YEARLY STATUS REPORT - 2022-2023

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. Sandip Sinha**
• Phone No.	**03324701454**
• Alternate phone No.	**03324805168**
• Mobile	**9831673570**
• 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/1675413766AQAR%202021-22.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/uploads/aqar/1695458405Academic%20Calender-2022-23.PDF

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**B+**	**2.68**	**2016**	**05/11/2016**	**04/11/2021**

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	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

The IQAC, under the guidance of the Hon'ble Principal, Dr. Debjani Datta, has successfully coordinated the CAS promotional process for ten teachers and one librarian.

The IQAC, under the guidance of the Hon'ble Principal, Dr. Debjani Datta, has submitted the pending AQARs for the academic years 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22 and intiated the process of 3rd Cycle of NAAC accreditation.

The IQAC, under the patronage of the Hon'ble Principal, Dr. Debjani Datta, has provided support and assistance to the various academic departments for the organisation of nine departmental seminars.

The IQAC, based on the initiative of the Hon'ble Principal, Dr. Debjani Datta, has been instrumental in the signing of MOUs with three colleges, namely, Hiralal Mazumdar Memorial College for Women, Raidighi College and Bhangar Mahavidyalaya for various academic and research exchanges and collaborations.

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
(a) For infrastructural development of the Departments of Chemistry, Zoology, Physics and Mathematics, Geography, and Library, the IQAC has appreciated the proposals of marble flooring, making of racks, installing ACs, and related works by the College authority.	Marble flooring, making of racks and installations of ACs have been done during the academic year.
(b) For attending the OPs/RCs, the IQAC would forward the applications of the incumbents at early as possible.	Four teachers have attended such programmes during the academic year.
(c) IQAC suggests improving the 'student support system' by providing Colour Printers and Equipment viz. Microscopes, Distillation Plants, Desktops and Software to the different departments.	Desktops, printers and other equipments have been provided to some of the departments
(d) IQAC would cordially support different social welfare programmes organized by Budge Budge College NCC and NSS Units.	The NCC and NSS units of the college have organised various social welfare programmes as listed in criterion 3.3.1
(e) After the submission of the AQAR for the session 2021-2022, the IQAC with the support of the Governing Body and different subcommittees would initiate the preparation of the Self Study Report for the 3rd cycle NAAC Assessment.	The preparation of the Self Study Report for the 3rd cycle NAAC Assessment has already begun during the academic year.

13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2023	10/01/2023

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 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 University of Calcutta.

17.Skill development:

A non-autonomous affiliated college, like Budge Budge College, has no authority regarding this and is dependent on the curriculum framed by the University of Calcutta.

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

A non-autonomous affiliated college, like Budge Budge College, has no authority regarding this and is dependent on the curriculum framed by the University of Calcutta.

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

A non-autonomous affiliated college, like Budge Budge College, has no authority regarding this and is dependent on the curriculum framed by the University of Calcutta.

20.Distance education/online education:

A non-autonomous affiliated college, like Budge Budge College, has no authority regarding this and is dependent on the curriculum framed by the University of Calcutta.

Extended Profile

1.Programme

01-11-2023 02:14:49

1.1	**15**
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<u>View File</u>

2.Student

2.1	**1072**
Number of students during the year	

File Description	Documents
Data Template	<u>View File</u>

2.2	**538**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<u>View File</u>

2.3	**809**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<u>View File</u>

3.Academic

3.1	**26**
Number of full time teachers during the year	

File Description	Documents
Data Template	<u>View File</u>

3.2	**29**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**28**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**78.48163**
4.3 Total number of computers on campus for academic purposes	**67**

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

The institution has a well-defined planning and implementation process for the effective delivery of the curriculum framed by University of Calcutta. The college follows the Choice Based Credit System (CBCS) as prescribed by its affiliating University of Calcutta. The Academic Calendaris preparedby the Institution in consultation with all the departments.

Through the consultations in departmental meetings, the syllabus and course components (theory and practical) are allocated among the faculty members by considering their specialization, expertise and the contextual situation. Various faculty members usedifferent modes like comprehensive plans, study materials such as lecture notes, available question banks, PowerPoint presentations, laboratory manuals in order to focus on Outcome Based Education.The faculty members deliver the course using chalk and board, ICT tools and innovative teaching-learning pedagogy.

In addition to the normal mode of course delivery, model-based learning, group discussions, seminars and industrial visits are conducted for skill development and to enhance curriculum delivery. The teacher interacts with students to review the effectiveness of

course delivery at regular intervals. Further, the faculty memberstry to identify the slow and advanced learners based on continuous internal evaluation and undertake special consideration for their educational grooming within the normal class framework.

The college isstriving to undertake feasible changes to incorporate the new Credit and Curriculum Framework based on NEP. The College has also collaborated with three colleges through MoU and has started faculty exchange programme for better and diverse curriculum delivery.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

A tentative / proposed academic calendar was prepared for the institution along the lines provided by the affiliating University of Calcutta and modulated as per the scenario prevailing in our institution, for the academic session 2022 – 2023. This formed the basis for all academic (theoretical and practical) and co-curricular activities throughout the year ranging from the mandatory conduct of internal examinations to the organization of commemorative days and weeks.

The semesterized system with short time span between classes and examination has made continuous evaluation a necessity as students have to prepare for each lesson simultaneously. Hence the teachers of the institution conducted continuous evaluation by relying on traditional modes like question-answer sessions, classroom brainstorming, group discussions, project works and demonstration of practical exercises. Some departments tookperiodic practise tests at intervals (oral and / or written) to assess students' progress in the subject.In addition, field / industry visits were also part of the continuous learning and evaluation process.However, teachers of various departments used a blended form to make the teaching experience more applied and enlivening for the students by taking recourse to the use of technology;e.g. use of YouTube videos, etc along with hands on experimentation and personal field based experiential learning and evaluation. The semester culminated as per the academic calendar with formal internal examinations of the

students undertaken by all the departments to assess students' comprehensive knowledge regarding the concepts and courses on which information was imparted throughout the semester.

File Description	Documents
Upload relevant supporting documents	**No File Uploaded**
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**C. Any 2 of the above**

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

1.2 - Academic Flexibility

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

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

15

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)	**No File Uploaded**

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	**No File Uploaded**

1.3 - Curriculum Enrichment

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

Our Institution is affiliated to the University of Calcutta hence it has to follow the curriculumprescribed by the University for teaching all the Honours and General subjects in the UG stream. This curriculum covers different aspects of Professional Ethics, Gender, Human Values, Environment and Sustainability in different sections of all types of Programs ranging from Language (Bengali, English, Sanskrit), Commerce-Economics-Mathematics, Science (Botany, Chemistry, Physics, Zoology), Humanities (Education, History, Philosophy, Political Science, Sociology) to even Interdisciplinary (Food and Nutrition, Psychology) and Transdisciplinary subjects

(Geography).As these are not only pan-global but also local issues, the students also have to undertake a mandatory course on Environmental Studies in the first year of their undergraduate program.

Faculty members of different departments take special efforts and consideration while teaching these themes, especially in a local context, in order to make the students more responsible, adaptive and committed towards these perspectivesas they address pertinent basic human values. This in turn helps in transforming them into better human being themselves as well.

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

20

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

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

275

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**D. Any 1 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	**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://wbbudgebudgecollege.org/uploads/aqar/1695458742Student%20Satisfaction%20Survey%202022-23.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

1580

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

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

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

339

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

The institution assesses the learning levels of the students and organises special programs for advanced learners and slow learners in normal situation but in the wake of the pandemic and online classes it was difficult to have a formal mechanism to classify students as advance 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 department to create a healthy and competitive environment**
- **Encouragement for participation in inter-college and intra-college competitions, and paper presentations using ICT**
- **Special lectures by eminent speakers from industry and academia**
- **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:

- Meeting and communicating to the weaker students regarding their areas of weakness
- Organising department wise special classes as and when required
- Teachers available beyond class hours to provide counselling to the weaker students
- Monitoring the progress of the students through written assignments
- Evaluated answer scripts of college examinations discussed with students to identify and address their shortcomings.
- Departmental teachers provide special doubt clearing session both inside and outside class hours through Google meet or even Social media apps

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
2840	**41**

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

2.3 - Teaching- Learning Process

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

The college normally adopts Lecture Method and Hands-On Training on practical experiments, Audio-Visual Methodology, Google Classroom, Field trips, Excursion, Debates, Webinars, etc. In order to enhance their creative, cognitive and communicative skills, students are made to participate in group discussions and cultural programmes too. The college always encourages its students to participate freely in the teaching - learning process. Teachers tend to adopt the participative learning method wherever possible. Major focus is on preventing students from direct memorization. They are encouraged to use the library or online resources from authorized sources as much as possible in their free time. The teachers make the classes

as interactive as possible and also encourage innovative thought and novel interpretations in-sync with the latest turn of events in various fields of knowledge.

For learners, the approaches adopted are as follows:

- More challenging work in the form of projects and home assignments

- Quiz, student seminars are organized by several departments to create a healthy and competitive environment

- Encouragement for participation in inter-college and intra-college competitions, and paper presentations using ICT

- Special lectures by eminent speakers from industry and academia

- Counselling by faculty to appear for competitive examinations

- Opportunities for publication in students' magazines

- Meeting and communicating with the weaker students regarding their areas of weakness

- Teachers available beyond class hours to provide counselling to the weaker students

- Monitoring the progress of the students through written assignments

Departmental teachers provide special doubt clearing session both inside and outside class hours through social media apps.

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

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

Teachers use ICT-tools- PPTs, LCD, interactive smart boards to make the process of teaching-learning more attractive. Use of ICT by

incorporating audio-visual material makes lessons visually interesting, positively impacting 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 seminar hall well-equipped with LCD projector cum interactive smart board. Faculty members prepare e-resources in the form of PPTs and digital materials which are made available to students primarily through lecture sessions. College subscribes to INFLIBNET consortium and other online portals such as National Digital library for teachers to facilitate teaching-learning. The college has initiated a process of accessing digital archives of Harvard University and Cambridge University. The process of building up a virtual hub of rare and seminal books in all disciplines with the active assistance of teachers from various departments has begun.

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/front_home/pages/25

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

41

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

2.4 - Teacher Profile and Quality

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

41

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

21

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	[View File](#)

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

2.4.3.1 - Total experience of full-time teachers

380

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

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

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	No File Uploaded
Link for additional information	Nil

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

The necessary guidelines given by University of Calcutta are followed to conduct the internal examinations in a transparent, time-bound and efficient way. We assess the students through various class tests and conduct Internal and Tutorial examinations as per the CBCS guidelines for both Honours and General papers. Any grievances regarding this are addressed by the respective teacher. The faculty mentor counsels students after evaluating the answer-scripts. 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 approach their grievances through the Students Grievances Cell. Any discrepancies reported by the students are solved on an emergency basis. 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	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

The college emphasises on the Course Outcomes keeping in view the overall developmental goals envisioned by the CBCS system of Higher Education. Dissemination of discipline related knowledge in classrooms is done completely based on the Course Outcomes set by the UGC and as directed by University of Calcutta. While adapting and adopting the Course Outcomes, every department holds internal meetings and discussions to set uniform parameters within each department. Every department targets a balanced approach in Course Outcome: immediate enhancement of knowledge and a long-term ulterior goal of character development through every course taught. At the beginning of each term, the Course Outcomes are broken down into smaller targets in front of the students in class. This gives the whole plan a perceivable purpose and precise direction, Students are rendered with transparency regarding expectations from the teachers' end.In this manner, the whole system of Course Outcome is made effective through each course in each semester. But, it is not only the subject specific outcome that the teachers emphasise in the classroom. Theyalso render the students with the understanding as to wherein their course figures in the entire Undergraduate Programme as laid out by their university.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://wbbudgebudgecollege.org/uploads/aqar/16963205162.6.1%202.6.2%20BudgeBudgeCollege_PO_CO-1.pdf
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

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

The most effective way of evaluating whether students have attained the Course and Program outcomes is by conducting the University Examinations where the Internal and Tutorial/Practical components of evaluation emerge as extremely potent methods of judgement. But the students are assessed in class right 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 hold quiz, debate, group discussions and surprise tests to assess the progress of the students from time to time. These modes of formative assessment help the college to detect the advanced learners who are then taken to the next level of conceptual development as well as the slow learners for whom the departments

arrange for repeat sessions.

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

2.6.3 - Pass percentage of Students during the year

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

468

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

https://wbbudgebudgecollege.org/uploads/aqar/1695458742Student%20Satisfaction%20Survey%202022-23.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)	**No File Uploaded**

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)	**No File Uploaded**
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

9

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

3.2 - Research Publications and Awards

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

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

6

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

3

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

3.3 - Extension Activities

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

A number of outreach and extension activities were carried by the NSS Unit I Budge Budge College like Dengue Awareness dated 11.11.2022, Aids Awareness dated 1.12.2022,Swachh Bharat dated 9.1.2023, Celebration of the birthday of Netaji Subhas Chandra Bose dated 23.1.2023, Association for awareness on Environment at Crossroads: Education and entertainment.On 08 March 2023, cadets from Budge Budge College affiliated to 1 Bengal Armd Sqn, NCC, Kolkata- 'B' observed International Women's Day. The event was attended by 13 cadets from Budge Budge College, Kolkata.15 NCC cadets from Budge Budge College, which is affiliated with 1 Bengal Armd Sqn, Kol- B, took part in a rally to raise awareness of the harmful effects of tobacco consumption on May 31, 2023. On 05th of June, 2023, 15 NCC Cadets of Budge Budge College participated in World Environment Day event organized by 1 Bengal Armd Sqn, NCC, Kolkata- 'B'.On 05th June 2023, approximately 12 NCC cadets from

Budge Budge College took part in a cleanliness drive organized by a voluntary organization like NCC as part of the "Puneet Sagar Abhiyan," a national flagship campaign, to clean seashores of plastic and other waste while promoting the value of cleanliness.

File Description	Documents
Paste link for additional information	https://wbbudgebudgecollege.org/uploads/aqar/16968398583.3.1-22-23-Extension%20Activity.pdf
Upload any additional information	**No File Uploaded**

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)	**No File Uploaded**
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

12

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

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

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

124

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

3

File Description	Documents
e-copies of linkage related Document	[View File](#)
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

4	

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The Institution has the mission to provide the best possible infrastructure to create an effective teaching-learning environment through extensive use of ICT and to make it success the infrastructure of the institution has been upgraded over the years with the necessary requirements. The college has campus area of 14558.2 square meter. College has Arts, Science and Commerce faculties, UG courses which is sanctioned by UGC. The total number of classrooms in the college are 28. 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.

There are science laboratories in the departments of Botany, Zoology, Chemistry, Physics, Psychology, Food and Nutrition with equipments 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 GIS Lab, SPSS package for teaching and specialized instruments.

Library has sufficient computers for use in searching book catalogues, viewing e-journals and online learning resources. A dedicated seminar hall 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	No File Uploaded
Paste link for additional information	Nil

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

The college has good physical facilities which are improved over time for conducting curricular, co-curricular and extracurricular activities efficiently. Student are engaged in activities like Cultural, sports, indoor and outdoor games, gymnasium, auditorium, NSS, NCC, cultural activities, public speaking, communication skills development, health and hygiene etc.

Audio Visual hall facilitated with air conditioning, a permanent platform for performance, music system and speakers, mikes and podium etc. was established in 2011 with the student seating capacity 80 for regular cultural activities like competitions/performances, workshops, guidance sessions and practice. The auditorium is available for extracurricular activities of the institution like cultural functions, orientation programmes, medical camps, college fest and awareness seminars. A stage in the common ground is also used for cultural activities and functions like celebration of Independence day, Republic day etc.

Sports - Colleges has indoor facilities for games like chess and Carrom board etc and outdoor game facilities for badminton, football and cricket. Sufficient number of sport material like football, badminton and cricket are present and issued to the students as per the requirement. Sports equipment issuing register is maintained.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://wbbudgebudgecollege.org/uploads/aqar/16964056094.1.2-22-23.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	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

20.00386

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

4.2 - Library as a Learning Resource

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

- **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	**No File Uploaded**
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**D. Any 1 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)	<u>View File</u>

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)

1.9199

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)	<u>View File</u>

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

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

Budge Budge College provides adequate IT facilities which are constantly updated

and well maintained from time to time for better functionality and service for the

students along with the staff. There are two Computer Labs, one digitally equipped

conference hall with sound systems, one browsing center, one college- office and

accountant section, the library, and the Principal's chamber and along with eight

departments that are well connected with high-speed weir-based broadband

internet connectivity facilities. The students are accessible freely to the well-

equipped and maintained computer lab. College regularly maintains Its IT facilities

which some of the facilities are discussed below.

1. Computers are formatted on regular basis and all the computers are updated

with anti-virus software.

2. CCTVs are installed on all the premises of the college.

3. A professional network system administrator takes care of the IT-related

needs of the campus such as hardware and networking facilities through the

Annual Maintenance Contract (AMC).

The college plans the usage of its IT Facilities for all the departments. Window

servers are available for various activities such as online, admission, examinations,

etc. For uninterrupted computing, UPS is available in all computer laboratories.

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

4.4 - Maintenance of Campus Infrastructure

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

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and

academic support facilities) excluding salary component during the year (INR in lakhs)

`27.23356`

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

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

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

The systems and procedures for the maintenance and utilisation of academic and sports facilities of the college are very well organised and developed. The college follows a centralised mechanism for acquiring the infrastructural requirements, whereas a decentralised system for maintaining those acquired infrastructural resources. The purchases of departmental goods, laboratory equipment, chemicals, sports equipment etc. is done through the recommendation of departmental indent committees. At least 3 quotations / tenders (or quotations as specified by the State Govt. on the basis of amount of purchase) are procured in sealed envelope in case of the purchase above Rs. five lakh (Rs.5,00,000). These are opened on a specific date in front of the vendors and lowest quotation noted. Then purchase order is given specifying terms and conditions. Sometimes local vendors are called for supplying necessary requirements on an emergency basis. Various committees and subcommittees are responsible for the maintenance of physical facilities of the college campus. In case of urgent maintenance and repair of physical facilities, the college office arranges everything as per demand.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://wbbudgebudgecollege.org/uploads/aqar/16964060944.4.2-22-23.pdf

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

1090

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

73

01-11-2023 02:14:50

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)	<u>View File</u>

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	**E. none of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

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

154

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

154

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)	<u>View File</u>

5.1.5 - The Institution has a transparent mechanism for timely redressal of student	**A. All of the above**

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	[View File](#)
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

7

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	**No File Uploaded**

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

5.2.2.1 - Number of outgoing student progression to higher education

53

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

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

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

1

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.

1

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)	View File

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

In the 2022-23 session the College Foundation Day was celebrated with great enthusiasm. It was the Golden Jubilee of the College.. A lively and vivacious cultural programme was organized to commemorate the Day. The Annual Social was conducted for the recreation of the students. The Cultural Committee along with General Secretary of the students and the other student's representatives worked diligently to organize this event. This year the programme was conducted at grand scale especially to entertain the students at the maximum after two years of severe pandemic period. Saraswati puja was conducted with tremendous respect and utmost sincerity.

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

5

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

5.4 - Alumni Engagement

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

No registered Alumni Association.

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

Mission Statement: Our mission is to move towards excellence in higher education. In order to achieve this the college coordinates the activities of the teachers, students and other staff members to ensure smooth functioning and all-round development of academic as well as other curricular activities. The college ensures better dissemination of pedagogical issues and the building up of progressive, dynamic, rational and analytic outlooks among students who eventually become responsible citizen. The mission of the college is also to ensure gender development by emphasizing on women education and thereby empowering them. All the stakeholders of the college work together for the effective implementation of the policies.

The Internal Quality Assurance Cell (IQAC) of the college, in consultation with the Principal, works to ensure standard and quality education.

File Description	Documents
Paste link for additional information	https://wbbudgebudgecollege.org/uploads/aqar/16963206696.1.1-22-23.pdf
Upload any additional information	**No File Uploaded**

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

The management trusts in the decentralization and participative functioning of the college as reflected in the following:

1) At the end of every academic year, the Heads of different departments of the college prepare a prospective workload for the next academic year based on current student strength under the supervision of the Academic Sub-Committee. The Head of the institution then seeks approval for the same from the Governing Body (GB). Furthermore, the recruitment procedure of additional staff for temporary teaching and temporary non-teaching staff is planned and discussed at length at the GB. For the recruitment of Guest lecturers, the rules laid down by the Government are strictly adhered to.The respective Head of the department scrutinizes the application forms. At the time of the interview, based on performance, the selection of suitable candidates is made by the interview panel comprisingof external subject experts, at least one GB representative, and the Head of the respective department.

File Description	Documents
Paste link for additional information	https://wbbudgebudgecollege.org/uploads/aqar/16963208056.1.2-22-23.pdf
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has received the first tranche of RUSA 2.0 grants through the Department of Higher Education to create infrastructure and procure essential material for enhancing the learning-teaching

experience and a richer experience under Component 9. This has resulted in an unprecedented growth in laboratory infrastructure developments, with procurement of a large number of small equipment besides some high-end equipment; the laboratories have been restructured, renovated and fixed with lab-safety measures, especially in most of the science departments where Honours subjects are taught. Special efforts were made during this academic session to acclimatize the students to physical mode of teaching again and give them hands on experience to practical exercises which they had missed out on during the pandemic. Team based projects were encouraged for students to enable them to familiarize with each other and grasp the nature of collaborative learning.The college is affiliated to the University of Calcutta. The college is contemplating to participate the WBCoLOR (West Bengal College Libraries' online resources) initiative which is intended to build a collaborative, centralized database of online learning resources other subjects/ topic taught in CBCS syllabus followed in different under graduate colleges of West Bengal.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://wbbudgebudgecollege.org/uploads/aqar/16963209426.2.1-22-23.pdf
Upload any additional information	No File Uploaded

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

The IQAC is considered the think tank of the college. All academic, curricular, extra-curricular, extension and development activities come under the purview of the IQAC. As an Advisory body, the IQAC helps to take the initiative and assist in their empowerment. In official matters, the Principal is assisted by the Bursar, Accountant, Senior and Junior Office Assistants, Clerks and Support staff. At the department level, the organization includes Heads of departments, faculty members and non-teaching staff. The Librarian is the head of the Central Library and is assisted by the Assistant Librarian and Library Attendants.

Student Benefits: Students are made aware of various government schemes, scholarships, and free ships, which they can avail themselves of during their academic program. In most cases, one

teacher is assigned the task, works as Convenor, and is ably supported by the office staff. Some of the schemes initiated by the State Government or other Governmental Bodies for the needy and deserving are projects like SC/ST scholarship, Minority scholarship, Kanyashree, Swami Vivekananda Merit-Cum means scheme students. 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/aqar/16963210126.2.2-22-23.pdf
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

Encouragement & Motivation: The College encourages & motivates Teaching Staff for Orientation / Refresher / Short Term Courses. Non-Teaching staff are encouraged to participate in Professional Development Courses related to Administration work. Duty leaves are sanctioned to the staff for this purpose.

Encouragement and Motivation for Higher Studies: The College always encourages & motivates Teaching Staff for their Doctoral, Post-Doctoral Studies & Non-Teaching Staff to pursue higher studies to upgrade their qualification. The College provides infrastructure facilities, viz. Computers, Laptops, Desktops, Printers, Scanners & LCDs to all the departments for smooth functioning of day-to-day academic activities and personal research of the faculty members. The college has Wi-Fi enabled college campus. The college 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. Desktop facilities are also provided in the Library and Teachers' room for their use.

General Welfare Schemes for teaching and Non-Teaching Staff: Provident Funds: College provide General Provident Fund (GPF) and Pension and superannuation benefits for the substantive teaching and nonteaching staff.

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File Description	Documents
Paste link for additional information	https://wbbudgebudgecollege.org/uploads/aqar/16963211156.3.1-22-23.pdf
Upload any additional information	No File Uploaded

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

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

0

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

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

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

0

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

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

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

4

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 forteaching 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

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 college has a separate mechanism to ensure financial discipline. Each payment voucher is signed by the accounts office, the Principal and the Bursar. An external audit is done annually after the completion of the financial year. The college appoints the external auditor as per the recommendation of the Directorate of Public Instructions (DPI), Government. Of West Bengal. The external auditor examines:

1. Purchase Register and Stock register.

2. Library records and Accession Register.

3. Receipts and Payments Account, Income and Expenditure Accountand Balance Sheet.

4. Utilization of funds received from various agencies.

The external auditor checks whether proper procedure is followed for utilization of grants and whether expenditure is allowed under a particular head and its limit. Queries raised by the auditor are duly clarified, and no queries remain pending till date. Finally,

the audited financial reports are tabled in the Governing Body for approval and ratification.

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

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

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

0

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

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

The college raises its funds through various resources such as fees from students and salary grant received from the state government as grant-in-aid. The Finance Sub-Committee decides most of the finance-related matters and refers to Governing Body for final approval and direction. A well-defined procedure is followed for purchases. The committee thoroughly reviews vendors'quotations. The final decision is based on comparative analysis, and all the financial decisions are taken in Consensus. The College has a Building Sub-Committee which authorizes infrastructure development and the creation of permanent structures on the campus. Every year, a budget is prepared, considering the requirements of each department, office and various committees. The budget is presented before the Governing Body for its final assent.

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

6.5 - Internal Quality Assurance System

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

1. The CAS promotional process for ten teachers and one librarian has been successfully completed with the active coordination of IQAC.

2. Nine seminars have been conducted by various academic departments with active assistance of IQAC.

3. 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.

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

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

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

1. For regular high quality teaching-learning process, the IQAC with the active support ofthe Governing Body, Teachers' Council, different subcommittees and HODs would take sufficient measures to

inform the students about and take sincere classes for preparing them for the examinations in future.

2. IQAC would continue to meet the academic subcommittees for structuring Honours and General Theoretical and Practical classes.

3. IQAC would provide enough assistance to all the departments. As a structure every department has prepared a Semester-wise repertoire of the mobile number, address and email ID's of students of Honours and General steams for the purpose of online distribution of syllabus, schedule of examinations and the list of queries of the students.

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

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

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

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 radical 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.

A Seminar on 'Gender in Everyday Life, Gender and Technology & Gender and Medical Socialization', organized by the Department of Sociology on 25/02/2023 provided a detailed discussion on various aspects of technology and its social and cultural implication on gender; thereby ensuring equitable access to healthcare and quality medicines to all sections of the society irrespective of gender.The Department of Bengali observed "Antorjatik Nari Dibas"on 08.03.2023 whereby students were encouraged to learn to respect and uphold gender equality.

Moreover, the college has not only automated CCTV surveillance to ensure safety and security of students and staffs but also has accommodated separate common rooms for 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	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy	C. Any 2 of the above

**conservation measures   Solar energy
Biogas plant Wheeling to the Grid   Sensor-
based energy conservation Use of LED bulbs/
power efficient equipment**

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 has a diverse set of subjects, ranging from Arts-Huumanities, Commerce, Languages to Science and trans-disciplinary subjects. Each of these streams or disciplines impart knowledge using variety of teaching aids and different modes of teaching.

· 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	https://wbbudgebudgecollege.org/uploads/aqar /16976117737.1.3-Geotagged.pdf
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	E. None of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	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. In that session the students mostly the fresher is made aware of their code of conduct, their duties towards the college and the nation altogether. The college celebrates the Independence Day, Republic Day with flag hoisting by the Hon'ble Principal Madam and she is ably supported by the NSS and NCC volunteer of our college. All staff and students are encouraged to participate actively in these programmes. Speeches are delivered by Principal Madam and other senior faculty on those occasions, whereby the students learn the importance of constitutional obligations. The students from different departments have regularly participated in the departmental seminar organized by the college where eminent speakers are usually invited to discuss academic topic and other department student's and faculties are also participated in these deliberation. The college has successfully traversed a glorious fifty years of long journey and to commemorate the day, every year, college organizes various cultural programme like dancing, music, elocution, drawing etc. By organizing these events along with cultural and career related orientation programme are organized regularly to address the issue of tolerance, harmony and national integration. The college also organize debates among students and teachers to imbibe the ethics, culture and knowledge of parliamentary democracy. The College magazine is published every year and read by all the students and employees. 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)	No File Uploaded
Any other relevant information	No File Uploaded

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

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, 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	No File Uploaded
Any other relevant information	No File Uploaded

| 7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized | D. Any 1 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 2022 to emphasis the importance of literacy for development.**
- **Teachers' Day: Various departments, e.g. Department of Botany, Bengali, Political Science paid tribute to teachers on Teachers' Day – 5th September 2022 in reverence and solemnity to Dr. S. Radhakrishnan.**
- **National Nutrition Month: Food and Nutrition Department celebrated the Nutrition month in September 2022 to encourage healthy eating habits.**
- **: Department of Bengali organized this Pre-Puja celebration to honour the cultural heritage of Bengal in October 2022.**
- **World Philosophy Day: Department of Philosophy celebrated this Day – 18th November in November 2022 to inculcate the value of philosophy in shaping culture and personality through featuring a Departmental Wall Magazine, student-led presentations and group discussions.**

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

1. Title of the Practice: Student Welfare Incentive: Financial Assistance

2. Objectives of the Practice: To provide apposite financial support to the economically disadvantaged students to enable them to pursue higher education with dignity.

3. 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

1. Title of the Practice: Applied Curricular, Co-curricular Research for Students

2. Objectives of the Practice: To magnify the process of learning, polish academic research skills thereby prepare students for real world contemporary and applied professions and at the same time build a confident personality.

3. The Context: The rote-book learning is insufficient today and access to and exposure into academic-research world in this peri-urban area is limited. In this backdrop the Institution and its faculty members strive to provide the students the opportunity, encourages and introduces them to the various academic gatherings by boosting their participation in co-curricular and research activities.

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For details please visit:
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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

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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 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 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.
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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

(a) Coordinating the submission of AISHE data of the college for 2022-23.

(b) Collection of feedback from students.

(c) Providing guidance to the departments for organizing seminars and workshops.

(d) Coordinating the implementation of the Curriculum &Credit Framework (CCF) introduced by the University of Calcutta at the under-graduate level under NEP, 2020.

(e) Introduction of Add-on courses on sericulture, Income-tax filing, music, drama and wildlife.

(f) Organising Outreach Programmes on orientation of school students about higher education, and on yoga and meditation.

(g) Motivating activities. the teaching and non-teaching staff to undergo various professional development

(h) Proposal for introduction of Psychology (Hons.) programme.