



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	BUDGE BUDGE COLLEGE
Name of the head of the Institution	Dr. Debjani Datta
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03324701454
Mobile no.	9874224929
Registered Email	budgebudgecollege@gmail.com
Alternate Email	iqacbbcollege@gmail.com
Address	7, Deshbandhu Chittaranjan Road
City/Town	Kolkata
State/UT	West Bengal
Pincode	700137

2. Institutional Status

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Semi-urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Debasis Upadhyay
Phone no/Alternate Phone no.	03324805168
Mobile no.	9903883482
Registered Email	iqacbbcollege@gmail.com
Alternate Email	budgebudgecollege@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://wbbudgebudgecollege.org/uploads/aqar/1658479572AQAR%202018-19.pdf
4. Whether Academic Calendar prepared during the year	No

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	B+	2.68	2016	05-Nov-2016	04-Nov-2021

6. Date of Establishment of IQAC	05-Apr-2013
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
No Data Entered/Not Applicable!!!		
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
nil	nil	nil	2020 0	0
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No
Upload the minutes of meeting and action taken report	No Files Uploaded !!!
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)
? To take students feedback and act accordingly. ? Providing suggestions to maintain coordination among Academic, Admission and Library subcommittees. ? Maintenance of successful NSS activities. ? Supporting various academic departments for organising national and statelevel seminars along with student seminars. ? Encouraging and imparting technical expertise to the faculty members of various departments for conducting virtual classes during the COVID19 pandemic.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year
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Plan of Action	Achievements/Outcomes
Immediately after the notification by The Govt. Of India for Covid19 Pandemic lockdown Principal met with the IQAC and senior teachers virtually and it was planned that our college will continue Honours and General online classes by WhatsApp Groups, Google meet and Google classroom under the supervision of IQAC and HODs. The IQAC will continue to virtually meet the	Initially the Honours classes of all the departments and soon all General classes as well as tests could be carried out in online mode by the active participation of all the teachers and HODs which was mentored by the academic subcommittee and IQAC.

<p>academic subcommittee, and the HODs and take initiatives for the maintenance of classes.</p>	
<p>IQAC continuously planned to take the stock in this pandemic situation to supervise the students' support system viz. acquaintance of the all the students residing even in the remote areas with the Online Platforms like Goole Classroom and Google Meet so that classes are continued and all the Honours and General students get the study materials and other learning resources for their proper theoretical and virtual practical education in which no real Practical class can be taken. IQAC planned enough assistance to all the subcommittees in this new circumstance.</p>	<p>Within a few weeks with the active participation of the Principal and all the teachers IQAC found that in the virtual mode Honours and General classes of all the departments were running successfully and students were trained enough to sit for any examination if necessary.</p>
<p>Even in this unprecedented situation IQAC could plan the academic improvements of the teachers and the College by participating in the webinars and online orientation programme and refreshers courses; IQAC also approved the proposal of webinars by the departments of Commerce and History.</p>	<p>Most of the teachers successfully participated in different webinars for academic upgradation and few of them joined and completed online orientation programme and refreshers courses.</p>
<p>IQAC has planned that day-to-day normal functioning of the college office will be maintained with the active support of the Governing Body, Teachers' Council, different subcommittees and HODs. It will take sufficient measures to conduct different examinations of the University of Calcutta and our College online.</p>	<p>With the sincere effort of the Principal, all the teachers as well as all the supporting staffs the working of the College office could be maintained. Different examinations could be taken virtually successfully.</p>
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<p>14. Whether AQAR was placed before statutory body ?</p>	<p>No</p>
<p>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</p>	<p>No</p>
<p>16. Whether institutional data submitted to AISHE:</p>	<p>Yes</p>
<p>Year of Submission</p>	<p>2020</p>
<p>Date of Submission</p>	<p>14-Mar-2020</p>

17. Does the Institution have Management Information System ?	No
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Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college regards effective delivery of curriculum as the most vital curricular aspect. The college follows the curriculum prescribed by the University through its Boards of Studies. The college ensures effective curriculum delivery through systematic and strategic transparent mechanism in the following manner: Academic Calendar: The college is affiliated to the University of Calcutta and the curriculum prescribed by the University is hence followed by each of the departments in the college. In conformity with the Academic Calendar prepared by the University, the college prepares its Academic Calendar demarcating the tentative dates for the admissions, internal examinations, selection tests, field visits, internships and extra-curricular activities like Sports and Rabindra Jayanti and Foundation Day celebrations. In view of the special challenges in this academic session, the academic calendar was modified by the University and the college accordingly revamped its calendar as well. Departmental Meetings: Each department conducts regular departmental meetings to enable adherence to the academic calendar, monitor the progress of the syllabus as well as to take necessary action to ensure timely completion of syllabus, upgradation of the instruments and other facilities and have proper documentation. Teaching Modes: The departments besides using traditional lecture-based teaching use several teaching aids, audio-visual methods, PowerPoint presentations and smart classroom for effective course delivery. Practical Knowledge: The science-based departments conduct field trips and internships to provide exposure to students' regarding practical knowledge and applications. Evaluation: Departments provide regular assignments and conduct internal examinations to assess the students. They also provide regular feedback to students to help them improve. PG Course: The college also introduced newer subjects in the distance PG level, namely, Public Administration, Social Work and ELT. These subjects have several avenues for employment and were in demand by the students. NCC: The college also introduced National Cadet Corps (NCC) from this session. The NCC helps to inculcate Universal Values, ethics and discipline among students and enables the development of their personality, which is an inherent part of their learning process. NCC helps to groom the students to be worthy citizens and instils in them courage, secular outlook, spirit of adventure, patriotism, sportsmanship and comradeship. Online Teaching: The pandemic put forth newer challenges for content delivery. Each department and all teachers embraced ICT and switched to online teaching mode. They not only ensured effective regular delivery of the curriculum through online mode. In addition, they trained and acclimatised the students in various online modes of learning and assessment e.g. using e-classrooms, live video lectures, google forms, preparing e-labnotebooks to mention a few. E-Resources: The college also encouraged the students to refer to e-books and digital resources like National Digital Library, IIT Khargpur

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development

NA

NA

Nil

0

NA

NA

1.2 – Academic Flexibility**1.2.1 – New programmes/courses introduced during the academic year**

Programme/Course	Programme Specialization	Dates of Introduction
MA	Public Administration (Distance)	01/01/2020
MA	Social Work (Distance)	01/01/2020
MA	English Language Teaching (Distance)	01/01/2020
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NA	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment**1.3.1 – Value-added courses imparting transferable and life skills offered during the year**

Value Added Courses	Date of Introduction	Number of Students Enrolled
NA	Nil	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Botany (Honours & General)	26
BSc	Botany (Honours & General)	24
BSc	Botany (Honours & General)	32
BSc	Botany (Honours)	6
BSc	Food & Nutrition (Honours)	16
BSc	Food & Nutrition (Honours)	20
BSc	Food & Nutrition (Honours)	20
BSc	Zoology (Honours)	23
BSc	Zoology (Honours)	13
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

Many of our students are first generation learners. The mission of our institution has thus always been to impart best quality education to the students. The institution carefully takes into account the students' feedback and acts accordingly on both curriculum and co-curriculum issues. PG course: Our College has been enthusiastic enough to pace with the needs of students yearning for higher education through the Post Graduate courses viz., Bengali, Commerce, English, Education, History, and Political Science offered by Netaji Subhash Open University Regional Study Centre introduced in July 2017. It is noteworthy that NSOU degrees are now at par with the regular degree courses. National Service Scheme: NSS program is successfully going on. Since students of our institution are a part of various social works initiated by the institution through NSS, they rigorously inform us about the local social welfare need and we acted accordingly. On the insistence of the female NSS volunteers NSS, NSS conducted online webinar on Sexual Harassment of Women at Workplace. New volunteers demanded an orientation program so that they can be aware of the moto and activities of NSS. To meet that demand orientation program was organized. National Cadet Corps: One of the major demands of the students? NCC was introduced in the month of October. Blood donation camp, 'Swachchha Bharat Abhiyan' etc. were organized by the cadets of our institution. Many students were benefitted by this program. Some pertinent students' facilities: Gymnasium maintenance was done according to students' requirement. Our Library is updated every year. The Library has been providing the students with free internet access. They are able to access N-list INFLIBNET as well. The library catered to the student's need with utmost alacrity. Students' encouragement program: To meet the enthusiasm of students for Annual Social Program, it was arranged by the College. The College arranged for Saraswati Puja, Rabindra Jayanti, College Foundation Day celebration, observance of Bhasha Divas, Independence Day on the students' demand. Moreover, on students' insistence Annual Sports is held every year. The Prize Distribution Ceremony was also held where prizes were distributed to the students to develop art and skill among students, various cultural and extracurricular activities organized by the College.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Honours	441	865	331
BA	General	732	1418	689
BCom	Honours	144	220	102

BCom	General	59	153	46
BSc	Honours	170	337	100
BSc	General	34	113	30
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	2959	21	28	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
46	18	103	8	5	13

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The college conducts regular examinations and some departments conduct quizzes to enhance the students' grasp of the curriculum. Feedback is provided to the students on a regular basis regarding their performance in class and examinations so that they can improve their knowledge base and mode of learning. Science-based departments also rely on field-based excursions, practical exercises and ICT-based learning to enable them to learn practical applied aspects of the field. Some departments also arrange for internships to provide real-life exposure. Thus traditional and scientific ICT-based modes are used for mentoring the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2959	28	1:106

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
30	28	2	4	20

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Papia Das	Assistant Professor	Reviewer of Journal of

Environment and Sociobiology
(Online ISSN: 2454-2601 and print ISSN: 0973-0834)
published by Social Environmental and Biological Association.

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	1091612, 1161208, 1121608, 1081612, 1111612, 1010810, 1011208, 1101612, 1071216	Part III	08/10/2020	23/10/2020
BA	0161211, 0161210, 0161208, 0161201, 0161207, 0010810, 0161209, 0010822, 0011022	Part III	08/10/2020	23/10/2020
BCom	1000405	Part III	08/10/2020	23/10/2020

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Mid-term tests and class tests are arranged for students studying under the annual system (only the final year students followed such a system during this year). Also, parent-teacher meetings are conducted to apprise the parents of their wards' performance. However, for the students under the CBCS system, the mid-term test is not conducted due to the extremely tight class schedule. Instead, MCQ-type class tests and online assignments are introduced to evaluate the academic progress of the students and help the mentor guide the students accordingly. The students are also assigned project works, and viva-voce examinations and are encouraged for group discussions and presentations as a method of evaluation for tutorial examination.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college adhered to the Academic Calendar prepared by the University of Calcutta. The college prepared the Academic Calendar for the session 2019-2020 at the beginning of the academic session clearly demarcating the tentative dates for admission, examinations - internal and final, tutorial/projects, the

holidays and the date for conducting Annual Sports and the field trips and internships which are part of the curriculum. On account of the fact that the CBCS system was introduced in the last academic session, the Academic Calendar of the current session reflects the examination dates for both the annual system and the semester system. Although the Internal examinations for the semester system are conducted as per the schedule provided by the University of Calcutta, the Internal examinations for the annual system examinations are primarily finalised by the college based on University guidelines. The sudden change in the scenario in March due to the pandemic and consequent lockdown has necessitated changes in the Academic Calendar in this session. The University of Calcutta has adopted changes in the Academic Calendar in consonance with the new guidelines provided by UGC. The college has also incorporated those changes in its Academic Calendar which have thereby been extended up to October 2020. All the examinations have been conducted thereafter as per the modifications in the Academic Calendar.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

[NA](#)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
1091612, 161208, 1121608, 1081612, 1111612, 1010810, 1011208, 1101612, 1071216	BA	Honours Part System	224	201	89.73
0161211, 0161210, 0161208, 0161201, 0161207, 0010810, 0161209, 0010822, 0011022	BA	General Part System	372	160	43.01
1000405	BCom	Honours Part System	26	17	65.38
0040506	BCom	General Part System	33	5	15.15
1170203, 1020317, 1210317, 1110712, 1071316	BSc	Honours Part System	58	52	89.66
0170203, 0031513,	BSc	General Part System	26	24	92.31

0160713					
1000405	BCom	Honours Semester System	111	49	44.14
0040506	BCom	General Semester System	28	0	0.00
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

NA

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	NA	0	0
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NA	NA	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	Nill	NA
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Nill
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
2	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Environmental Science	1	6
National	Botany	4	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Food Nutrition	3
Environmental Science	5
Bengali	1
Geography	1
Philosophy	1
Botany	1
Economics	2
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	Nil	0	NA	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	Nil	0	0	NA
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	20	25	30	7
Presented papers	8	4	0	0
Resource persons	0	0	1	0
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and

Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Tree plantation programme was organised on 22.07.2019 and trees were planted at Budge Budge Police Station	Community	3	18
An orientation programme for NSS volunteers and a seminar on 'water conservation	Community	3	15
One-day State level webinar on Learning to live with Covid-19 organised by NSS Unit 1	Collaboration with IQAC Budge Budge College	10	30
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Quiz contest	Three students won 2nd prize	Alipore Zoological Garden	3
T-Shirt painting	One Student won 3rd prize	Alipore Zoological Garden	1
Poster competition	One student won the 1st prize	Turning Point	1
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Practical Field Study	Anubhav, NGO	Participated in walk for Wildlife conservation	3	10
Popularisation of Science/Community Awareness Service	West Bengal Youth Science Fair	Presented a model poster on Cowdung As A Biosource For Sustainable Development	1	2
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NA	0	NA	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Diet Therapy (Clinical Nutrition)	Jagannath Gupta Institute of Medical Science Hospital(JIMSH), K.P.Mondal Road, Buita, Budge Budge, Kolkata - 700 137, West Bengal, India.	10/08/2019	23/08/2019	10
Internship	Diet Therapy (Clinical Nutrition)	KPC Medical College Hospital 1F, Raja Subodh Chandra Mullick Road Jadavpur, Kolkata 700032, W.B., India.	19/08/2019	28/08/2019	10
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
M/s. Rational Computer	10/03/2020	To impart computer education to students of B.Com Sem III (Hons. General) as per the recommended curriculum of University of	133

[View File](#)**CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES****4.1 – Physical Facilities**

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1710000	1669752

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Newly Added
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Koha	Fully	19.11	2020

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	22010	3316824	240	53373	22250	3370197
Reference Books	1191	376700	10	143375	1201	520075
e-Books	0	0	0	0	0	0
Journals	11	11280	0	0	11	11280
CD & Video	44	3785	0	0	44	3785
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
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NA	NA	NA	Nil
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	57	2	31	1	17	7	33	150	0
Added	16	0	3	0	6	3	1	250	6
Total	73	2	34	1	23	10	34	400	6

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

400 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Raj Kumar Shaw Live example of stress management techniques	https://youtu.be/QNlqQ-7AcW8
Raj Kumar Shaw, problem focus coping and coping with pandemic related stress	https://youtu.be/oXcXzGnSvDA
Raj Kumar Shaw , problem focus coping and coping with pandemic related stress	http://youtu.be/wne-afhFiWo
Swati Sachdev Dr. Anindita GhoshApr 6, 2020, "Single Weighted Index Method 1"	https://youtu.be/nDU4plxMC9E

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
4650000	4586714	4400000	4358338

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

<p>The systems and procedures for the maintenance and utilisation of academic and sports facilities of the college are very well organised and developed. The college follows a centralised mechanism for acquiring the infrastructural requirements, whereas a decentralised system for maintaining those acquired infrastructural resources. The purchases of departmental goods, laboratory equipment, chemicals, sports equipment etc. is done through the recommendation of departmental indent committees. At least 3 quotations / tenders (or quotations as specified by the State Govt. on the basis of amount of purchase) are procured in sealed envelope in case of the purchase above Rs. five lakh (Rs.5,00,000). These are opened on a specific date in front of the vendors and lowest quotation noted. Then purchase order is given specifying terms and</p>
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conditions. Sometimes local vendors are called for supplying necessary requirements on an emergency basis. Various committees and subcommittees are responsible for the maintenance of physical facilities of the college campus. In case of urgent maintenance and repair of physical facilities, the college office arranges everything as per demand. The college maintains a stock register of all physical goods like electrical and electronic machines including computer, water purifiers, generator, air-conditioners, furniture like chairs, tables, benches, infrastructural facilities like blackboard, whiteboard. Servicing of the laboratory equipments are done at regular intervals by the departments. The computers are maintained through Annual Maintenance Contract done with a specific company. Classroom microphones, Air conditioners and Water purifiers/coolers are maintained through Annual Maintenance Contract. The college has a central library along with respective departmental library. There is a group of well trained library staff and an efficient librarian to look after the maintenance and the utilisation of the library. Library Sub-committee keeps a record of existing books in both hard copy and e-copy. Decision regarding purchase of new text books, references and journals is made as per allocation of funds and requisition of books provided by the departmental Heads. The decision is forwarded to the Academic Subcommittee, Finance Committee and Governing Body. The college is in the process of digitisation of the library through KOHA software installation. Users get easy access to these digitalised documents and can download information from the library portal. Books and journals are neatly stacked in the stack room, reading hall and also in the teachers reading room. A staff member has been placed for regular cleaning of books and other materials. The college library regularly sends books for bindings and repair. Pest control measure is taken at regular intervals by an agency. There are a large number of computers being utilised both at the computer centre and the computer laboratories. They are maintained by teaching as well as efficient non-teaching staff. The college has Botany, Zoology, Chemistry, Geography as well as Food and Nutrition Laboratory. The labs are maintained by non-teaching staff. The college has a dynamic website which is maintained by non-teaching staff and website designer. Gym has been running with proper care and guidance.

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CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NA	0	0
Financial Support from Other Sources			
a) National	Kanyashree, SC,ST,OBC, Minority, Swami Vivekananda	1529	0
b) International	NA	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability	Date of implemetation	Number of students	Agencies involved
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enhancement scheme		enrolled	
NA	Nil	0	NA
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	NA	0	0	0	0
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA	0	0	NA	0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	42	BA (HONOURS)	BENGALI	CU, RBU, VU	MASTER OF ARTS
2019	11	BA (HONOURS)	EDUCATION	CU, RBU, NSOU	MASTER OF ARTS
2019	6	BA (HONOURS)	ENGLISH	CU, RBU, NSOU	MASTER OF ARTS
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	2
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Foundation Day Celebration, Intra-college Competition on music, painting, debate were organized	College	100
Annual Social	College	1000
Annual Sports	College	500
Celebration of Breast Feeding Week (Online(August))	Dept of FNTA	45
Online Earth-Environment Day Celebration	Dept of Geography	6
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	10th TKAI National Karate Championship, 2nd Prize	National	1	Nill	2001201937	Arindam Chakraborty
2020	Uluberia Karate Championship, 1st Prize	National	1	Nill	2001201937	Arindam Chakraborty
2020	5th All Bengal Karate Camp and Championship, 3rd Prize	National	1	Nill	2001201937	Arindam Chakraborty
2020	Inter College Competition 'Spectrum 2KO' organized by Dept of Commerce, Mharani Kishorijat Kanya Maha vidyalaya, Rohtak	National	Nill	1	1718111071284	Sweety Rudra

2020	Top 20 Category' in 'Online Art' Contest on Combating Covid 19' organized by Department of Zoology, Barasat Government College	National	Nill	1	1718111071284	Sweety Rudra
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student representation is an integral part of any institution. Our institution has a very pertinent Student's Union.. Our institution has a formidable student representation in the Governing Body. The General Secretary acts as the student's representative in the Governing Body. Apart from that, there are various positions in the Student's Union namely Cultural Secretary, Assistant General Secretary, Game Secretary, Magazine Secretary, Girl's Common Room Secretary, Boy's Common Room Secretary, and Cashier. At the administrative and academic levels, they perform several duties. The foremost amongst them are supervision of the different classes, newsletter publication, cultural programmes, National Service Scheme activities, Sports, Anti-ragging, Anti-sexual, Student's grievance and student's welfare cell. In the 2019-2020 session College Foundation Day was celebrated with great vigour. Intra College Competitions were organized to commemorate the Day. The General Secretary and the various representatives worked along with the teachers to make the event successful. Annual Social was conducted for the recreation of the students. The Cultural Committee along with the General Secretary of the students and the other student representatives worked diligently to organize this event. This year the programme was conducted at an enormous level to entertain the students to the maximum. Annual Sports were conducted. The Game Secretary along with the other representatives and the Sports Committee of the teachers worked relentlessly to make the event successful. The student representatives worked really hard in the other spheres like anti-ragging, gender cell, Student grievance and welfare. In this particular session, the student's union donated a few books to the various departments of Humanities, Science and to the Dept of Commerce. In the later part of the session, education was imparted on the online mode because of the pandemic situation. It must be well asserted that the role of the student's representatives was worthwhile during this period, They distributed the study materials given by the teachers on the online platform to the students who did not have the proper gadget and kept them well informed about the dates of the examinations. The Student representatives played a significant role in the post-Amphan Cyclone situation. They relentlessly worked hard to distribute food amongst the needy people. However, at the very end of this session, the positions of the various student representatives were dissolved. It was resolved that from that particular juncture the General Secretary along with the Principal of the institution would look after the student's issues.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

NA

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college has, for long, practiced decentralization and participative management in its daily activities in the way of achieving the goal of the institution. College has formed different sub - committees under Internal Quality Assurance Cell of the college and these sub - committees are constituted of internal and external stakeholders of the college. The working of the following committees exemplifies decentralization and participative management practiced in the college. All the college activities and events are conducted and managed by different teams with representatives from the faculty members, nonteaching staff members as well as the student community. All the university examinations are conducted under separate teams with a senior teacher acting as the coordinator. The college has introduced Netaji Subash Open University (NSOU) sponsored post-Graduation programme and act as an important study Centre and examination center. The students of our college as well as a large nearby locality benefitted due to this outreach initiative. The NSOU are governed by the Co-Ordinator, Examination-in-charge and Principal acting as a center-in-charge and one office-bearer and the participation of teaching and non-teaching staff. The college successfully conducts various examination of NSOU.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The University of Calcutta prepare, design and recommend the Curriculum to all its affiliated college and as an affiliate college, we adhere to the prescribed curriculum issued by the University. There is not much scope for internal curriculum designing. Complementing traditional written examination with Project work and seminar presentation-based evaluation.

Teaching and Learning	<p>Wide access to internet facility to inculcate online learning management resources. e-book, e-journal facility for carrying out project work and research related activities by the faculties of the college. Learning through Field Work, Refreshers course etc. Enhancement of learning skills of the students through participation in different seminars. The faculty members of each department meet at the beginning of each academic session for term-wise allocation of syllabus assignments, contents, fixing dates for the term-end tests and preparing the academic calendar of that session under the guidance of the academic sub-committee. The college has successfully introduced courses such as Psychology, Sociology and Sanskrit to the University of Calcutta after the recommendation of the team of university of Calcutta which visited the college. The college has obtained the necessary permission from the competent authority to introduce post-Graduation programme offered by the Netaji Subash Open University (NSOU). Along with the traditional chalk and talk methods the college is continuing teaching through smart classroom, following Audio-visual method, Power-point presentation by both the teachers and students and also maintaining Debate-Seminar-Extempore in classroom, Surprise Tests, Tutorials and Educational Excursion regularly.</p>
Examination and Evaluation	<p>The college regularly conducts internal assessment mid-term as well as selection test for promoting students for final examination conducted by university of Calcutta. The college also acts as an examination centre for university examination. All the teachers are engaged in evaluation process and some of the teachers also act in various capacities such as a Head Examiner, Scrutineer etc. of the respective subjects.</p>
Research and Development	<p>The teachers of the college are actively engaged with the research related activities. Most of the substantive teachers are either completed their PhD or are in the process of completion. Some of the teachers also received UGC grants for completion of their minor research</p>

	<p>projects and the college also has a committee on place and forward the application for any research proposal by the teachers through Principal.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>The library of our college is endowed with vast reservoirs of books, magazine, journal and newspaper. The department of library maintain ICT initiative for smooth functioning of the department it has already installed KOHA software, RFID enabled infrastructure is also being developed. The libraries maintain subscription to Inflibnet and other online resources and regularly upgrade them. The library also gives access to students, free internet along with reading facilities. The library in consultation and proposal of the various departments purchased books for newly introduced semester system of education as mandated by the university of Calcutta.</p>
Human Resource Management	<p>Substantive teaching and non-teaching posts in the college are governed by the policy of the state government. However, college recruits guest lecturer to compensate the lack of faculty in some department.</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	<p>Display of official Notices for students and other stakeholders on college notice board. Regular exercise of e-tendering Process through Govt. portal. Submission of retirement related documents through e-pension portal. Initiative taken towards installation of RFID system in the Library.</p>
Finance and Accounts	<p>Submission of superannuation documents through e-pension portal of the state govt. the college maintains fully computerized Office and Accounts section. Receiving of Salary grants funds from Govt. Treasury through HRMS portal Student Admission and Support.</p>
Student Admission and Support	<p>Online admission including payment gateway. Maintenance of student database through college-designed software outsourced from a private vendor.</p>
Examination	<p>The college is exploring options to implement examination through online mode and the question papers of some of</p>

the departments are prepared in word file.

Planning and Development

The college is planning to incorporate all the data relating to students, finance and other activities of the college through digital mode. Implementation of SMS system for dissemination of information including regular official Notices to all stakeholders.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NA	NA	NA	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	NA	NA	Nill	Nill	Nill	Nill
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
REFRESHER COURSE	1	23/02/2020	03/08/2020	15
5 DAYS WORKSHOP	1	23/09/2019	27/09/2020	5
REFRESHER COURSE	1	19/11/2019	02/12/2019	13
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
4	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Study Leave, Leave for Faculty Development Programme. Tea Club facility, Canteen, Provident fund Loan facilities. Sexual Harassment Redressal Cell.	Group Insurance Policy, Provident Fund loan facility, Festival Allowance and ex-gratia, Canteen, Sexual Harassment Redressal Cell.	Health scheme for the welfare and extreme health issues are provided. Financial Assistance, installment facility and half and full waiver of admission fees for needy and meritorious student counseling and support, Sexual Harassment Redressal Cell are actively functional. Canteen facility, Cheap Store Facility for the Students are some of the measures provided to the students.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

External Audit – The external audit is mandatory as per govt. norms and the external auditors are nominated by the Directorate of Public Instructions, Dept. of Higher Education, Govt. of West Bengal. The external audit for the period 2016-17 has been completed. The auditor assigned for the purpose was M/S. Rajchandra Associates. The audit report forwarded by the auditor has been placed before the Finance Sub Committee prior to final ratification by the Governing Body.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NA
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	IQAC supported by the Academic sub-committee.
Administrative	No	NA	No	NA

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Parent Teacher meeting in most departments. 2. Communication of results to Parents. 3. Mechanism of feedback from parents is being initiated.

6.5.3 – Development programmes for support staff (at least three)

1. IQAC took necessary steps to develop the working environments for the support staffs by providing sufficient number of working space, desktops, software and furniture. From the RUSA 2.0 grants the college authority provided the above facilities. 2. To update and orient to new skills the supporting staffs were sent to different awareness/ training programmes organized by UGC/Higher Education Departments/The University of Calcutta as and when required. 3. The college office has been technically and technologically updated in accordance with the advisories of the Higher Education Departments and The University of Calcutta consequently the registration of the students under the University of Calcutta, downloading the admit cards during the semester examinations, fees collection etc. have been made online from manual mode. 4. In situations with enormous workload where the support staffs work for enough extra time the college authority has made provisions for special incentives to them in accordance with the official norms.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Through academic and administrative upgradation of the infrastructure and activities of all the science, commerce and humanities departments with the help of RUSA 2.0 grants to make the academic ambience more student friendly. Governing Body, IQAC, Teachers council, all the working subcommittee, HODs and all the teachers, teaching staffs provided whole hearted support in planning and executing this upgradation. 2. After accreditation, our college library was digitized by OPAC, KOHA software in a organized manner that proved worthy indeed during the unprecedented COVID-19 pandemic. With the help of Principal and all the teachers IQAC following UGC guidelines/SOPs made the online mode teaching successful for even the students in the remote villages in the CORONA pandemic. 3. Along with the quality teaching in the theoretical and practical classes teachers of all the faculty of this college made significant contribution to research activities by publishing research articles in the International Journals and Books by the International Publishers. 4. On the social service arena Budge Budge College NSS unit and different departments successfully organized KAPRA BANK, plantation programme, college beautification programme and Literacy campaign under privileged localities. This unit also observed 70 years of independence and International literacy day and conducted orientation programme for NSS volunteers at college auditorium.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
Nil	NA	Nil	Nil	Nil	0
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
NA	Nil	Nil	0	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<p>1. To maintain greenery in the College campus within the limited space, potted plants are placed in the courtyard, on the staircases and corridors for beautification and maintaining an eco-friendly ambience. 2. Vinyl stickers at College campus for promoting awareness against environmental pollution, wastage of water and electricity. 3. Different Departments of this Institution, such as Departments of Botany, Geography inculcate environmental consciousness among the students through their curriculum based activities thus creating sensitivity and enhancing knowledge regarding space, environment and sustainability. Moreover, students have to take up project on various issues of Environmental Studies. 4. In our College we have to deal basically with four different types of wastes, which include liquid / chemical waste (generated from Chemistry, Zoology, Botany laboratories), organic waste (generated from Food and Nutrition, Botany and Zoology laboratories), e-waste (Geography, Commerce Laboratories and other computer and electronics related activities) and solid waste (miscellaneous type). While the chemically combined waste water is automatically drained out through the drainage line, we segregate the used / discarded laboratory apparatus (such as beaker, test tubes, etc) which are very hazardous for health. Organic biodegradable wastes commonly include food waste, fruit and vegetable peels etc. We sometimes use a small portion of it to beautify our small College garden as manure. Rest of the organic, inorganic wastes and solid wastes (non-biodegradable) collected daily after cleaning the College premises are segregated into non-recyclable and recyclable segments (paper, glass) and properly handed over to relevant waste management local municipal authorities/departments. The e-wastes too are segregated from the rest and handled with care to prevent any harmful exposure. Thus, through waste segregation and management the College attempts to assist in enhancing the recycling rate, avoid health risks and take a small step towards environmental conservation and sustainable development. 5. The College 'server' is the 'Dell Poweredge t610', which is technologically designed towards seamless and holistic management of networking distribution thus substantially helps in reducing power consumption.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	No	0
Ramp/Rails	No	0
Braille Software/facilities	No	0
Rest Rooms	Yes	3
Scribes for examination	No	0
Special skill development for differently abled students	No	0

Any other similar facility	No	0
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7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	22/07/2019	1	Tree plantation programme in the locality by the NSS Unit I	To partially address the issue of "Save Tree Save Life"	36

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Campus Code of Conduct Framed	Nil	A code of conduct framed for students is mentioned in the College Website. Students are directed to attend the classes in time. They are always expected to maintain discipline, peace and silence in their Class rooms, College Office, Laboratories, Library and in the College campus. Use of mobile phones is strictly prohibited in classrooms laboratories and library. To keep high regard of this Institution in the locality, they are expected to behave with modesty and dignity.
Prospectus of College	08/08/2019	The Prospectus clearly delineates the duties and responsibilities of Students and also specifies Rules and Regulations regarding governance of College.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
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Observation of Independence Day	15/08/2019	15/08/2019	90
Observation of National Nutrition Month	01/09/2019	30/09/2019	58
Celebration of Teachers' Day	05/09/2019	05/09/2019	145
Celebration of College Foundation Day	10/12/2019	10/12/2019	115
Observation of Birth Anniversary of Swami Vivekananda	12/01/2020	12/01/2020	68
Celebration of Birth Anniversary of Netaji Subhas Chandra Bose	23/01/2020	23/01/2020	72
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Plastic free campus, with special emphasis on reducing usage of plastic less than 40 microns thickness. 2. Proper management for bio degradable and non-bio degradable waste. 3. Varied kind of potted plants are used to maintain greenery in the College campus. The NSS Unit I of the College arranged for a tree plantation programme and planted saplings both in the campus and nearby locality. 4. Encouraging healthy practices such as minimising wastage of water, electricity, paper etc. for the preservation of natural resources. 5. Initiative taken every year to inculcate awareness on ecological issues through poster presentation, painting exhibition and cleaning of College campus and neighbourhood areas by the College students.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

? "Be Green Be Clean"—the motto of our Institution. Keeping this motto in mind, green and clean practices are being adopted by the Institution towards creating an eco-friendly environment and to encourage sustainable development. Waste water of AC in the Institution is diverted to water the plants and maintain greenery in the campus. ? Library automated integrated software Koha is operating successfully from 18th April 2018. It is Cloud based server. Teachers and students are provided with Login ID and Password for accessing e-resources. The Library provides Computers with internet facilities for the students. Students use Online Public Access Catalogue (OPAC) through College website. ? Students of this College are rewarded for their academic excellence in University Examination and their competitive achievement in other fields.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

[https://wbbudgetcollege.org/uploads/agar/16589076217.2.1%20Best%20Practices%20\(AS%202019-20\).PDF](https://wbbudgetcollege.org/uploads/agar/16589076217.2.1%20Best%20Practices%20(AS%202019-20).PDF)

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

• The College simultaneously imparts Under Graduate (UG) courses in all the three streams Arts, Science and Commerce, affiliated to the University of Calcutta. • Department of Education of this Institution published a book on Challenges in Indian Education in 21st Century with ISBN (81-89169-60-2 in July 2016. • Sweety Rudra, 3rd Year Geography Honours Student, secured 3rd Position in National Level Inter College Competition in Poster Making Competition 'Spectrum 2K20'organised by Department of Commerce, Maharani Kishori Jat Kanya Mahavidyalaya Rohtak, 25th May 2020. • To help students pursue higher education, the College has tied up with Netaji Subhas Open University (NSOU) for opening of STUDY CENTRE in the College for the Post Graduate (PG) courses in Distance Mode from the July 2017 session, in different subjects such as Bengali, Education, History, Political Science. • The College introduces National Cadet Corps (NCC) as an open unit run through Fort William, Kolkata, W.B. Students of our College enrolled as N.C.C. Cadets under 1 (B) Armd Sqn NCC divisions, Fort William. Presently there are 28 Cadets in the NCC Unit of the College. NCC Cadets of this College have been participating in the various activities including national and state level programmes such as Independence Day Parades, Republic Day Parades, Mountaineering Camps, Blood Donation Camp, Marathon, Swachh Bharat Mission and other activities. They have the opportunity to appear for the quot, Bquot, and quot, Cquot, certificate examinations. • The College provides financial support to the needy students in the form of concession and other modes through Student Aid Fund. The College implements various Government aided scholarships such as Kanyashree for female students, Oasis Scholarship for SC /ST /OBC students, Aikyashree for Minority, Swami Vivekananda Merit-cum-Means Scholarship for students who scored 75 and above marks in 102 Examination. • The College also helps the students to avail other non-Government scholarships such as Jindal Student Scholarship, Indian Oil Educational Scholarship, W.B. Labour Welfare Board Scholarship/Stipend etc. • The Institution is actively attached to Students Health Home, a non-governmental organization (NGO), acting towards providing physical, psychological and social health to the students of W.B., both in curative and preventive way.

Provide the weblink of the institution

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8.Future Plans of Actions for Next Academic Year

1. The later half of this Academic session was shaken with eerie that nobody could foresee and the authorities of the Higher Education had to outline and notify SOPs and revised future Plans. The Government of India and the Government of West Bengal announced Lockdown on 16.3.2020 for the Covid-19 Pandemic. Immediately after that Principal met with the IQAC and senior teachers virtually and on and from 19.3.20 our college resumed online Honours classes by creating WhatsApp Groups under the supervision of IQAC and HODs. The IQAC will continue to virtually meet the academic subcommittee, and the HODs and take initiatives for the maintenance of classes. 2. In this unprecedented urgencies IQAC would try to introduce an innovative students' support system viz. acquaintance with the Online Platforms like Goole Classroom and Google Meet so that classes are continued for proper higher education. in the Google Meet platform and post Study Materials and Learning Resources in the Google Classroom in this new situation in which no real Practical class can be taken. IQAC proposed enough assistance to all the subcommittees in this new circumstance. 3. Also, IQAC would encourage participating in the Orientation Programme, Refresher Courses and Webinars that have been approved by the UGC and other such compatible agencies under Higher Education for institutional as well as individual academic upgradation. IQAC would provide full support to the Departments of Commerce and History for

organizing Webinars in the next few months. 4. IQAC has planned that day-to-day normal functioning of the college office will be maintained with the active support of the Governing Body, Teachers' Council, different subcommittees and HODs. It will take sufficient measures to conduct different examinations of the University of Calcutta and our College online. The results of the different Departments will be published online under the supervision of the Academic Subcommittee.