SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

SETH SOORAJMULL JALAN GIRLS COLLEGE

BANKIM CHATTERJEE STREET
700073
www.ssjalangirlscollege.org.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The institution was established on 2nd August, 1954. Seth Soorajmull Jalan Girls' College was developed as the centre of women's education and progress under the Seth Soorajmull Jalan Trust. The Institution had its existence to the benevolent industrialist of Bengal Late Shri Mohanlal Jalan, a visionary and the promoter of women's education. The Institution is devoted in imparting education in all branches of learning and sustaining an intellectual culture which cultivates in students a holistic personality.

With the motto *Tamasa-ma-Jyotirgamaya,* Seth SoorajmullJalan Girls' College had a very modest beginning at Chittaranjan Avenue but now the College has nearly 1200 students coming from all the sections of society and is considered by the previous NAAC team as one of the premier colleges of Kolkata. The College is affiliated to the University of Calcutta and is functioning as a Government (of West Bengal) – aided- General Degree College.

Vision

Seth Soorajmull Jalan Girls' College is committed to provide excellent educational opportunities that are responsive to the needs of our students and empower them to meet and exceed challenges in future. The College envisioned –

·   **Student success and completion of course:** by creating an environment in which students can attain variety of goals.

·   **Excellence** by maintaining a high standard of integrity and performance in academics and future career.

·   **Collaboration** by seeking positive inputs from all the stakeholders and the community.

·   **Diversity** by fostering a learning community in which the diverse values, goals and learning styles of all students are recognized and supported.

·   **Technological advancement** by implementing advanced technology that enhances instruction and prepares students for life-long success.

Mission

The main mission of the College is to provide quality education by creating an appropriate environment for the students and equipping them with knowledge and skills in their chosen streams. The College also strives to inculcate values, to provide opportunities for the students, to realize their full potential and to maintain quality, transparency and compliance.

Thus, the College aims to impart education of the highest standard through value-based holistic teaching and learning by integrating traditional and innovative practices. Moreover, it also aims to create a platform for the students to explore their creative potential and nourishing the core values of equality, human rights and ecology.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

·   Reputed, UGC recognized and Cycle II NAAC accredited and awarded B+, Government of West Bengal-aided General Degree College for girls students.

·   The College fosters academic and career success through the development of critical thinking, effective communication, creative and cultural awareness in a safe, accessible and affordable learning environment.

·   Located in the heart of the City, amidst the world famous 'book district' of Kolkata(Boi Para in Bengali) and very much near to the University of Calcutta.

·   Satisfactory enrolment of students in the both Humanities and Commerce streams.

·   Very supportive and cooperative management and diligent Internal Quality Assurance Cell.

·   RUSA 2.0 grant beneficiary.

·   Teaching-learning process through up-to-date ICT facilities.

·   Completely automated and digitized library with more than 30,000 books and reputed journals including seminar library and book bank facilities.

·   Experienced, proficient and very dynamic faculty with good academic records.

·   Almost50%of the teachers hold Ph.D degree and a good number of teachers are pursuing Ph.D course. Two teachers of Commerce Department also have professional degrees. Both of them are qualified Cost Accountant (CMA).

·   Very efficient non-teaching staff.

·   Good and cordial relationship between the teachers, non-teaching staff and students.

·   Administrative, Student and financial managements in the College are maintained through MIS.

·   Modern ICT equipped seminar room.

·   The College is fully under the CCTV surveillance.

·   Uninterrupted power supply through the installation of high power generator and elevator system is available.

·	Infrastructure for physically challenged like special toilet facility and self-manoeuvring wheel chair, so that the students can do classes and enjoy the college life with self-esteem.

·	A motivating Career-Counselling and Guidance Cell.

·	The College maintains eco-friendly environment and encourages no-paper activities.

·	The systematic feedback mechanism. Regular feedbacks are taken from the stakeholders in order to make institutional progression.

·	Very cooperative staff and well-mannered, disciplined students.

·	Variations in subjects are provided.

·	Nearly 100% success rates.

·	Parent-teachers interaction on regular basis.

·	Variety of extension activities like NSS unit and Community Service Activites to induce social commitments among the students.

·	Committees and sub-committees to support students- welfare programmes.

·	College Assembly period for prayers and important announcements.

·	Airy, neat and clean classrooms.

·	Covid'19 protocol is scrupulously maintained.

Language course and life-style programmes are conducted.

Institutional Weakness

·	College is running without Principal almost from 30 years.

·	The Governing Body of the College has been dissolved by the Government of West Bengal.

·	Space constraints.

·	The building is not in the name of the College.

·	Time restriction as mentioed in the Lease Agreement for use of the college building made between the Seth Soorajmull Jalan Trust and the College.

·	Lack of playground.

·	Understaffing in the office.

·   Insufficient research laboratory.

Institutional Opportunity

·   More journals including e- books and e-journals to be added to the library.

·   Registration of alumni association and involvement of alumni association in the development process.

·   Increase of organizing Seminars and Workshops.

·   Introduction of Post Graduate programmes in the demanding departments, like Commerce and Hindi.

·   Introduction of Under graduate Honours course in subject like Education.

·   Introduction of self-financing course.

·   Exploring outdoor sports facilities.

·   More intra-college and inter-college cultural activities.

More active placement cell for the students

Institutional Challenge

- Administrative Challenges: The College is operating without the Principal for more than three decades and the Teacher-in-Charge who was in the chair as the Head of the Institution for more than two decades suddenlytook the Voluntary Retirement from service in December 2020. The Principal who was empanelled from the College Service Commission had to leave the post for his personal issues only after serving the College for three and half months. The Governing Body of the College has been dissolved by the Government of West Bengal and at present the College is functioning under the administration of the Joint Director of Public Education, Government of West Bengal since November, 2019. It is also to be mentioned that the administrator has also been changed again in December 2021. So the College is facing different kinds of administrative challenges, especially under the present scenario.

- Structural Challenges: The College building belongs to the Seth SoorajmullJalan Trust. Sowe cannot get the financial aid from the Government for the construction and renovation purpose of the college building. For the same reason we could not get the grant for building construction and renovation under RUSA 2.0 grant. Moreover, infrastructural development is hampered because of space constraints.

Situational Challenges: The Covid'19 pandemic has been a growing concern and significantly impaired the academic process and affected the mental health of the students as well as the teachers.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

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

·   The teachers are not involved in designing the curriculum as the curriculum is designed by the University of Calcutta but involved in implementing the same.

·   The College follows the syllabus as per the curriculum set up by the University of Calcutta.

·   Some faculty members provided valuable suggestions in curriculum designing for the CBCS (Choice Based Credit System) course by attending the workshop in Curriculum designing organised by the University of Calcutta.

·   Every year the College prepares academic calendar and adheres to that for conducting different events held in the College.

·   For the preparation of academic calendar, the College follows the notices of University of Calcutta regarding the internal and University examinations. The college follows the dates which are mentioned in the said notices and prepares the academic calendar of the College accordingly.

·   The teaching plan is made in such a way so that students are able to understand the topics easily and the number of lectures devoted to each topic is also mentioned. Side by side the name of teachers assigned is also mentioned in the plan.

·   Many academic, social and cultural activities like observation of specific days like Independence Day, Literacy Day, Saraswati Puja etc. are held.

·   Debate, mock parliament, study tour etc are also held. Different departments organize these events as per the convenient time of the Departments.

·   Environmental Science is a compulsory subject of the students of both Arts and Commerce. Our students are equipped with the information and knowledge about these most needful issues.

The students ofCommerce Department get to know about the professional ethics from their syllabus.

Teaching-learning and Evaluation

·   The College organizes orientation programme for the newly admitted students at the commencement of classes and this programme helps the students to get familiarized with the Institution, curricular, co-curricular activities, rules and regulations. Students are counselled throughout the year to determine their strengths and weaknesses. They are individually mentored by the Departmental teachers to solve the difficulties. Moreover, the students are constantly assessed through interactive classes, Tutorials, Class-Tests, Term papers, internal examinations and Projects etc. Some-times Viva-voce and Mock Tests are familiar with the examination system, intermediary or final. Teachers also take extra classes for the students with low academic ability.

·   Advanced learners are also identified through these programmes and they are advised to consult a little higher level of books and provided reference materials as per their needs.

·   The traditional lecture method is used most commonly by all Departments as it enables the teacher to relate the content of a text only for better understanding of the subject.

Teachers also use the combination of several innovative teaching methods to enhance the teaching-leaning process. Some of the teachings are done through Wi-Fi enabled class rooms with LCD, Projector, Smart Class rooms. Power Point Presentation, online reference, lecture, showing educational videos also support the teaching-learning process.

·   The Institution encourages learning through laboratory activities, educational tours, writing in college magazine, wall magazine and other such activities from their experiences and observations.

·   The students involve themselves in various cultural and educational programmes like seminars, debate competition, observation of birth anniversaries of renowned educationist and social leaders.

·   During lockdown period all the teachers used different online teaching platforms. E-materials are supplied, online Boards are used for the subjects like Economics, Accountancy, Costing, Taxation, Financial Management etc. Google Forms were widely used as an aid to teaching learning method.

·   For clarification or discrepancy or any grievance related to the internal assessment or others, the matter is sorted out within a day or two (02). A student can approach the Head of the Department or Teacher-in-Charge and Grievance Redressed Cell.

·   The Institution has a system of giving a number of awards to the students to accelerate their confidence level and to boost up positive energy amongst them. Gold Medals are given to the first class holders in the Annual Function to encourage them for a bright future.

·   Apart from these, different Departments occasionally organize Seminars, Workshops, related talks to keep the students aware of the need to constantly excel in academics and also in touch with some of the alumnus and get their feedback and suggestion to improve the teaching-learning activities.

Research, Innovations and Extension

·   Quality enhancement and sustenance is an unending process. Keeping this in mind, measures have been taken to promote research culture among both the staff and the students. Though the primary aim of the college is to impart quality education in formal subjects in UG level, the institution has a broader vision to support the students to pursue research projects.

·   We have16 teachers having Ph.D and some teachers are pursuing Ph.D course.

·   Journals subscribed through INFLIBNET facility which are of a great help for the students as well as for

the teachers for their further studies are accessible.

·   The studies and surveys done by the researcher teachers of this college may benefit the society and contribute to new initiative and social development.

·   Seminars have been organized and eminent researchers have been invited as resource persons to enlighten students and faculty about existing and emerging areas of research that can be pursued.

·   The faculty guides and encourages students to participate and present papers at seminars.

·   The faculties publish research papers in regular basis. Besides some of them wrote books as the sole-author or co-author. They have also published papers in national and international journals and seminar proceedings.

·   The College makes conscious efforts to promote institution-neighbourhood-community network. The college has been organizing various extension activities useful to the society within and outside the campus through the NSS unit, Women's Development Cell, Legal Aids Cell, Sexual Harassment Cell and ECO/Green Club.

·   The College is headquarter of District III under NSS Department of University of Calcutta under which there are NSS programme officers of 5 colleges like Presidency College, Lady Brabourne College, Goenka College of Commerce, Umesh Chandra College, Calcutta Girls' College.

·   As part of the extension activities, AIDS awareness programmes, Blood Donation Camps with West Bengal Voluntary Blood Donation Association and NRS Medical College, Thalassemia Screening Camps with Calcutta Medical College etc are held.

·   But, because of Covid-19 pandemic we could not carry out these programmes as lockdown was in force

Infrastructure and Learning Resources

The development policy of the college is to create and enhance infrastructural facilities to promote an appropriate teaching- learning ambience.

- There are 19 classrooms (8 with audio visual aids) with proper lighting and ventilation, suitable for ICT. The rooms are used to conduct departmental events, orientation programme, workshops etc. Recently the college has set up two smart classrooms which are utilized for conducting classes, student seminar, academic talks etc.
- The college also has one well equipped laboratory in the Department of Geography.
- The institute provides around 77 computers for teaching- learning process. Two computer laboratories exist with internet facilities. These are particularly used by the students of the Department of Commerce. Recently the college has purchased new desktops of worth Rs. 1471000 from RUSA 2.0 grant for the use of the students. The IT infrastructure is constantly strengthened either by upgrading the hardware/software or by upgrading additional equipment to meet the growing needs.
- Permanent stage on the ground floor is used since 1954 for Saraswati Puja celebration and other cultural and academic events. The open hall in front of the stage is used for cultural programmes, blood donation and Thalassemia camps and other NSS activities.

- Indoor games like table tennis, carom and the yoga facilities also for the students are provided in the Games room. Three storage cupboards with single locker were purchased for the storage of sports goods from the RUSA 2.0 grant. in 2020-2021.
- In order to support an effective teaching-learning process, the students are provided with access to an open-shelf automated College Central library and a separate Departmental Seminar Library. Fully computerized integrated open Source Library management software Koha Version 20.11 is provided.

- Management Information System has been introduced for admission, finance and student support facilities.

- The modernization and maintenance of the college infrastructure facilities is regularly encouraged. Repair work of college building inside and outside is done whenever needed.
- The cleanliness and hygiene is strictly maintained in the sick room on a regular basis.

The entire college building is under the surveillance of CCTV.

Student Support and Progression

- Students of the college receive scholarships and financial assistance through various schemes of the State Government.
- Remedial classes are conducted for the slow learners with learning disability and those who are academically weak.
- Various departments conduct educational trips to historical places and non-governmental organizations for the betterment of the practical knowledge of the students.
- Students are provided career as well as personal guidance. They have easy access to various statutory bodies such as the Students Welfare and Grievance Redressal Cell, the Internal Complaints Committee, Legal Literacy Club, Women's Development Cell and an Anti-Ragging Cell.

- The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging through appropriate committee.
- A very active National Service Scheme unit of the college channelizes the energy of the youth by involving them in various social welfare activities.
- Annual sports are held. Students, who have inherent talents in activities like sports, fine arts, performing arts, etc., are given the necessary platform to develop their creativity.
- A very good percentage of our students pursue higher education and find their place in the professional world. But we do not have all the documents to prove the same. Hence, we are trying to get in touch with our alumnus through the different social platforms and also trying to collect the documents of their higher studies and/or placements.
- The Students' Association of the college is apolitical by nature. It functions within an ordered organisational structure. The Student Association headed by the President and Vice-presidents. General Secretary, Assistant general secretary and class representatives are selected on the basis of the sense of sincerity, responsibility, friendly behaviour and active participation in various college activities. Students' Association is very active in maintaining the discipline and organising various co curricular activities. The faculty act as Advisors to enable the smooth organization and execution different programmes.
- The process of registration of Alumni Association has already started but for the pandemic situation and some technical issues this process is delayed.

Governance, Leadership and Management

- The college aims to realise its educational vision and mission through an ordered organizational structure, systematic development and implementation of its plans. With the decentralized management, the staffs in a number of committees are entrusted with planning and execution in different areas of institutional life. The up-gradation of infrastructural facilities, resource mobilisation and plans for the utilisation of funds, are discussed in a participatory mode.
- The Governing Body is the highest decision-making body. But after the dissolution of Governing Body by the Higher Education Department, Government of West Bengal in September 2019, the Administrator appointed by the Higher Education Department (who is also the Joint DPI of Govt. of West Bengal) and Teacher-in charge of the college are only the members of the present Governing Body. The college functions following the orders, Memorandums, Rules and Regulations issued by the UGC, Higher Education Dept., Govt of WB and the University of Calcutta. Teacher-in charge / Principal-in-Charge makes the policies for the day-to-day activities of the college with the help of different committees. The policies are effectively and efficiently implemented by all staff members.
- Quality-enhancement measures adopted by IQAC depend on suggestions invited from all sections of the college community. A spirit of dialogue maintained at every level of the institution, has enabled the college to be open to innovation and adaptation. The management encourages and supports the staff in their efforts at professional self-development, commissioning them to attend courses, or organize seminars and workshops within the institution. Financial records are meticulously maintained and regularly audited by the external auditor.

Institutional Values and Best Practices

- The creative and sensitive approach of the College coupled with the desire to accommodate change helps create an ambience conducive for the holistic development of students. While the College encourages academic excellence it lays great emphasis on personality development and community service.
- Conscious of its duty towards the environment, the college encourages the adoption of a sustainable lifestyle byreplacing fluorescent tube lights and incandescent bulbs with LED.
- The college aims to promote the idea of Reduce - Reuse - Recycle to implement sustainability. Awareness among students and staffs of the college are spread through posters to minimize waste generation, proper segregation and disposal of plastics to make the campus clean, green and healthy.
- Our Institution is taking efforts in providing an inclusive environment. Initiatives are taken to sustain setting communal harmony.
- The extension activities are conducted primary for the students. Our Institution follows the concept of equality of all cultures and castes, religion and language without any discrimination.
- With great fervour the national festivals are celebrated every year by the students. College organises programmes related to social issues. The students are encouraged to help the women and children with their constructive initiatives. Moreover, lectures on environmental and ethical awareness among the students are organised.
- The Eco Club of the college is very active.
- Our Institution also runs a yearly Students' magazine titled 'Smriti' and organizes competitions to promote intellectual and artistic skills of the students.
- Besides annual sports, blood donation and thalassemia awareness camp are held annually.

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2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SETH SOORAJMULL JALAN GIRLS COLLEGE
Address	Bankim Chatterjee Street
City	KOLKATA
State	West Bengal
Pin	700073
Website	www.ssjalangirlscollege.org.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Chandana Dutta	033-22415256	9674067711	-	ssjalancollege@yahoo.co.in
IQAC / CIQA coordinator	Lutfun Nesha	033-	6289835475	-	iqac.ssjgc@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	02-08-1954

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
West Bengal	University of Calcutta	[View Document](#)

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	01-09-2003	[View Document](#)
12B of UGC	01-09-2003	[View Document](#)

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Bankim Chatterjee Street	Urban	0.264454	1070.21

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,B Com Honours Accounting And Finance	36	Higher Secondary	English	160	137
UG	BCom,B Com General	36	Higher Secondary	English	160	83
UG	BA,English Honours	36	Higher Secondary	English	60	48
UG	BA,Hindi Honours	36	Higher Secondary	English	60	42
UG	BA,Political Science Honours	36	Higher Secondary	English	25	19
UG	BA,History Honours	36	Higher Secondary	English	30	9
UG	BA,B A General	36	Higher Secondary	English	160	56

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				14				25
Recruited	0	0	0	0	0	14	0	14	6	17	0	23
Yet to Recruit				0				0				2
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				19
Recruited	7	7	0	14
Yet to Recruit				5
Sanctioned by the Management/Society or Other Authorized Bodies				11
Recruited	5	6	0	11
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				1
Recruited	1	0	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	7	0	2	6	0	16
M.Phil.	0	0	0	0	4	0	1	4	0	9
PG	0	0	0	0	2	0	3	7	0	12
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	1224	11	0	0	1235
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	10	27	30	28
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	1	3	2	2
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	37	31	31	29
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	864	954	1161	1254
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		912	1015	1224	1313

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	We already have some inter-disciplinary subjects in our institution and desire to incorporate more multi-disciplinary subjects in our college but due to paucity of infra-structure, building space and time constraint

we are unable to increase the number of subjects or streams. We have commerce and arts stream in our college. However those students having geography with economics as a combination can opt for a B.Sc degree from the University of Calcutta. Environmental education is taught to both B.Com and B.A students in the 2nd semester and they do a project on environmental science in that semester. Moreover as a part of the National Social Service (NSS), our students do various community services like visiting and creating civic awareness in slums of Kolkata, take part in blood donation camps, Thalassemia screening camps etc. since our college has mostly 1st generation learners they are made aware of the interplay of various social issues with education, which lead to their awareness and empowerment. Moreover throughout the year, programs on gender issues, commemorative events, constitutional and universal values are conducted in the college. Our college conducts morning assembly everyday where unity in diversity is preached and also personal achievements of students are announced which inspire other students. From 1st to 6th semesters, students can opt for various subjects alternatively between semesters. For example a student having education in 1st semester can take up history in the 2nd semester. General students of the Arts stream can opt out of a subject totally (barring languages) after the 1st semester. Teachers do engage in multi-disciplinary research publications from time to time, some of the topics of research include societal issues and challenges. To promote multi-disciplinary/inter disciplinary approach student seminars are held whereby students of all departments participate and present papers. We arranged seminars on changing role of Indian Women, Contemporary issues on Human rights, Talk on Gandhi Today, Lecture on Sister Nivedita, Seminar on Value Education in Present day, Organisation of Youth Parliament etc where students of different subjects and departments of our college delivered their perspective on the said topic.

2. Academic bank of credits (ABC):	During admission to UG course in our college, an Academic Bank of Credit is established which digitally stores the academic subjects opted for each semester which pave the way for future account credits earned. Yes our institution has registered

	academic bank credits that permit our learners to avail the benefit of multiple entries and exit during the chosen program. From 1st to 6th semesters students can opt for various subjects alternatively between semesters. For example a student having education in 1st semester can take up history in the 2nd semester. General students of the Arts stream can opt out of a subject totally (barring languages) which they took in the 1st semester. No collaboration or joint degrees between Indian and foreign institutions have been done in our college as yet. Faculties do indulge in innovative practices by publishing textbooks, giving a set of reading materials to the students, giving them projects and assignments and ultimately assess student's academic performance. Dr. Lutfun Nesha jointly with two co-authors published a textbook on Financial Management in English as well as in Bengali which is according to the approved syllabus of University of Calcutta and taught in B,com 6th semester. The book is also useful for professional courses such as CA, CMA etc. Dr. Uday Sarkar has published a book named 'Samved Bhashyam' in 2021, which can serve as a reading material to our philosophy students. We follow the University of Calcutta Choice Based Credit System (CBCS) whereby every end semester students are given Semester Grade Point Average (SGPA) and at the end of the 6th semester (which is the final semester), students final marks are added up based on the Cumulative Grade Point Average (CGPA) which is an average of all the semester marks.
3. Skill development:	As the college has a very good number of non-Bengali speaking students, we have started vernacular language class (Bengali) for those non-Bengali speaking students. We also arranged yoga classes for the students. Value-based education is taught to the students by conducting morning assembly where song related to Universal values are sung, citizenship values are taught by celebrating Republic Day, Independence Day, Human Rights day etc. Since we follow the course and credit structure of University of Calcutta, we do not have any liberty to include any vocational course in the prescribed structure. As a part of the curriculum, B.Com 3rd semester, students are taught Information and Technology (IT) and also taught Computerized Accounting and e-filing of tax return in the 6th

	semester. Apart from this, we have started teaching basic knowledge of Computers to the students of B.A. 6th Semester Students.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Our college offers Hindi honours, Hindi and Bengali as an elective subject and Hindi / Bengali/English as a Modern Indian Language. As far as integration of culture is concerned we celebrate Sarawati puja, Bhasha Divas, Hindi Diwas, Republic Day, Independence Day etc. We also conduct the Annual cultural function where songs, plays, dance-drama and poetry are done in Hindi and Bengali. Our college also has annual college magazine, quiz contests, debates, poetry, and recitation competition in Indian languages. Although the official medium of instruction is English in our college, yet our teachers try to explain the subject matter in Hindi and Bengali to those students who sometimes cannot follow the English lecture. Hindi honours, Hindi and Bengali as an elective subject are taught in our institution. Hindi / Bengali/English as a Modern Indian Language are also taught to all the students of Arts and Commerce in our institution. During different functions and cultural programmes, some Sanskrit references are used in the Hindi and Bengali drama, dance-dramas and in songs and recitations. Students studying 'History' as a subject read about Indian art and architecture as part of their curricula.
5. Focus on Outcome based education (OBE):	After analyzing the performance of the students in the internal examinations, special arrangements are made for the students of different qualitative categories. The problems are discussed in classes and ardent steps are taken by the teachers of different subjects for slow learners. For slow learners and person with disability special attentions are given so that they can get good percentage in their own accredits. For them, home assignments are given and teachers are readily available for clearing their doubts beyond the class hours. For advanced students similar attention and care are taken so that they can do better in the University examinations and beyond.
6. Distance education/online education:	Normally we do not provide distance education/ online education but in the pandemic period due to COVID-19, we had offered online education to our students under different online platforms. Since the college reopened from 5th February 2022, we are offering the blended mode of education. Classes are

	taken offline and some classes we are taking online as per requirement and need of the students.

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
180	180	180	180	180

File Description	Document
Institutional data in prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
07	07	07	07	07

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1235	1313	1224	1015	0912

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
295	295	295	295	0295

File Description	Document
Institutional data in prescribed format	[View Document]

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
480	360	192	252	0252

File Description	Document
Institutional data in prescribed format	[View Document]

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
35	29	29	29	26

File Description	Document
Institutional data in prescribed format	[View Document]

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
39	31	31	31	31

File Description	Document
Institutional data in prescribed format	[View Document]

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 19

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
7.50	15.35	20.44	19.61	24.08

4.3

Number of Computers

Response: 105

4.4

Total number of computers in the campus for academic purpose

Response: 55

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The teachers of our Institution are not involved in designing and implementing the curriculum. However the College follows the syllabus as per the curriculum set up by the University of Calcutta. Some Departments gave their valuable suggestions in the time of curriculum designing for the CBCS (choice Based Credit System) course in B.A and B.Com, at undergraduate level. The teachers of the different departments have attended the workshop in Curriculum designing and implementation of the CBCS course.

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

Every year the college prepares academic calendar and adheres to that for conducting examination as far as possible and other events held in the college. For the preparation of academic calendar, the college has to follow the rules regulation of University of Calcutta to which the college is affiliated. The dates of different examinations are set by the said university and college accordingly follows those date and fixes up the dates of internal examination of the college. About the syllabus of the examination, the teachers of all the departments make a teaching plan among the teachers of the department. The teaching plan is made in such a way so that students can understand clearly the number of lectures devoted to each topic side by side the name of teachers assigned to the respective topic. The dates of internal, test examination and University examination are mentioned in the academic calendar. Apart from courses work and examination, many academic, social and cultural activities of the college are performed by the students. Different activities like observation of specific days like Independence Day, Literacy Day, Human Rights Day, Women's Day, Saraswati Puja etcare held with pre specification of those dates and events in the academic calendar, Seminar, work shop, debate, mock parliament, study touretc are also held but no pre fixed dates are mentioned in the Academic Calendar. Different departments organize these events as per the convenient time of the departments

File Description	Document
Link for Additional information	[View Document](#)

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 last five years

1. **Academic council/BoS of Affiliating university**
2. **Setting of question papers for UG/PG programs**
3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
4. **Assessment /evaluation process of the affiliating University**

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

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

Response: 100

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

Response: 07

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 3

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	01	01	01

File Description	Document
Institutional data in prescribed format	[View Document](#)
Brochure or any other document relating to Add on /Certificate programs	[View Document](#)

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 2.34

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	50	43	31

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View Document](#)
Any additional information	[View Document](#)

1.3 Curriculum Enrichment

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

Response:

In the syllabus of B.COM and B.A designed by the University of Calutta a major part is associated with the issues like Professional Ethics, Gender, Human Values, Environment and Sustainability. Our students get the opportunity to be well equipped with the information and knowlwdge about these most needful issues of the society. As someexamples it can be mentioned that Environmental Science is a compulsory subject of the students of both the courses., students of Commerce and Economics Department get to know about the professional ethics from their syllabus where as students of Political Science, Education, Philosophy and History Department get the scope to know about Human Values, Gender from different topics of their syllabus, syllabus of Geography reflects the issue of environment and sustainability very significantly and ofcourse these mentioned issues are important part of the curriculum of Language and Literature which is also compulsory for every student. Some relevant portions of the syllabus are uploaded here as examples.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	[View Document](#)

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 0.56

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
01	01	01	01	01

File Description	Document
Programme / Curriculum/ Syllabus of the courses	[View Document](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 11.98

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 148

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: B. Any 3 of the above

File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

  1. **Feedback collected, analysed and action taken and feedback available on website**
  2. **Feedback collected, analysed and action has been taken**
  3. **Feedback collected and analysed**
  4. **Feedback collected**
  5. **Feedback not collected**

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 66.5

2.1.1.1 **Number of students admitted year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
394	427	531	499	327

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
655	655	655	655	655

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 20.41

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
60	69	63	61	048

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

2.2 Catering to Student Diversity

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

Response:

After admission students' learning levels are assessed through participatory classes, project work, co-curricular activities and through tutorial and internal examination. But the institution cannot organize special programme for advanced learners and slow learners. Along with scheduled programmes, the teachers give extra class time out-side the class to the students regarding to their need. The institution suffers from lack of proper a infrastructural facility that's why many programmes could not be implemented.

The college organizes orientation programme for the students at the commencement of the new batch every year. This programme helps students to get familiarized with the institution, curricular, co-curricular activities, facilities, rules and regulations which are also enlisted in the e-prospectus of the college.

Students are counseled throughout the year to determine their strengths and weakness in their chosen discipline some of them are individually mentored by the departmental teachers to solve the difficulties faced by them. Learning levels of the students are constantly assessed through interactive classes, Tutorial, Class-Test, Internal Examinations, and Projects etc. In some of the departments, the students are asked to prepare Term papers which are evaluated by the teachers following which improvements are suggested. Some-times Viva and Mock Test are taken to enable the students to familiar with the examination system, intermediately or final. Based on these results as well as on the basis of interactive performance in the classes, weaker students are identified and remedial classes are held by the teachers as and when they found is necessary. Advanced learners are also identified through these processes and they are advised to consult a little higher level of books and provide richer reference materials. They encouraged writing the answers of the questions from the Question Bank of the University Examination which is present in the library. The faculty members of the Commerce Departments suggest the advanced learners of their departments to learn and practice questions from professional examinations, like CA,CMS,and CSetc. which also help students to crack the entrance examination of those professional courses.

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

Response: 35.29

File Description	Document
Any additional information	[View Document](#)

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

Response:

1Experimental Learning: Our college uses combination of several methods to enhance learning experience in students. The lecture methods Is used most commonly by all the Departments as it enables the teachers to interpret, explain and revise the content of a text for better understanding of the subject. Online reference, lecture talks, motivational talks, educational videos and films and web reference also support the teaching-learning process.

For enhancing learning experiences the institution adopts experimental learning procedure, so that the students can engage themselves intellectually, creatively, emotionally, socially and physically. The main aim of the Institution is to help the students to understand and reflect on the subjects, so that they are able to connect theories and knowledge learnt to the real world situation. The Institution encourages learning through laboratory works, industry visit and educational tour, writing in college magazine, wall magazine and other such activities, so that the students can learn from their experiences and observations. The Institution also follows participative learning procedure where students directly participate in the learning programme. The students involve themselves in the preparation of wall magazine, project works and in various cultural and educational programmes like seminars, debate, mock parliament, inter- college competition, observation of birth anniversaries of renowned educationist and social reformers. Apart from the above mentioned procedures, problem- solving methodologies are used by the teachers to make the students aware of the University examination and preparing them accordingly. [232 words]

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

The Lecture method is used most commonly by all Departments as it enables the teacher to interpret, explain and revise the content of a text only for better understanding of the subject. Some of the teachers use ICT enabled teaching through Wi-Fi enabled class rooms with LCD, Projector, Smart Classrooms where e-learning resources are used to aid conventional teaching methods. Power Point Presentation, online reference, lecturetalks, motivational talks, educational videos support the teaching-learning process. The institution has installed Wi-Fi in the campus to support the educational activities of the learners. During Lock down period all the teachers took online classes through different online platforms. E-materials are supplied, online Boards are used for the classes such as, Mathematics, Economics, Accountancy, Costing, Taxation, Financial management etc. Google Forms are widely used in teaching learning method.

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

Response: 35.29

2.3.3.1 **Number of mentors** ?????????????? ???????

Response: 35

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
Mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 90.85

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Institutional data in prescribed format	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 42.59

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
14	14	14	11	10

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response: 13.34

2.4.3.1 **Total experience of full-time teachers**

Response: 467

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Students are evaluated by a variety of internal assessments which are transparent and conducted regularly and sincerely following the guidelines of University of Calcutta under the Choice Based Credit System [CBCS] which was introduced by the University of Calcutta in 2017 for B.Com stream and in 2018 for B.A./B.Sc. stream, Students have to appear for internal assessment which carry a weightage of 20%. The students of Arts stream are required to submit tutorial assignments followed by viva voce in some departments which carry 15% weightage of total marks. Students from B.Com stream have to prepare and submit laboratory note books to concerned teacher under which practical classes are held. They are also required to prepare a project work and have to face viva voce examination which is taken by an external expert along with the internal examiner. The internal examination, Tutorial assignments, Viva voce, Project work, preparation of laboratory note book are held once in a semester make the internal assessment robust.

In previous 1+1+1 system, students were evaluated through Mid-Term examination and selection Test internally before facing University Examination. For appearing University examination, a student had to qualify in selection Test conducted by the college.

Apart from the above, Class Tests are taken by the teachers under both the system as and when necessary. To maintain transparency of internal assessment, teachers discuss the answers of internal assessment in the class so that the students can understand their mistakes and thrust upon the areas where they need to improve. In 1+1+1 system, answer scripts were shown to the students for better understanding of their mistakes. Students can approach the concerned teacher directly in case of any clarification or discrepancy regarding internal assessment in the class or beyond class hours.

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

Response:

For clarification or discrepancy or any grievance related to the internal assessment, a student can directly approa day or two . In case a student is not still satisfied, she can approach the head of the department or Teacher-in-cha is sorted out within shortest period of time. If the student is not satisfied with the marks of University Exami stipulated time set by the University. In that cases, the answer script rechecked and result of review is published so that the student should not face any difficulty. The University of Calcutta has also started the provision of RTI

script.

    All the above systems are time bound and ensure and guarantees of efficiency and transparency of the mechan

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.

Response:

Programme outcomes, programme specific outcomes and course outcomesfor all programmes offered by the institution are stated and displayed on the website and communicated to the teachers and the students.

Every year the institution offers a number of programmes as enlisted in the prospectus. The outcomes are assessed through Assignments and tests,feedback and others through the application and analysis of courses internally. The students are evaluated and monitored through tests, class work and different compositions. The main purpose of the institutional learning and programme outcomes are the development of knowledge, skills, abilities and attitudes as a result of the overall experiences of the students.

In addition, since the College is affiliated to the University of Calcutta, programmes at the undergraduate level are to be followed by the College. Hence, the outcomes of all the semesterialprogrammesare stated and displayed on the University authorized website. Students can also know their outcomes from the college office after it is published in the website of University of Calcutta. The College issues mark sheets, sent by the University, to the respectivestudents.

The programme outcomes are communicated to the teachers by the examination committee and result committee of the College in the Teachers' Council Meeting and a copy of the same is handed over to the Departmental heads.

The Programme Learning Outcomes emphasize and augment the hopes of a faculty to evaluate and to accomplish successfully in offering the course to the students

File Description	Document
Upload COs for all courses (examples from Glossary)	[View Document](#)

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

Response:

The result of University examinations, intermediary and final, mainly shows the attainment of PO, PSO and CO. the individual department. Each department then evaluates the result and analyzes the student performance in t

faculties make different strategies to improve the student performance in the next examination. The statistics of th
students per department per year help the college to allot more resources to the needy departments in terms of in
of computers or in increasing the number and variety of library resources.

The Institution has a system of giving a number of awards to the students to motivate and recognize their
amongst them. Gold Medals are given to the meritorious students in the Annual Function of the college who
outgoing students to increase their confidence level to perform more in their after graduation lives, whether in hi
the confidence of graduated students, but also inspires and motivates the other students of the college to give their
and reference work, college gives Best Library User Awardevery year which also helps the students to perform
attend classes (physically) more than 90% of the total class every year for every specific programme course. Thi
the teachers during class hours and beyond. This increases the interaction between a teacher and a student which u

Apart from these, different departments occasionally organize Seminars, Workshops, Talks, Career counselin
constantly excel in academics and beyond. Departmental teachers are also in touch with some of the alumnu
outcomes of the department.

The college believes that learning does not stop on securing marks and acquisition of a University certificate al
balance so that when they leave the institution they do not walk out fearing their entry into rat race.

2.6.3 Average pass percentage of Students during last five years

Response: 90.27

2.6.3.1 **Total number of final year students who passed the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
476	322	173	224	210

2.6.3.2 **Total number of final year students who appeared for the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
478	360	192	252	252

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Paste link for the annual report	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.02

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document
Upload any additional information	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document]()

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

3.1.2.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

3.1.2.2 **Number of departments offering academic programes**

2020-21	2019-20	2018-19	2017-18	2016-17
10	10	10	10	10

File Description	Document
Institutional data in prescribed format	[View Document]()

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 45

3.1.3.1 **Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
4	4	9	11	17

File Description	Document
Report of the event	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 0.88

3.2.1.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
6	2	6	8	4

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.64

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

2020-21	2019-20	2018-19	2017-18	2016-17
9	3	1	3	3

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

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 last five years.

Response:

The NSS Unit of our college was formally opened on 4th September, 2008 to encourage our students to participate in community welfare services. The National Service Scheme was started and establish a meaningful linkage between the community and the campus. NSS benefitstudents and create a leadership quality and helps them to get to see community closely through various programs, camps and community related services.

In the last five academic years our college organized various camps, outdoor and indoor programsand activities. NSS volunteers enthusiastically celebrated International Women's Day, Republic Day, World Environment Day, World Yoga Day, International Literacy Day, National Blood Donation Day, World Human Rights Day. NSS volunteers practiced and participated in Swachh Bharat Abhiyan by cleaning and spreading Healthy practices in college and neighborhood Marwari Hospital.

In order to make students aware regarding these important dates, NSS observed and conducted students' friendly programs like, wall magazine, sit & draw competition, visits to Slums, Old Age Home, organized special camps and Blood donations, Thalassemia camps within college premises.

NSS volunteers visited ALAKENDU BODH NIKETAN (Anuradha Unit) at M.G. Road. Alakendu Bodh Niketan (Residential) is a training and boarding center for mentally retarded children. NSS volunteers also attended State level Youth Convention held in Birendra Manch on 13th September 2019.

Regular camp was organized by NSS Unit of Seth Soorajmull Jalan Girls' College on 6th September 2019. A special presentation was made by Prof. Vidyawati Agarwal (recipient of Indira Gandhi NSS award from President of India).

In last two years NSS unit could not arrange any camps due to outbreak of COVID-19 and due to corona protocol our volunteers organized virtual corona campaign, attended online Youth Program and some our

volunteers also went on to help and served food, water to migrant workers during the lockdown.

International National Youth Parliament Festival 2021, Yoga Day, Republic Day, World Human Rights Day was observed and practiced by our volunteers virtually in order to maintain the Covid protocol.

File Description	Document
Upload any additional information	[View Document]
Paste link for additional information	[View Document]

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

3.3.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document]

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 20

3.3.3.1 **Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
2	4	5	6	3

File Description	Document
Reports of the event organized	[View Document]
Institutional data in prescribed format	[View Document]

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 13.74

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., year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
24	130	156	275	155

File Description	Document
Report of the event	[View Document]
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

3.4 Collaboration

3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years

Response: 0

3.4.1.1 **Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document]

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)

Criterion 4 - 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.

Response:

The college runs in only one building with the average number of students around 1250 over the last five years where adequate teaching learning facilities are provided.

Classrooms: There are 19 classrooms with proper lighting facility and ventilation. 8 of these classrooms are equipped with audio visual aids and wi-fi facilities suitable for ICT enable teaching learning. Master routine is prepared judiciously to maximize the total no. of classes utilizing all classrooms and staff strength.

A good number of classrooms are equipped with public address system. Apart from classroom teaching, this PA system is used to conduct departmental events like welcoming of the freshers, orientation programme, students seminars and workshops.

Laboratories: The college has one laboratory in the Department of Geography with necessary equipments and instruments. We also have two computer laboratories with internet facilities which are mainly used for practical classes of the Department of Commerce. Apart from this, students can use computer laboratory for carrying out project and tutorial work.

Computers: The institute provides around 80 computers for teaching- learning. These include separate computer laboratories with internet facilities for the students.

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

Response:

Permanent stage on the ground floor used since 1954 for Saraswati Puja celebration and other cultural activities.

The open area in front of the stage is used for different purposes – gathering during assembly, seating arrangements for spectators during cultural programs, for blood donation camps and other NSS activities.

Indoor gaming and yoga facilities are available for the students in the Games room on the third floor of the college. Carrom board, Table Tennis Board, Badminton etc are available in the Games room and also in the Common room on the first floor. Apart from these, weighing machine, Height Measuring Bar, Shot Put Iron, Discuss iron/ Wooden Steel Rim, Javelin Metal, Skipping Ropes, Floor thick mats, Badminton rackets and shuttle cocks, Badminton nets, carom boards with folding stands have been purchased in the year 2020-21 from the RUSA 2.0 grant. Storage cupboards have also been procured from RUSA 2.0 grant for storage of sports goods.

The Games Room on the third floor is used for yoga, gym and indoor games activities. Under the RUSA 2.0 scheme, three (3) storage cupboards (78"X34"X18") single locker were purchased in 2020-2021 for storage of sports goods. The following were also purchased under the above scheme for games, gym and yoga of the students.

1. Weighing Machine (1 Pc)
2. Height Measuring Bar (1 Pc)
3. Shot Put Iron 4 kg (1 Pc)
4. Discuss Iron / Wooden Steel Rim 1 Kg (1 Pc)
5. Javelin Metal 600 gm (1 Pc)
6. Skipping Rope Nylon Heavy Ball Bearing Set (10 Pc)
7. Floor Thick Mat (For Yoga) (4 Pc)
8. Badminton Racket (10 Pc)
9. Badminton Net (2 Pc)
10. Badminton Shuttle Cock (30 Pc)
11. Carom Board Match Quality 48"X48" with Striker and Cover (2 Pc)
12. Carom Board Metal Stand (Folding) (2 Pc)

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 42.11

4.1.3.1 **Number of classrooms and seminar halls with ICT facilities**

Response: 08

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 6.14

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0.53	1.11	1.22	3.76

File Description	Document
Upload audited utilization statements	[View Document]()
Upload any additional information	[View Document]()
Institutional data in prescribed format(Data template)	[View Document]()

4.2 Library as a Learning Resource

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

Response:

- Name of ILMS software: Koha
- Nature of automation (fully or partially): Partially
- Version: 20.11
- Year of Automation: We used Green Campus Software for Library automation from 2016-2019. In 2019, we introduced Koha for Library Automation and the process was completed on January, 2020.

4.2.2 The institution has subscription for the following e-resources

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Response: C. Any 2 of the above

File Description	Document
Upload any additional information	[View Document]()
Institutional data in prescribed format(Data template)	[View Document]()

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 1.5

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0.68	0.09	1.39	5.14	0.18

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)
Audited statements of accounts	[View Document](#)

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

Response: 5.75

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

Response: 73

File Description	Document
Details of library usage by teachers and students	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

All departments of the college, office, library and computer laboratory have internet facilities. Presently, the college has Alliance Broadband for Wi-Fi connectivity. Presently the college has 300 Mbps capacity to serve internet facility.

Recently the college has set up two smart classrooms of which one has set up from the fund provided by RUSA 2.0. These rooms are utilized for conducting classes, student seminar, academic talks etc.

Regarding administration, the entire database of students, fees collection has been made computerized. Recently in the academic year 2020-21, the college has introduced the Management Information System out of the fund provided by RUSA 2.0. Now, the whole administration process is controlled through MIS. The salary bills of the college employees were prepared using the 'Computerization of Salary Accounts' (COSA) software under the e-Governance policy of the Finance Department of Govt. of West Bengal from 2013 to 2015. The system was then replaced by IFMS (Institutional Financial Management Scheme) and thereafter from the year 2017, HRMS (Human Resource Management Scheme) of the Govt. of WB is being used for payment of staff salary till date.

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 22.45

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. ?50 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 68.4

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

2020-21	2019-20	2018-19	2017-18	2016-17
3.80	11.75	14.20	13.43	18.50

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

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.

Response:

The modernization and maintenance of the college infrastructure facilities has always been a primary objective for the overall development of the college. Repair work of college building inside and outside including laboratories, library, classrooms and other rooms, washroom, support system like canteen is done whenever is necessary. College building is also maintained through regular painting.

We have one Geography laboratory and two computer laboratories. Geography lab attendant takes care about the instruments and other materials used in the laboratory. For any repair work or new purchase, a requisition is placed from the Department of Geography to the Head of the Institution. After the examination of the requisition, the necessary steps are followed. In the academic year 2019-20, some new materials and equipments have been purchased worth Rs. 100907 from the RUSA 2.0 grant for the Geography laboratory.

The computer laboratories are also maintained by the lab assistants. The computers in the labs and all other computers in the college are maintained regularly through annual maintenance contract by a private company.

It is also to be mentioned apart from the old desktops and desktops; college has purchased 16 more laptops and 30 desktops of worth Rs. 1471000 from RUSA 2.0 grant for the use of students. Requisition is given for any repair work needed or for any purchase of gadgets.

The college library has a rich collection of books, journals and magazines. Presently the library is partially automated and open access is allowed to all the members, students, teachers and other staff. Provision for library reader services, literature retrieval service to researchers is available. The library is constantly updating the institutional website with activity related information. The ICT application has helped the upgradation of library services such as automation of catalogue procurement functions and circulation operations including membership records. The library has digitized its resources including e-delivery of information. The library has a secured system with CCTV monitoring of all activities. Shelf order maintenance is carried out regularly by the staffs of the library. Every year new books are purchased according to the students demand. Old books are maintained through preservation and conservation. A huge number of books are purchased in the year 2019-20 out of RUSA 2.0 grant.

The college has 33 rooms in total out of which 19 are classrooms. All the rooms are utilized judiciously

and maintained properly. The Head Clerk along with care taker of the college keep the note of the required repairing and renovation work of all the rooms, canteen, washrooms, stage, main entrance etc. Any small repair/ renovation work is done promptly, but for other major repair/ renovation work involving more than Rs. 10000, the quotation is called first followed by the issue of work order. A considerable renovation work is done in college office and in Accounts office out of RUSA 2.0 grant. The electrician of the college looks after the electrical connection of the whole college building including electrical connection of computers, smart class rooms, ICT enabled class rooms and all other regular connections. The water purifiers and the college lift are maintained through Annual Maintenance Contract (AMC). Beside this, a lift man, casual staff has also been appointed by the management for regular operation and maintenance of the lift. In addition to one sweeper appointed by the Govt. of West Bengal, the College has also appointed one casual sweeper mainly to clean the washrooms in order to maintain cleanliness and hygiene. Everyday, washrooms are cleaned twice during college hours or more as and when required.

The cleanliness and hygiene is strictly maintained in the sick room on a regular basis. First aid box is frequently updated by the teachers associated with students association. The sanitary napkins are also available in case of need. The whole college building is under the surveillance of CCTV.

Any kind of maintenance work whether it is related to the physical, academic or support facilities is taken care of by the head clerk and caretaker of the college with the help of support staff after getting approval from the Head of the Institute. But any maintenance work which involves a considerable amount of money, is passed through the Purchase Committee and Finance Committee and final approval is taken from the Administrator of the College.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 10.4

5.1.1.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
150	139	137	111	65

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Institutional data in prescribed format	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 10.4

5.1.2.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
150	139	137	111	65

File Description	Document
Institutional data in prescribed format	[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. **Soft skills**
2. **Language and communication skills**
3. **Life skills (Yoga, physical fitness, health and hygiene)**
4. **ICT/computing skills**

Response: B. 3 of the above

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]
Link to Institutional website	[View Document]

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 12.66

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
17	189	246	146	119

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 8.33

5.2.2.1 **Number of outgoing student progressing to higher education.**

Response: 40

File Description	Document
Upload supporting data for student/alumni	[View Document](#)
Institutional data in prescribed format	[View Document](#)

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 60

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) year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
01	02	01	0	0

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
01	02	01	0	0

File Description	Document
Upload supporting data for the same	[View Document]()
Institutional data in prescribed format	[View Document]()

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 3

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) year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
01	0	0	01	01

File Description	Document
Institutional data in prescribed format	[View Document]()
e-copies of award letters and certificates	[View Document]()

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)

Response:

Students' Association is a very significant part of the college. It actively participate in day to day activities of the college, like organising assembly everyday and maintaining discipline of the college. The association also participate actively in different cultural activities of the college, Saraswati puja, in eco club activities etc. Every year from each semester class representatives are selected. Not only that General Secretary, Assistant General Secretary and Cultural Secretary also are selected for the smooth run of the association and for well management of academic and non-academic activities. In this pandemic phase also Students' Association organised online programmes on different occasions. Student Representatives also prepared chart and posters for the awareness regarding COVID-19 along with other students under the guidance of the teachers. One of the students of English Department is the member of IQAC Committee as well. She conveys the opinion, suggestion and requirement behalf of all the students. This Students' Association nurtures the quality of leadership, sense of responsibility, development of the cooperative mind of the students.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 1.2

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	01	03	02

File Description	Document
Upload any additional information	[View Document](#)
Report of the event	[View Document](#)
Institutional data in prescribed format	[View Document](#)

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

Response:

The process of registration of Alumni Association hasalready started but for some technical causes it is pending yet and moreover for the pandemic situation this process is delayed. But this process of registration will be completed very soon

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

Criterion 6 - 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

Response:

The institution has a well-defined administration with a Governing Body as the highest decision-making body. But at present, after the dissolution of the GB of the college by the Department of Higher Education, Government of West Bengal in September 2019 anadministrator has been appointed by the Govt of West Bengal to look after the administration of the college. The day-to-day activities of the college are monitored by the Teacher-in-Charge with the help of the IQAC, TC, different committees and with the help of non-teaching staff. All major decisions are taken at the IQAC meetings, TC meetings and staff meetings and then if required, is placed before the GB/Administrator. Several committees are formed at the beginning of the academic session to ensure that the Institution can maintain the highest level of proficiency in matters of discipline, learning, culture and other activities. All the departments function independently in all matters related to classroom teaching and day to day work. The Heads of the Department act as the link between the departments and the administration.

The primary focus of the college is the academic evaluation of the students which is conducted through regular examinations and class tests. The overall development of the students are monitored and ensured through informal counselling, tutorial classes, practical classes and parent-teacher meet. Every department in the college organizes student seminars in order to increase their oratory skills, self confidence and to develop interests in research and higher studies. New books are purchased every year to enrich the library and seminar libraries for the benefit of both teachers and students.

Apart from academics, a diverse range of activities are arranged in the institution. Every year the Annual sports and the Annual function are held with great enthusiasm and zest. Students participate in both inter college and intra college competitions on cultural and sports events. NSS of the college organizes events like Blood Donation Camp, Thalassemia screening camp and other Community Development Programme.

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

Response:

The effective leadership is visible in various institutional practices such as decentralization and participative management. The College runs on the principle of decentralization and participative management. For example. Regarding purchase of any item/books/assets of non-recurring nature, the decision is first taken in the IQAC meeting or the TC meeting. The resolution taken in the above-mentioned meetings are then placed before the purchase committee. Thereafter, purchase committee collects the quotation from different vendors by calling tenders in the college website if the required amount of purchase is more than Rs.10,000. Then the work order is issued based on the lowest quotation with required quality after the approval from the Finance committees. Before payment to the vendor, Finance committee checks thoroughly all the required documents and takes the resolution for payment.

Then the cheque/document for online payment is placed to the Teacher-in-Charge and thereafter to the Administrator for signing with Finance Committee's resolution.

The above steps were followed to replace the collapsible Gate in the main entrance of the college which can be an example of decentralization and participative management in the institution.

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The institution was selected to receive RUSA 2.0 (Rastriya Uchchatar ShikhaAbhiyan 2.0) grant under the component 9.0 to receive Rs.2 crores. The amount was divided under two heads as per the instruments of RUSA:

1. Building and 2. Procurement.

Since the college has no building of its own, we did not get the amount of Rs.1 crore for the building. The college has received Rs.1 crore only for the purpose of procurement.

According to RUSA instruction, PMU has been set up with the Chairperson who is the Head of the institution, one coordinator, one nodal officer and seven members from the teaching faculty. They have prepared the DPR for the utilization of the amount received which was approved by the Higher Education Dept, RUSA Cell, Govt of WB.

The plan has been successfully implemented and till date the committee has successfully utilized Rs. 65,84,685 and the utilization certificate (UC) of the mentioned amount has already been sent to RUSA office

File Description	Document
Strategic Plan and deployment documents on the website	[View Document](#)

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

Response:

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

The Governing Body is the highest decision-making body. At present, the Administrator appointed by the

Higher Education Dept, Govt. of WB is the highest decision-making body. The college functions following the rules and regulations and orders issued by the UGC, Higher Education Dept, Govt of WB and the University of Calcutta. The teacher-in-Charge (Principal-in-Charge) makes the policies for the day-to-day activities of the college with the help of the IQAC and the Teachers' Council. The policies are effectively and efficiently implemented through different committees, Heads of Departments, Librarian and other non-teaching staff

Appointment- Appointment of the teaching staff and librarian are strictly made following recommendations of the College Service Commission, Govt of WB. Non-Teaching staff are also appointed following the Rules and Approval of Higher Education Dept, Govt of WB. Apart from the above, few casual non-teaching staff are also working in the college for reducing the work load. They have been appointed by the college authority on casual basis only.

Service Rules- The college strictly follows the service rules of West Bengal Universities and Colleges Act, 2017, applicable for the Govt-Aided colleges.

The teaching and the non-teaching staff members enjoy advantages of General Provident Fund and Government approved leaves.

Promotional Policies- The IQAC of the college looks into the matters of promotion of teaching staff members. Currently, the promotion is done in view of G.O No. 1373 Edn(CS) dated 07/12/17. The promotion of the non-teaching staff members is done following the G.O No- 245-Edn (CS) dated 10/1/95 and G.O No. 277-Edn(CS) dated 21/4/09.

Grievance Redressal Mechanism- The college has a Grievance Redressal Committee to look into any kind of grievance received from the students, teaching or non-teaching staff. After the enquiry the committee takes decision to redress the grievances and submit the report to the authority for approval

File Description	Document
Link to Organogram of the Institution webpage	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Response: A. All of the above

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)
ERP (Enterprise Resource Planning) Document	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

The college does not have any effective welfare measures for the teaching staff as such. The Teachers; council of the college collects some fund from all the teachers, which, on many occasions have been used to provide financial support to the teaching and the non-teaching staff members in times of emergency.

For the non-teaching staff, college provides the benefit of Employees State Insurance policy by contributing an amount per month to the Employees Staff Insurance. Apart from this, the college also provided ex-gratia to the non-teaching staff.

File Description	Document
Upload any additional information	[View Document](#)

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 0

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	[View Document]

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 16.53

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

2020-21	2019-20	2018-19	2017-18	2016-17
08	06	05	03	03

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	[View Document]
IQAC report summary	[View Document]
Institutional data in prescribed format(Data template)	[View Document]

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

Response:

Individual teaching staff is required to write their arrival -departure time, classes allotted taken, extra classes taken in the attendance register and on daily basis. Apart from these they also have to mention about PTM, students' seminar, number of examination duties conducted, number of staff meetings etc. in the Register kept in the T.I.C's room. These details are then counter signed by the TIC or any senior teacher on monthly basis.

The details of other work done by the teachers, such as number of answer-scripts checked, conducting internal assessment, project work, uploading of marks of internal and final assessment, tutorial work-all

these are maintained in the individual departments on yearly basis. These records are used for the final performance appraisal which is related to the promotion of individual teachers,

The promotion of individual teacher (Career Advancement Scheme) is caried out following the definite UGC Guidelines and then followed by the different orders issued by the Higher Education Dept, Govt of WB from time to time,

A similar kind of attendance register is maintained for the non-teaching staff. The Head clerk of the college keeps the record or work done by the non-teaching staff on a daily basis. These records help during the final promotion of the non-teaching staff.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The Higher Education Dept, Govt. of WB appoints a statutory auditor to audit the receipts and payments accounts and Income and the Expenditure accounts and the Balance sheet of the college. Any suggestion and reservation made by the Statutory Auditor is properly taken care off and the correction or rectification is made then and it is followed from that year onwards in which the suggestion of rectification has been made. The Audit of final accounts of the year 2016-2017 to 2019-2020 are completed. For the F.Y 2020-2021, the college has already given a letter to the HED, Govt of WB requesting to send the name of the Statutory Auditor. The Audit work of 2020-2021 will be started as soon as we would receive the name of the auditor from the Govt and thereafter when we receive a date from the auditor to conduct the audit of accounts of our college. The internal audit of Students Association is done by a Chartered Accountant for the year 2016-17 to 2018-19.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The main source of income of the college is the fees obtained from the students. Apart from this, the college also receives grants from UGC, RUSA and from the State Govt for the development of the infrastructure of the college. The college tries to use all the income optimally by forming different committees, such as Purchase Committee, Finance Committee, UGC Committee, Committee for RUSA (PMU) etc.

At the beginning of every financial year, the college prepares budget of Income and Expenditure so as to spending can be done judiciously. The college tries to maintain the expenditure below or at par of the budget made. On the basis of the actual expenditure of the previous year, the college tries to prepare the budget of the current year. For giving work orders for any purchase or procurement or repair and renovation of the building, the college follows the norms set by the Finance Department, Govt of WB.

Apart from teaching-learning, IQAC of the college looks after the overall development of the students and also contributes in building the togetherness among the students as well as between the teachers and students. To achieve this, IQAC with the help of different committees organizes different programmes in the college. The IQAC conducts students' seminars to increase the oratory skills and self confidence among the students. Different programmes are conducted on some specific occasions so that students can understand the importance of the events and can also understand the duties and responsibilities as a responsible citizen. The few programmes which are conducted by the IQAC are celebration of Saraswati Puja, Independence Day, Annual Function, Annual Sports, Freshers Welcome, Farewell to the outgoing students, Programme on Human Rights, Sexual Harassment etc. All the students of the college have to assemble everyday in Assembly Hall for the prayer at a fixed time. Few teachers also assemble with the students during the prayer. All the special announcements are made in the Assembly Hall.

The IQAC processes the Career Advancements Schemes of teachers regularly in a very disciplined and transparent manner. The faculty members participate in Refresher Course, Orientation Programmes, Short Term courses conducted by the UGC- Human Resource Development Centres of different universities and other Faculty Development Programmes organized by different institutions for upgrading their knowledge and teaching skills. The teachers are encouraged for doing research work over the last five years, few teachers have availed study leave under UGC -FDP Programmes for completing their Ph.D work.

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

Response:

Apart from teaching-learning, IQAC of the college looks after the overall development of the students and also contributes in building the togetherness among the students as well as between the teachers and students. To achieve this, IQAC with the help of different committees organizes different programmes in the college. The IQAC conducts students' seminars to increase the oratory skills and self confidence among the students. Different programmes are conducted on some specific occasions so that students can understand the importance of the events and can also understand the duties and responsibilities as a responsible citizen. The few programmes which are conducted by the IQAC are celebration of Saraswati Puja, Independence Day, Annual Function, Annual Sports, Freshers Welcome, Farewell to the outgoing students, Programme on Human Rights, Sexual Harassment etc. All the students of the college have to assemble everyday in Assembly Hall for the prayer at a fixed time. Few teachers also assemble with the students during the prayer. All the special announcements are made in the Assembly Hall.

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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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

Apart from traditional method of delivering classroom lectures, efforts have been made to make the teaching-learning method more appealing and enriching to the students. To fulfil this objective the college has transformed two ordinary classrooms into smart classrooms and ICT based classrooms are also made. Again, wherever possible, students are taken to educational tours and industrial visit to gain some practical knowledge. Teachers are also motivated to join workshops and seminars to enrich their skills of teaching-learning process. Again, as per the recommendation made by the NAAC Peer team in 2nd cycle accreditation, the college has applied for starting Master Degree in Hindi. The inspection has been made by the University of Calcutta and the Higher Education Department, Govt of WB. The result of the inspection is awaiting.

The college had applied for full term principal and the principal had joined on the recommendation of the College Service Commission in the month of March 2021. But due to some personal reason, he left the college and joined his former college.

To aid in teaching-learning process the library automation process had been started. In September 2016, the college library had introduced Green Campus (Local Software) for library Automation Activities. Then Koha Library Automation(Cloud Hosting) has been installed and configured. For all these automation processes, now it has become very easy for both students and teachers to search and borrow the text and reference books of their choices. Every year books are purchased on the basis of the necessity of the students and teachers. A huge number of books has been purchased in the year 2019-2020 from RUSA 2.0 Fund. Library users can also take the advantage of open access resources and open Educational Resources (OERs) using resourceful library website. The college library subcribesInflibnet N-List program and gives access to the teachers for better teaching-learning activities. Users can also gain knowledge through different journals, magazines and newspapers available in the library. The college is also planning to take the membership of e-books, e-journals, e-shodhsindhu etc.

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: D. 1 of the above

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)
Paste web link of Annual reports of Institution	[View Document](#)

Criterion 7 - 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 last five years.

Response:

There is a saying that the position of a nation in the imagined 'civilisational hierarchy' depends on the position of women in the society. Hence, the poor position of women in a society, actually attracts civilisational critique. So, empowering women and thus ensuring gender equity has always been an objective and a topmost priority of the College. The founding stone of our institution was laid in the belief to create a better society where men and women shall have equal role in every aspect of life. Education being the essence of enlightening a human soul, the dream and the goal of our institution from inception has remained to empower girls by the means of educating them. The core value and sincere effort of each and every member of college remains to see how better education with other curricular exposure can be provided to the girls so that an holistic development of their character can take place, in order to make them not only an educated but also a responsible citizen of the country. Besides time to time different seminars takes place as a part of gender sensitization of our college. Students are also encouraged through extra-curricular activity to come up with their presentation as a reflection of their way of seeing the world. We have a counseling cell in our college where teachers interact with students listening to their problem giving suggestion as a way of setting a dialogue with the students so that they can share their problems, concerns and finally overcome them. The College observes the International Women's Day with various awareness programmes and sensitizes the students about various aspects of the societal interplay that gender discrimination brings about. The Sexual Harassment Cell and the Anti-Ragging Committee of the College also works to this end. During the June-July 20-21 sessions an online talk was organized where Dr. Kaberi Chakraborty (Professor, Calcutta University) gave an insightful lecture on "Pandemic through Gender Lens", bringing out the intricacies of gender issues during pandemic. Our endeavor towards gender equity remains the utmost priority of our institution and we shall continue to strive towards ensuring a more equitable one.

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: C. 2 of the above

File Description	Document
Geotagged Photographs	[View Document](#)

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

The college aims to promote the idea of Reduce - Reuse - Recycle to implement sustainable waste management to the best of ability. Awareness among students and staffs of the college are spread through posters and slogans on notice boards and college walls to minimize waste generation, proper segregation and disposal and discourage the use of single use plastics to make the campus clean, green and healthy.

Separate color coded waste bins kept for dry and wet wastes on various locations of each floor are daily cleaned by the college housekeeping staffs and disposed off to the Municipal cart. Biodegradable solid wastes of the college including canteen waste, food waste, paper, leaves etc. and non biodegradable wastes containing plastic, metal, glass etc. are disposed accordingly. Leaves and plant wastes are reused as manure in the plant pots. All scraps and large scale paper wastes from Examination and administrative sections, Library etc. are properly kept at store room and periodically given to the local vendors for recycling. The college tries to encourage digital communication to reduce the use of paper wherever possible. College canteen does not use plastic plates or cups. Sanitary napkin incinerator has been installed for sustainable disposal of sanitary napkins.

Liquid waste from toilets, bathrooms, wash basins and canteen are connected with sewage septic tank and Municipal drainage system. RO wastewater generated from water purifier is reused for watering plants in the college. No hazardous chemical, radioactive or biomedical waste is generated in the campus.

E-wastes are generated from computer laboratories, academic and administrative departments in the form of out of order devices like desktops, laptops, network cables, printer, scanner, Wi-fi devices, cartridges, sound systems, UPS etc. Old machines are reused after necessary maintenance and repairing. Obsolete and non functional items are stored and disposed off periodically through authorized vendors to ensure their safe recycling.

File Description	Document
Geotagged photographs of the facilities	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**

4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Response: D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)

7.1.5 Green campus initiatives include:

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**

Response: C. 2 of the above

File Description	Document
Geotagged photos / videos of the facilities	[View Document](#)

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

Response: B. 3 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	[View Document](#)
Certification by the auditing agency	[View Document](#)

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Divyangjan friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for 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

Response: D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)

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 500 words).

Response:

The Institution is taking efforts in providing an inclusive environment ensuring tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. The extension activities are conducted primary for the for the students. Our Institution follows the concept of equality of all cultures and different caste, religion and language are studying without any discrimination. Whereas the College respects and values of our rich cultural and regional diversities, it believes in the celebrated concept of the 'unity in diversity'. We take our endeavour to ensure that no student is discriminataed and meted out differential treatment by anyone on the basis of their religious, cultural, linguistic, socio-economic background and whatsoever. We have a With great fervour the national festivals are celebrated every year by the students.
The College organises programmes related to social issues. The students are encouraged to help the women and children with their constructive initiatives. Moreover, lectures environmental and ethical awareness among the students. The Eco Club is very active. Our Institution also runs a yearly Students'magazine titled'Smriti' and organizes deb College competition to promote intellectual and artistic skills of the students. Besides annual sports, blood donation and thalasemmia awareness camp are anually organsied regularly with the purpose of
serving the society.

File Description	Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View Document](#)

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Constitution is paramount in its effect and bearing on the nation and its citizens. Our Constitution is the hallmark of the political process through which our country and the society it constituted has evolved in decades after independence. Our institution takes due care in observing and inculcating constitutional

values, believes and practices among the students and employees. Different seminars, lectures, essay, poster competitions are organized every year as a part of academic curriculum to establish a process of dialogue with the student fraternity of the college to make them aware about the rights and duties that are enshrined in our constitution as a step towards making them responsible citizens of the country. The year 2020 and thereafter the world has been engulfed in an unprecedented outbreak of corona pandemic disrupting the normal way of life. However our academic progress continued through the virtual mode and we the teaching faculty tried our best through virtual interaction with students to inculcate in them the ethos of our constitution. During the June-July session of 20-21 through virtual celebration of Independence Day students were encouraged to participate in the program by presenting the values upheld in our constitution. During this period we had also observed National Human Rights day were eminent professor of Calcutta University Dr. Kaberi Chakraborty addressed the students about imperative of rights enshrined in our constitution and how during the pandemic we have strived to protect it. Due to lockdown during this session college campuses had been shut to prevent pandemic menace from spreading which had created little stumble in our progress as direct interaction with students were . However, we are hopeful in coming period our zeal and enthusiasm of the students shall make the process of sensitization a more fruitful one.

File Description	Document
Any other relevant information	[View Document](#)

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.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Response: D. 1 of the above

File Description	Document
Code of ethics policy document	[View Document](#)

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

India is known for its most diversified religious societies and cultures. In order t
cultural and religious identities, the college celebrates various festivals and days
and fanfare. These events are organised under the supervision of NSS, Students' Asso
Due to ongoing Corona pandemic whether it is work, educational institutions were tot
in order to serve the corona protocol so during this academic year 2020-2021 our col

1. virtual Covid awareness campaign by NSS volunteers.
2. International Yoga Day was celebrated virtually.
3. Human Rights Day was observed virtually.
4. Republic Day was celebrated virtually by Students' Association & NSS volunteers.

File Description	Document
Geotagged photographs of some of the events	[View Document](#)
Any other relevant information	[View Document](#)
Annual report of the celebrations and commemorative events for the last five years	[View Document](#)

7.2 Best Practices

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

Response:

1. **Women Empowerment**

Objective:

Women Empowerment is the prime motto of our College. As the proverbial saying goes, 'Knowledge is Power' we want to ensure this empowerment through the call of 'Tamasoma Jyotirgamaya' and bring the light of knowledge to dispel the darkness of ignorance. Our College seeks to ensure inclusiveness and awareness of various social dimensions through its discipline, code of conduct and academic practices.

The Practice: Our College is also known to be one of the most disciplined Colleges in the area. We also put due focus on the issues of national value and interest. The College conducts everyday prayer in its assembly, where all the students reiterate the values of inclusiveness, and also conducts the National Anthem. The assembly is also used for important announcements which includes admiring acknowledging students' noteworthy success and in doing so we inspire and encourage other students also. The College also organizes Blood Donation camp, Career guidance test, awareness regarding anti sexual harassment and also provided legal consciousness among students through Legal Aid Cell. Empowering the students for a bright future and enabling them to deal with the 'largely patriarchal' society has always been the priority of the Institution.

Evidence of Success: Apart from teaching-learning process, several activities like seminars, webinars,

students' seminars, debates, cultural programmes etc. conducted by the Institution set the girls on the path of confidence and boost their morale. We have a significant number of Hindi speaking students, we also arrange Bengali (the local language) learning classes for them. We also conduct separate communicative English learning classes for those students who are weak in it, as we have already mentioned we have a section of students who are the first generation learners. These initiatives benefit them immensely. It gives us immense pleasure to note the success of our students, especially the first-generation learners many of whom are now established in the society and can take care of herself and the family.

Problems Faced and Resources Required: We often, find it hard to accommodate these extra classes in midst of strictly maintaining the regular curriculum routine, as successful completion of syllabus remains a prime concern. At times, we have to take these classes even during the tiffin hour, but we get overwhelming participation of our students even at that time. As our College does not have a building of its own, and the Institution is housed in a rented set-up, we also have to keep in mind several constrains that comes with it. Taking parallel class becomes very difficult for us for the limited number of classroom, which barely can accommodate the regular classes.

We try to win over the hindrances with the sheer enthusiasm of our students and our dedication to our goals.

1. **Career Advancement and Welfare Schemes and Activities**

Objective: The Institution seeks to take care of the appropriate Career Advancement and Welfare Schemes Schemes of its Teaching, non-teaching staff as well as its students.

The Practice: After submission of promotion application in prescribed format with necessary documents the institution processes the file from its end and tries its best to carry out the process of promotion as early as possible. The Institution also has brought its non-teaching employees under the Employee State Insurance Scheme (ESIC) as a much needed welfare gesture to them. We also try to lessen the financial burden of our students and the needy students are provided 'Full Free' and 'Half Free' schemes from the College. We also have a book bank in the library for the students who come from the economically weaker sections of the society.

Evidence of Success: The College does everything at its disposal to ensure the timely career advancement of its teaching and non-teaching staff. Very often the Career Advancement Scheme has been a smooth affiar for the employees of the Institution. The College does not keep anything pending at its end once, the application comes from the incumbent. The applications by the students for 'Full Free' and 'Half Free' schemes only prove its utility. These initiatives have become more effective and important during this pandemic period.

Problems Faced and Resources Required: However, we also face problems in this regard. As capacity of the College to lessen the financial burden of the students is very limited. At times, applications from the students for financial concessions cross what the Institution can afford to accommodate.

File Description	Document
Best practices in the Institutional web site	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

The noble cause of encouraging women community to pursue higher studies prompted the founder President Shri Mohanlal Jalan, a noted Industrialist and benevolent social worker to form the Seth Soorajmull Jalan Trust. Shri Jalan had in mind the all-round development of Marwari Society. He understood that without women's education, the society cannot move forward. The Trust was founded in 1941. The College has actualized this educational vision with the dedication of competent and committed faculty members.

Academic excellence may be achieved in many ways of which the elementary route is the combined effort of experience of senior and enthusiasm of juniors. Its vision includes a desire to achieve the academic and all round excellence. We are confident enough that we will be true to our commitments and reach our cherished goal i.e. upholding the prestige and dignity of womanhood at large. Our College is committed to be an instrument of positive change in women's education for the benefit of society. We would like to mention here that a significant section of our students are Hindi speaking and our College is one of the few ones in Kolkata that caters to their academic needs with offering Honours in the subject of Hindi. Many of our students are the first generation learners and that makes our task more challenging and at the same time make us more determined to help tham bringing about a positive change in their life and make them believe in a brighter future with our pertaining of education. We are happy and determined in being instrumental to make them strive for a better future and understand various aspects gender relation and women empowerment.

In the pursuit of this mission, the College endeavours balanced education and all round development of the students, motivate, guide and pursue excellence in various fields of education, creates an atmosphere of academic excellence, facilitates creative skills enhances opportunities for further studies and research activities through the able guidance of the College Staff, develops a system for conscious and consistent effort for improving the academic and administrative performance of the institution as per the guidelines of the Internal Quality Assurance Cell (IQAC). All these purposes, visions and mission are made known to the various stakeholders through the College website and prospectus.

In order to focus on the spiritual and cultural heritage of our country, the students assemble every day for

prayers. An atmosphere of secularism is inculcated through the singing of the National Anthem every Monday. The mission of the College also includes the idea of transferring education downwards. This is done when students from the College impart knowledge to those in schools. Proper values are given to these juniors who are our future. As our students belong to various communities, irrespective of caste, creed and religion they inculcate in themselves values like religious tolerance, social unity and cultural harmony. They are able to shoulder larger responsibilities as ideal citizens.

But to highlight one particular area, we would be happy to mention that we strive to create empowered citizens who are emboldened and yet humble, concerned and ready to take on the future at the same time. We want them to realise that they are at par with their male counterpart in the society - a truth many of the female students, even in the current society tend to forget. Inequality at times becomes very subtle and seems so normal in the life of a woman. We want our students to be aware of it. We strive to help them debunk the patriarchial myth of superiority. In this attempt we also aspire for a better civilization, as the position of women in a society has always been a yardstick to determine the position of a state in the hierarchical structure of civilizations.

File Description	Document
Appropriate web in the Institutional website	[View Document](#)

5. CONCLUSION

Additional Information :

It is really mention worthy that many students of our institution are first generation learners and comefrom under- privileged section of the society. So it is a big challenge for the teachers to accelerate their confidence level and encourage them to pursue the higher study successfully. For the said reasonevery teacher provides best assistance to the students so that they feel comfortable to discuss their difficulties and can gain confidence to face the world. Counselling Cell also plays a very significant role forsolving out the difficulties of the students. Departmental teachers try hard to make their studentsupdated with the different courses which they can pursue after graduation and inform them aboutdifferent kinds of job opportunities. Many of our alumni are established in various job fields. Collegealso takes care for their grooming and development of communication by conducting spoken Englishand vernacular Bengali class. By arranging parents- teachers meeting in a regular interval, teachers of institutionmake them aware about the importance of higher study and to become financially independent. From the feedback of the parents it is clearlyshown that they feel very much impressed regarding the discipline, student-teacher relationship, safety and security of the collegeand they feel satisfied to send their wards to the college.

Concluding Remarks :

Inspite of all the hurdles and challenges, the College with the ardent support of the new Teacher-in-Charge, the IQAC Coordinator, the Teachers' Council Secretary, the faculty members,office staff and the students and all other stakeholders are executing well. The teaching- learning process, the administrative works, student management and the financial execution are going on smoothly. The IQAC team with all its diligence has completed and submitted the AQAR 2021-22 successfully and has ventured for the 3rd Cycle assessment and accreditation process.

The academia believes in hard work, solidarity, strength and dedication. It is striving for sustenance and excellence in all fields of higher learning. So, from the shibboleth "We believe we can" we have accepted the arduity graciously and pledge "Yes! We Can"….

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
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 last five years** 1. **Academic council/BoS of Affiliating university** 2. **Setting of question papers for UG/PG programs** 3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses** 4. **Assessment /evaluation process of the affiliating University** Answer before DVV Verification : B. Any 3 of the above Answer After DVV Verification: B. Any 3 of the above Remark : As per supporting documents.
1.2.1	**Percentage 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.** Answer before DVV Verification : 7 Answer after DVV Verification: 07 Remark : As per supporting documents.
1.2.2	**Number of Add on /Certificate programs offered during the last five years** 1.2.2.1. **How many Add on /Certificate programs are offered within the last 5 years.** Answer before DVV Verification: <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>0</td><td>0</td><td>1</td><td>1</td><td>1</td></tr></table> Answer After DVV Verification : <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>0</td><td>0</td><td>01</td><td>01</td><td>01</td></tr></table> Remark : As per supporting documents.
1.2.3	**Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years** 1.2.3.1. **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years** Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	50	43	32

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	50	43	31

Remark : As per supporting documents.

1.3.2	**Average percentage of courses that include experiential learning through project work/field work/internship during last five years**

1.3.2.1. Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	1	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
01	01	01	01	01

Remark : As per supporting documents.

1.3.3	**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year**

1.3.3.1. Number of students undertaking project work/field work / internships
Answer before DVV Verification : 148
Answer after DVV Verification: 148

Remark : As per supporting documents.

1.4.1	*Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders*

1) Students

2)Teachers

3)Employers

4)Alumni

	Answer before DVV Verification : B. Any 3 of the above Answer After DVV Verification: B. Any 3 of the above Remark : As per supporting documents.
1.4.2	**Feedback process of the Institution may be classified as follows:** **Options:** 1. **Feedback collected, analysed and action taken and feedback available on website** 2. **Feedback collected, analysed and action has been taken** 3. **Feedback collected and analysed** 4. **Feedback collected** 5. **Feedback not collected** Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website Answer After DVV Verification: A. Feedback collected, analysed and action taken and feedback available on website Remark : As per HEI Input.
2.1.1	**Average Enrolment percentage (Average of last five years)** 2.1.1.1. **Number of students admitted year-wise during last five years** Answer before DVV Verification: 	2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
394	427	531	499	328 | Answer After DVV Verification : | 2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
394	427	531	499	327 | 2.1.1.2. **Number of sanctioned seats year wise during last five years** Answer before DVV Verification: | 2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
655	655	655	655	655 | Answer After DVV Verification : | 2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
655	655	655	655	655	 Remark : As per supporting documents.
2.1.2	**Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary**

seats)

2.1.2.1. **Number of actual students admitted from the reserved categories year wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
60	69	63	61	48

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
60	69	63	61	048

Remark : As per supporting documents.

2.3.3	**Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)**
	2.3.3.1. **Number of mentors** ?????????????? ??????? Answer before DVV Verification : 37 Answer after DVV Verification: 35
2.4.2	**Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)** 2.4.2.1. **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years** Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
16	15	15	11	11

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
14	14	14	11	10

2.4.3	**Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)** 2.4.3.1. **Total experience of full-time teachers** Answer before DVV Verification : 497 Answer after DVV Verification: 467 Remark : As per supporting documents.

2.6.3	**Average pass percentage of Students during last five years**
	2.6.3.1. **Total number of final year students who passed the university examination year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
476	322	173	224	211

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
476	322	173	224	210

2.6.3.2. **Total number of final year students who appeared for the university examination year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
478	360	192	252	252

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
478	360	192	252	252

Remark : As per supporting documents.

3.1.2	**Percentage of departments having Research projects funded by government and non government agencies during the last five years**

3.1.2.1. **Number of departments having Research projects funded by government and non-government agencies during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17

3.1.2.2. **Number of departments offering academic programes**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
10	10	10	10	10

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
10	10	10	10	10

3.1.3	**Number of Seminars/conferences/workshops conducted by the institution during the last five years**

3.1.3.1. Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
4	4	9	11	17

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
4	4	9	11	17

3.2.1	**Number of papers published per teacher in the Journals notified on UGC website during the last five years**

3.2.1.1. Number of research papers in the Journals notified on UGC website during the last five years.

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
6	2	6	8	4

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
6	2	6	8	4

3.2.2	**Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

3.2.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
9	3	2	3	5

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
9	3	1	3	3

| 3.3.3 | **Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years** |
| | **3.3.3.1. Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years** |

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2	4	5	6	3

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2	4	5	6	3

| 3.3.4 | **Average percentage of students participating in extension activities at 3.3.3. above during last five years** |
| | **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., year-wise during last five years** |

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
24	130	156	275	156

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
24	130	156	275	155

Remark : As per supporting documents.

| 4.1.3 | **Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.** *(Data for the latest completed academic year)* |
| | **4.1.3.1. Number of classrooms and seminar halls with ICT facilities** |

Answer before DVV Verification : 8
Answer after DVV Verification: 08

Remark : As per supporting documents.

| 4.1.4 | **Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)** |
| | **4.1.4.1. Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)** |

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0.53186	1.11726	1.22832	3.76851

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0.53	1.11	1.22	3.76

Remark : As per supporting documents.

4.2.2	**The institution has subscription for the following e-resources** 1. **e-journals** 2. **e-ShodhSindhu** 3. **Shodhganga Membership** 4. **e-books** 5. **Databases** 6. **Remote access to e-resources** Answer before DVV Verification : C. Any 2 of the above Answer After DVV Verification: C. Any 2 of the above Remark : As per supporting documents.

4.2.3	**Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)** 4.2.3.1. **Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)** Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0.68454	0.0921	1.39012	5.14275	0.18550

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0.68	0.09	1.39	5.14	0.18

Remark : As per supporting documents.

4.2.4	**Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year** 4.2.4.1. **Number of teachers and students using library per day over last one year** Answer before DVV Verification : 73

Answer after DVV Verification: 73

Remark : As per supporting documents.

4.3.3	**Bandwidth of internet connection in the Institution**
	Answer before DVV Verification : A. ?50 MBPS
	Answer After DVV Verification: A. ?50 MBPS
	Remark : As per supporting documents

| 4.4.1 | **Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)** |

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
3.80266	11.75686	14.19004	13.42714	18.49017

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
3.80	11.75	14.20	13.43	18.50

Remark : As per supporting documents.

| 5.1.1 | **Average percentage of students benefited by scholarships and freeships provided by the Government during last five years** |

5.1.1.1. Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
150	139	137	111	66

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
150	139	137	111	65

Remark : As per supporting documents.

5.1.2	**Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years**
	5.1.2.1. Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
150	139	137	111	66

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
150	139	137	111	65

Remark : As per supporting documents.

5.1.3	**Capacity building and skills enhancement initiatives taken by the institution include the following**

1. **Soft skills**
2. **Language and communication skills**
3. **Life skills (Yoga, physical fitness, health and hygiene)**
4. **ICT/computing skills**

Answer before DVV Verification : B. 3 of the above
Answer After DVV Verification: B. 3 of the above
Remark : As per supporting documents.

5.1.4	**Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years**

5.1.4.1. Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
17	189	246	146	120

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
17	189	246	146	119

Remark : As per supporting documents.

5.1.5	**The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**
	
	1. **Implementation of guidelines of statutory/regulatory bodies**
	2. **Organisation wide awareness and undertakings on policies with zero tolerance**
	3. **Mechanisms for submission of online/offline students' grievances**
	4. **Timely redressal of the grievances through appropriate committees**
	
	        Answer before DVV Verification : A. All of the above
	        Answer After DVV Verification: A. All of the above
	    Remark : As per supporting documents.

5.2.2	**Average percentage of students progressing to higher education during the last five years**
	
	    5.2.2.1. **Number of outgoing student progressing to higher education.**
	    Answer before DVV Verification : 40
	    Answer after DVV Verification: 40
	
	    Remark : As per supporting documents.

5.2.3	**Average percentage of students qualifying in state/national/ international level examinations during the last five years (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) year wise during last five years**
	    Answer before DVV Verification:
	
	(table below)
	
	    Answer After DVV Verification :
	
	(table below)
	
	   5.2.3.2. **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**
	    Answer before DVV Verification:
	
	(table below)
	
	    Answer After DVV Verification :

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1	2	1	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
01	02	01	0	0

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1	2	1	0	0

2020-21	2019-20	2018-19	2017-18	2016-17
01	02	01	0	0

Remark : As per supporting documents.

5.3.1	**Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

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) year-wise during the last five years.

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	0	1	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
01	0	0	01	01

Remark : As per supporting documents.

5.3.3	**Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**

5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	5	6	7

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	01	03	02

Remark : As per supporting documents.

6.2.3	**Implementation of e-governance in areas of operation**

1. **Administration**
2. **Finance and Accounts**

3. **Student Admission and Support**
4. **Examination**

Answer before DVV Verification : A. All of the above
Answer After DVV Verification: A. All of the above

Remark : As per supporting documents.

6.3.4	**Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
8	6	5	3	3

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
08	06	05	03	03

Remark : As per supporting documents.

6.5.3	**Quality assurance initiatives of the institution include:**

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Answer before DVV Verification : D. 1 of the above
Answer After DVV Verification: D. 1 of the above

Remark : As per supporting documents.

7.1.2	**The Institution has facilities for alternate sources of energy and energy conservation measures**

1. **Solar energy**
2. **Biogas plant**
3. **Wheeling to the Grid**
4. **Sensor-based energy conservation**
5. **Use of LED bulbs/ power efficient equipment**

Answer before DVV Verification : C. 2 of the above

Answer After DVV Verification: C. 2 of the above

Remark : As per supporting documents.

7.1.4	**Water conservation facilities available in the Institution:** 1. **Rain water harvesting** 2. **Borewell /Open well recharge** 3. **Construction of tanks and bunds** 4. **Waste water recycling** 5. **Maintenance of water bodies and distribution system in the campus** Answer before DVV Verification : D.1 of the above Answer After DVV Verification: D.1 of the above Remark : As per supporting documents.
7.1.5	**Green campus initiatives include:** 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** Answer before DVV Verification : A. Any 4 or All of the above Answer After DVV Verification: C. 2 of the above Remark : As per supporting documents.
7.1.6	**Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:** 1. **Green audit** 2. **Energy audit** 3. **Environment audit** 4. **Clean and green campus recognitions / awards** 5. **Beyond the campus environmental promotion activities** Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: B. 3 of the above Remark : As per supporting documents.
7.1.7	**The Institution has disabled-friendly, barrier free environment** 1. **Built environment with ramps/lifts for easy access to classrooms.** 2. **Divyangjan friendly washrooms** 3. **Signage including tactile path, lights, display boards and signposts** 4. **Assistive technology and facilities for 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** Answer before DVV Verification : D.1 of the above Answer After DVV Verification: D.1 of the above Remark : As per supporting documents.
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.** 1. **The Code of Conduct is displayed on the website** 2. **There is a committee to monitor adherence to the Code of Conduct** 3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff** 4. **Annual awareness programmes on Code of Conduct are organized** Answer before DVV Verification : D. 1 of the above Answer After DVV Verification: D. 1 of the above Remark : As per supporting documents.

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of courses offered by the Institution across all programs during the last five years** Answer before DVV Verification:
1.2	**Number of programs offered year-wise for last five years** Answer before DVV Verification:
2.1	**Number of students year-wise during last five years**

1.1 Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
7	7	7	7	7

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
180	180	180	180	180

1.2 Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
7	7	7	7	7

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
07	07	07	07	07

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1235	1313	1224	1015	912

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1235	1313	1224	1015	0912

2.2	**Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
295	295	295	295	295

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
295	295	295	295	0295

2.3	**Number of outgoing / final year students year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
480	360	192	252	252

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
480	360	192	252	0252

3.1	**Number of full time teachers year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
37	38	29	29	30

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
35	29	29	29	26

3.2	**Number of sanctioned posts year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
39	39	31	31	31

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
39	31	31	31	31

4.1	**Total number of classrooms and seminar halls** Answer before DVV Verification : 19 Answer after DVV Verification : 19

4.2	**Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)** Answer before DVV Verification: _see table below_ Answer After DVV Verification: _see table below_

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
7.50521	15.35378	20.44515	19.60963	24.08774

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
7.50	15.35	20.44	19.61	24.08

4.3	**Number of Computers** Answer before DVV Verification : 105 Answer after DVV Verification : 105

4.4	**Total number of computers in the campus for academic purpose** Answer before DVV Verification : 55 Answer after DVV Verification : 55