



Yearly Status Report - 2018-2019

Part A

Data of the Institution

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, Budge Budge
City/Town	Kolkata
State/UT	West Bengal
Pincode	700137

2. Institutional Status																			
Affiliated / Constituent			Affiliated																
Type of Institution			Co-education																
Location			Rural																
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/1658214731AQAR%20submitted%2017-18.pdf																
4. Whether Academic Calendar prepared during the year			No																
5. Accreditation Details																			
<table border="1"> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accreditation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> <tr> <td>2</td> <td>B+</td> <td>2.68</td> <td>2016</td> <td>05-Nov-2016</td> <td>04-Nov-2021</td> </tr> </table>						Cycle	Grade	CGPA	Year of Accreditation	Validity		Period From	Period To	2	B+	2.68	2016	05-Nov-2016	04-Nov-2021
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																
7. Internal Quality Assurance System																			
<table border="1"> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by IQAC</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> <tr> <td colspan="3">No Data Entered/Not Applicable!!!</td> </tr> <tr> <td colspan="3">No Files Uploaded !!!</td> </tr> </table>						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!!!			No Files Uploaded !!!				
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No Data Entered/Not Applicable!!!																			
No Files Uploaded !!!																			

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
Budge Budge College	RUSA 2.0	Central Government	2018 380	10000000
View File				

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. ? Field studies to supplement theoretical classes. ? 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.

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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

Plan of Action	Achivements/Outcomes
The academic subcommittee will meet with the HODs and take initiatives for syllabus and class distribution in the new system of CBCS (choice based credit system). IQAC proposed enough assistance to all the subcommittees in the new system as there are provision	The IQAC has observed that the academic subcommittee has met with the HODs and has taken initiatives for syllabus and class distribution in the new system of CBCS (choice based credit system). Also, IQAC provided assistance to all the subcommittees.

of semester based evaluation after each six month. Principal was intimidated about the new system and its proposed work plan.	
The IQAC has targeted to take more minor Research projects funded by UGC and other funding agencies.	The IQAC found teachers have been trying for MRPs.
IQAC would try to improve the student's support system viz. finalising the syllabus distribution by the different departments among its teachers since these have to be supplied to the newly admitted students. Cleanliness of the lavatory, availability of drinking water, accessibility to the library and availability of the required books, user friendliness of the microscopes, instruments, specimens etc especially for the students of the Honours Departments with Laboratories.	Different departments have intimated their students the distribution of syllabus. Moreover, lavatory cleaning, drinking water availability, library accessibility and availability of the required books were found to be satisfactory. In the departments with practical papers, desktops, microscopes, instruments and specimens were found to be user-friendly
IQAC would promote the Literacy Camp for primary school students and the Health Camp organised by the NSS unit of Budge Budge College.	As in the previous session, the NSS unit of our college followed regular community welfare work, such as, Literacy Camp and Health Camp
The amount of RUSA 2.0 funds allocated to the college library will be utilized as early as possible.	Almost all the science, commerce and humanities departments were upgraded for cutting-edge research and study work with the help of RUSA 2.0 funds.
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	22-Feb-2019
17. Does the Institution have Management Information System ?	No

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 institute ensures effective curriculum delivery through a well-planned and documented process. Apart from academic calendar, comprehensive lesson plans, assignments and assessments, skill enhancement, student feedback some major changes adopted by the institution during this academic session were described as follows: Introduction of CBCS System: In July 2018, Choice Based Credit System (CBCS) is implemented for enabling choice for selection of elective papers to the students for almost all the subjects. The college takes initiative and encourages staff to attend workshops organised by the University for effectively implementing the CBCS method of imparting curriculum. Changes in Time Table: Initiation of CBCS system brought a change in time table. The committees headed by the Principal efficiently converted the classes on CBCS curriculum which has the criteria to convert the class into hourly basis in accordance with University of Calcutta. Initiatives by the college and faculties: In order to have better understanding of the CBCS concept, all the faculties have come forward to clear the doubts, curiosity and dilemmas of the students. Curricular related discussions are organized in each and every department. The non-teaching members also tried to update college data back-up system for smooth functioning with the help of teaching Staffs. Introduction of online data entry: CBCS has paved the way for becoming more tech-savvy for all the teaching and non-teaching staffs. The university has initiated online portal for each college and Head Examiners and Coordinators for marks entry. Any discrepancies identified are considered for correction and suggestions are taken for improvement. Extension of Library: Keeping the changing needs of CBCS based curriculum, college took initiative to buy new books based on new Syllabus. Research and Development: Faculty members undertook several research initiatives in form of MRP, participating in seminars, conferences and publishing papers in reputed journals to upgrade themselves. This enabled them better disseminate knowledge among students and keep them abreast with the latest in the field. The teachers took special intimate to even upgrade the departmental resource base through funds received for such purposes. Participation in various co-curricular activities: Students are always encouraged for further progression in career by participating in various co-curricular activities and career-oriented programmes organised by the college and outside the college.

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
BA	Psychology General	01/07/2018
BA	Sociology General	01/07/2018
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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
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BA	Bengali Honours and General	01/07/2018
BSc	Botany Honours and General	01/07/2018
BSc	Chemistry General	01/07/2019
BA	Economics Honours and General	01/07/2018
BSc	Economics Honours	01/07/2018
BA	Education Honours and General	01/07/2018
BA	English Honours	01/07/2018
BSc	Food & Nutrition Honours	01/07/2018
BA	Geography Honours and General	01/07/2018
BA	History Honours and General	01/07/2018
BSc	Mathematics General	01/07/2018
BA	Philosophy Honours and General	01/07/2018
BSc	Physics General	01/07/2018
BA	Political Science Honours and General	01/07/2018
BA	Psychology General	01/07/2018
BA	Sanskrit General	01/07/2018
BA	Sociology General	01/07/2018
BSc	Zoology Honours and General	01/07/2018

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
No file uploaded.		

1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Botany (Honours & General)	40
BSc	Botany (Honours & General)	27

BSc	Botany (Honours & General)	25
BSc	Botany (Honours & General)	35
BSc	Food & Nutrition (Honours)	10
BSc	Food & Nutrition (Honours)	10
BSc	Food & Nutrition (Honours)	20
BSc	Food & Nutrition (Honours)	10
BSc	Geography (Honours)	32
BSc	Geography (Honours)	68
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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
<p>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 student's feedback and acts accordingly on both curriculum and co-curriculum issues. PG course: Post Graduation Subjects such as Bengali, Commerce, English, Education, History, and Political Science offered by Netaji Subhash Open University Regional Study Centre have been successfully continued with mass students. Every year the number of students keeps on increasing. National Service Scheme: Students continued to enroll their names in the NSS program and willingly participated in the various welfare activities undertaken to serve society. Some pertinent students' facilities: More equipments were incorporated in the Gymnasium as per students' demand. Keeping in mind the students' requirements, our Library is updated every year with various journals, competitive exams and current affairs-related study manuals and other such magazines relevant for their career development. Also, new books, according to CBCS curriculum were bought to keep the students up-to-date with the syllabus. The Library continued providing the students with free internet access. They can access N-list INFLIBNET as well. The library catered to the student's needs with utmost alacrity. Students' encouragement program: College Annual Social Program is organized every year as per the student's wish. The College arranged for Saraswati Puja, Rabindra Jayanti, College Foundation Day celebration, observance of Bhasha Divas, and 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</p>

students to develop art and skill among students, and 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	421	789	306
BA	General	732	1268	673
BCom	Honours	144	213	119
BCom	General	59	118	40
BSc	Honours	166	313	103
BSc	General	34	85	27

[View File](#)

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
2018	3384	19	24	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
28	13	124	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 internal examinations to enable students to practise for the examination and have an assessment of their knowledge. They provide feedback and they are in turn provided with feedback regarding their performance in class and examinations on a regular basis. The mentoring system also relies on field based excursion to provide exposure to students to real life applied aspects.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3384	24	1:141

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned	No. of filled positions	Vacant positions	Positions filled during	No. of faculty with
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positions			the current year	Ph.D
30	24	6	0	15

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
Nill	NA	Nill	NA
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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	25/04/2019	25/06/2019
BA	0161211, 0161210, 0161208, 0161201, 0161207, 0010810, 0161209, 0010822, 0011022	Part III	31/05/2019	14/08/2019
BCom	1000405	Part III	25/04/2019	25/06/2019
BCom	0040506	Part III	01/06/2019	14/08/2019
BSc	1170203, 1020317, 1210317, 1110712, 1071316	Part III	25/04/2019	25/06/2019
BSc	0170203, 0031513, 0160713	Part III	31/05/2019	14/08/2019
BA	1091612, 1161208, 1121608, 1081612, 1111612, 1010810, 1011208, 1101612, 1071216	Part II	11/06/2019	22/11/2019

BA	0161211, 0161210, 0161208, 0161201, 0161207, 0010810, 0161209, 0010822, 0011022	Part II	26/06/2019	22/11/2019
BCom	1000405	Part II	09/08/2019	28/11/2019
BCom	0040506	Part II	16/08/2019	28/11/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college arranges midterm and class tests for students studying under the Annual system. Besides this, quizzes and surprise class tests are organized to evaluate the progress of the students on the subject. Parent-Teacher meetings are held whereby they are apprised of their wards' performance. However, it is not possible to conduct Midterm Tests under the CBCS examination system due to the tightly packed class schedule. Instead, online MCQ-type class tests and online assignments have been introduced to evaluate the academic progress of the students and to help mentors provide guidance accordingly. Students are also encouraged to participate in group discussions and presentations as a method of evaluation.

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

The annual Academic Calendar was prepared according to the Academic Calendar of the University of Calcutta prior to the commencement of the new academic session by the concerned authority, specifying available dates for significant activities to ensure proper teaching-learning process and continuous evaluation. The CBCS pattern has been introduced by the University of Calcutta for undergraduate courses from the academic session of 2018 - 2019. So, the tentative admission duration, schedules for Internal and final examinations as well as other activities as per CBCS guidelines and the Annual system (both systems running parallel), have been categorically mentioned in the Academic Calendar and accomplished simultaneously. Various types of initiatives such as Parent Teacher meetings, Departmental Special Lectures, field trips, and different activities of NSS have also been marked on the Academic Calendar. The tentative schedules of other activities such as Parent-teacher meetings, College sports etc. are also provided 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)

[NIL](#)

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, 1 161208,11216	BA	Honours Part System	199	191	95.98

08, 1081612, 1111612, 1010810, 1011208, 1101612, 1071216					
0161211, 0161210, 0161208, 0161201, 0161207, 0010810, 0161209, 0010822, 0011022	BA	General Part System	351	120	34.19
1000405	BCom	Honours Part System	75	41	54.67
0040506	BCom	General Part System	80	12	15.00
1170203, 1020317, 1210317, 1110712, 1071316	BSc	Honours Part System	47	46	97.87
0170203, 0031513, 0160713	BSc	General Part System	36	31	86.11
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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)

NIL

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	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
1	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	Zoology	1	0
International	Food and Nutrition	1	5.86
International	Environmental Science	2	2.96
National	Botany	2	0
National	Economics	2	0
National	Library	1	0
National	Zoology	1	0
International	History	1	2.29
National	History	1	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
Zoology	1
Bengali	4
Geography	1
Philosophy	1
Commerce	2
History	3
English	1
Botany	1
Library	1

[View File](#)

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	2	5	5	1
Presented papers	4	5	0	0
Resource persons	0	0	0	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
College cleaning programme	Community	2	10
Budge Budge College in collaboration with Electoral Literacy Club organised workshop on Electoral Literacy with the aim "No voters to be left behind"	Community	2	10
Students of Budge Budge college participated in poster and essay competition	Organised by West Bengal Government Higher Education Department in collaboration with	2	15

	Narendrapur Ramkrishna Mission		
College campus cleaning programme	Community	2	18
Handed over cloths from kapra bank and some food to local poor people surrounding college area	Community	3	22
Handed over cloths from kapra bank and some exercise books, pencils and erasers to local poor people and children surrounding the college area	Community	3	20
Organised a seminar on "Sexual harassment of women at workplace"	Community	3	20
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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
Participated in Poster essay competition	First Prize	West Bengal Government Higher Education Department in collaboration with Ramakrishna Mission Residential College, Narendrapur	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	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.	18/07/2018	28/07/2018	3
Internship	Diet Therapy (Clinical Nutrition)	G D Hospital Diabetes Institute 139 A, Lenin Sarani, Kolkata - 700 013 .	30/07/2018	08/08/2018	3
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.	06/08/2018	16/08/2018	4
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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
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M/s. Rational Computer	26/03/2019	To impart computer education to students of B.Com Sem III (Hons. General) as per the recommended curriculum of University of Calcutta	133
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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
3225000	3183865

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
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	18.11	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	21668	3228335	342	88489	22010	3316824
Reference Books	1181	375700	10	1000	1191	376700
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
NA	NA	NA	Nil
No file uploaded.			

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	63	2	30	1	23	7	33	150	0
Added	0	0	10	0	0	0	0	0	0
Total	63	2	40	1	23	7	33	150	0

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

150 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
No Data Entered/Not Applicable !!!	

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
2250000	2223393	3300000	3236088

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)

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. are 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 the amount of purchase) are procured in a sealed envelope in case of the purchase above rupees five lakh (Rs.5,00,000). These are opened on a specific date in front of the vendors and the lowest quotation is noted. Then purchase order is given specifying terms and conditions. Sometimes local vendors are called for supplying necessary requirements on an emergency basis. Various committees and subcommittees are responsible for the maintenance of the 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 computers, water purifiers, generators, air-conditioners, furniture like chairs, tables, benches, and infrastructural facilities like blackboards, and whiteboards. The computers are maintained through an Annual Maintenance Contract done with a specific company. Classroom microphones, Air conditioners and Water purifiers/coolers are maintained through an Annual Maintenance Contract. Cleaning of campus is done at a regular interval. NSS takes an active part in keeping the campus neat and clean and filled with greenery. The college has a central library along with the respective departmental library. There is a group of well-trained library staff and an efficient librarian to look after the maintenance and utilisation of the library. Library Subcommittee keeps a record of existing books in both hard copy and e-copy. The decision regarding the purchase of new textbooks, 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. The college library regularly sends books for bindings and repair. 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. The gymnasium 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 Swami Vivekananda	1049	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 enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
NA	Nil	0	NA
No file uploaded.			

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
Nill	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
No file uploaded.					

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	18	B.A. (HONOURS)	BENGALI	CU, RBU, VU	MASTER OF ARTS
2019	10	B.A. (HONOURS)	EDUCATION	CU, RBU, NSOU	MASTER OF ARTS
2019	7	B.A. (HONOURS)	ENGLISH	CU, RBU, NSOU	MASTER OF ARTS
2019	1	B.A. (HONOURS)	HISTORY	NSOU	MASTER OF ARTS
2019	8	B.A. (HONOURS)	POLITICAL SCIENCE	CU, NSOU	MASTER OF ARTS
2019	3	B.Sc. (Honours)	ZOOLOGY	Calcutta University, CU Study Centre	Master of Science
2019	4	B.Sc. (Honours)	GEOGRAPHY	Aliah University, Vivekananda College for Women, Barisha	Master of Science

2019	2	B.Sc. (Honours)	GEOGRAPHY	Aliah University	B.Ed.
2019	5	B.Sc. (Honours)	FOOD AND NUTRITION	CU, IGNOU	Master of Science
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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
Nil	0
No file uploaded.	

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
Rabindra Jayanti	College	100
Bhasa Dibos	College	50
Celebration of the Nutrition Week	Department of Food Nutrition	47
Book Release Programme where the edited volume based on the ICHR sponsored National seminar in History was released	Deptment of History	40
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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
2018	1st Position in Poster Making Com petition on 'Harmony of Religion' during 'Sampriti Saptaha' on	National	Nil	1	17181110 7122681	Suvradeep Samanta

	occasion of celebration of 125th Anniversary of Swami Vivekananda's Chicago Speech					
2018	4th All West Bengal Karate Camp and Championship	National	1	Nill	2001201937	Arindam Chakraborty
2018	15th TKAI All Bengal Open Karate Championship	National	1	Nill	2001201937	Arindam Chakraborty
2018	3rd Rank in Poster oheld on occassion of Celebra tion of 125th Anni versary of Swami Vive kananda Speech in the Conference on Parliament of works Religion at Chicago USA	National	Nill	1	171811107122681	Suvradeep Samanta

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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's representation is an integral part of any institution. Our institution has a very pertinent Student's Union.. Our institution has a formidable student's 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, Cashier. At the administrative and academic level, 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 session

2018-2019 the Student's representative in the Governing Body and the other various representatives worked remarkably well. The class representatives like every year performed with utmost sincerity for the well being of the students. The minutest details related with the student's welfare was taken into account. The various issues like cleanliness of the classrooms, corridors were carefully looked upon by the class representatives. Any negligence was reported by them to the teachers. They informed the teachers about the requirements of books at regular basis. The various other features like drinking water facilities to the students, Boy's and Girl's Common room facilities were taken into consideration by them. The maintenance of the Gymnasium was conducted by the Game Secretary. The Game Secretary and the other Student's representatives as usual played an active role during the Annual Sports. The Annual Sports this year was conducted with great vigour. Annual Social was organized for the recreation of the students. The Student's representatives usually along with the Cultural Committee comprising of some teachers of this College worked extremely hard to make the event a great success. The festive occasion like Saraswati Puja was celebrated with lot of sincerity. The student's Council usually play a pivotal role in this perspective. Fresher's Welcome programme was organized by the union. The other student's cells like anti-ragging, gender cell, student's welfare and grievance cell worked with utmost sincerity. The NSS programmes like cleaning the locality, distribution of clothes amongst the needy people, literacy camps were organized. The student's representatives voluntarily helped the teachers to organize these programmes. It is worthwhile to mention that the Student's Union donated an air conditioner to the library. They bought the air conditioner from the money of the Student's aid fund. They donated Carom board and almirah to the Boy's Common room.

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 :

0

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 practised 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	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,

	<p>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 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
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. Dissemination of all information through College website portal. Implementation of Online feedback mechanism.
Administration	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.
Finance and Accounts	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.
Student Admission and Support	Online admission including payment gateway. Maintenance of student database through college-designed software outsourced from a private vendor.
Examination	The college is exploring options to implement examination through online mode and the question papers of some of the departments are prepared in word file.

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
No file uploaded.				

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	Title of the administrative training	From date	To Date	Number of participants (Teaching)	Number of participants (non-teaching)
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	programme organised for teaching staff	programme organised for non-teaching staff			staff)	staff)
Nill	NA	NA	Nill	Nill	Nill	Nill
No file uploaded.						

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
UGC Sponsored Refresher Course, HRDC NBU	1	14/11/2018	04/12/2018	18
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	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 students 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 2018-19 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/ Grants 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
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.
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6.5.3 – Development programmes for support staff (at least three)

NA

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

NA

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
No file uploaded.					

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
Seminar on	28/03/2019	28/03/2019	42	18

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

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, Philosophy 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.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	0
Provision for lift	No	0
Ramp/Rails	No	0
Braille Software/facilities	No	0
Rest Rooms	Yes	5
Scribes for examination	Yes	5
Special skill development for differently abled students	No	0
Any other similar facility	No	0

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	10/01/2019	1	Distributing clothes and food among the needy people in the locality by the NSS Unit I	To partially address the issue of extreme poverty	28
2019	1	1	22/01/2019	1	Distributing clothes and food to the needy people in the locality and learning aids to the needy students by the NSS Unit I	To partially address the issue of extreme poverty	33
2019	1	1	18/02/2019	1	Project report by Department of Geography based on Primary and Secondary data on rural/urban household survey at Budge Budge Ward No. 2 on Asse	To address the issue of Standard of Living in the Context of Interaction between Geographic and Human Environment in mixed Neighbourhood	21

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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	13/08/2018	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	13/08/2018	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
Observation of Independence Day	15/08/2018	15/08/2018	84
Observation of National Nutrition Month	01/09/2018	30/09/2018	52
Celebration of	05/09/2018	05/09/2018	156

Teachers' Day			
Celebration of College Foundation Day	10/12/2018	10/12/2018	124
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Plastic free campus, with special emphasis on reducing usage of plastic less than 40 microns thickness. Proper management for bio degradable and non-bio degradable waste. Varied kind of potted plants are used to maintain greenery in the College campus. The NSS unit of the College arranged for a tree plantation programme and planted saplings both in the campus and nearby locality. Encouraging healthy practices such as minimising wastage of water, electricity, paper etc. for the preservation of natural resources. 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. With this perspective, Art Competition on the theme 'Save Wild Life' was organised on 6th September 2016, and best-awarded paintings were displayed in the Institution. To give highest priority to the safety and security of the Institution and its physical infrastructure, refilling and maintenance of fire-extinguishers and pest control is done on a regular basis. Most of the Laboratory based Departments in the College have Multimedia projectors and are smart classrooms which are e-enabled. Not only do each of the laboratories house separate LCD projectors coupled with laptop/desktop with internet access and are connected to the servers, each of these laboratories are equipped with 'Interactive Smart Board' which makes teaching and learning in the College a superior experience. Along with this, 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. Also, Career Guidance references are made available in the Library for the benefit of students. A separate section is designed for Minor Research Project Grant books • Besides College Magazine some of the Departments display Departmental Wall magazines which give students the opportunity to express their creativity thus enhancing the students' socio-ethical values. Further, besides the College Central Library all the Departments have a separate collection of books this initiative is undertaken to supplement the knowledge base of the students by providing them with books as and when required, even during the examination period. Towards the betterment of students' academic and non-academic performances, Parent-Teacher meetings are conducted by various Departments. Alongside various social and environmental activities, the NSS Unit I of our Institution also arranges for seminars and lectures to create awareness among the students about some social-burning issues. Such an initiative of the NSS Unit I was a seminar on 'Sexual Harassment of Women at Workplace' which was organised on 28th March, 2019.

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

institution website, provide the link

[https://wbbudgebudgecollege.org/uploads/agar/16584740177.2.1%20Best%20Practices%20\(AS%202018-19\).PDF](https://wbbudgebudgecollege.org/uploads/agar/16584740177.2.1%20Best%20Practices%20(AS%202018-19).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 History of this Institution published a book entitled History of Natural Disaster in India: Perceptions and Implications with ISBN (978-81-929635-9-4). • 11th- 18th September 2019--- Suvradeep Samanta, 2nd Year Honours Student of Department of Geography, secured 3rd Rank in State Level Competition in Poster held on occasion of State Level Celebration of 125th Anniversary of Swami Vivekananda Speech in the Conference on Parliament of Work's Religion at Chicago USA, organised by Science Technology and Biotechnology, Department of Higher Education, Government of West Bengal. • Students of this College participated in a Documentary Film making Competition on 'Amar Prithivi' organised by a Mental Rehabilitation Centre, Turning Point the students made two documentary films featuring some of the rehabilitants of Turning Point, and these films were screened at Birla Industrial and Technological Museum. • The College introduced two new subjects in the Under Graduate (UG) course –Psychology and Sociology. • To help students pursue higher education, the College 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 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. • The Institution publishes a Newsletter 'Akar' which provides a record of different academic and social activities performed by the Institution such as NSS programme, Departmental excursions, cultural programme, students' participation in various curricular and co-curricular fields organised by the College and other sectors etc.

Provide the weblink of the institution

[https://wbbudgebudgecollege.org/uploads/agar/16584740557.3%20Institutional%20Distinctiveness%20\(AS%202018-19\).PDF](https://wbbudgebudgecollege.org/uploads/agar/16584740557.3%20Institutional%20Distinctiveness%20(AS%202018-19).PDF)

8.Future Plans of Actions for Next Academic Year

1. The academic subcommittee will meet with the HODs and take initiatives for syllabus and class distribution in the new system of CBCS (choice based credit system). IQAC proposed enough assistance to all the subcommittees in the new system as there are provision of semester based evaluation after each six month. Principal was intimidated about the new system and its proposed work plan. 2. The IQAC has targeted to take more minor Research projects funded by UGC and other funding agencies. 3. IQAC would try to improve the student's support system viz. finalising the syllabus distribution by the different departments among its teachers since these have to be supplied to the newly admitted students,

Cleanliness of the lavatory, availability of drinking water, accessibility to the library and availability of the required books, user friendliness of the microscopes, instruments, specimens etc especially for the students of the Honours Departments with Laboratories. 4. IQAC would promote the Literacy Camp for primary school students and the Health Camp organised by the NSS unit of Budge Budge College. 5. The amount of RUSA funds allocated to the college library will be utilized as early as possible.