 27/07/2020, jointly with the Department of Physics. (2) A two-day National Webinar on 'Strategies of Survival: An Overview of Healthcare during present Pandemic Situation', organized on 11th and 12th August, 2020, jointly with the Sexual Harassment Cell and the Women's Cell. (3) A two-day International Webinar on 'Environment, Nutrition and Disease Management', organized on 26th and 27th September, 2020, jointly with the Department of Nutrition. Enthusiastic participation of the teachers and the students has made all these efforts successful and intrigued us for future endeavors.
2. Plan to introduce several new Add-on Courses for our students.	2. For the purpose of developing additional skills of the students and equipping them for facing the emerging challenge in the job market, 08 new Add-On courses have been introduced, during this year, by different departments with great encouragement and support from the IQAC. Several students have registered for these courses and have been rewarded with

	certificates after the completion of the programs. Most of the participants have expressed their positive feedback about these courses and recognized the courses as beneficial for their future career.
3.Plan to prepare the Academic Calendar for the session 2020-21	3. To inform all our stakeholders about the key dates of academic events to be occurred throughout the year, the IQAC, together with the Academic Committee, have prepared the Academic Calendar for the session 2020-21, maintaining strictly, the University guidelines in this regard. The Calendar, containing the timeline of such activities, has been circulated to the students, well in advance, through notices and our college website.
4. Plan to organize Online Classes throughout the Lockdown Period.	4. Getting necessary guidance and technical support from the IQAC, our faculties have successfully and effectively organized all the classes, during the Lockdown period, in online mode. Different free digital learning platforms like Google Meet, Google Classroom, Zoom etc. have been utilized to conduct these online classes. Study materials including video lectures have also been shared with the students through WhatsApp groups. However, classes in physical mode resume after the reopening of the college on 16th November, 2021
5. Plan to implement the Online Evaluation Process successfully,	5. Getting necessary guidance and technical support from the

in our college, during the Lock down Period.	IQAC, our faculties have successfully implemented the Online Internal Evaluation Process, during the Lockdown Period, using department-wise WhatsApp groups. Our faculties have also performed all the duties related to the Semester End Online Evaluation Process, maintaining strictly the guidelines of the parent University. However, after the reopening of the college on 16th November, 2021, the internal examinations have mainly been organized via physical mode.
6. Plan to upgrade the Office Management Software of our college.	6. For the purpose of providing the necessary student support services during the lockdown period through online mode and facilitating the process of 'Work from Home', the Office Management Software of our college has been upgraded to its Web based version and a Payment Gateway has been selected for the online collection of all types of College Fees.
7. Plan to strengthen the existing Mentorship System of our college, with a view to settle the additional problems that may be faced by our students during this year due to the unprecedented Lock-down and online classes.	7. Being guided by the IQAC, our mentors in all the Departments have adopted the following steps: (A) Have re-established their contacts with each mentee through departmental WhatsApp groups. (B) Besides resolving the normal problems, they have enquired about the physical and mental health of each mentee during the Lock down and finally have addressed the related problems.Using the information collected by the mentors, the IQAC has also estimated the number of students to be

	vaccinated against COVID 19, from the college center.
8. Plan to Encourage participation of students in co-curricular activities and community based programmes, maintaining the necessary restrictions imposed due to COVID 19.	8. Due to the initiatives taken by the IQAC, the NSS and the NCC units of our college have organized several co-curricular activities and community based programmes, including hosting of a COVID 19 Vaccination Camp, in collaboration with the Goghat BlockII health workers. Our students residing in the surroundings of the college have participated in these programmes maintaining strictly the necessary restrictions imposed due to COVID19
9. Plan to conduct Student Satisfaction Survey (SSS) during this year.	9. To assure internal quality, Students' Satisfaction Survey (SSS) has been conducted and the survey data has been thoroughly analysed to make a report. Proper measures have been taken by the IQAC to address the issues pertaining to this survey report.

13. Whether the AQAR was placed before statutory body?   **Yes**

- Name of the statutory body

Name	Date of meeting(s)
GOVERNING BODY OF THE COLLEGE	14/01/2023

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	AGHOREKAMINI PRAKASHCHANDRA MAHAVIDYALAYA
• Name of the Head of the institution	Dr. Paramartha Ghosh
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03211246235
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• Phone No.	**03211246772**
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• IQAC e-mail address	**ashishkar1975@gmail.com**
• Alternate e-mail address	**nandysamir@yahoo.com**

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13.Whether the AQAR was placed before statutory body?	**Yes**
• Name of the statutory body	

Name	Date of meeting(s)
GOVERNING BODY OF THE COLLEGE	**14/01/2023**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	26/02/2022

15.Multidisciplinary / interdisciplinary

Even before the NEP was conceived, our college, under the aegis of The University of Burdwan, had been teaching interdisciplinary courses to ensure holistic development of our students. In keeping with the latest academic traditions all over the world, our college makes an attempt to familiarize students with a borderless world of knowledge where diverse subjects supplement as well as complement each other. For example, literature cannot be taught without a reference to history or political as well as sociological theories. Such eclecticism has become common for all subjects and disciplines in recent times, and so, no subject can be taught in isolation. So, whenever the NEP is implemented, we are ready to meet its challenges.

16.Academic bank of credits (ABC):

Unfortunately ours is a grants-in-aid college, affiliated to The University of Burdwan, and therefore, has no autonomy in bringing about fundamental changes in academic practices on our own. But the concept of the Academic Bank of Credits, which is a part of the NEP, appeals strongly to us. So, whenever our mother university implements the NEP along with the Academic Bank of Credits, we are ready to embrace the same for a greater academic flexibility.

17.Skill development:

The NEP emphasizes the need for students' skill development to enhance their eligibility for employment. Our teachers, in keeping with this goal, make an attempt to relate theoretical knowledge with practical applicability. Moreover, extracurricular activities are arranged on a regular basis to hone the talents of our students, refine their taste and personality, and boost their confidence. The Department of NCC teaches discipline and military skills apart from inculcating patriotism in all the cadets. The Department of Physical Education offers a Yoga course in addition to helping students cultivate athletic and acrobatic skills. The Department of English teaches its students soft skills like speaking, reading and writing English, and the technicalities of business communication.

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

Our college lays much emphasis on the importance of vernacular in imparting knowledge. So, most of the subjects in our college are taught in the mother tongue of the learners. The Department of Sanskrit has a vital role to play in sustaining the Sanskrit literary tradition of the ancient India. In the postcolonial India, even English is regarded as one of the Indian languages. The Department of English makes students acquainted with Indian English Literature along with the British English Literature. So, Indian culture is represented through a broad linguistic spectrum in our academic practices

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

After the introduction of the CBCS, much emphasis is laid on an outcome-based education. All of our departments have chalked out the Programme Outcomes, Programme Specific Outcomes and Course Outcomes for their respective streams and subjects. The pedagogical modules are set with a view to achieving these outcomes in a planned way. This practice helps the learners derive maximum benefit from the academic exercises.

20.Distance education/online education:

Though our college has no provision for Distance Education, we put up sincere efforts to provide academic support to our students via the online mode during the pandemic years. Our teachers conducted online classes for the students confined to their homes, provided them with study materials, made Youtube videos lest the process of learning should be hampered. Our teachers and students were also given access to Inflibnet to procure learning resources through the online mode.

Extended Profile

1.Programme

1.1   606

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

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **2472**

Number of students during the year

File Description	Documents
Data Template	View File

2.2   **1072**

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   **604**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **79**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **83**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**606**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**2472**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**1072**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**604**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**79**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	83

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	43
4.2 Total expenditure excluding salary during the year (INR in lakhs)	2956713
4.3 Total number of computers on campus for academic purposes	62

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

1. **The Institution ensures effective curriculum delivery through a well-planned and documented process.**

Our institution follows the guidelines provided by the mother university, i.e. The University of Burdwan, in implementing the curriculum and chalking out the action plans.

- **Regular classes are arranged on a well-planned master routine to cover all areas of the syllabus to the fullest satisfaction of students.**
- **Class/ Unit Tests are organised independently by the Departments and Preparatory Tests for the Final Examinations are arranged centrally by the college. These tests not only keep the students abreast of the syllabus but also acquaint them with the exam-environment. Regular evaluations enable students to test their accomplishments periodically so as to improve future performances.**

Students are encouraged to visit, and make the fullest use of, the college library in order to enrich their academic experience. Library visits also inculcate in them the habit of looking beyond the syllabus.

- College level as well as national level seminars and workshops are organised by different Departments of the college to acquaint students with the latest developments in their fields of study.
- With the endorsement of the Principal, many Departments organise excursions or academic tours to make the learning process more lively.
- For the moral education of students special lectures by spiritual personalities, like monks from Ramakrishna Mission (Kamarpukur), are hosted by the college.
- Through the programmes organised by the Departments of NSS and NCC students are sensitised towards their duties and responsibilities to the society and nation.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.akpcmahavidyalaya.org/academic_calendar.php

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

Our college follows the Academic Calendar scrupulously for Continuous Internal Evaluation of students. Class Tests/ Unit Tests are organized by the respective departments. There is also a centrally organized College Test (the blueprint for which is prepared by the Examination Sub-committee) before the Final Examinations to prepare the students for the same. The answer scripts are also corrected in time by the teachers and the performances of the students are discussed by the examiners to facilitate their improvement in subsequent examinations.

Recently the CBCS system has been introduced by the University which requires an Internal Assessment of the students in each semester. The said assessment is organised in the 10th week of each semester so that the final examination is not hampered in any way. If any student fails to appear at the internal assessment due to some unavoidable reason, an alternate test is

arranged for the candidate on special grounds in the 11th week.

File Description	Documents
Upload relevant supporting documents	**No File Uploaded**
Link for Additional information	https://www.akpcmahavidyalaya.org/academic_calendar.php

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	**No File Uploaded**

1.2 - Academic Flexibility

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

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

37

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)

08

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

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

1131

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

1131

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

1.3 - Curriculum Enrichment

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

CBCS UG courses are designed to address issues of human values, gender, environmental problems and sustainability and the college strictly adheres to them. Almost all courses in Botany, Zoology and Environmental Science and some of Chemistry, Geography etc. are oriented towards environmental issues at large. Theoretical aspects of democratic principles, reservation policies, Constitutional provisions for the upliftment of women and the marginalized sections are taught in Political Science and literature departments deal with their artistic expressions. Sociology and History programmes contribute immensely to this

process.Courses on Auditing, Print Journalism and Production, Academic Writing and Composition, Translation Studies, Industrial Mathematics etc. uphold professional ethics. The emerging environmental issues are addressed to the students during field trips. Courses on Yoga Education and Recreation, Health Education, Physical Fitness and First-Aid foster professional ethics and human values. NCC and the NSS Units work on developing human values through various activities. World Environment day, Women'sday, birth days of the luminaries etc. are celebrated onthe campus. Lectures on Road Safety, spirituality and value education, career advancement, leadership etc. are organised to spread the awareness of need for ethical wellbeing. The faculty members are encouraged to attend courses on research ethics.

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	<u>View File</u>

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

04

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

1136

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

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	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)	**No File Uploaded**
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.akpcmahavidyalaya.org/student_feedback.php

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

2381

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

572

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

Though, there is no provision for admission tests at our college prior to the beginning of the programmes to assess the students' skill or knowledge in the concerned subjects, every department assesses the learning levels of their students through Class Tests and Internal Assessments. The advanced learners are guided by their teachers to find additional knowledge sources in our library or through online libraries.

Our college organises Remedial Coaching and Tutorial Classes to bridge the knowledge gap, if any, of the enrolled students to enable them to cope with the programmes of their choice. Moreover, every Department allots some classes at the beginning of each session for the students' recapitulation of earlier lessons and further enrichment, if required.

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

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

Number of Students	Number of Teachers
2472	**79**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

- The students of our college get the benefits of interactive/participative learning through the lively classroom sessions with their teachers. Teachers encourage students to ask questions and take part in quiz or debates to promote interactive learning. The entire process is made interesting through the use of audio-visual media in our Smart Classroom.
- For collaborative learning, the students are encouraged to take part in group studies and group discussions. Very recently our college has signed a Memorandum of Understanding with Netaji Mahavidyalaya, Arambagh, Hooghly for faculty exchange and other collaborative programmes.
- For individual learning, our students are encouraged to make the fullest use of our rich library. Our college also provides the students with internet facilities so that they can access e-resources to meet their academic needs.
- Our teachers, in order to perform the above-mentioned roles in the most effective way, take the benefits of Orientation Programmes, Refresher Courses, different seminars/workshops sponsored by the UGC.
- To solve the academic as well as other problems faced by students our teachers act as mentors and counsel their wards on a regular basis. On the other hand, periodical meetings are organised by the departments between teachers, guardians and the students where all issues are sorted out.

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

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

In the last five years there have been a number of changes in our teaching methods. These are as follows:

- Our college has set up a Smart Classroom equipped with audio-visual aids for effective and lively teaching.
- Besides the Smart Classroom our college has four Compact LED Projectors for the benefit of all departments.
- Our college has started subscribing to Inflibnet so that

- teachers can access e-books and e-journals from all over the world. The students also get indirectly benefited due to this.
- Our teachers help students make the fullest academic use of the Internet so that they can download study materials and use them in their academic pursuits.
- Some of the departments of our college have started preserving the question-papers of the internal tests (of the previous years) on their departmental computers so that students can access them and get help from teachers, if necessary, for their solutions.
- Students nowadays can contact their teachers via e-mail or whatsapp and get their queries answered.

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

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

2.3.3.1 - Number of mentors

79

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
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

79

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

16

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

657.5

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.

- To ensure a smooth formative evaluation the College takes recourse to internal assessment system through class tests and pre-exam tests. At least one Class Test and one pre-exam test are organised by each department in every semester so that students can develop self-confidence and overcome exam-related anxieties.
- With a view to enhancing the performance of students, the teachers discuss their shortcomings with them.
- The College also has provisions for remedial classes for the needy and mediocre students to help them overcome their drawbacks and prepare them to do better in their university examinations. Our teachers review the results of the students after their university examinations for their summative assessment.

Thus the methods of assessment and evaluation adopted by us have positively impacted the system.

- The internal assessment is quite transparent and rigorous in our college. Most of the question papers are printed at our college so that questions do not leak out before examinations. The evaluation is also done in due course and the results are published and widely circulated. The willing students can also meet the examiners and discuss their mistakes and take suggestions for improvement.

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

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

- At the college level, the grievances of the students regarding evaluation are referred to the Heads of the Departments who look sympathetically into each case as promptly as possible and do the needful. The disputed answer scripts are shown to the students and their shortcomings are discussed in details by the subject experts. If any mistake in evaluation is detected, the issue is sorted out as soon as possible.
- If any student complains that the questions, set for an internal examination, do not fall within the ambit of the current syllabus, the issue is promptly probed into and

redressed.

- **At the university level, the students who are not satisfied with the evaluation, may go for Re-examination of answer scripts. They can also get photocopies of their answer scripts, if applied through proper channel, under the RTI Act.**

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

2.6 - Student Performance and Learning Outcomes

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

The full information of all the syllabialong with Course Outcomes (CO), Programme outcomes (PO) and Programme Specific Outcomes (PSO) for all the courses are displayed on the college website to make the students aware of the learning outcomes and future prospect and employability of different courses of the institution even before their admission. After the admission, an "Ice-Breaking Session" is conducted exclusively for the newly admitted students to sensitize them about the learning outcomes, scope of their curriculum so that they have a very clear idea about the future prospects of their chosen courses. The clearly depicted POs, PSOs and COs of the courses also help the students to choose the appropriate courses and the academic flexibility in the newly introduced CBCS system allows them to do that throughout their entire span of courses to improve learning outcomes of the students. Prospectus or information brochure is also given to all the students which offers all vital information about all the programmes and courses along with the programme codes, fee structure, hostel facilities, and additional pertinent information. This mechanism allows an efficient delivery of the curriculum to meet the students' needs as per the vision and mission of the institution.

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

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

The attainment of programme outcome is measured through students' progression to higher studies. Another measurement of attainment is students' placement record in various organizations and institutions. The feedback system of different stakeholders of the institution helps to measure and reckon the attainment of the programme outcomes. Students' feedback system provides information pertaining to the relevance of the course, availability of the course material, and course's importance in terms of employability and so on, which are pertinent questions and which help the institution to measure its learning outcomes.

The course outcomes are measured through completion of syllabus, continuous internal evaluation process, timely setting up of question paper, evaluation and result. The attainment of COs is also assessed from the formative assessments like viva-voce, student seminar, group discussions, practical experiments, field study, and projects. At the departmental level, the Heads of the Departments and the teachers who are engaged in any class strive to complete the courses in time and in some cases extra classes are conducted for the students who they identify as relatively average or as slow learners. The continuous evaluation is done through tests, written assignments, presentation of papers, oral presentations, field-work and so on. The semester-end examination of every course is based on written examination of three hours following the guidelines provided by the affiliating university.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

567

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.akpcmahavidyalaya.org/images/uploads/Student%20Satisfaction%20Survey(SSS)%20Report%20-2020-21.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)

1036413

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
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

01

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

04

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

3.2 - 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

20

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

13

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

Extension activities in the neighbourhood community are organised by our college, keeping the social needs in consideration. We arrange for lectures, seminars and workshops to spread awareness among our students as well as the people living in surrounding villages. The extension activities of the session 2020-21 are listed below.

Name of the activity Organising unit/ agency/ collaborating agency Name of the scheme Year of the activity Number of students participated in such activities National Youth Day Celebration N.S.S. Unit-I, II, III 2020 239 Birthday Celebration of Netaji Subhash Chandra Bose N.S.S. Unit-I, II, III 2020 253 Republic Day Celebration N.S.S. Unit-I, II, III 2020 231 Street Corner for COVID Awareness N.S.S. Unit-I, II, III 2020 192 Swachh Bharat 4 Bengal Battalion NCC, Burdwan and NCC Unit Co - 4/2 Swachh Bharat Avijan 2020 140 Independence Day Parade 4 Bengal Battalion NCC, Burdwan and NCC Unit Co - 4/2 with Arambagh SDO Office Independence Day Celebration 2020 59 Blood Donation Camp 4 Bengal Battalion NCC, Burdwan and NCC Unit Co -

4/2 Blood Donation Camp 2020 101

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

6

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	No File Uploaded

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

07

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

1215

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

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

03

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	<u>View File</u>
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

02

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[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 institution has adequate infrastructure and physical facilities for teaching-learning, mainly classrooms, laboratories, computing equipment etc.

Our college has adequate physical facilities for academic activities – including spacious classrooms, technology-enabled learning spaces, seminar halls, tutorial spaces, laboratories, fish pond, specialized facilities for teaching, learning and research etc. The details are furnished below.

- **Total number of classrooms: 43**

- **Average size of classrooms: 25 x 20 sq ft**

- **Average seating capacity of classrooms: 100**

- **Total number of laboratories: 23**

- **Total number of computers: 71**

- **Total number of computers with internet connectivity: 41**

- **Total number of Seminar Halls: 01**

- **Seating capacity of the Seminar Hall: 250**

- **Total number of ICT-enabled Classrooms: 08**

- **Total number of books in the library: 29,800**

- **Number of portable projectors and similar equipments for ICT-based teaching: 09**

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

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

Our college has adequate facilities for cultural activities including sports and games.The details are furnished below.

Total number of

.auditoriums: 01

ground: 1

- **musical instruments: Harmoniums-3,Tabla- 2 sets, Srikhol-1, Pakhwaj-1, Mandira-1 set, Tanpura-2**

- **footballs: 15**

- **cricket sets: 03**

- **volley balls: 15**

- **volley ball nets: 03**

- **basketball courts: 01**

- **basket balls: 10**

- **badminton racquets: 20**

- **shuttle cocks: 4 packets**

- **shot put balls: 16**

- **starting blocks: 07**

- measuring tapes: 04

- javelins: 09

- discus: 17

- Table Tennis boards: 01

- TT bats: 05

- TT balls: 05

- gymnastic mats: 19

- starting guns: 01

- Relay Batons: 14

- garden umbrellas: 02

- weighing machines: 01

- stop watches: 06

- pumps: 02

- cones: 40

- skin fold calipers: 01

- anthropometric rods: 01

- sliding calipers: 01

- gonio meter: 01

- sphygmomanometers: 01

- stethoscopes: 01

- grip dynamometers: 01

- human skeletons: 01

- wet spiro meters: 01

- **Equipments available in the gymnasium: Dumbbells, barbells, jump-rope, pull-up frame**

and bar, stationary bicycle, treadmill etc.

- **Size of the Yoga Centre: 10 x 7 sq. m**

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

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

06

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

06

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

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)

502246

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)

Aghorekamini Prakashchandra Mahavidyalaya has a central library with more than 30,000 books besides important journals, newspapers and magazines. The Central Library is partially automated using Integrated Library Management System (ILMS)

Name of ILMS Software : SOUL 2.0

Nature of automation : Partially Automated

Version : 2.0

Year of partial Automation: 2012

Besides this, the Central library has the facility like bar-coding machine. The stakeholders can check availability of books through web OPAC. E-resources can be accessed through Wi-Fi facility. A wall mount television is placed at the entrance of the library to display important information. CCTV surveillance system of the library is active. Our library subscribes to the UGC N-List programme. Specialized Services provided to the students and teachers include information dissemination and notification through email, photocopying facility etc. Searching facility is also provided to the students and teachers in the library link of the college website.

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

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

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)

8780

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

37

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

The entire campus area is covered under Wi-Fi. The connections are provided by City Cable network. Students and teachers are given passwords for Wi-Fi facility. The college has updated its IT facilities with increasing the number of computers, printers, scanners, xerox machines, online admission process, interactive website and various softwares. For regular maintenance of the IT infrastructure local vendor is given AMC annually (mainly for the computers). In 2015 broadband service was initiated with the speed of 5 mbps/s and the line was shared among accounts section, Principal's chamber and rest of the college. In 2016 the same service continued with the speed of 10 mbps/s in similar manner. The speed of broadband system was upgraded from 10 mbps/s to 20 mbps/s in 2018. Currently the speed of broadband system is 20 mbps/s. The campus remains under CCTV surveilance throughout the year. Anti-virus software is regularly renewed for the computers. The West Bengal Government has made mandatory online admission for all he colleges and to conduct the process smoothly the college has introduced CAMS software in the year 2016 for automation of various office and account related works. The server for admission portal and CAMS are under AMC for their proper functioning and maintenance. Thus, the college puts every effort to upgrade its IT infrastructure for facilitating teaching learning as well as administrative works.

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

4.3.2 - Number of Computers

62

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

C.10 - 30MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

2454467

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 Building Sub-Committee is responsible for the maintenance of standard Sports facilities, including a Multi-gym on our premises.**

• **The Library SubCommittee ensures that our library is well-stocked and well-maintained,**

• **ICT facilities are extensively used by our teachers as per the new practices in the world of pedagogy.**

• **Our college also has a Computer Maintenance Sub-Committee that always monitors the working condition of the computers.**

• **For regular maintenance of the College Management Software our college subscribes to AMC (Annual Maintenance Contract).**

. • **The water cooler-cum-purifier at the ground floor of the Vijnan Bhavan and the one on the first floor of our New Administrative Building are maintained through regular servicing by the Purchase Sub-Committee.**

• **The quality of meals and refreshments served at a cheap rate at our boys' and girls' canteens is monitored and maintained by the college administration**

. • **The CCTV cameras that ensure undisrupted surveillance of the campus are maintained and updated by the Purchase Sub-Committee.**
• **The cleanliness of the college campus is maintained not only by full-time sweepers or hired labourers but also the NSS units who offer voluntary service to their beloved institution.**

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1415

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

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

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

15

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

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

B. 3 of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	[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

0

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

0

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

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	<u>View File</u>
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

05

File Description	Documents
Self-attested list of students placed	<u>View File</u>
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

106

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

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

04

File Description	Documents
Upload supporting data for the same	<u>View File</u>
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.

01

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

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

There is an active Students' Council on our campus that acts as the link between the students and the college authorities. The members represent the students in all academic and administrative committees/sub-committees, including the Governing Body, so that the interest of the students can be safeguarded. They also make sure that the policy-making of the college is focused on the benefit of the students. Their suggestions are welcomed by the college authorities to offer optimum service to the student community.

- Apart from helping the teachers run their regular academic exercises smoothly, the Students' Council helps them organise different seminars, workshops and symposia by taking part in registration, hospitality etc as volunteers.
- Besides, the Students' Council assists the college authorities to maintain law and order on the campus by preventing outsiders from sneaking into the premises with dubious intentions.
- They help the authorities organise cultural functions, sports and several other activities.
- Especially during the period of admission-related bustle, the college authorities find their support indispensable.

The Students' Council helps the college authorities to identify the needy or economically backward students, so that they can be offered scholarships or freeship by the college, the government or several non-governmental organisations

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

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

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

01

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

5.4 - Alumni Engagement

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

The college does not have any registered Alumni Association, but the process of forming a registered alumni association is under way.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision of the College

In a country like India, with the majority of its population living in rural regions, participation of rural students in the process of nation-building is essential. As the rural location of the college enables it to cater to the needs of students, mostly first generation learners, belonging to economically handicapped families, Aghorekamini Prakashchandra Mahavidyalaya has a vision to become a pre-eminent rural college of the country fostering intellect, creativity and character in this section of students; thus, conditioning them to become the leaders of the society and builders of the nation.

Mission of the College

- **Imparting 'Total Education' to students in the true sense of the term, without confining the process to a mere academic exercise in terms of examinations and results.**
- **Providing state of the art infrastructure and facilities.**
- **Sustaining the internal qualities.**
- **Counselling students to build up their future career.**
- **And, finally, improving the satisfaction level of all stake-holders.**

The quality policy and plans of the college depend on the basic academic and administrative needs of the primary stake-holders—the students and teachers.

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

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

To create and foster a culture of decentralisation and participative management—

- **Our college maintains a panel of senior teachers who act as teachers-in-charge when the Principal is absent.**
- **The headship of departments is rotational in our college which gives all full-time teachers equal opportunity to take an active part in the management of the institution.**
- **Teachers also act as conveners in various sub-committees which also ensures active participation.**
- **Teachers are also assigned leading roles in NCC and NSS activities.**

The college grants autonomy to departments with respect to—

- **Formulation of routine.**
- **Conducting Class Tests, Quiz, Group Discussions, Excursions etc.**

Publication of Wall Magazines

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The perspective and strategic plans of the college are formally stated in the prospectus and the college website.

A case study of the same may involve our earnest endeavour to

create a suitable environment for the girl students to pursue their academic goals.

For example, when our college authorities realised that the Kala Bhavan on our campus has no provision for a girls' toilet in 2016, they immediately deployed their resources to redress the problem. Our Planning Board tabled the project for consideration and initiatives were quickly taken with the help of the Building Committee. The latter chalked out the blueprint of a girls' toilet that would be annexed to the Kala Bhavan to meet the urgent need. The plan was approved by the Planning Board, the Finance Committee, and the G.B. The construction work was immediately launched— as a result of which the Kala Bhavan, since 2017, boasts of a Girls' Toilet beside the landing between the first and the ground floor.

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

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

The policies followed by the college in different domains are encoded in our Policy Documents available on the website.The organogram of the college reflects the decentralization of the institution and shared responsibilities that govern it. The Governing Body oversees general administration and financial management of the institution whose power is vested in it by the laws and ordinances of the University of Burdwan and the Govt. of West Bengal. The Principal is responsible for the administration and execution ofday-to-day responsibilities. The Principal supervises and oversees overall functioning of the college. Heads of the Depts. coordinate with the Principal to accomplish academic, financial, and co-curricular requirements. The Bursar assists the Principal infinancial management of the college. The IQAC is responsible for assessing and ensuring quality in the teaching-learning-evaluation process. The

Librarian supervises the library in order to keep it in proper working order. Full-time teachers are appointed by the Governing Body followingrecommendation of the West Bengal College Service Commission. State-aided College Teachers and Full-time Non-teaching Staff are appointed by the Governing Body and further approved by the D.P.I.. West Bengal Government Service Rules arestrictly followed.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	https://www.akpcmahavidyalaya.org/organogram.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

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

The welfare measures for the teaching and non-teaching staff adopted by our college are as follows.

- **General Provident Fund (GPF) with nomination and loan facilities.**
- **West Bengal Health Scheme (WBHS)/ Swasthya Sathi for all medical benefits.**

- **Gratuity and Pension Scheme of the Government of West Bengal.**
- **Timely submission of files pertaining to e-Pensionbefore the superannuation of the incumbent.**
- **Dispersal of Provident Fund benefits immediately after the superannuation of the incumbent.**
- **Encashment of Earned Leave on superannuation.**
- **Child Care Leave and maternity leave for female teachers and female nonteaching staff**
- **On-duty-leave for the faculty to participate in Orientation Programme, Refresher Courses, Short term courses, Seminars, Workshops and other professional development programmes**
- **Free Health check up**
- **Stress management through different recreational programmes such as Basanta Utsab, Cultural Programmes, Teachers' Day, Annual Function etc.**
- **Collective monetary contributions to the fulltime and casual staff to meet their immediate health-related expenses.**

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

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

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)	**No File Uploaded**

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

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

0

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

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

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

14

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	[View File](View%20File)

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

The Performance Appraisal System for teaching and non-teaching staff is followed as per the Government Guidelines. Appraisal of teaching staff holdingsubstantive posts is done through the Performance Based Appraisal System (PBAS) on the basis of Academic Performance Indicators (APIs) under the process of Career Advancement Scheme (CAS) for promotion to higher stages. The procedure is supervised by the IQAC. Apart from teaching, the teacher's involvement in research and publications and active participation in various administrative, co-curricular and extension activities are also assessed for the calculation of API. The prepared CAS papers of the incumbents are first scrutinised by a duly constituted Screening/Selection Committee comprising nominees of the Government and the affiliating University. Consequently the document is finally signed by the President of the Governing Body and submitted to the Directorate of Public Instruction, Government of West Bengal for the incumbent's placement/promotion. The Performance Appraisal System of nonteaching staff is followed as per the West Bengal Service Rules.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the

various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The external Financial Audit of the college isconducted by the Chartered Accountant empanelled as per norms of Finance Dept, Govt. of West Bengal. The External Financial Audit is conducted by the Directorate of Audit as per their schedule. The college has a transparent and systematic financial management system. The institution routinely conducts internal audits for every financial year by competent chartered accountants with the help of qualified and experienced teachers from Dept. of Commerce, Bursar and the Principal. The teacher(s) meticulously audits the finance-related documents for all transactions. However for the academic year 2020-2021, panel of the auditors were not sent to us from the DPI, WB, so external audit remained due.

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

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

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

0

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

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

College receives funds from UGC and West Bengal Government. Funds are also generated from a certain portion of students' fees, etc. Funds are also mobilised from various government and

nongovernment sources for the purpose of research and projects under schemes funded by DST. For efficient and optimum utilisation of resources available, HODs are asked to provide their requirements at the beginning of the session to ensure maintenance and upgradation of laboratories, library, computing facilities, classrooms, equipments and facilities. The Finance Committee and the Governing Body monitors effective and efficient use of the available financial resources. The Bursar of the college looks after the day to day transactions and implements the decisions taken by the Finance Committee and the Governing Body. The Annual Budget of the college is prepared by the Bursar and is duly considered by the Finance Committee and the later referred to the Governing Body for final approval. Purchase /procurement and development works are made on the basis of the rules laid down by the State Government. With rooftop solar panels installed on thecollege premises, our college can cut down costs relating to power consumption and contribute to saving the environment by using unconventional sources of energy.

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

6.5 - Internal Quality Assurance System

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

1 To encourage the students for exploring new areas in Physics and its allied subjects, the IQAC and the Department of Physicshave jointly organized a one-day National Webinar on 'Specialised Topics in Physics'on 27/07/2020.

2. For the awareness of all our stakeholders regarding the precautionary measures to be adopted towards physical and mental health care during COVID, the IQAC, the Sexual Harassment Cell and the Women's Cell of our college have jointly organized a two-day National Webinar on 'Strategies of Survival: An Overview of Healthcare during present Pandemic Situation'.

3. The IQAC and the Department of Nutrition have jointly organized a two-day International Webinar on 'Environment, Nutrition and Disease Management'.

4. To facilitate the process of 'Work from Home', the IQAC, with financial support from our Management, has upgraded our server based Office Management Software to its Web based version and has selected a Payment Gateway for the online collection of all types of College Fees.

5. To enhance the practical skills of the students, IQAC has taken noteworthy action by arranging 08 different Add-On courses with the active participation of various departments. Participatingstudents were duly certified upon the successful completion of each course.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

One example that can be cited from post accreditation quality initiative is the adoption of the process of online teaching and learning during the COVID-19 pandemic. During the period of suspension of on campus activities for an extensive period due to the COVID-19 pandemic, the teachers and students adapted to the online mode of instruction. Social media, especially WhatsApp was extensively used to organize the students in groups and disseminate knowledge and information among them using Zoom and Google Meet platforms. Another method adopted for reviewing the teaching learning process is through the regular conduct of Student Satisfaction Survey in the format prescribed by NAAC. The responses elicited from students are scientifically analyzed and on the basis of those analyses further improvements are made to make the system qualitatively better. Further, a significant number of seminars and workshops were conducted in the online mode to enhance the quality of education in the institution

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

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

C. Any 2 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

"Women's Empowerment" being at the core of "Institutional Distinctiveness" , the Policy Documents relating to sexual harassment or ragging,available on the website, are strictly followed by our college.Gender equity and gender sensitization issues are addressed in the different courses taught by subjects like Bengali, English, Economics, Philosophy, History and Political Science within the curricular framework. Seminars, webinars, events and co-curricular activities have been organized to create and enhance awareness about gender issues. To ensure safety and security, entry to the college campus is restricted. The security personnel at the main entrance regularly verify the identity of all entrants. The college campus is 24 hours under CCTV surveillance. The Women's Cell, the Anti-ragging Cell and Anti-Sexual-Harassment Cell of the college are involved in gender sensitization and awareness creation against gender discrimination. For the awareness of all

our stakeholders regarding the precautionary measures to be adopted towards physical and mental health care during COVID 19 pandemic situation, the IQAC, the Sexual Harassment Cell and the Women's Cell of our college jointly organized a two-day National Webinar on 'Strategies of Survival: An Overview of Healthcare during present Pandemic Situation'. The Webinar wasorganized on 11th and 12th August, 2020 with 120 participantsattending the webinar using the Google Meet Platform. To address health issues of the students, free health check-up camps and two COVID vaccination camps wereorganized. Students are regularly encouraged to participate in yoga workshops and sports to keep themselves fit.

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

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

B. Any 3 of the above

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

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

The institution has a well-defined scheme for the proper collection, storage, and subsequent disposal of its various degradable and non-degradable wastes (solid waste, liquid waste, e-waste, and hazardous chemicals).

As far as solid wastes are concerned, separate collection bins (for degradable and non-degradable wastes) are installed at various strategic locations within the college premises. Periodically they are collected and disposed of by relevant agencies.

The e-wastes like old and disposed computers, printers, key-boards and other computer peripherals are stored in a separate isolated chamber. Specific collection agencies are employed on a periodic basis for subsequent clearing up of the accumulated waste as and when required.

The liquid wastes (including hazardous liquids) from the chemistry laboratory are conducted separately through safe conduits and stored in specially constructed and isolated concrete-lined pits.

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

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

B. Any 3 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:

B. Any 3 of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

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

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

D. Any 1 of the above

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

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

D. Any 1 of the above

**scribe, soft copies of reading material,
screen   reading**

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

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

Our college offers B.A. in four language subjects namely Bengali, English, Sanskrit and Santali. This encourages students to retain their respect towards the diversity of languages and dialects spoken in India and build the spirit of tolerance and harmony. International Mother LanguageDay is organized to honour this linguistic diversity. The college facilitatesfinancial assistance provided by the Government as well as providesinstitutional level financial assistance to diverse sections of the society. During the pandemic, the college also waived different types of fees like laboratory and building fees for the students. The SC, ST, OBC and Minorities Cell strive to promote equal opportunities for students belonging to different communities irrespective of caste, class, gender, language, and religion. Equal opportunities are available to students from diverse backgrounds to participate in sports, cultural events, NCC and NSS activities. Our NSS and NCC units aim at inculcating human values, the dignity of labour, self-confidence and discipline among the volunteers. The Department of N.C.C conducts blood donation camps and medical camps as part of their social outreach. Students and staff also celebrate Saraswati Puja and Bijaya Sammilani. We regularly take up tree planting initiatives on our campus and outside.

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

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

Our college observes the Independence Day and the Republic Day to pay tribute to the freedom fighters and uphold the solemnity of the Constitution. To sensitize the students about the constitutional framework of our nation the courses offered by the Political Science department play a significant role. The Political Science department also organizes Add-On course on Human Rights. The college organizescultural competitions, sports meet and the annual exhibition for students and encouragesthem to publish wall magazines to buildleadership qualities among our students. This type of participation help the students to learn the importance of teamwork and the necessity of co-operation that prepares them to become responsible citizens with a spirit of fraternity. The students are encouraged to participate in various community based and nation building activities of NSS and NCC to inculcate community values and social and moral duties among the students. A large section of the incumbents of this institution performelection duties assigned to them as dutiful and responsible citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
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

B. Any 3 of the above

for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	**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

As a part of our education policy, our institution places a high value on commemorating national holidays and paying tribute to national heroes and personalities who help us shape our lives and society. As a continuation of our commitment to such a cause, we have observed the following days in our institution in the year 2020-21. The national and international commemorative days and events celebrated included; Independence Day, Republic Day, Teachers' Day, Birth anniversary of Netaji Subhas Chandra Bose, Gandhi Jayanti, Children's Day, Birth Anniversary of Rabindranath Tagore, NSS Day, NCC Day, World Environment Day, International Mother Language Day, International Women's Day, International Human Rights Day, International Yoga Day, World Aids Day . The celebration of festivals included Saraswati Puja, Holi and Raksha Bandhan.

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

1.

- Title: Opening a Quarantine Centre on the campus during Corona pandemic..
- Objective: To stand by our fellow citizens during a pandemic.
- Context: Quarantining the affected people was necessary to prevent Corona contagion. Hence the initiative.
- Practice: Our college turned the Kala Bhavaninto a Quarantine Centre in June-July 2020 with all the basic amenities for the patients and medical personnel.
- Evidence of success: Around 50 patients benefited from this facility.
- Problems encountered and Resources required: Our college faced no problem in implementing this project, funded jointly by the college and the state government.

2.

- Title: Opening a Vaccination Camp on our college campus during Corona pandemic.
- Objective: To stand by our fellow citizens during a pandemic.
- Context: The Corona pandemic was a global crisis. Vaccination was indispensableto prevent contagion and death.Hence the initiative.
- Practice: The NSS Units of our college hosted a vaccination camp for the local people on 07/10/2021 in collaboration with health workers.
- Evidence of success: Around 430 individuals received their first dose of Covishield thanks to this initiative.
- Problems encountered and Resources required: Our college faced no problem in implementing this project,funded jointly by the college and the state government.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

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

Being situated in a rural area, our college mainly caters to the marginal and economically backward sections of the society. A considerable number of our students hail from SC, ST and OBC background and from places where even the basic amenities of a civilized existence cannot always be taken for granted. So, our vision is to provide them with an opportunity for comprehensive development. Our college boasts of a vibrant Department of Physical Education that grooms the students who have an aptitude for games and sports. Many of our students have proved their excellence at the university level, district level and the state level sports. This has helped some of them land government jobs in the sports quota—especially in the army and the police force. Our college extends a helping hand to poor students by granting fee waivers in select cases. As it is our priority to meet the academic and cultural needs of rural students, all these measures are implemented by our college for the comprehensive development and empowerment of our students. This thrust is in keeping with our vision of serving the real India that is located mostly in the countryside.

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

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

Our institution follows the guidelines provided by the mother university, i.e. The University of Burdwan, in implementing the curriculum and chalking out the action plans.

- Regular classes are arranged on a well-planned master routine to cover all areas of the syllabus to the fullest satisfaction of students.
- Class/ Unit Tests are organised independently by the Departments and Preparatory Tests for the Final Examinations are arranged centrally by the college. These tests not only keep the students abreast of the syllabus but also acquaint them with the exam-environment. Regular evaluations enable students to test their accomplishments periodically so as to improve future performances.

Students are encouraged to visit, and make the fullest use of, the college library in order to enrich their academic experience. Library visits also inculcate in them the habit of looking beyond the syllabus.

- College level as well as national level seminars and workshops are organised by different Departments of the college to acquaint students with the latest developments in their fields of study.
- With the endorsement of the Principal, many Departments organise excursions or academic tours to make the learning process more lively.
- For the moral education of students special lectures by spiritual personalities, like monks from Ramakrishna Mission (Kamarpukur), are hosted by the college.
- Through the programmes organised by the Departments of NSS and NCC students are sensitised towards their duties and responsibilities to the society and nation.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.akpcmahavidyalaya.org/academic_calendar.php

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

Our college follows the Academic Calendar scrupulously for Continuous Internal Evaluation of students. Class Tests/ Unit Tests are organized by the respective departments. There is also a centrally organized College Test (the blueprint for which is prepared by the Examination Sub-committee) before the Final Examinations to prepare the students for the same. The answer scripts are also corrected in time by the teachers and the performances of the students are discussed by the examiners to facilitate their improvement in subsequent examinations.

Recently the CBCS system has been introduced by the University which requires an Internal Assessment of the students in each semester. The said assessment is organised in the 10th week of each semester so that the final examination is not hampered in any way. If any student fails to appear at the internal assessment due to some unavoidable reason, an alternate test is arranged for the candidate on special grounds in the 11th week.

File Description	Documents
Upload relevant supporting documents	**No File Uploaded**
Link for Additional information	https://www.akpcmahavidyalaya.org/academic_calendar.php

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	**C. Any 2 of the above**

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

37

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)

08

File Description	Documents
Any additional information	**No File Uploaded**
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

1131

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

1131

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

CBCS UG courses are designed to address issues of human values, gender, environmental problems and sustainability and the college strictly adheres to them. Almost all courses in Botany, Zoology and Environmental Science and some of Chemistry, Geography etc. are oriented towards environmental issues at large. Theoretical aspects of democratic principles, reservation policies, Constitutional provisions for the upliftment of women and the marginalized sections are taught in Political Science and literature departments deal with their artistic expressions. Sociology and History programmes contribute immensely to this process.Courses on Auditing, Print Journalism and Production, Academic Writing and Composition, Translation Studies, Industrial Mathematics etc. uphold professional ethics. The emerging environmental issues are addressed to the students during field trips. Courses on Yoga Education and Recreation, Health Education,

Physical Fitness and First-Aid foster professional ethics and human values. NCC and the NSS Units work on developing human values through various activities. World Environment day, Women'sday, birth days of the luminaries etc. are celebrated onthe campus. Lectures on Road Safety, spirituality and value education, career advancement, leadership etc. are organised to spread the awareness of need for ethical wellbeing. The faculty members are encouraged to attend courses on research ethics.

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

04

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

1136

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

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	[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)	**No File Uploaded**
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.akpcmahavidyalaya.org/student_feedback.php

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

2381

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

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

572

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	<u>View File</u>

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

Though, there is no provision for admission tests at our college prior to the beginning of the programmes to assess the students' skill or knowledge in the concerned subjects, every department assesses the learning levels of their students through Class Tests and Internal Assessments. The advanced learners are guided by their teachers to find additional knowledge sources in our library or through online libraries.

Our college organises Remedial Coaching and Tutorial Classes to bridge the knowledge gap, if any, of the enrolled students to enable them to cope with the programmes of their choice. Moreover, every Department allots some classes at the beginning of each session for the students' recapitulation of earlier lessons and further enrichment, if required.

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

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

Number of Students	Number of Teachers
2472	**79**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

- **The students of our college get the benefits of interactive/participative learning through the lively classroom sessions with their teachers. Teachers encourage students to ask questions and take part in quiz or debates to promote interactive learning. The entire process is made interesting through the use of audio-visual media in our Smart Classroom.**
- **For collaborative learning, the students are encouraged to take part in group studies and group discussions. Very recently our college has signed a Memorandum of Understanding with Netaji Mahavidyalaya, Arambagh, Hooghly for faculty exchange and other collaborative programmes.**
- **For individual learning, our students are encouraged to make the fullest use of our rich library. Our college also provides the students with internet facilities so that they can access e-resources to meet their academic needs.**
- **Our teachers, in order to perform the above-mentioned roles in the most effective way, take the benefits of Orientation Programmes, Refresher Courses, different seminars/workshops sponsored by the UGC.**
- **To solve the academic as well as other problems faced by students our teachers act as mentors and counsel their wards on a regular basis. On the other hand,**

periodical meetings are organised by the departments between teachers, guardians and the students where all issues are sorted out.

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

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

In the last five years there have been a number of changes in our teaching methods. These are as follows:

- **Our college has set up a Smart Classroom equipped with audio-visual aids for effective and lively teaching.**
- **Besides the Smart Classroom our college has four Compact LED Projectors for the benefit of all departments.**
- **Our college has started subscribing to Inflibnet so that teachers can access e-books and e-journals from all over the world. The students also get indirectly benefited due to this.**
- **Our teachers help students make the fullest academic use of the Internet so that they can download study materials and use them in their academic pursuits.**
- **Some of the departments of our college have started preserving the question-papers of the internal tests (of the previous years) on their departmental computers so that students can access them and get help from teachers, if necessary, for their solutions.**
- **Students nowadays can contact their teachers via e-mail or whatsapp and get their queries answered.**

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

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

2.3.3.1 - Number of mentors

79

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
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

79

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

16

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

657.5

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.

- **To ensure a smooth formative evaluation the College takes recourse to internal assessment system through class tests and pre-exam tests. At least one Class Test and one pre-exam test are organised by each department in every semester so that students can develop self-confidence and overcome exam-related anxieties.**
- **With a view to enhancing the performance of students, the teachers discuss their shortcomings with them.**
- **The College also has provisions for remedial classes for the needy and mediocre students to help them overcome their drawbacks and prepare them to do better in their university examinations. Our teachers review the results of the students after their university examinations for their summative assessment.**

Thus the methods of assessment and evaluation adopted by us have positively impacted the system.

- **The internal assessment is quite transparent and rigorous in our college. Most of the question papers are printed at our college so that questions do not leak out before examinations. The evaluation is also done in due course and the results are published and widely circulated. The willing students can also meet the examiners and discuss their mistakes and take suggestions for improvement.**

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

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

- **At the college level, the grievances of the students regarding evaluation are referred to the Heads of the Departments who look sympathetically into each case as promptly as possible and do the needful. The disputed answer scripts are shown to the students and their shortcomings are discussed in details by the subject experts. If any mistake in evaluation is detected, the issue is sorted out as soon as possible.**
- **If any student complains that the questions, set for an internal examination, do not fall within the ambit of the current syllabus, the issue is promptly probed into and redressed.**
- **At the university level, the students who are not satisfied with the evaluation, may go for Re-examination of answer scripts. They can also get photocopies of their answer scripts, if applied through proper channel, under the RTI Act.**

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

2.6 - Student Performance and Learning Outcomes

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

The full information of all the syllabialong with Course Outcomes (CO), Programme outcomes (PO) and Programme Specific Outcomes (PSO) for all the courses are displayed on the college website to make the students aware of the learning outcomes and future prospect and employability of different courses of the institution even before their admission. After the admission, an "Ice-Breaking Session" is conducted exclusively for the newly admitted students to sensitize them about the learning outcomes, scope of their curriculum so that they have a very clear idea about the future prospects of their chosen courses. The clearly depicted POs, PSOs and COs of the courses also help the students to choose the appropriate courses and the academic flexibility in the newly introduced CBCS system allows them to do that throughout their entire span of courses to improve learning outcomes of the students. Prospectus or information brochure is also given to all the students which offers all vital information about all the programmes and courses along with the programme codes, fee structure, hostel facilities, and additional pertinent information. This mechanism allows an efficient delivery of the curriculum to meet the students' needs as per the vision and mission of the institution.

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

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

The attainment of programme outcome is measured through students' progression to higher studies. Another measurement of attainment is students' placement record in various organizations and institutions. The feedback system of different stakeholders of the institution helps to measure and reckon the attainment of the programme outcomes. Students' feedback system provides information pertaining to the relevance of the course, availability of the course material, and course's importance in terms of employability and so on, which are pertinent questions and which help the institution to measure its learning outcomes.

The course outcomes are measured through completion of syllabus, continuous internal evaluation process, timely setting up of question paper, evaluation and result. The attainment of COs is also assessed from the formative assessments like viva-voce, student seminar, group discussions, practical experiments, field study, and projects. At the departmental level, the Heads of the Departments and the teachers who are engaged in any class strive to complete the courses in time and in some cases extra classes are conducted for the students who they identify as relatively average or as slow learners. The continuous evaluation is done through tests, written assignments, presentation of papers, oral presentations, field-work and so on. The semester-end examination of every course is based on written examination of three hours following the guidelines provided by the affiliating university.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

567

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.akpcmahavidyalaya.org/images/uploads/Student%20Satisfaction%20Survey(SSS)%20Report%20-2020-21.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)

`1036413`

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	View File
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

`01`

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

`04`

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

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

`20`

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

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

`13`

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

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

Extension activities in the neighbourhood community are organised by our college, keeping the social needs in consideration. We arrange for lectures, seminars and workshops to spread awareness among our students as well as the people living in surrounding villages. The extension activities of the session 2020-21 are listed below.

Name of the activity Organising unit/ agency/ collaborating agency Name of the scheme Year of the activity Number of students participated in such activities National Youth Day Celebration N.S.S. Unit-I, II, III 2020 239 Birthday Celebration of Netaji Subhash Chandra Bose N.S.S. Unit-I, II, III 2020 253 Republic Day Celebration N.S.S. Unit-I, II, III 2020 231 Street Corner for COVID Awareness N.S.S. Unit-I, II, III 2020 192 Swachh Bharat 4 Bengal Battalion NCC, Burdwan and NCC Unit Co - 4/2 Swachh Bharat Avijan 2020 140 Independence Day Parade 4 Bengal Battalion NCC, Burdwan and NCC Unit Co - 4/2 with Arambagh SDO Office Independence Day Celebration 2020 59 Blood Donation Camp 4 Bengal Battalion NCC, Burdwan and NCC Unit Co - 4/2 Blood Donation Camp 2020 101

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

6

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	**No File Uploaded**

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

07

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

1215

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

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

03

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	<u>View File</u>
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

02

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has adequate infrastructure and physical facilities for teaching-learning, mainly classrooms, laboratories, computing equipment etc.

Our college has adequate physical facilities for academic activities – including spacious classrooms, technology-enabled learning spaces, seminar halls, tutorial spaces, laboratories, fish pond, specialized facilities for teaching, learning and research etc. The details are furnished below.

- **Total number of classrooms: 43**

- **Average size of classrooms: 25 x 20 sq ft**

- **Average seating capacity of classrooms: 100**

- **Total number of laboratories: 23**

- **Total number of computers: 71**

- **Total number of computers with internet connectivity: 41**

- **Total number of Seminar Halls: 01**

- **Seating capacity of the Seminar Hall: 250**

- **Total number of ICT-enabled Classrooms: 08**

- **Total number of books in the library: 29,800**

- **Number of portable projectors and similar equipments for ICT-based teaching: 09**

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

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

Our college has adequate facilities for cultural activities including sports and games.The details are furnished below.

Total number of

.auditoriums: 01

ground: 1

- **musical instruments: Harmoniums-3,Tabla- 2 sets, Srikhol-1, Pakhwaj-1, Mandira-1 set, Tanpura-2**

- **footballs: 15**

- **cricket sets: 03**

- **volley balls: 15**

- **volley ball nets: 03**

- **basketball courts: 01**

- **basket balls: 10**

- **badminton racquets: 20**

- **shuttle cocks: 4 packets**

- **shot put balls: 16**

- **starting blocks: 07**

- **measuring tapes: 04**

- **javelins: 09**

- **discus: 17**

- **Table Tennis boards: 01**

- **TT bats: 05**

- **TT balls: 05**

- gymnastic mats: 19

- starting guns: 01

- Relay Batons: 14

- garden umbrellas: 02

- weighing machines: 01

- stop watches: 06

- pumps: 02

- cones: 40

- skin fold calipers: 01

- anthropometric rods: 01

- sliding calipers: 01

- gonio meter: 01

- sphygmomanometers: 01

- stethoscopes: 01

- grip dynamometers: 01

- human skeletons: 01

- wet spiro meters: 01

- Equipments available in the gymnasium: Dumbbells, barbells, jump-rope, pull-up frame

and bar, stationary bicycle, treadmill etc.

- Size of the Yoga Centre: 10 x 7 sq. m

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

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

06

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

06

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

502246

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)

Aghorekamini Prakashchandra Mahavidyalaya has a central library with more than 30,000 books besides important journals, newspapers and magazines. The Central Library is partially automated using Integrated Library Management System (ILMS)

Name of ILMS Software : SOUL 2.0

Nature of automation : Partially Automated

Version : 2.0

Year of partial Automation: 2012

Besides this, the Central library has the facility like bar-coding machine. The stakeholders can check availability of books through web OPAC. E-resources can be accessed through Wi-Fi facility. A wall mount television is placed at the entrance of the library to display important information. CCTV surveillance system of the library is active. Our library subscribes to the UGC N-List programme. Specialized Services provided to the students and teachers include information dissemination and notification through email, photocopying facility etc. Searching facility is also provided to the students and teachers in the library link of the college website.

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

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

8780

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

37

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

The entire campus area is covered under Wi-Fi. The connections are provided by City Cable network. Students and teachers are given passwords for Wi-Fi facility. The college

has updated its IT facilities with increasing the number of computers, printers, scanners, xerox machines, online admission process, interactive website and various softwares. For regular maintenance of the IT infrastructure local vendor is given AMC annually (mainly for the computers). In 2015 broadband service was initiated with the speed of 5 mbps/s and the line was shared among accounts section, Principal's chamber and rest of the college. In 2016 the same service continued with the speed of 10 mbps/s in similar manner. The speed of broadband system was upgraded from 10 mbps/s to 20 mbps/s in 2018. Currently the speed of broadband system is 20 mbps/s. The campus remains under CCTV surveilance throughout the year. Anti-virus software is regularly renewed for the computers. The West Bengal Government has made mandatory online admission for all he colleges and to conduct the process smoothly the college has introduced CAMS software in the year 2016 for automation of various office and account related works. The server for admission portal and CAMS are under AMC for their proper functioning and maintenance. Thus, the college puts every effort to upgrade its IT infrastructure for facilitating teaching learning as well as administrative works.

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

4.3.2 - Number of Computers

62

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	C.10 - 30MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

2454467

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 Building Sub-Committee is responsible for the maintenance of standard Sports facilities, including a Multi-gym on our premises.

• The Library SubCommittee ensures that our library is well-stocked and well-maintained,

• ICT facilities are extensively used by our teachers as per the new practices in the world of pedagogy.

• Our college also has a Computer Maintenance Sub-Committee that always monitors the working condition of the computers.

- **For regular maintenance of the College Management Software our college subscribes to AMC (Annual Maintenance Contract).**

. **• The water cooler-cum-purifier at the ground floor of the Vijnan Bhavan and the one on the first floor of our New Administrative Building are maintained through regular servicing by the Purchase Sub-Committee.**

- **The quality of meals and refreshments served at a cheap rate at our boys' and girls' canteens is monitored and maintained by the college administration**

. **• The CCTV cameras that ensure undisrupted surveillance of the campus are maintained and updated by the Purchase Sub-Committee. • The cleanliness of the college campus is maintained not only by full-time sweepers or hired labourers but also the NSS units who offer voluntary service to their beloved institution.**

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1415

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

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

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

15

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**B. 3 of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	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

0

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

0

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

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	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

05

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

106

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

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

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

04

File Description	Documents
Upload supporting data for the same	View File
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.

01

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

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

There is an active Students' Council on our campus that acts as the link between the students and the college authorities. The members represent the students in all academic and administrative committees/sub-committees, including the Governing Body, so that the interest of the students can be safeguarded. They also make sure that the policy-making of the college is focused on the benefit of the students. Their suggestions are welcomed by the college authorities to offer optimum service to the student community.

- Apart from helping the teachers run their regular academic exercises smoothly, the Students' Council helps them organise different seminars, workshops and symposia by taking part in registration, hospitality etc as volunteers.
- Besides, the Students' Council assists the college authorities to maintain law and order on the campus by preventing outsiders from sneaking into the premises with dubious intentions.
- They help the authorities organise cultural functions, sports and several other activities.
- Especially during the period of admission-related bustle, the college authorities find their support indispensable.

The Students' Council helps the college authorities to

identify the needy or economically backward students, so that they can be offered scholarships or freeship by the college, the government or several non-governmental organisations

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

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

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

01

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

5.4 - Alumni Engagement

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

The college does not have any registered Alumni Association, but the process of forming a registered alumni association is under way.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision of the College

In a country like India, with the majority of its population living in rural regions, participation of rural students in the process of nation-building is essential. As the rural location of the college enables it to cater to the needs of students, mostly first generation learners, belonging to economically handicapped families, Aghorekamini Prakashchandra Mahavidyalaya has a vision to become a pre-eminent rural college of the country fostering intellect, creativity and character in this section of students; thus, conditioning them to become the leaders of the society and builders of the nation.

Mission of the College

- Imparting 'Total Education' to students in the true sense of the term, without confining the process to a mere academic exercise in terms of examinations and results.
- Providing state of the art infrastructure and facilities.
- Sustaining the internal qualities.
- Counselling students to build up their future career.
- And, finally, improving the satisfaction level of all stake-holders.

The quality policy and plans of the college depend on the

basic academic and administrative needs of the primary stake-holders—the students and teachers.

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

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

To create and foster a culture of decentralisation and participative management—

- **Our college maintains a panel of senior teachers who act as teachers-in-charge when the Principal is absent.**
- **The headship of departments is rotational in our college which gives all full-time teachers equal opportunity to take an active part in the management of the institution.**
- **Teachers also act as conveners in various sub-committees which also ensures active participation.**
- **Teachers are also assigned leading roles in NCC and NSS activities.**

The college grants autonomy to departments with respect to—

- **Formulation of routine.**
- **Conducting Class Tests, Quiz, Group Discussions, Excursions etc.**

Publication of Wall Magazines

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The perspective and strategic plans of the college are formally stated in the prospectus and the college website.

A case study of the same may involve our earnest endeavour to create a suitable environment for the girl students to pursue their academic goals.

For example, when our college authorities realised that the Kala Bhavan on our campus has no provision for a girls' toilet in 2016, they immediately deployed their resources to redress the problem. Our Planning Board tabled the project for consideration and initiatives were quickly taken with the help of the Building Committee. The latter chalked out the blueprint of a girls' toilet that would be annexed to the Kala Bhavan to meet the urgent need. The plan was approved by the Planning Board, the Finance Committee, and the G.B. The construction work was immediately launched— as a result of which the Kala Bhavan, since 2017, boasts of a Girls' Toilet beside the landing between the first and the ground floor.

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

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

The policies followed by the college in different domains are encoded in our Policy Documents available on the website.The organogram of the college reflects the decentralization of the institution and shared responsibilities that govern it. The Governing Body oversees general administration and financial management of the institution whose power is vested in it by the laws and ordinances of the University of Burdwan and the Govt. of West Bengal. The Principal is responsible for the administration and execution ofday-to-day

responsibilities. The Principal supervises and oversees overall functioning of the college. Heads of the Depts. coordinate with the Principal to accomplish academic, financial, and co-curricular requirements. The Bursar assists the Principal infinancial management of the college. The IQAC is responsible for assessing and ensuring quality in the teaching-learning-evaluation process. The Librarian supervises the library in order to keep it in proper working order. Full-time teachers are appointed by the Governing Body followingrecommendation of the West Bengal College Service Commission. State-aided College Teachers and Full-time Non-teaching Staff are appointed by the Governing Body and further approved by the D.P.I.. West Bengal Government Service Rules arestrictly followed.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.akpcmahavidyalaya.org/organogram.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	B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

The welfare measures for the teaching and non-teaching staff adopted by our college are as follows.

- General Provident Fund (GPF) with nomination and loan facilities.
- West Bengal Health Scheme (WBHS)/ Swasthya Sathi for all medical benefits.
- Gratuity and Pension Scheme of the Government of West Bengal.
- Timely submission of files pertaining to e-Pensionbefore the superannuation of the incumbent.
- Dispersal of Provident Fund benefits immediately after the superannuation of the incumbent.
- Encashment of Earned Leave on superannuation.
- Child Care Leave and maternity leave for female teachers and female nonteaching staff
- On-duty-leave for the faculty to participate in Orientation Programme, Refresher Courses, Short term courses, Seminars, Workshops and other professional development programmes
- Free Health check up
- Stress management through different recreational programmes such as Basanta Utsab, Cultural Programmes, Teachers' Day, Annual Function etc.
- Collective monetary contributions to the fulltime and casual staff to meet their immediate health-related expenses.

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

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

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)	**No File Uploaded**

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

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

0

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

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

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

14

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

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

The Performance Appraisal System for teaching and non-teaching staff is followed as per the Government Guidelines. Appraisal of teaching staff holdingsubstantive posts is done through the Performance Based Appraisal System (PBAS) on the basis of Academic Performance Indicators (APIs) under the process of Career Advancement Scheme (CAS) for promotion to higher stages. The procedure is supervised by the IQAC. Apart from teaching, the teacher's involvement in research and publications and active participation in various administrative, co-curricular and extension activities are also assessed for the calculation of API. The prepared CAS papers of the incumbents are first scrutinised by a duly constituted Screening/Selection Committee comprising nominees of the Government and the affiliating University. Consequently the document is finally signed by the President of the Governing Body and submitted to the Directorate of Public Instruction, Government of West Bengal for the incumbent's placement/promotion. The Performance Appraisal System of nonteaching staff is followed as per the West Bengal Service Rules.

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

6.4 - Financial Management and Resource Mobilization

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

The external Financial Audit of the college isconducted by the Chartered Accountant empanelled as per norms of Finance Dept, Govt. of West Bengal. The External Financial Audit is conducted by the Directorate of Audit as per their schedule. The college has a transparent and systematic financial management system. The institution routinely conducts internal audits for every financial year by competent chartered accountants with the help of qualified and experienced teachers from Dept. of Commerce, Bursar and the Principal. The teacher(s) meticulously audits the finance-related documents for all transactions. However for the academic year 2020-2021, panel of the auditors were not sent to us from the DPI, WB, so external audit remained due.

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

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

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

0

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

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

College receives funds from UGC and West Bengal Government. Funds are also generated from a certain portion of students' fees, etc. Funds are also mobilised from various government and nongovernment sources for the purpose of research and projects under schemes funded by DST. For efficient and optimum utilisation of resources available, HODs are asked to provide their requirements at the beginning of the session to ensure maintenance and upgradation of laboratories, library, computing facilities, classrooms, equipments and facilities. The Finance Committee and the Governing Body monitors effective and efficient use of the available financial resources. The Bursar of the college looks after the day to day transactions and implements the decisions taken by the Finance Committee and the Governing Body. The Annual Budget of the college is prepared by the Bursar and is duly considered by the Finance Committee and the later referred to the Governing Body for final approval. Purchase /procurement and development works are made on the basis of the rules laid down by the State Government. With rooftop solar panels installed on thecollege premises, our college can cut down costs relating to power consumption and contribute to saving the environment by using unconventional sources of energy.

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

6.5 - Internal Quality Assurance System

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

1 To encourage the students for exploring new areas in Physics and its allied subjects, the IQAC and the Department of Physicshave jointly organized a one-day National Webinar on 'Specialised Topics in Physics'on 27/07/2020.

2. For the awareness of all our stakeholders regarding the precautionary measures to be adopted towards physical and mental health care during COVID, the IQAC, the Sexual Harassment Cell and the Women's Cell of our college have jointly organized a two-day National Webinar on 'Strategies of Survival: An Overview of Healthcare during present

Pandemic Situation'.

3. The IQAC and the Department of Nutrition have jointly organized a two-day International Webinar on 'Environment, Nutrition and Disease Management'.

4. To facilitate the process of 'Work from Home', the IQAC, with financial support from our Management, has upgraded our server based Office Management Software to its Web based version and has selected a Payment Gateway for the online collection of all types of College Fees.

5. To enhance the practical skills of the students, IQAC has taken noteworthy action by arranging 08 different Add-On courses with the active participation of various departments. Participatingstudents were duly certified upon the successful completion of each course.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

One example that can be cited from post accreditation quality initiative is the adoption of the process of online teaching and learning during the COVID-19 pandemic. During the period of suspension of on campus activities for an extensive period due to the COVID-19 pandemic, the teachers and students adapted to the online mode of instruction. Social media, especially WhatsApp was extensively used to organize the students in groups and disseminate knowledge and information among them using Zoom and Google Meet platforms. Another method adopted for reviewing the teaching learning process is through the regular conduct of Student Satisfaction Survey in the format prescribed by NAAC. The responses elicited from students are scientifically analyzed and on the basis of those analyses further improvements are made to make the system qualitatively better. Further, a significant number of seminars and workshops were conducted in the online mode to enhance the quality of education in the institution

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

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

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

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

"Women's Empowerment" being at the core of "Institutional Distinctiveness" , the Policy Documents relating to sexual harassment or ragging,available on the website, are strictly followed by our college.Gender equity and gender sensitization issues are addressed in the different courses taught by subjects like Bengali, English, Economics, Philosophy, History and Political Science within the curricular framework. Seminars, webinars, events and co-

curricular activities have been organized to create and enhance awareness about gender issues. To ensure safety and security, entry to the college campus is restricted. The security personnel at the main entrance regularly verify the identity of all entrants. The college campus is 24 hours under CCTV surveillance. The Women's Cell, the Anti-ragging Cell and Anti-Sexual-Harassment Cell of the college are involved in gender sensitization and awareness creation against gender discrimination. For the awareness of all our stakeholders regarding the precautionary measures to be adopted towards physical and mental health care during COVID 19 pandemic situation, the IQAC, the Sexual Harassment Cell and the Women's Cell of our college jointly organized a two-day National Webinar on 'Strategies of Survival: An Overview of Healthcare during present Pandemic Situation'. The Webinar wasorganized on 11th and 12th August, 2020 with 120 participantsattending the webinar using the Google Meet Platform. To address health issues of the students, free health check-up camps and two COVID vaccination camps wereorganized. Students are regularly encouraged to participate in yoga workshops and sports to keep themselves fit.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	[View File]()
Any other relevant information	**No File Uploaded**

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

The institution has a well-defined scheme for the proper collection, storage, and subsequent disposal of its various degradable and non-degradable wastes (solid waste, liquid waste, e-waste, and hazardous chemicals).

As far as solid wastes are concerned, separate collection bins (for degradable and non-degradable wastes) are installed at various strategic locations within the college premises. Periodically they are collected and disposed of by relevant agencies.

The e-wastes like old and disposed computers, printers, key-boards and other computer peripherals are stored in a separate isolated chamber. Specific collection agencies are employed on a periodic basis for subsequent clearing up of the accumulated waste as and when required.

The liquid wastes (including hazardous liquids) from the chemistry laboratory are conducted separately through safe conduits and stored in specially constructed and isolated concrete-lined pits.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water	**B. Any 3 of the above**

harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

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	B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**D. Any 1 of the above**

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

Our college offers B.A. in four language subjects namely

Bengali, English, Sanskrit and Santali. This encourages students to retain their respect towards the diversity of languages and dialects spoken in India and build the spirit of tolerance and harmony. International Mother LanguageDay is organized to honour this linguistic diversity. The college facilitatesfinancial assistance provided by the Government as well as providesinstitutional level financial assistance to diverse sections of the society. During the pandemic, the college also waived different types of fees like laboratory and building fees for the students. The SC, ST, OBC and Minorities Cell strive to promote equal opportunities for students belonging to different communities irrespective of caste, class, gender, language, and religion. Equal opportunities are available to students from diverse backgrounds to participate in sports, cultural events, NCC and NSS activities. Our NSS and NCC units aim at inculcating human values, the dignity of labour, self-confidence and discipline among the volunteers. The Department of N.C.C conducts blood donation camps and medical camps as part of their social outreach. Students and staff also celebrate Saraswati Puja and Bijaya Sammilani. We regularly take up tree planting initiatives on our campus and outside.

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

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

Our college observes the Independence Day and the Republic Day to pay tribute to the freedom fighters and uphold the solemnity of the Constitution. To sensitize the students about the constitutional framework of our nation the courses offered by the Political Science department play a significant role. The Political Science department also organizes Add-On course on Human Rights. The college organizescultural competitions, sports meet and the annual exhibition for students and encouragesthem to publish wall magazines to buildleadership qualities among our students. This type of participation help the students to learn the

importance of teamwork and the necessity of co-operation that prepares them to become responsible citizens with a spirit of fraternity. The students are encouraged to participate in various community based and nation building activities of NSS and NCC to inculcate community values and social and moral duties among the students. A large section of the incumbents of this institution performelection duties assigned to them as dutiful and responsible citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
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	B. Any 3 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

As a part of our education policy, our institution places a high value on commemorating national holidays and paying tribute to national heroes and personalities who help us shape our lives and society. As a continuation of our commitment to such a cause, we have observed the following days in our institution in the year 2020-21. The national and international commemorative days and events celebrated included; Independence Day, Republic Day, Teachers' Day, Birth anniversary of Netaji Subhas Chandra Bose, Gandhi Jayanti, Children's Day, Birth Anniversary of Rabindranath Tagore, NSS Day, NCC Day, World Environment Day, International Mother Language Day, International Women's Day, International Human Rights Day, International Yoga Day, World Aids Day . The celebration of festivals included Saraswati Puja, Holi and Raksha Bandhan.

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

1.

- Title: Opening a Quarantine Centre on the campus during Corona pandemic..
- Objective: To stand by our fellow citizens during a pandemic.
- Context: Quarantining the affected people was necessary to prevent Corona contagion. Hence the initiative.
- Practice: Our college turned the Kala Bhavaninto a Quarantine Centre in June-July 2020 with all the basic amenities for the patients and medical personnel.
- Evidence of success: Around 50 patients benefited from

this facility.

- Problems encountered and Resources required: Our college faced no problem in implementing this project, funded jointly by the college and the state government.

2.

- Title: Opening a Vaccination Camp on our college campus during Corona pandemic.
- Objective: To stand by our fellow citizens during a pandemic.
- Context: The Corona pandemic was a global crisis. Vaccination was indispensableto prevent contagion and death.Hence the initiative.
- Practice: The NSS Units of our college hosted a vaccination camp for the local people on 07/10/2021 in collaboration with health workers.
- Evidence of success: Around 430 individuals received their first dose of Covishield thanks to this initiative.
- Problems encountered and Resources required: Our college faced no problem in implementing this project,funded jointly by the college and the state government.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

Being situated in a rural area, our college mainly caters to the marginal and economically backward sections of the society. A considerable number of our students hail from SC, ST and OBC background and from places where even the basic amenities of a civilized existence cannot always be taken for granted. So, our vision is to provide them with an opportunity for comprehensive development. Our college boasts of a vibrant Department of Physical Education that grooms the

students who have an aptitude for games and sports. Many of our students have proved their excellence at the university level, district level and the state level sports. This has helped some of them land government jobs in the sports quota—especially in the army and the police force. Our college extends a helping hand to poor students by granting fee waivers in select cases. As it is our priority to meet the academic and cultural needs of rural students, all these measures are implemented by our college for the comprehensive development and empowerment of our students. This thrust is in keeping with our vision of serving the real India that is located mostly in the countryside.

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

7.3.2 - Plan of action for the next academic year

1. To upgrade the infrastructure and resources to further empower the college towards massive online shift due to the pandemic.
2. To upgrade the existing Seminar Hall to make it well equipped for hosting various academic programmes.
3. To undertake collaborations with institutions of higher learning, research and industrial houses for teaching, learning and research activities.
4. To introduce some more Add-on courses and skill oriented courses keeping in mind the relevance and future prospects.
5. To take initiatives for procurement of more books and learning resources for the library.
6. To organize several talks, extension lectures and seminars on new and emerging issues.
7. To provide high speed internet facility through LAN.
8. To prepare Academic & Administrative Audit (AAA) for every department and Green Audit for the institution.
9. To upgrade Medicinal Plant Garden.
10. To promote more social activities through NSS and NCC in local community/adopted villages
11. To provide encouragement and financial assistance to publish departmental edited volumes/books and to promote further research activities

12. **To prepare and apply for National Institutional Ranking Framework (NIRF) in 2022**