



YEARLY STATUS REPORT - 2023-2024

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 its own campus?		Yes
• Phone no./Alternate phone no.		03324701454
• Mobile No:		9874224929
• Registered e-mail		budgebudgecollege@gmail.com
• Alternate e-mail		iqacbbcollege@gmail.com
• Address		7, Deshbandhu Chittaranjan Road, Budge Budge
• City/Town		Kolkata
• State/UT		West Bengal
• Pin Code		700137
2.Institutional status		
• Affiliated / Constitution Colleges		Affiliated
• Type of Institution		Co-education
• Location		Semi-Urban

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	University of Calcutta				
• Name of the IQAC Coordinator	Dr. Anup Kumar Sahoo				
• Phone No.	03324701454				
• Alternate phone No.	03324805168				
• Mobile	9830690110				
• IQAC e-mail address	iqacbbcollege@gmail.com				
• Alternate e-mail address	budgebudgecollege@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://wbbudgebudgecollege.org/uploads/aqar/1698830592Final%20AQAR%202022-23.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://wbbudgebudgecollege.org/page?u=Academic%20Calendar				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	B	2.32	2024	30/06/2024	29/06/2029
6.Date of Establishment of IQAC			05/04/2013		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
0	0	0	0	0	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	6	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<ul style="list-style-type: none"> The IQAC, under the guidance of the Hon'ble Principal, Dr. Debjani Datta (M.Sc. Gold Medalist, Ph.D., NET & GATE Qualified) has submitted IIQA and SSR in order to enhance the process of the 3rd Cycle NAAC Accreditation; Uploaded AQAR 2022-23. IQAC recommended promotion of 6 faculty members under the Career Advancement Scheme. The IQAC implements quality benchmark, setting parameters for academic goals and creating a student-centric teaching-learning environment. It organizes Academic Audit to keep a track of curricular aspects. IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities. 		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
To prepare AQAR for the year 2023-24 and submit to NAAC by due date.	AQAR for the year 2023-24 has been prepared and would be submitted online to NAAC Bangalore.	
To prepare academic calendar 2023-24 and to follow it accordingly.	Academic calendar was prepared for the session 2023-24 and followed accordingly after getting approved by the Academic	

	Council.
To implement NEP-2020 for UG and PG as per the guidelines of Government of West Bengal for Govt. aided College.	NEP-2020 was implemented for UG as per the guidelines of Government of West Bengal for Govt. aided College.
Students expressed need for more measures and support for emotional social development.	Lectures on topics related to HIV/AIDS awareness were organized by NSS unit of Budge Budge College on 04/12/2023.
To carry out Internal Academic and Financial Audit.	Internal Academic and Financial Audits were carried out to evaluate the Institutional operations.
To Prepare student and teacher feedback reports.	One Feedback per semester was taken successfully.
To apply for NIRF ranking in the category of Colleges.	Institute had filled up the proforma for NIRF ranking and registration process has been completed.
To collect and evaluate the PBAS from the teaching staff for the session 2023-24.	PBAS from the teaching staff for the session 2023- 24 is collected, evaluated, and submitted to Higher Education Department for the completion of CAS.
As per the directive of the affiliating University the IQAC undertook proactive measures to ensure implementation and adoption of curriculum delivery under the new NEP - CCF framework.	The IQAC took curriculum planning to ensure that the NEP-CCF syllabus and CBCS curriculum were run concurrently. In addition special student orientation in this regard was undertaken and faculty measures were also encouraged to participate in NEP sensitization programs. Book fairs and similar events were organised to increase access of students to new books pertaining to CCF syllabus.
13. Whether the AQAR was placed before	No

statutory body?	
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2024	05/03/2024
15. Multidisciplinary / interdisciplinary	
A non-autonomous affiliated college, like Budge Budge College, has no authority regarding this and is dependent on the curriculum framed by the affiliating University-- University of Calcutta.	
16. Academic bank of credits (ABC):	
A non-autonomous affiliated college, like Budge Budge College, has no authority regarding this and is dependent on the curriculum framed by the affiliating University-- University of Calcutta.	
17. Skill development:	
The mandatory internship program under NEP-CCF, field work and projects and special courses like programming languages, etc., provide greater real-life exposure to students and enhance the employability of students.	
18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
Being affiliated to the university of Calcutta Indian knowledge system is now an elective under NEP-CCF. Most of the students opt for this course. However as directed by the affiliating University the curriculum delivery is in the offline lecture mode. Further, the Indian knowledge and cultural system is encouraged and practiced in this college through the study of ancient Indian texts by departments of Sanskrit and Philosophy. The Department of Philosophy teaches Indian philosophical thoughts. Most of the subjects are taught in bilingual mode i.e. English and Bengali.	
19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):	

The introduction of the semesterized system and the NEP-CCF has resulted in skill based outcome oriented programs and courses geared towards increasing the progression rate of students towards both higher education and job market. The mandatory internship program under NEP-CCF, field work and projects and special courses like programming languages, etc., which provide greater real-life exposure to students are run by the Institution.

20.Distance education/online education:

The college is the study center for the Netaji Subhas Open University(L-02) which offers courses in the form of distance learning in different subjects (-i) Bengali, ii) Political Science, iii) English, iv) Public Administration) History,vi) Education, vii) Commerce viii) Social Work, ix) English Language Teaching and Post Graduate Diploma Programme in Journalism & Mass Communication) and provide study material to enrolled students.

Extended Profile

1.Programme

1.1	16
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	2609
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	873
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	938
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	27
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	29
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	28
Total number of Classrooms and Seminar halls	
4.2	110.60079
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	67
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Budge Budge College is affiliated to the University of Calcutta, and

hence follows the syllabus set by the affiliating University. Within these established academic structures, our college attempts to revolutionize curricular planning and implements effective curriculum delivery providing holistic development for its students through innovative measures. Academic processes are streamlined through University Academic Schedules, and regular college academic planning e.g. preparation of academic Calendar, master and department specific Time Tables, Curriculum planning through time-based phased syllabus delivery, Unit tests, co-curricular activities including involvement in extension activities like NCC.

With the introduction of Curriculum and Credit Framework based on NEP framework in the current academic session, feasible changes were undertaken to incorporate and adapt to the new flexible system for the benefit of students.

The teachers continuously update their knowledge through active involvement in Research and Faculty Development Programs. They contribute to University level curriculum reviews, assessment and evaluation. ICT & technologically enabled infrastructure provides a perfect complement to our intellectual teaching by engrossing students in an effective teaching-learning process. Effective curriculum delivery is enabled through innovative learning practices like internships, projects and field trips.

Departmental reports pertaining to examinations and attendance of students are collected for regular monitoring and improvement.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://wbbudgebudgecollege.org/uploads/aqar/602571.1.1.pdf

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

The Institution aims at holistic development of the students and emphasizes on Continuous Internal Evaluation for maintaining learning quality standards. For this purpose, an academic calendar of the Institute is prepared in accordance with the academic calendar of the affiliating University of Calcutta which includes internal test schedules, University examination schedule, Departmental and Institutional level activities, commencement of

classes and CIE. Implementation of the internal assessment process is based on the Examination Committee, which is formed at the college level. The Examination Committee oversee the overall internal assessment process. In addition, time is allocated though not exactly specified for workshops, seminars, practical exercises. Continuous planned efforts are made at specific intervals by all departmental Heads along with respective Departmental teachers, committee conveners, in designing activities for academic year to enhance learning process through class delivery, co-curricular, extra-curricular activities.

As per University guidelines on CIE teachers closely supervise completion of syllabus as per time frame decided upon in conjunction with the syllabus coverage for each program/ Course.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://wbbudgebudgecollege.org/uploads/aqar/891501.1.2.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

Academic council/BoS of Affiliating University

Setting of question papers for UG/PG programs

Design and Development of Curriculum for Add on/ certificate/ Diploma Courses

Assessment /evaluation process of the affiliating University

C. Any 2 of the above

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

1.2 - Academic Flexibility

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

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

16

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

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

0

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

The Institution houses various multidisciplinary, inter disciplinary and transdisciplinary subjects in all Commerce, Arts, Science and Linguistic streams. As such the curriculum covers different aspects of Professional Ethics, Gender, Human Values, Environment and Sustainability in varied sections of all Subjects offered in the college.

Philosophy inculcates in students the very essence of ethical existence. Subjects like Education specifically include topics on human values, domestic violence act, POSCO, etc. The lessons taught in Sanskrit Literature are linked towards Indian traditional values.

Gender issues are dealt in almost all subjects from English literature, Political Science to even Science based subjects. Different sub-committees viz., Anti-Sexual Harassment Cell redresses and integrates, from time to time relevant Gender issues. Most courses have sections on gender analysis like health services utilization, feminization of population, gender gaps in education, environmental feminism, etc Human values are fostered through the NSS, NCC, cultural activities like Rabindra Jayanti. In addition, other activities of the Cell contribute to upholding the values of multiculturalism and Unity in Diversity.

The compulsory paper of Environmental Studies and Botany, Geography and Zoology make them aware regarding the threat we are facing related to the environmental issues and instill in them the need for sustainable development.

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

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

8

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

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

188

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

C. Any 2 of the above

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

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

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

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://wbbudgebudgecollege.org/uploads/1.4.1%20Feedback%202023-2024%20(1)-1.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1931

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

411

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institution assesses the learning levels of the students and organises special programs for advanced learners and slow learners.

- For advanced learners the approaches adopted are as follows:
- More challenging work in the form of projects and home Assignments
- Quiz, student seminars are organised by several departments to create a healthy competitive environment
- Encouragement for participation in inter-college and intra college competitions
- Paper presentations using ICT
- Counselling by faculty to appear for competitive examinations
- Opportunities for publication in students' magazines

Identification of weak students was undertaken on the basis of interactions and assessment tests during classes. The strategies adopted to level up the slow learners are as follows:

- In-depth frank interaction with them to communicate regarding their areas of weakness
- Organising department-wise special classes as and when required
- Ensuring Student-teacher interaction, special doubt-clearing session beyond class hours through various modes
- Monitoring the progress of the students through special Assignments and detailed discussion of evaluated scripts to identify and address their shortcomings

The college teachers thus try to detect the advanced learners who are taken to the next level of conceptual development; as well as the slow learners for whom the departments arrange for repeat sessions among other measures.

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

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

Number of Students	Number of Teachers
2609	43

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Our college collates different student-centric modes of learning to enhance the overall pedagogical experience, e.g. experiential & participatory learning and problem solving and thus caters to a diversified learner group. The college adopts lecture method and hands-on training on practical experiments, audio-visual methodology, field trips, debates, projects & tutorials etc. to engage students in problem solving exercises. Even after pandemic, ICT continued as a boon to teaching learning process and ICT use is prioritized. Students are encouraged to use the library and online resources from authorized sources as much as possible. The learning experience is upgraded by extensive use of ICT tools, PPTs, LCD, interactive smartboards by teachers. Faculty members are enriched through online portals such as National Digital Library, INFLIBNET consortium which facilitates teaching learning. The college has a auditorium well-equipped with Smart TV, which is used to impart students an enriching immersive experience through lectures and documentary screenings. Students are encouraged to participate in inter-college and intra college competitions, paper presentations using ICT. The college has initiated a process of accessing digital archives of Harvard University & Cambridge University and building a virtual hub of rare and seminal books with the active assistance of teachers from various departments.

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

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

Teachers use ICT tools, PPTs, LCD, interactive smartboards to make the process of teaching-learning more immersive. Use of ICT by incorporating audio-visual material makes lessons have a more lasting visually positive impact on both the learning outcomes of students and their attendance. Staff rooms, central library, college office and all the laboratories have networked internet connections through LAN or Wi-Fi. The college has a large auditorium well equipped with Smart TV. Faculty members prepare e-resources in the form of PPTs and digital materials which are made available to

students and they themselves are also encouraged to use these ICT modes like PPT in class presentations. In addition, the students are also provided access to various online resources e.g. e-books, e-journals and e-references through both the college Library as well as online LMS modes by the teachers directly.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://wbbudgebudgecollege.org/uploads/agar/892062.3.2.pdf

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

2.3.3.1 - Number of mentors

4

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

2.4 - Teacher Profile and Quality

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

43

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

22

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

419

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The Internal, tutorial, projects and practical assessment component of End-Semester Examination is conducted very stringently by the college. Departments set up questions as per directions given by the affiliating University. Departments undertake regular continuous assessment through different modes e.g. quiz, surprise tests, oral, written and MCQ to mention a few. The exams are conducted transparently in each department. The answer scripts are always discussed post evaluation with the students for both transparency and their betterment and are also provided regular feedback after each assessment to enable them to upgrade their learning.

The Internal Assessment component of End-Semester Examination is conducted very stringently by the college. All departments set up

questions as per directions given by university. Students are expected to answer both objective and subjective type answers, both aiming at enhancing their conceptual clarity. The routine prepared centrally by the college following the university guidelines, is followed by all the departments. The questions are framed in strict confidentiality. The exams are conducted robustly and transparently in each department to inculcate the culture of exam-hall ethics in students. It is expected that the training received from their college would help the students eventually behave decorously in the external centre of examination.

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

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

The necessary guidelines given by the affiliating University of Calcutta are followed to conduct the internal examinations in a transparent, time-bound and efficient way. Students are assessed through various class tests and departments also conduct Internal, Tutorial and practical examinations as per the CCF and CBCS guidelines for both Honours / Major and General / MDC papers. Any grievances emerging in this matter are addressed and solved by the department teachers. They counsel students after evaluating the answer-scripts and help them to identify their lacuna and how to bridge the gap. The Internal and Tutorial examination marks are uploaded to the University portal within the stipulated time. The entire process is transparent since the same set of marks is also written on the mark-sheets received by the students at the end of the term. Students can also ventilate their grievances through the Students Grievances Cell. Any discrepancies reported by the students are solved on an emergency basis by both teachers and the college authorities. For re-evaluation of the answer-scripts, the college strictly follows the rules and guidelines issued by the affiliating university.

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

2.6 - Student Performance and Learning Outcomes

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

Convergence of Outcome Based Education with Choice Based Credit System (CBCS) and the newly introduced Credit cum Curriculum Framework (CCF, 2022 under the NEP) has increased the flexibility available to students in terms of entry & exit options and rendered an education more attuned to the realistic needs of society, striking a balance between liberal pedagogy and an entrepreneurial orientation.

The college emphasises on Course Outcomes, keeping in view the overall developmental goals envisioned by CBCS and the CCF. Dissemination of discipline related knowledge in classrooms is done based on the Course Outcomes set by the UGC and as directed by University of Calcutta. The Course Outcomes are duly formulated by the teachers of the respective Departments after in-depth consultation, targeting a balanced approach: immediate enhancement of knowledge and long-term character development.

At the beginning of each semester, Course Outcomes are segmented into smaller targets for the benefit of students and elaborately discussed with them. Besides subject specific outcome, students are given to understand the context of each course in the entire Program as laid out by the university. Transparency and free interaction regarding these is encouraged and hence Course Outcome is made effective through each course in each semester.

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

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

Programme outcomes, programme specific outcomes and course outcomes for all programmes offered by the institution are evaluated by the institution on a regular basis. The most effective way of evaluating whether students have attained the Course and Program outcomes is through University Examinations where the Internal and

Tutorial/Practical components of evaluation emerge as extremely potent methods of judgement. The project, field related & internship sections of the curricula, as mandated by the affiliating university help the institution to experientially gauge its Programme Outcomes. In addition, the students are assessed regularly in class from the beginning of the semester through multiple methods like asking conceptual questions and involving them in precise objective experiments. Most of the departments also organise quiz, debate, group discussions and surprise tests to assess the progress of the students from time to time. These modes of formative assessment enable a more holistic attainment of course and program outcomes.

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

2.6.3 - Pass percentage of Students during the year

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

373

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://wbbudgebudgecollege.org/uploads/aqar/925552.6.3.2.pdf

2.7 - Student Satisfaction Survey

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

<https://wbbudgebudgecollege.org/uploads/aqar/582672.7.1.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

1

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

3.2 - Research Publications and Awards

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

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

10

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

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

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

28

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

A number of outreach and extension activities were carried out by the NSS Unit I Budge Budge College like AIDS Awareness dated 4.12.2023, and Campus cleaning programme dated 11.01.2024. The

programme was extended to surrounding of the college. They participated in Vivekananda Sammelan 2023-An Inter College Cultural Competition, South 24 Parganas on 2.10.2023. NCC CPL Aratrika Pramanick participated in the Republic Day Camp at New Delhi from 29th December 2023 -28th January 2024. CPL Argha Ghosh participated in the Special National Integration Camp (SNIC)- 2024 Prime Minister's Rally at New Delhi on 27th January, 2024. Six NCC cadets attended in Armd Attachment Camp with 65 Armd Regiment held at Darjeeling from 12th -23rd February, 2024. In the recently held CATC KB-1 camp at Baluhati High School from 24th May-02 June, 2024, organized by 21 Bengal Battalion, NCC, Cadet Somnath Mal & Soham Das performed well in painting competition, volley ball and other camp activities. Sergeant Moumita Patla successfully completing the Marathon program organized by Kolkata Police. NCC cadets participated in International Yoga Day at Victoria Memorial, on 21st June, 2024. Cadet Bidisha Adhikary led the event and performed different yogasanas along with other fellow cadets and made the event successful.

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

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

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

0

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

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

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

1

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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

44

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

3.4 - Collaboration

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

0

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

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

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

3

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has adequate physical and academic facilities required as per University Grants Commission guidelines to run the different programs. The Classrooms, Laboratories, Library, Office and Auditorium are well equipped with computing system and Internet facility. Most of the classrooms have been renovated on modern lines with required furniture, Wi-Fi connectivity, vitrified tiled floors, complete air conditioning, interactive projectors, white boards, power back up etc. The college has cultivated an atmosphere providing importance to Extra Curricular and support services organized by National Service Scheme.

There are science laboratories in the departments of Botany, Zoology, Chemistry, Physics, Psychology, Food and Nutrition, Geography with equipment for teaching, learning and research including laptops, fixed projectors, smart boards along with latest instruments and apparatus purchased from RUSA 0.2 grants. Computer labs are there for practical of IT related subjects in Commerce. The Geography department is upgraded with specialized instruments, GIS Lab, SPSS package for teaching.

Initiatives are being taken throughout the year to maintain a green

environment and a clean and neat atmosphere in the college campus. The college is well-equipped with physical and technology-enabled infrastructure that supports to run smoothly the existing academic programmes and administration.

Library has sufficient computers for use in searching book catalogues, viewing e-journals and online learning resources. A dedicated auditorium with audio-visual facilities is in place for regular use. The college library is equipped with printer, learning and research facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://wbbudgebudgecollege.org/uploads/agar/405124.1.1.pdf

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

Our college has a broad educational mission: to develop the "whole student". Involvement in extracurricular activities like sports, indoor and outdoor games, NSS, NCC, cultural activities, competitions, public speaking, communication skill development, activities promoting health and hygiene etc. plays an integral role in the collegiate experience. It is for their own improvement and for socio-cultural progress enhancing their life living skills.

The auditorium, established in 2011 with seating capacity of 80, is air conditioned and well equipped with smart TV, music system , mikes and podium etc. Cultural functions, competitions, prize distribution ceremonies, orientation programmes, workshops, seminars, career guidance sessions, awareness campaigning on various social issues etc. are held in the auditorium. A permanent stage in the college campus is also used for cultural activities and functions like celebrating Independence day, Republic day etc.

Further, college has indoor facilities for games like chess and Carom board etc. and outdoor game facilities for badminton, football and cricket. The gymnasium is a proud addition to the services and facilities offered by the Institution to the students. The college has a separate building, where all the equipment are installed. Separate timing is allotted for girls and boys.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://wbbudgebudgecollege.org/uploads/agar/264624.1.2.pdf

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

11

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

11

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://wbbudgebudgecollege.org/uploads/agar/700774.1.3.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

110.60079

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Central library of Budge Budge College provides a base for knowledge dissemination within the institution.

- Name of ILMS software -Koha
- Nature of automation (fully or partially) - fully automation
- Version - 22.05.12.000
- Year of Automation - 2021- 2022 (started on 18.04.2018)

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

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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

29772

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

18

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

This Institution provides adequate updated and well maintained IT facilities for all.

- There are two Computer Labs
- One digitally equipped auditorium
- Browsing centre in the central library
- Few departments have specialized software like Q-GIS, Python.
- The Library relies on Linux and Windows OS, employing Koha for library management. The central library through the initiative of our Librarian in collaboration with other Librarians have developed online literary repository - WBCoLOR, for several subjects to increase access of students to reference materials.
- The Physics Department utilizes Linux and Windows OS, employing Qtipplot, Gnuplot, Tex studio (for LaTeX), Mimio studio notebook, Xournal and Glowscrip.
- The Geography Department has state of the art RS-GIS laboratory with a set of 11 work stations linked to the college lan and is equipped with exploratory open-source Q-GIS software, geared towards training the students in geospatial data analysis.

- CCTVs are installed in the college premises.

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

4.3.2 - Number of Computers

9

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

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

110.60079

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The physical facilities and academic infrastructure of the

Institution is well-maintained by various committees and

subcommittees. The college caretaker is the primary person of contact for maintenance of common infrastructure including Water, Electricity, Plumbing, Power back up.

There is Annual Maintenance Contract with IT products' suppliers for ICT based instrumentation, hardware and software. The computers, Wi-Fi facilities, LAN connections are maintained on regular basis and upgraded time to time by a team of experts with the help of AMC bound personals.

Sports is conducted by the Sports Committee and support staff.

The college also has a building subcommittee, which is part of the Governing Body of the Institution. This subcommittee is tasked with recommending repairs and expansion projects for the college infrastructure.

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

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support****5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year**

1379

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

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

66

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

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

C. 2 of the above

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

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

54

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

54

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

10

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

52

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

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

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

examinations) during the year

3

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

0

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

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

Students of our college play active role in the academic, cultural and social periphery. They perform several duties such as cultural events, National Service Scheme activities, National Cadet Corps activities, Sports, Anti-ragging, Anti-sexual, Student's grievance and Student's welfare cell. The festive occasion like Independence Day, College Foundation Day, Republic Day, Saraswati Puja was celebrated graciously with lot of sincerity. Senior students positively intervene, advise and help junior students to understand the academic and administrative processes and issues respectively. Students take initiative steps to make the campus smoke free and

plastic free.

Students take a serious part in maintaining health and hygiene issues. Sanitary napkin Vending machine has been installed in the Ladies Washroom of the college in response to students' demand as submitted to the Students' Grievance Cell.

Apart from this, the college has catered to the demand of students of certain disciplines by setting up Smart Classrooms for them.

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

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

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

20

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

5.4 - Alumni Engagement

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

Nil

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision: The vision of the college is to make the students self-reliant and inculcate passion for knowledge and provide holistic, multidisciplinary and inclusive education to the students coming from every stratum of society so that they can establish themselves as ideal responsible citizens and ensure the development of the society they live in.

Mission: Our mission is to move towards excellence in higher education and on the nexus of higher education and society. In order to achieve this the college coordinates the activities of all stakeholders to ensure smooth functioning and all-round development of academic and curricular activities among students who eventually become responsible citizen. The mission of the college is also to ensure gender development by emphasizing on women empowerment.

The Governing Body, consisting of representatives of the Government, University, Teaching Staff, Non-Teaching Staff and the students provides the leadership in the Governance of the College. The Academic Subcommittee, the Finance Committee are involved in the planning and decision-making processes. The Principal acts as the executive head. The Internal Quality Assurance Cell (IQAC) of the college, in consultation with the Principal, works to ensure standard and quality education with focus on skill development.

File Description	Documents
Paste link for additional information	https://wbbudgebudgecollege.org/uploads/agar/520336.1.1.pdf
Upload any additional information	View File

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

The Principal is the administrative head of the institution. For effective functioning of the administration and proper implementation of the academic activities, the institute has decentralized the management. The Institution focuses on ensuring that academic leadership and effective decentralised governance and management are intertwined. In addition, it emphasises on effective financial planning and management.

The IQAC along with the academic Subcommittee monitors the teaching and learning process of the college. These bodies are also involved in looking after the infrastructural needs of the various departments.

Staff members are appointed for various administrative positions like Bursar, HoDs, Coordinators, Members of Governing Body, IQAC, Academic Sub Committee, Finance Committee, ICC and various other subcommittees. The staff of the college are therefore involved in the decision-making process over various platforms.

File Description	Documents
Paste link for additional information	https://wbbudgebudgecollege.org/uploads/agar/810926.1.2.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution has deployed its institutional Strategic/Perspective Plan to cater to evolving student needs and ensure their holistic development simultaneously enhancing their employability.

Key endeavours undertaken include:

1. Increased student intake and corresponding staff augmentation in selected Departments as per Govt. regulations.
2. Expansion of classroom infrastructure and Upgradation of laboratory facilities : The college has received the first tranche of RUSA 2.0 grants through the Department of Higher Education to create infrastructure leading to growth in laboratory infrastructure and restructuring of laboratories.
3. Enhanced computer resources for enhanced ICT-enabled teaching.
4. Implementation of campus-wide Wi-Fi connectivity and providing regular information dissemination through website updates.
5. Substantial growth in library resources, including online portals, use of online cataloguing software 'KOHA' and continuing maintenance of the endeavour of librarian 'WBCLOLR database.'
6. Facilitation of skill enhancement of students and teachers alike and career counselling.
7. Ample opportunities for sports participation at various levels.
8. Organization of extension services and community outreach through NSS and NCC.
9. Team based projects were encouraged for students to grasp the nature of collaborative learning.
10. Commemorating various 'International Days' to increased sensitization and cultivate a sense of social responsibility among the students.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://wbbudgebudgecollege.org/uploads/agar/684836.2.1.pdf
Upload any additional information	View File

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

Budge Budge College is affiliated under The University of Calcutta. The Principal acts as the executive head of the college and is responsible for day to day functioning of the college. The Governing Body grants approval and ratifies the policy decisions of the college, approves budgets for administrative, academic, infrastructural, ratifies appointments and promotions and so on.

The IQAC provides proposals for holistic development of the college. It is engaged in organization of various events like book fairs, special lectures, enabling staff development programs, collaboration with other institutions, administration of feedback mechanisms from various quarters.

Various committees like Academic subcommittee, Finance subcommittee, Anti-ragging subcommittee, Sports subcommittee, Cultural subcommittee contribute to the administrative setup. The membership of all teachers in these sub-committees ensures decentralised and efficient functioning.

Students are made aware of various government schemes, scholarships, and freeships. Some of the schemes initiated for the needy and deserving are projects like SC/ST scholarship, Minority scholarship, Kanyashree, Swami Vivekananda Merit-Cum means scheme students, Aikashree, Oasis. In addition, the management of the college provides financial assistance to needy and meritorious students as fee waivers, etc.

File Description	Documents
Paste link for additional information	https://wbbudgebudgecollege.org/uploads/agar/66806.2.2.pdf
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Budge Budge College faculty members benefit from CAS, alongside leave provisions including casual, earned, and duty leaves.

Maternity and paternity leaves and Child-care leaves are granted, with retirement benefits comprising GPF, gratuity, and medical benefits as per government directives. Faculty members participating in Educational Excursion/Field work are also encouraged by providing on duty. For all staff, medical benefits include the West Bengal Health Scheme and Swastha Sathi.

College provide General Provident Fund (GPF) and Pension and superannuation benefits for the substantive teaching and nonteaching staff.

The College provides Computers, Laptops, Desktops, Printers, Scanners & LCDs to majority of the departments, especially laboratory based.

The college has Wi-Fi enabled college campus and provides infrastructural support in Physics, Chemistry, Zoology, Botany, Food and Nutrition, Geography laboratories to facilitate research work by faculty and also provide computer related course work for the students of the Commerce stream as per the University of Calcutta curriculum. In addition, college has a dedicated RS-GIS laboratory equipped to provided hand-on-training to students in latest in geospatial technology and analysis.

Recreational activities, cultural celebrations, and inclusive practices foster a harmonious campus atmosphere. The college's commitment to staff welfare is further demonstrated through

amenities such as parking, clean drinking water.

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

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

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

0

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

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

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

0

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

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

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

13

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

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

There is no formal mechanism of performance appraisal for teaching and non-teaching staff at the institutional level. However, Career Advancement Scheme (CAS) for promotion of teachers as per UGC and State Government rules is in place. For non-teaching staff State Government rules regarding promotion are followed.

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

6.4 - Financial Management and Resource Mobilization

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

The institution conducts both internal and external financial audits regularly to ensure transparency and accuracy in its financial transactions. Internal audits are conducted continuously throughout the year. After each financial transaction, department heads or designated personnel certify the delivery of materials or provision of services. For office purchases, certification is performed by responsible office staff or members of the Finance Committee. These certifications undergo scrutiny by the Accountant, Bursar, and Principal to verify authenticity and financial accuracy. Income and expenditure are closely monitored, with proper purchasing procedures being followed, including obtaining quotations and comparing prices. Utilization certificates for grants received are prepared and submitted to relevant agencies.

External audits occur annually after the completion of each financial year. A Chartered Accountant, appointed by the College on the recommendation of the Higher Education Department, Government of West Bengal, conducts the audit. This external auditor checks bills, vouchers, and physical registers such as the Accession Register and Dead Stock Registers/Purchase Registers.

Additionally, Utilization Grant Certificates are audited to ensure compliance with regulations. Any audit objections are addressed through a mechanism that settles them within the institution.

File Description	Documents
Paste link for additional information	https://wbudgetbudgetcollege.org/uploads/agar/566896.4.1.PDF
Upload any additional information	View File

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

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

0

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

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

Budge Budge College meticulously plans and executes fund mobilization through various committees and processes:

Decision-Making Process: Major decisions regarding resource utilization undergo thorough discussion and approval within the Governing Body (GB). The Finance Committee recommends significant college purchases, subsequently approved in the GB after deliberation.

Infrastructure Overhauling & Maintenance : The college oversees the condition of college buildings and infrastructure, suggesting necessary repairs and maintenance. Major infrastructural enhancements are deliberated and sanctioned within the GB. e.g. In view of shortage of classes and space an additional building constructed was suggested and completed for use in the current academic session.

Library Enhancement: The Library Advisory Committee focuses on improving the library resources, especially in view of the introduction of NEP syllabus and ensuring optimal resource utilization.

Sources of Funds:

Primary Sources: Entirely financed by the Government of West Bengal.

Secondary Sources:

- Including course fees
- bank interest

Uses of Funds:

- Allocation towards salaries,
- utility bills,
- infrastructural development,
- amenities for staff and students,

File Description	Documents
Paste link for additional information	https://wbbudgebudgecollege.org/uploads/agar/923246.4.3.PDF
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The IQAC is a crucial body that operates to ensure high standards of function and operation of administrative and academic units of the college. The main objective is maximum inclusion of students from diverse background.

Ecological measures:

- The CAS promotional process for some teachers has been successfully completed with the active coordination of IQAC.
- A systematic feedback mechanism is in place to obtain feedback from students, faculty and other stakeholders of the college.
- Faculty Exchange Programmes have been conducted under MOUs signed with three colleges (Hiralal Mazumdar Memorial College for Women, Raidighi College and Bhangar Mahavidyalaya) with IQAC's active guidance and support.
- Academic Audit, Green audit and Energy audit has been conducted by the institution under IQAC's coordination.

File Description	Documents
Paste link for additional information	https://wbbudgebudgecollege.org/uploads/agar/894026.5.1.pdf
Upload any additional information	No File Uploaded

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

The IQAC functions as the coordinating and facilitating body among various wings of the college. In the process of quality initiatives, IQAC greatly contributes to the improvement, enhancement and further development of the teaching learning process through boosting use of ICT at each stage by faculty, non-teaching staff and students alike.

Quality of teaching, learning and achieving excellence is ensured by regular academic sub-committee meetings and academic audit and through students' feedback.

The IQAC also envisions greater integration of teaching, infrastructure and technology for the smooth functioning of the academic process and encouraging R&D among the faculty members who are encouraged and sanctioned to participate and attend various seminars and conferences.

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

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

C. Any 2 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

In this institution students get well acquainted with issues related to Gender equity and sensitization through various sections of their subjects taught within the purview of the curriculum offered by the affiliated university. Teachers of various departments, specifically the Departments of Bengali, English, Geography, Philosophy, Political Science, Psychology and Sociology, strive to help students comprehend the complexities of gendered space through the study of feminist thoughts. This ensures awareness regarding gender and human development within the campus and subsequently helps to eradicate gender inequalities and helps them to realize the importance of gender rights in day-to-day living in each sphere of life so that they can learn to live with and maintain their basic self-respect.

Various departments have risen up to the occasion and addressed complex gender issues through departmental activities. The Bengali Department has organized student activities like birthday celebration of Ashapura Devi on 11.01.2024, birthday celebration of Nabanita Deb Sen on 18.01.2024 and publication of Departmental Wall Magazine 'Trinetra' on 05.10.2024. English Department has put up a wall magazine titled 'Thinking Back through Our Mothers' to celebrate International Women's Day (8.3.24).

Moreover, the College has not only automated CCTV surveillance to ensure safety and security of students and staffs but also has separate common rooms for both girls and boys to spend their spare and interaction time.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://wbbudgebudgecollege.org/uploads/aqar/254497.1.1.pdf

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

C. Any 2 of the above

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

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

The college addresses the issue of waste-management by handling varied forms of waste in different manners:

- **Arts-humanities & language group focus on projects and poster making, which generate bio-degradable recyclable waste, mostly paper.**
- **Commerce, Science and transdisciplinary subjects in addition provide hands-on training through practical exercises, use Smart Classrooms and presentation-based modes of teaching-learning. This generates chemical waste, e-waste and organic waste (bio-sciences).**
- **Office work and regular maintenance, sanitation also generate solid and liquid waste.**

As each of the subjects generate a specific type of waste, which require separate management, the college has taken initiatives to:

- Segregate solid biodegradable and non-degradable waste into separate bins
- Some of the biodegradable organic wastes e.g. from cooking are reused as manure for the landscaping of the college premises
- Rest of the non-biodegradable solid waste is handed over to the Budge Budge Municipality
- Hazardous wastes like used glass wares and syringes used for experiments in laboratories are segregated and disposed very cautiously.

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

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

- 1.Restricted entry of automobiles
- 2.Use of Bicycles/ Battery powered vehicles

3. Pedestrian Friendly pathways**4. Ban on use of Plastic****5. Landscaping with trees and plants**

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

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

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

A. Any 4 or all of the above

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

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

C. Any 2 of the above

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

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

The college tries to imbibe a sense of belongingness towards the society. The college celebrates the Independence Day, Republic Day. The college has successfully traversed a glorious fifty-three-year long journey. In order to commemorate the foundation day, every year, college organizes a Foundation Day Programme where students actively participate in various cultural programmes and competitions like dance, music, recitation, drawing, essay-writing etc. Students participated in a district level Quiz Competition at Narendrapur zone organized jointly by Ramakrishna Mission Vidyamandira, Ramakrishna Mission Vidyamandira Alumni Association, Ramakrishna Mission Ashram Narendrapur and sponsored by Department of Higher Education, on 02.10.2023. On 19.06.2024, Students heartily participated in a debate on 'The Positive and Negative Effects of Urbanisation' hosted by Zee 24 Ghanta. An interactive session was organized by CSSSC at the college campus. The organisation conducted primary survey and focus-group discussion as part of Project II, (conducted by CSSSC, under the aegis of the Department of Higher Education, West Bengal). The college also organizes debates among students and teachers to imbibe the ethics, culture and knowledge of parliamentary democracy. The College magazine is published every year. The Fundamental Duties of the citizens of India is printed in the College Prospectus.

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

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

During the course of their studies, students from different disciplines learn about the prevailing socio-cultural values, rights, duties and obligations as Indian citizens.

As part of the curriculum, departments imbibe in students and make them aware of their duties and responsibilities as a researcher and academician by teaching them the essentials of ethics of research and field work and issues pertaining to plagiarism.

They are made aware of our ancient teachings on value and ethics so that they can have a strong moral compass. They are also taught the constitutional responsibilities, duties and rights. They are also encouraged to undertake group projects so that they can learn human values like cooperation and respect for other's opinion.

Efforts are taken to instill in them basic duties of a citizen by ensuring they understand their responsibilities towards conservation of energy and preservation of environment and apply these concepts in their day-to-day living.

Departments of the institution organize various activities and programs to celebrate national and international days and events such as Indian Independence Day, Indian Republic Day, Rabindra Jayanti, International Mother Language Day, World Environment Day, World Sanskrit Day etc.

Departmental Seminars on various issues of socio-cultural importance are held for imbibing values and awareness among the students.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff C. Any 2 of the above

4. Annual awareness programmes on Code of Conduct are organized

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

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

Budge Budge College actively celebrates and organizes various National and International commemorative days, events, and festivals throughout the year to enrich the educational experience of our students and engrain cultural integrity.

- **Barsha Mangal:** Department of Bengali celebrated this Monsoon festival in July-August to usher in rains, greenery and liveliness to boost agriculture and prosperity in all our lives.
- **International Literacy Day:** Department of Education celebrated this Day - 8th September in September 2023 to emphasis the

importance of literacy for development.

- **Teachers' Day:** Various departments, e.g. Departments of Bengali, Botany, English, Political Science, Zoology paid tribute to teachers on Teachers' Day - 5th September 2023 in reverence and solemnity to Dr. S. Radhakrishnan.
- **National Nutrition Month:** Food and Nutrition Department celebrated the Nutrition month in September 2023 to encourage healthy eating habits.
- Department of Bengali organized Pre-Puja celebration to honour the cultural heritage of Bengal in October 2023.
- World Sanskrit Day (31.08.23) was celebrated by the departments of Sanskrit, Philosophy and Bengali on 13.09.2023.

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

7.2 - Best Practices

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

Best Practice 1

- **Title of the Practice:** Student Welfare Incentive: Financial Assistance
- **Objectives of the Practice:** To provide apposite financial support to the economically disadvantaged students to enable them to pursue higher education with dignity.
- **The Context:** The institution caters to peri-urban first-generation learners, many of whom have to work themselves along with the studies to make ends meet. The institution provides financial aid to these students to empower them by providing them financial independence and aiding them to obtain higher education.

Best Practice 2

Budge Budge College has a dynamic NCC Unit registered under 1 BENGAL ARMD SQUADRON, KOLKATA-'B', FORT WILLIAM, KOLKATA-21. This wing has organized the following multiple activities in this academic

session:

- NCC REPUBLIC DAY CAMP (RDC) at New Delhi on 29th December-28th January, 2024;
- MARATHON Organized by Kolkata Police, Kolkata, on 21st January, 2024;
- SPECIAL NATIONAL INTEGRATION CAMP (SNIC)- Prime Minister's (PM) Rally at New Delhi on 27th January, 2024;
- ARMD ATTACHMENT CAMP with 65 ARMD REGIMENT at Sukna, Siliguri from 12th to 23rd February, 2024;
- Attachment OF SW Cadets with Military Hospital Kalyani, from 18th to 29th March, 2024;
- Blood Donation Camp with Rotary Club at NCC Club House, Fort William on 14th April, 2024;
- COMBINED ANNUAL TRAINING CAMP (CATCKB-1) at Baluhati High School, Howrah from 24th May to 02nd June, 2024;
- INTERNATIONAL YOGA DAY at Victorial Memorial (North Gate) on 21st June, 2024.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

The College is located in a peri-urban area and caters to the higher educational needs of adjoining rural areas. As a corollary, many of the students are first generation learners and hail from lower income bracket households.

The above is important at the contemporary juncture with the introduction of CBCS and CCF syllabus, which has made the syllabus diverse and cross-disciplinary. This requires purchase of several books to prepare for even one paper / course. In addition, most subjects nowadays impart knowledge and discourse in multi-disciplinary and trans-disciplinary modes.

The above is coupled with the fact that these books are in required to be studied in both Vernacular and English language and are extremely costly, which most of the students of the Institution (given the above contextual background) are not in a position to

purchase.

In view of all the above and to benefit the students by making more and latest copies of new books accessible to them, especially as they rely on these for the preparation of the examinations; the faculty members of most of the departments of this Institution contribute to the Departmental Library all the 'Specimen / Presentation Copies' of new books relating to CBCS and CCF that are provided to the faculty members of the department.

The college and its faculty in the interest of the students thus facilitate the teaching-learning process by providing students greater and ease of access to the learning resources.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Budge Budge College is affiliated to the University of Calcutta, and hence follows the syllabus set by the affiliating University. Within these established academic structures, our college attempts to revolutionize curricular planning and implements effective curriculum delivery providing holistic development for its students through innovative measures. Academic processes are streamlined through University Academic Schedules, and regular college academic planning e.g. preparation of academic Calendar, master and department specific Time Tables, Curriculum planning through time-based phased syllabus delivery, Unit tests, co-curricular activities including involvement in extension activities like NCC.

With the introduction of Curriculum and Credit Framework based on NEP framework in the current academic session, feasible changes were undertaken to incorporate and adapt to the new flexible system for the benefit of students.

The teachers continuously update their knowledge through active involvement in Research and Faculty Development Programs. They contribute to University level curriculum reviews, assessment and evaluation. ICT & technologically enabled infrastructure provides a perfect complement to our intellectual teaching by engrossing students in an effective teaching-learning process. Effective curriculum delivery is enabled through innovative learning practices like internships, projects and field trips.

Departmental reports pertaining to examinations and attendance of students are collected for regular monitoring and improvement.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://wbbudgebudgecollege.org/uploads/aqar/602571.1.1.pdf

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

The Institution aims at holistic development of the students and emphasizes on Continuous Internal Evaluation for maintaining learning quality standards. For this purpose, an academic calendar of the Institute is prepared in accordance with the academic calendar of the affiliating University of Calcutta which includes internal test schedules, University examination schedule, Departmental and Institutional level activities, commencement of classes and CIE. Implementation of the internal assessment process is based on the Examination Committee, which is formed at the college level. The Examination Committee oversee the overall internal assessment process. In addition, time is allocated though not exactly specified for workshops, seminars, practical exercises. Continuous planned efforts are made at specific intervals by all departmental Heads along with respective Departmental teachers, committee conveners, in designing activities for academic year to enhance learning process through class delivery, co-curricular, extra-curricular activities.

As per University guidelines on CIE teachers closely supervise completion of syllabus as per time frame decided upon in conjunction with the syllabus coverage for each program/ Course.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://wbbudgebudgecollege.org/uploads/aqar/891501.1.2.pdf

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

C. Any 2 of the above

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

1.2 - Academic Flexibility

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

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

16

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

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

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

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

0

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

during the year

0

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

1.3 - Curriculum Enrichment

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

The Institution houses various multidisciplinary, interdisciplinary and transdisciplinary subjects in all Commerce, Arts, Science and Linguistic streams. As such the curriculum covers different aspects of Professional Ethics, Gender, Human Values, Environment and Sustainability in varied sections of all Subjects offered in the college.

Philosophy inculcates in students the very essence of ethical existence. Subjects like Education specifically include topics on human values, domestic violence act, POSCO, etc. The lessons taught in Sanskrit Literature are linked towards Indian traditional values.

Gender issues are dealt in almost all subjects from English literature, Political Science to even Science based subjects. Different sub-committees viz., Anti-Sexual Harassment Cell redresses and integrates, from time to time relevant Gender issues. Most courses have sections on gender analysis like health services utilization, feminization of population, gender gaps in education, environmental feminism, etc Human values are fostered through the NSS, NCC, cultural activities like Rabindra Jayanti. In addition, other activities of the Cell contribute to upholding the values of multiculturalism and Unity in Diversity.

The compulsory paper of Environmental Studies and Botany, Geography and Zoology make them aware regarding the threat we are facing related to the environmental issues and instill in them the need for sustainable development.

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

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

8

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

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

188

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above								
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>URL for stakeholder feedback report</td><td>View File</td></tr> <tr> <td>Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)</td><td>No File Uploaded</td></tr> <tr> <td>Any additional information(Upload)</td><td>No File Uploaded</td></tr> </tbody> </table>	File Description	Documents	URL for stakeholder feedback report	View File	Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded	Any additional information(Upload)	No File Uploaded	
File Description	Documents								
URL for stakeholder feedback report	View File								
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded								
Any additional information(Upload)	No File Uploaded								
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website								
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Upload any additional information</td><td>No File Uploaded</td></tr> <tr> <td>URL for feedback report</td><td>https://wbbudgebudgecollege.org/uploads/1.4.1%20Feedback%202023-2024%20(1)-1.pdf</td></tr> </tbody> </table>	File Description	Documents	Upload any additional information	No File Uploaded	URL for feedback report	https://wbbudgebudgecollege.org/uploads/1.4.1%20Feedback%202023-2024%20(1)-1.pdf			
File Description	Documents								
Upload any additional information	No File Uploaded								
URL for feedback report	https://wbbudgebudgecollege.org/uploads/1.4.1%20Feedback%202023-2024%20(1)-1.pdf								
TEACHING-LEARNING AND EVALUATION									
2.1 - Student Enrollment and Profile									
2.1.1 - Enrolment Number Number of students admitted during the year									
2.1.1.1 - Number of sanctioned seats during the year									
1931									
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Any additional information</td><td>View File</td></tr> <tr> <td>Institutional data in prescribed format</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Any additional information	View File	Institutional data in prescribed format	View File			
File Description	Documents								
Any additional information	View File								
Institutional data in prescribed format	View File								
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of									

supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

411

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institution assesses the learning levels of the students and organises special programs for advanced learners and slow learners.

- For advanced learners the approaches adopted are as follows:
- More challenging work in the form of projects and home Assignments
- Quiz, student seminars are organised by several departments to create a healthy competitive environment
- Encouragement for participation in inter-college and intra college competitions
- Paper presentations using ICT
- Counselling by faculty to appear for competitive examinations
- Opportunities for publication in students' magazines

Identification of weak students was undertaken on the basis of interactions and assessment tests during classes. The strategies adopted to level up the slow learners are as follows:

- In-depth frank interaction with them to communicate regarding their areas of weakness
- Organising department-wise special classes as and when required
- Ensuring Student-teacher interaction, special doubt-clearing session beyond class hours through various modes
- Monitoring the progress of the students through special Assignments and detailed discussion of evaluated scripts to identify and address their shortcomings

The college teachers thus try to detect the advanced learners who are taken to the next level of conceptual development; as well as the slow learners for whom the departments arrange for repeat sessions among other measures.

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

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

Number of Students	Number of Teachers
2609	43

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Our college collates different student-centric modes of learning to enhance the overall pedagogical experience, e.g. experiential & participatory learning and problem solving and thus caters to a diversified learner group. The colleges adopts lecture method and hands-on training on practical experiments, audio-visual methodology, field trips, debates, projects & tutorials etc. to engage students in problem solving exercises. Even after pandemic, ICT continued as a boon to teaching learning process and ICT use is prioritized. Students are encouraged to use the library and online resources from authorized sources as much as possible. The learning experience is upgraded by extensive use of ICT tools, PPTs, LCD, interactive smartboards by teachers. Faculty members are enriched through online portals such as National Digital Library, INFLIBNET consortium which facilitates teaching learning. The college has a auditorium well-equipped with Smart TV, which is used to impart students an enriching immersive experience through lectures and documentary screenings. Students are encouraged to participate in inter-college and intra college competitions, paper presentations using ICT. The college has initiated a process of accessing digital archives of Harvard

University & Cambridge University and building a virtual hub of rare and seminal books with the active assistance of teachers from various departments.

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

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

Teachers use ICT tools, PPTs, LCD, interactive smartboards to make the process of teaching-learning more immersive. Use of ICT by incorporating audio-visual material makes lessons have a more lasting visually positive impact on both the learning outcomes of students and their attendance. Staff rooms, central library, college office and all the laboratories have networked internet connections through LAN or Wi-Fi. The college has a large auditorium well equipped with Smart TV. Faculty members prepare e-resources in the form of PPTs and digital materials which are made available to students and they themselves are also encouraged to use these ICT modes like PPT in class presentations. In addition, the students are also provided access to various online resources e.g. e-books, e-journals and e-references through both the college Library as well as online LMS modes by the teachers directly.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://wbbudgebudgecollege.org/uploads/aqar/892062.3.2.pdf

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

2.3.3.1 - Number of mentors

4

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

2.4 - Teacher Profile and Quality

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

43

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

22

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

419

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The Internal, tutorial, projects and practical assessment component of End-Semester Examination is conducted very stringently by the college. Departments set up questions as per directions given by the affiliating University. Departments undertake regular continuous assessment through different modes e.g. quiz, surprise tests, oral, written and MCQ to mention a few. The exams are conducted transparently in each department. The answer scripts are always discussed post evaluation with the students for both transparency and their betterment and are also provided regular feedback after each assessment to enable them to upgrade their learning.

The Internal Assessment component of End-Semester Examination is conducted very stringently by the college. All departments set up questions as per directions given by university. Students are expected to answer both objective and subjective type answers, both aiming at enhancing their conceptual clarity. The routine prepared centrally by the college following the university guidelines, is followed by all the departments. The questions are framed in strict confidentiality. The exams are conducted robustly and transparently in each department to inculcate the culture of exam-hall ethics in students. It is expected that the training received from their college would help the students eventually behave decorously in the external centre of examination.

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

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

The necessary guidelines given by the affiliating University of Calcutta are followed to conduct the internal examinations in a transparent, time-bound and efficient way. Students are assessed through various class tests and departments also conduct Internal, Tutorial and practical examinations as per the CCF and CBCS guidelines for both Honours / Major and General / MDC papers. Any grievances emerging in this matter are addressed and solved by the department teachers. They counsel students after evaluating the answer-scripts and help them to identify their lacuna and how to bridge the gap. The Internal and Tutorial examination marks are uploaded to the University portal within the stipulated time. The entire process is transparent since the same set of marks is also written on the mark-sheets received by the students at the end of the term. Students can also ventilate their grievances through the Students Grievances Cell. Any discrepancies reported by the students are solved on an emergency basis by both teachers and the college authorities. For re-evaluation of the answer-scripts, the college strictly follows the rules and guidelines issued by the affiliating university.

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

2.6 - Student Performance and Learning Outcomes

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

Convergence of Outcome Based Education with Choice Based Credit System (CBCS) and the newly introduced Credit cum Curriculum Framework (CCF, 2022 under the NEP) has increased the flexibility available to students in terms of entry & exit options and rendered an education more attuned to the realistic needs of society, striking a balance between liberal pedagogy and an entrepreneurial orientation.

The college emphasises on Course Outcomes, keeping in view the overall developmental goals envisioned by CBCS and the CCF. Dissemination of discipline related knowledge in classrooms is done based on the Course Outcomes set by the UGC and as directed by University of Calcutta. The Course Outcomes are duly

formulated by the teachers of the respective Departments after in-depth consultation, targeting a balanced approach: immediate enhancement of knowledge and long-term character development.

At the beginning of each semester, Course Outcomes are segmented into smaller targets for the benefit of students and elaborately discussed with them. Besides subject specific outcome, students are given to understand the context of each course in the entire Program as laid out by the university. Transparency and free interaction regarding these is encouraged and hence Course Outcome is made effective through each course in each semester.

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

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

Programme outcomes, programme specific outcomes and course outcomes for all programmes offered by the institution are evaluated by the institution on a regular basis. The most effective way of evaluating whether students have attained the Course and Program outcomes is through University Examinations where the Internal and Tutorial/Practical components of evaluation emerge as extremely potent methods of judgement. The project, field related & internship sections of the curricula, as mandated by the affiliating university help the institution to experientially gauge its Programme Outcomes. In addition, the students are assessed regularly in class from the beginning of the semester through multiple methods like asking conceptual questions and involving them in precise objective experiments. Most of the departments also organise quiz, debate, group discussions and surprise tests to assess the progress of the students from time to time. These modes of formative assessment enable a more holistic attainment of course and program outcomes.

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

2.6.3 - Pass percentage of Students during the year

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

373

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://wbbudgebudgecollege.org/uploads/aqar/925552.6.3.2.pdf

2.7 - Student Satisfaction Survey

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

<https://wbbudgebudgecollege.org/uploads/aqar/582672.7.1.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

1

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year**3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

10

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

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

28

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

A number of outreach and extension activities were carried out by the NSS Unit I Budge Budge College like AIDS Awareness dated 4.12.2023, and Campus cleaning programme dated 11.01.2024. The programme was extended to surrounding of the college. They participated in Vivekananda Sammelan 2023-An Inter College Cultural Competition, South 24 Parganas on 2.10.2023. NCC CPL Aratrika Pramanick participated in the Republic Day Camp at New Delhi from 29th December 2023 -28th January 2024. CPL Argha Ghosh participated in the Special National Integration Camp (SNIC)- 2024 Prime Minister's Rally at New Delhi on 27th January, 2024. Six NCC cadets attended in Armd Attachment Camp with 65 Armd Regiment held at Darjeeling from 12th -23rd February, 2024. In

the recently held CATC KB-1 camp at Baluhati High School from 24th May-02 June, 2024, organized by 21 Bengal Battalion, NCC, Cadet Somnath Mal & Soham Das performed well in painting competition, volley ball and other camp activities. Sergeant Moumita Patla successfully completing the Marathon program organized by Kolkata Police. NCC cadets participated in International Yoga Day at Victoria Memorial, on 21st June, 2024. Cadet Bidisha Adhikary led the event and performed different yogasanas along with other fellow cadets and made the event successful.

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

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

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

0

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

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

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

1

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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

44

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

3.4 - Collaboration

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

0

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

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

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

3

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

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

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

The college has adequate physical and academic facilities required as per University Grants Commission guidelines to run the different programs. The Classrooms, Laboratories, Library, Office and Auditorium are well equipped with computing system and Internet facility. Most of the classrooms have been renovated on modern lines with required furniture, Wi-Fi connectivity, vitrified tiled floors, complete air conditioning, interactive projectors, white boards, power back up etc. The college has cultivated an atmosphere providing importance to Extra Curricular and support services organized by National Service Scheme.

There are science laboratories in the departments of Botany, Zoology, Chemistry, Physics, Psychology, Food and Nutrition, Geography with equipment for teaching, learning and research including laptops, fixed projectors, smart boards along with latest instruments and apparatus purchased from RUSA 0.2 grants. Computer labs are there for practical of IT related subjects in Commerce. The Geography department is upgraded with specialized instruments, GIS Lab, SPSS package for teaching.

Initiatives are being taken throughout the year to maintain a green environment and a clean and neat atmosphere in the college campus. The college is well-equipped with physical and technology-enabled infrastructure that supports to run smoothly the existing

academic programmes and administration.

Library has sufficient computers for use in searching book catalogues, viewing e-journals and online learning resources. A dedicated auditorium with audio-visual facilities is in place for regular use. The college library is equipped with printer, learning and research facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://wbbudgebudgecollege.org/uploads/aqar/405124.1.1.pdf

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

Our college has a broad educational mission: to develop the "whole student". Involvement in extracurricular activities like sports, indoor and outdoor games, NSS, NCC, cultural activities, competitions, public speaking, communication skill development, activities promoting health and hygiene etc. plays an integral role in the collegiate experience. It is for their own improvement and for socio-cultural progress enhancing their life living skills.

The auditorium, established in 2011 with seating capacity of 80, is air conditioned and well equipped with smart TV, music system, mikes and podium etc. Cultural functions, competitions, prize distribution ceremonies, orientation programmes, workshops, seminars, career guidance sessions, awareness campaigning on various social issues etc. are held in the auditorium. A permanent stage in the college campus is also used for cultural activities and functions like celebrating Independence day, Republic day etc.

Further, college has indoor facilities for games like chess and Carom board etc. and outdoor game facilities for badminton, football and cricket. The gymnasium is a proud addition to the services and facilities offered by the Institution to the students. The college has a separate building, where all the equipment are installed. Separate timing is allotted for girls and boys.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://wbbudgebudgecollege.org/uploads/aqar/264624.1.2.pdf

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

11

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

11

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://wbbudgebudgecollege.org/uploads/aqar/700774.1.3.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

110.60079

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The Central library of Budge Budge College provides a base for knowledge dissemination within the institution.

- Name of ILMS software -Koha
- Nature of automation (fully or partially) - fully automation
- Version - 22.05.12.000
- Year of Automation - 2021- 2022 (started on 18.04.2018)

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

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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

29772

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

18

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

This Institution provides adequate updated and well maintained IT facilities for all.

- There are two Computer Labs
- One digitally equipped auditorium
- Browsing centre in the central library
- Few departments have specialized software like Q-GIS, Python.
- The Library relies on Linux and Windows OS, employing Koha for library management. The central library through the initiative of our Librarian in collaboration with other Librarians have developed online literary repository - WBCoLOR, for several subjects to increase access of students to reference materials.
- The Physics Department utilizes Linux and Windows OS, employing Qtipplot, Gnuplot, Tex studio (for LaTeX), Mimiostudio notebook, Xournal and Glowscript.
- The Geography Department has state of the art RS-GIS laboratory with a set of 11 work stations linked to the college lan and is equipped with exploratory open-source Q-GIS software, geared towards training the students in

geospatial data analysis.

- CCTVs are installed in the college premises.

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

4.3.2 - Number of Computers

9

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

110.60079

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The physical facilities and academic infrastructure of the

Institution is well-maintained by various committees and

subcommittees. The college caretaker is the primary person of contact for maintenance of common infrastructure including Water, Electricity, Plumbing, Power back up.

There is Annual Maintenance Contract with IT products' suppliers for ICT based instrumentation, hardware and software. The computers, Wi-Fi facilities, LAN connections are maintained on regular basis and upgraded time to time by a team of experts with the help of AMC bound personals.

Sports is conducted by the Sports Committee and support staff.

The college also has a building subcommittee, which is part of the Governing Body of the Institution. This subcommittee is tasked with recommending repairs and expansion projects for the college infrastructure.

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

STUDENT SUPPORT AND PROGRESSION	
5.1 - Student Support	
5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
1379	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
66	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	C. 2 of the above

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

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

54

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

54

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

10

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

52

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

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

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

government examinations) during the year

3

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

0

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

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

Students of our college play active role in the academic, cultural and social periphery. They perform several duties such as cultural events, National Service Scheme activities, National Cadet Corps activities, Sports, Anti-ragging, Anti-sexual, Student's grievance and Student's welfare cell. The festive occasion like Independence Day, College Foundation Day, Republic Day, Saraswati Puja was celebrated graciously with lot of sincerity. Senior students positively intervene, advise and help junior students to understand the academic and administrative processes and issues respectively. Students take initiative steps

to make the campus smoke free and plastic free.

Students take a serious part in maintaining health and hygiene issues. Sanitary napkin Vending machine has been installed in the Ladies Washroom of the college in response to students' demand as submitted to the Students' Grievance Cell.

Apart from this, the college has catered to the demand of students of certain disciplines by setting up Smart Classrooms for them.

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

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

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

20

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

5.4 - Alumni Engagement

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

Nil

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision: The vision of the college is to make the students self-reliant and inculcate passion for knowledge and provide holistic, multidisciplinary and inclusive education to the students coming from every stratum of society so that they can establish themselves as ideal responsible citizens and ensure the development of the society they live in.

Mission: Our mission is to move towards excellence in higher education and on the nexus of higher education and society. In order to achieve this the college coordinates the activities of all stakeholders to ensure smooth functioning and all-round development of academic and curricular activities among students who eventually become responsible citizen. The mission of the college is also to ensure gender development by emphasizing on women empowerment.

The Governing Body, consisting of representatives of the Government, University, Teaching Staff, Non-Teaching Staff and the students provides the leadership in the Governance of the College. The Academic Subcommittee, the Finance Committee are involved in the planning and decision-making processes. The Principal acts as the executive head. The Internal Quality Assurance Cell (IQAC) of the college, in consultation with the

Principal, works to ensure standard and quality education with focus on skill development.

File Description	Documents
Paste link for additional information	https://wbbudgebudgecollege.org/uploads/aqar/520336.1.1.pdf
Upload any additional information	View File

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

The Principal is the administrative head of the institution. For effective functioning of the administration and proper implementation of the academic activities, the institute has decentralized the management. The Institution focuses on ensuring that academic leadership and effective decentralised governance and management are intertwined. In addition, it emphasises on effective financial planning and management.

The IQAC along with the academic Subcommittee monitors the teaching and learning process of the college. These bodies are also involved in looking after the infrastructural needs of the various departments.

Staff members are appointed for various administrative positions like Bursar, HoDs, Coordinators, Members of Governing Body, IQAC, Academic Sub Committee, Finance Committee, ICC and various other subcommittees. The staff of the college are therefore involved in the decision-making process over various platforms.

File Description	Documents
Paste link for additional information	https://wbbudgebudgecollege.org/uploads/aqar/810926.1.2.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution has deployed its institutional Strategic/Perspective Plan to cater to evolving student needs and

ensure their holistic development simultaneously enhancing their employability.

Key endeavours undertaken include:

1. Increased student intake and corresponding staff augmentation in selected Departments as per Govt. regulations.
2. Expansion of classroom infrastructure and Upgradation of laboratory facilities : The college has received the first tranche of RUSA 2.0 grants through the Department of Higher Education to create infrastructure leading to growth in laboratory infrastructure and restructuring of laboratories.
3. Enhanced computer resources for enhanced ICT-enabled teaching.
4. Implementation of campus-wide Wi-Fi connectivity and providing regular information dissemination through website updates.
5. Substantial growth in library resources, including online portals, use of online cataloguing software 'KOHA' and continuing maintenance of the endeavour of librarian 'WBCLOLR database.'
6. Facilitation of skill enhancement of students and teachers alike and career counselling.
7. Ample opportunities for sports participation at various levels.
8. Organization of extension services and community outreach through NSS and NCC.
9. Team based projects were encouraged for students to grasp the nature of collaborative learning.
10. Commemorating various 'International Days' to increased sensitization and cultivate a sense of social responsibility among the students.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://wbbudgebudgecollege.org/uploads/aqar/684836.2.1.pdf
Upload any additional information	View File

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

Budge Budge College is affiliated under The University of Calcutta. The Principal acts as the executive head of the college and is responsible for day to day functioning of the college. The Governing Body grants approval and ratifies the policy decisions of the college, approves budgets for administrative, academic, infrastructural, ratifies appointments and promotions and so on.

The IQAC provides proposals for holistic development of the college. It is engaged in organization of various events like book fairs, special lectures, enabling staff development programs, collaboration with other institutions, administration of feedback mechanisms from various quarters.

Various committees like Academic subcommittee, Finance subcommittee, Anti-ragging subcommittee, Sports subcommittee, Cultural subcommittee contribute to the administrative setup. The membership of all teachers in these sub-committees ensures decentralised and efficient functioning.

Students are made aware of various government schemes, scholarships, and freeships. Some of the schemes initiated for the needy and deserving are projects like SC/ST scholarship, Minority scholarship, Kanyashree, Swami Vivekananda Merit-Cum means scheme students, Aikashree, Oasis. In addition, the management of the college provides financial assistance to needy and meritorious students as fee waivers, etc.

File Description	Documents
Paste link for additional information	https://wbbudgebudgecollege.org/uploads/agar/66806.2.2.pdf
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Budge Budge College faculty members benefit from CAS, alongside leave provisions including casual, earned, and duty leaves.

Maternity and paternity leaves and Child-care leaves are granted, with retirement benefits comprising GPF, gratuity, and medical benefits as per government directives. Faculty members participating in Educational Excursion/Field work are also encouraged by providing on duty. For all staff, medical benefits include the West Bengal Health Scheme and Swastha Sathi.

College provide General Provident Fund (GPF) and Pension and superannuation benefits for the substantive teaching and nonteaching staff.

The College provides Computers, Laptops, Desktops, Printers,

Scanners & LCDs to majority of the departments, especially laboratory based.

The college has Wi-Fi enabled college campus and provides infrastructural support in Physics, Chemistry, Zoology, Botany, Food and Nutrition, Geography laboratories to facilitate research work by faculty and also provide computer related course work for the students of the Commerce stream as per the University of Calcutta curriculum. In addition, college has a dedicated RS-GIS laboratory equipped to provide hand-on-training to students in latest in geospatial technology and analysis.

Recreational activities, cultural celebrations, and inclusive practices foster a harmonious campus atmosphere. The college's commitment to staff welfare is further demonstrated through amenities such as parking, clean drinking water.

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

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

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

0

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

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

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

0

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

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

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

13

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

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

There is no formal mechanism of performance appraisal for teaching and non-teaching staff at the institutional level. However, Career Advancement Scheme (CAS) for promotion of teachers as per UGC and State Government rules is in place. For non-teaching

staff State Government rules regarding promotion are followed.

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

6.4 - Financial Management and Resource Mobilization

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

The institution conducts both internal and external financial audits regularly to ensure transparency and accuracy in its financial transactions. Internal audits are conducted continuously throughout the year. After each financial transaction, department heads or designated personnel certify the delivery of materials or provision of services. For office purchases, certification is performed by responsible office staff or members of the Finance Committee. These certifications undergo scrutiny by the Accountant, Bursar, and Principal to verify authenticity and financial accuracy. Income and expenditure are closely monitored, with proper purchasing procedures being followed, including obtaining quotations and comparing prices. Utilization certificates for grants received are prepared and submitted to relevant agencies.

External audits occur annually after the completion of each financial year. A Chartered Accountant, appointed by the College on the recommendation of the Higher Education Department, Government of West Bengal, conducts the audit. This external auditor checks bills, vouchers, and physical registers such as the Accession Register and Dead Stock Registers/Purchase Registers.

Additionally, Utilization Grant Certificates are audited to ensure compliance with regulations. Any audit objections are addressed through a mechanism that settles them within the institution.

File Description	Documents
Paste link for additional information	https://wbbudgebudgecollege.org/uploads/agar/566896.4.1.PDF
Upload any additional information	View File

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

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

0

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

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

Budge Budge College meticulously plans and executes fund mobilization through various committees and processes:

Decision-Making Process: Major decisions regarding resource utilization undergo thorough discussion and approval within the Governing Body (GB). The Finance Committee recommends significant college purchases, subsequently approved in the GB after deliberation.

Infrastructure Overhauling & Maintenance : The college oversees the condition of college buildings and infrastructure, suggesting necessary repairs and maintenance. Major infrastructural enhancements are deliberated and sanctioned within the GB. e.g. In view of shortage of classes and space an additional building constructed was suggested and completed for use in the current academic session.

Library Enhancement: The Library Advisory Committee focuses on

improving the library resources, especially in view of the introduction of NEP syllabus and ensuring optimal resource utilization.

Sources of Funds:

Primary Sources: Entirely financed by the Government of West Bengal.

Secondary Sources:

- Including course fees
- bank interest

Uses of Funds:

- Allocation towards salaries,
- utility bills,
- infrastructural development,
- amenities for staff and students,

File Description	Documents
Paste link for additional information	https://wbbudgebudgecollege.org/uploads/aqar/923246.4.3.PDF
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The IQAC is a crucial body that operates to ensure high standards of function and operation of administrative and academic units of the college. The main objective is maximum inclusion of students from diverse background.

Ecological measures:

- The CAS promotional process for some teachers has been successfully completed with the active coordination of IQAC.
- A systematic feedback mechanism is in place to obtain feedback from students, faculty and other stakeholders of

the college.

- Faculty Exchange Programmes have been conducted under MOUs signed with three colleges (Hiralal Mazumdar Memorial College for Women, Raidighi College and Bhangar Mahavidyalaya) with IQAC's active guidance and support.
- Academic Audit, Green audit and Energy audit has been conducted by the institution under IQAC's coordination.

File Description	Documents
Paste link for additional information	https://wbbudgebudgecollege.org/uploads/agar/894026.5.1.pdf
Upload any additional information	No File Uploaded

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

The IQAC functions as the coordinating and facilitating body among various wings of the college. In the process of quality initiatives, IQAC greatly contributes to the improvement, enhancement and further development of the teaching learning process through boosting use of ICT at each stage by faculty, non-teaching staff and students alike.

Quality of teaching, learning and achieving excellence is ensured by regular academic sub-committee meetings and academic audit and through students' feedback.

The IQAC also envisions greater integration of teaching, infrastructure and technology for the smooth functioning of the academic process and encouraging R&D among the faculty members who are encouraged and sanctioned to participate and attend various seminars and conferences.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above
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File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

In this institution students get well acquainted with issues related to Gender equity and sensitization through various sections of their subjects taught within the purview of the curriculum offered by the affiliated university. Teachers of various departments, specifically the Departments of Bengali, English, Geography, Philosophy, Political Science, Psychology and Sociology, strive to help students comprehend the complexities of gendered space through the study of feminist thoughts. This ensures awareness regarding gender and human development within the campus and subsequently helps to eradicate gender inequalities and helps them to realize the importance of gender rights in day-to-day living in each sphere of life so that they can learn to live with and maintain their basic self-respect.

Various departments have risen up to the occasion and addressed complex gender issues through departmental activities. The

Bengali Department has organized student activities like birthday celebration of Ashapura Devi on 11.01.2024, birthday celebration of Nabanita Deb Sen on 18.01.2024 and publication of Departmental Wall Magazine 'Trinetra' on 05.10.2024. English Department has put up a wall magazine titled 'Thinking Back through Our Mothers' to celebrate International Women's Day (8.3.24).

Moreover, the College has not only automated CCTV surveillance to ensure safety and security of students and staffs but also has separate common rooms for both girls and boys to spend their spare and interaction time.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://wbbudgebudgecollege.org/uploads/aqar/254497.1.1.pdf

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

C. Any 2 of the above

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

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

The college addresses the issue of waste-management by handling varied forms of waste in different manners:

- Arts-humanities & language group focus on projects and poster making, which generate bio-degradable recyclable waste, mostly paper.

- Commerce, Science and transdisciplinary subjects in addition provide hands-on training through practical exercises, use Smart Classrooms and presentation-based modes of teaching-learning. This generates chemical waste, e-waste and organic waste (bio-sciences).
- Office work and regular maintenance, sanitation also generate solid and liquid waste.

As each of the subjects generate a specific type of waste, which require separate management, the college has taken initiatives to:

- Segregate solid biodegradable and non-degradable waste into separate bins
- Some of the biodegradable organic wastes e.g. from cooking are reused as manure for the landscaping of the college premises
- Rest of the non-biodegradable solid waste is handed over to the Budge Budge Municipality
- Hazardous wastes like used glass wares and syringes used for experiments in laboratories are segregated and disposed very cautiously.

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

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

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

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

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

A. Any 4 or all of the above

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

7.1.7 - The Institution has disabled-friendly,

C. Any 2 of the above

barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies of reading material, screen reading

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

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

The college tries to imbibe a sense of belongingness towards the society. The college celebrates the Independence Day, Republic Day. The college has successfully traversed a glorious fifty-three-year long journey. In order to commemorate the foundation day, every year, college organizes a Foundation Day Programme where students actively participate in various cultural programmes and competitions like dance, music, recitation, drawing, essay-writing etc. Students participated in a district level Quiz Competition at Narendrapur zone organized jointly by Ramakrishna Mission Vidyamandira, Ramakrishna Mission Vidyamandira Alumni Association, Ramakrishna Mission Ashram Narendrapur and sponsored by Department of Higher Education, on 02.10.2023. On 19.06.2024, Students heartily participated in a debate on 'The Positive and Negative Effects of Urbanisation' hosted by Zee 24 Ghanta. An interactive session was organized by CSSSC at the college campus. The organisation conducted primary survey and focus-group discussion as part of Project II, (conducted by CSSSC, under the aegis of the Department of Higher Education, West Bengal). The

college also organizes debates among students and teachers to imbibe the ethics, culture and knowledge of parliamentary democracy. The College magazine is published every year. The Fundamental Duties of the citizens of India is printed in the College Prospectus.

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

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

During the course of their studies, students from different disciplines learn about the prevailing socio-cultural values, rights, duties and obligations as Indian citizens.

As part of the curriculum, departments imbibe in students and make

them aware of their duties and responsibilities as a researcher and academician by teaching them the essentials of ethics of research and field work and issues pertaining to plagiarism.

They are made aware of our ancient teachings on value and ethics so that they can have a strong moral compass. They are also taught the constitutional responsibilities, duties and rights. They are also encouraged to undertake group projects so that they can learn human values like cooperation and respect for other's opinion.

Efforts are taken to instill in them basic duties of a citizen by ensuring they understand their responsibilities towards conservation of energy and preservation of environment and apply these concepts in their day-to-day living.

Departments of the institution organize various activities and programs to celebrate national and international days and events such as Indian Independence Day, Indian Republic Day, Rabindra Jayanti, International Mother Language Day, World Environment Day, World Sanskrit Day etc.

Departmental Seminars on various issues of socio-cultural importance are held for imbibing values and awareness among the students.

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

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

C. Any 2 of the above

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

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

Budge Budge College actively celebrates and organizes various National and International commemorative days, events, and festivals throughout the year to enrich the educational experience of our students and engrain cultural integrity.

- **Barsha Mangal:** Department of Bengali celebrated this Monsoon festival in July-August to usher in rains, greenery and liveliness to boost agriculture and prosperity in all our lives.
- **International Literacy Day:** Department of Education celebrated this Day - 8th September in September 2023 to emphasis the importance of literacy for development.
- **Teachers' Day:** Various departments, e.g. Departments of Bengali, Botany, English, Political Science, Zoology paid tribute to teachers on Teachers' Day - 5th September 2023 in reverence and solemnity to Dr. S. Radhakrishnan.
- **National Nutrition Month:** Food and Nutrition Department celebrated the Nutrition month in September 2023 to encourage healthy eating habits.
- Department of Bengali organized Pre-Puja celebration to honour the cultural heritage of Bengal in October 2023.
- **World Sanskrit Day (31.08.23)** was celebrated by the departments of Sanskrit, Philosophy and Bengali on 13.09.2023.

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

7.2 - Best Practices

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

Best Practice 1

- **Title of the Practice:** Student Welfare Incentive: Financial Assistance
- **Objectives of the Practice:** To provide apposite financial support to the economically disadvantaged students to enable them to pursue higher education with dignity.
- **The Context:** The institution caters to peri-urban first-generation learners, many of whom have to work themselves along with the studies to make ends meet. The institution provides financial aid to these students to empower them by

providing them financial independence and aiding them to obtain higher education.

Best Practice 2

Budge Budge College has a dynamic NCC Unit registered under 1 BENGAL ARMD SQUADRON, KOLKATA-'B', FORT WILLIAM, KOLKATA-21. This wing has organized the following multiple activities in this academic session:

- NCC REPUBLIC DAY CAMP (RDC) at New Delhi on 29th December-28th January, 2024;
- MARATHON Organized by Kolkata Police, Kolkata, on 21st January, 2024;
- SPECIAL NATIONAL INTEGRATION CAMP (SNIC)- Prime Minister's (PM) Rally at New Delhi on 27th January, 2024;
- ARMD ATTACHMENT CAMP with 65 ARMD REGIMENT at Sukna, Siliguri from 12th to 23rd February, 2024;
- Attachment OF SW Cadets with Military Hospital Kalyani, from 18th to 29th March, 2024;
- Blood Donation Camp with Rotary Club at NCC Club House, Fort William on 14th April, 2024;
- COMBINED ANNUAL TRAINING CAMP (CATCKB-1) at Baluhati High School, Howrah from 24th May to 02nd June, 2024;
- INTERNATIONAL YOGA DAY at Victorial Memorial (North Gate) on 21st June, 2024.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

The College is located in a peri-urban area and caters to the higher educational needs of adjoining rural areas. As a corollary, many of the students are first generation learners and hail from lower income bracket households.

The above is important at the contemporary juncture with the introduction of CBCS and CCF syllabus, which has made the syllabus diverse and cross-disciplinary. This requires purchase

of several books to prepare for even one paper / course. In addition, most subjects nowadays impart knowledge and discourse in multi-disciplinary and trans-disciplinary modes.

The above is coupled with the fact that these books are in required to be studied in both Vernacular and English language and are extremely costly, which most of the students of the Institution (given the above contextual background) are not in a position to purchase.

In view of all the above and to benefit the students by making more and latest copies of new books accessible to them, especially as they rely on these for the preparation of the examinations; the faculty members of most of the departments of this Institution contribute to the Departmental Library all the 'Specimen / Presentation Copies' of new books relating to CBCS and CCF that are provided to the faculty members of the department.

The college and its faculty in the interest of the students thus facilitate the teaching-learning process by providing students greater and ease of access to the learning resources.

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

7.3.2 - Plan of action for the next academic year

- More meticulous collection of feedback from students is being done in this academic session.
- NCC being at its best, cadets from other aspiring Colleges will be given chance for enrolment in NCC, Budge Budge College.
- Add-on courses on sericulture, Income-tax filing, music, drama and wildlife have to be introduced.
- The college will take initiatives in organising Outreach Programmes on orientation of school students about higher education, and on yoga and meditation.
- The institution will more actively motivate the teaching and non-teaching staff to undergo various professional development programmes. Proposal for introduction of

Psychology (Hons.) programme is being considered.

- Underground sewage system for the college will be shortly introduced.
- Solar-panel generated electricity will be linked with the commercial supply to boost the power-system of the college.
- Infrastructural development which is already in progress (construction of the New Annexe building, installation of Interactive Smart Board in the Auditorium etc.) will progress even further in this academic session.
- The college has organized two Book Fairs within the college campus to resounding success and plan to elevate the stature and proportion of such activities in future.
- The college plans to upgrade the existing Computer Lab by thoroughly overhauling it.