



YEARLY STATUS REPORT - 2021-2022

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		
• 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/1668595372AQAR%202020-21.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/1669024202ACADEMIC%20CALENDAR%202021%202022_1.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			3		

<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)		
<p>? Continuing to promote and train faculty members from various departments to conduct virtual classes during the COVID-19 pandemic.</p> <p>? Implementation of the SOPs proposed by the government when the college resumed normal operations following the COVID-19 pandemic.</p> <p>? Monitoring the academic progress of students through class tests and semester-end internal assessments.</p> <p>? Obtaining student feedback and acting on it</p> <p>? Providing suggestions to maintain coordination among Academic, Admission and Library sub-committees.</p>		
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	
<p>1. For regular high quality teaching-learning process in online mode even in the lockdown period IQAC with the active support of the Governing Body, Teachers' Council, different sub-committees and HODs would take sufficient measures to inform the students about and take sincere classes for preparing them for the examinations in future.</p>	<p>1. For almost half of this academic year the college had to follow the online mode of teaching due to lockdown; IQAC monitored the standard of the regular teaching-learning process and found them to be satisfactory. However in the second half lockdown was withdrawn and IQAC, with the assistance of Governing body and different sub-committees, guided the arrangements made by the college administration for resuming offline classes and</p>	

	observed that the quality of the offline classes were standard.
2. IQAC would continue to meet the academic sub-committees virtually for structuring online Honours and General Theoretical and Practical classes.	2. IQAC consulted all the sub-committees virtually in the first half and physically in the second half and structured the theoretical and practical classes with the Academic sub-committee.
3. As a methodology IQAC would take measures so that even the students of the remote areas certainly avail online platform like Google Classroom and Google Meet and the students get posted Study Materials and Learning Resources. IQAC would provide enough assistance to all the subcommittees in this new circumstance. 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 streams for the purpose of distribution of syllabus, schedule of examinations and the list of queries of the students.	3. IQAC has noted that Semester wise repertoire of the mobile number, address and email IDs of the students of all the Departments is maintained, syllabi and distribution of classes are communicated to the students as was planned.
4. Also, IQAC has planned to implement the SOPs proposed by the Governments if the college reopens in its normal course after the COVID pandemic.	4. IQAC assured the implementation of the SOPs just before the college reopened after the COVID pandemic. To boot, IQAC in consultation with the building subcommittee added infrastructural facilities viz. more updated classrooms with browsing facilities for students, clean washrooms, AC laboratories, regulation of the entry and exit of the students in the college campus.
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
2022	19/02/2022

15. Multidisciplinary / interdisciplinary**16. Academic bank of credits (ABC):****17. Skill development:****18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)****19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):****20. Distance education/online education:****Extended Profile****1. Programme**1.1 15

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

File Description	Documents
Data Template	View File

2.Student2.1 **1137**

Number of students during the year

File Description	Documents
Data Template	View File

2.2 **538**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 **484**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic3.1 **26**

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

Extended Profile

1.Programme

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

File Description	Documents
Data Template	View File

2.Student

2.1	1137
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	538
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	484
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	26
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	74.36
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	
<p>The institution has a well-planned curriculum delivery method. In the normal scenario, we have a well-formulated routine. In every class, the teachers give lectures along with study materials. In some of the departments ICT method is implemented as well. Moreover, some departments have to undertake rigorous practical methodology and educational tours. Regular classes were resumed in the 2021-2022 session, and the institution reverted to offline mode. However, with new, more improved guises using the various technological teaching-learning skills learnt during the pandemic to the advantage of students and retaining those that enhanced the student's learning experience. Study materials were uploaded to the respective google classrooms. Some of the departments uploaded YouTube lectures. The evaluation was carried on in the online format. The students of departments like Geography and Food and Nutrition even prepared e-lab notebooks for the practical exercises. The academic calendar was followed to ensure curriculum delivery in an organized manner.</p>	

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)

In this academic session, attempts were made to return to the original schedule as the situation progressively normalised. Although the session began in an online mode like the last, it moved to a blended format and then back to offline mode. However, teachers of diverse disciplines adopted a hybrid approach to making the educational experience more applicable, efficient, helpful, and enlivening for the students. Even in this session, students had to switch between evaluation modes quickly. Some evaluation was done via online Google forms and YouTube lecture-based practicals. In addition to classroom brainstorming, field trips, group discussions, and project work were part of continual learning and evaluation. Science-based departments used e-laboratory notebooks for part of the session. The use of technology, hands-on experimentation, and field-based learning and evaluation were encouraged. The students were also evaluated as per the academic calendar at the end of the syllabus completion process by taking practice exams to assess their progress in the topic and whether they had adapted to the changing circumstances. All departments completed internal exams at the conclusion of the semester to test their understanding of the topics presented.

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/or 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

C. Any 2 of the above

of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	
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	
30	
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)	
1	
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	

1

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

1

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****Provided)**

Our Institution is affiliated to the University of Calcutta; hence it has to follow the curricula of this 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 the Subjects viz., Botany, Chemistry, Commerce, Education, Environmental Science, Food and Nutrition, Geography, History, Philosophy, Sanskrit and Zoology.

Consequently, in the Theory and Practical classes, our Institution's Honours and General students are acquainted with relevant crosscutting issues that address the above-stated socio-economic, cultural, ethical and environmental issues and values.

Through different sub-committees viz., the Anti-Sexual Harassment Cell empowered by Female Professors of this College redresses and integrates, from time to time, relevant Gender issues mentioned in the Curriculum.

These undergraduate students are specially trained with the present local and global sustainability and management issues of climate change, global warming, natural hazards and disasters and renewable energy resources and biodiversity, which are nowadays pan-global as well as transdisciplinary themes through a mandatory course on Environmental Studies in the first year of their undergraduate program.

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

17

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

227

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/1668839535SSS%202021-2022.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**393**

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 organized 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
- Organizing 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
3032	42

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.

Yet, during the trying times of the pandemic, Audio-Visual Methodology, Google Classroom were mainly used by the college to

boost the student participation. In view of the pandemic, all departments relied on online teaching using live video lectures / meetings, YouTube videos, recorded audio lectures etc. as the primary mode of teaching. In order to have participatory learning even at the virtual level, regular Online Assignments / Quiz through google forms were undertaken on various topics.

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 for teaching. 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 Wifi. The college has 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 through Google classrooms and even personal YouTube channels of teachers.

College subscribes to INFLIBNET consortium and other online portals such as National Digital library for teachers to facilitate teaching-learning. Teachers use platforms such as Google meet, zoom for online teaching and Google classroom to post ebooks, study materials and assignments for the students. Some teachers use Google forms to evaluate students.

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**42**

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****42**

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	No File Uploaded

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****20**

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

446

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.

In this academic session, students returned to offline teaching-learning and evaluation. At the beginning of the session, online education was used, and evaluation and exams were still completed using Google forms, quizzes, and e-lab-notebooks. As the pandemic subsided, students and teachers used a blended mode to enhance and enliven the learning experience and have a closer student-teacher interaction, which is the hallmark of a transparent and robust student-teacher relationship. The second half of this academic session's internal exams were offline, and many departments conducted frequent internal evaluations at the start of classes to track daily progress and better know the students' abilities. Some departments practised oral and theoretical assessments to acclimate students to offline classroom evaluation. Students were told where they needed to improve based on these evaluations. Transparent and honest contact strengthened teaching-learning evaluation. Some science-based classes evaluated students' practical knowledge and activities through e-lab-notebooks. Each department conducted an internal exam at the semester's conclusion to assess their learning level. These marks were made available to students when the results were published to ensure transparency.

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

To conduct the internal examination in a transparent, time-bound and efficient way, we follow the necessary guidelines directed by the university. We assess the students through various class tests and conduct the internal and tutorial examinations as per the CBCS guidelines for both honours and general papers, and 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 it is written on the mark sheet. Students can also approach their grievances through the Students Grievances Cell. Any discrepancies reported by the students are solved. For re-evaluation of the answer scripts, the college strictly follows the rules and guidelines issued by the 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.

An overall idea about Programme Outcomes, Programme Specific Outcomes and Course Outcomes are provided by all departments at the outset of each semester through generalised and specific Orientation Programmes. Students of each program and each semester are provided information regarding the curriculum for each semester and the practical (if any) and project exercises assigned in a particular semester. Insightful observations regarding the applied aspects of various topics are inculcated among the students. They are made aware of relevant issues like recent

environmental problems and sustainable development. They are sensitised to the need to understand the interdisciplinary nature of various subjects they have opted for at this level. In addition, they are provided with information regarding various avenues of higher education after completing this course. They are sensitised about vistas of opportunity and employment avenues that can be explored after undertaking their respective courses, e.g. teaching, academics, working on developmental or environmental planning, civil service, civil society and non-profit organisations, to mention a few. In order to keep track of the progress of the syllabus, departmental meetings are consistently organised throughout each semester. This is a crucial tool in judging the Program and Course Outcomes.

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

Most students either opt for advanced courses like Masters or professional courses like B.Ed. before joining any profession. Many prepare for competitive examinations like WBCS or start preparing for School Service Commission, Banking Sector and Railways. Quite a few students start supporting their family financially by tutoring, joining a family business or starting their business venture.

The assessment tools generally used to measure the attainment of course outcomes are of two types. They are the Direct Method and Indirect Method.

1. Direct Method: In this method, the attainment of course outcomes is measured by observing the students' performance in continuous internal evaluations (CIE) and semester-end examinations.

2. Indirect Method: In this method, the attainment is measured by collecting data from existing students' surveys, etc. Attainment of POs and PSOs can be measured by observing the student's

performance in various competitions such as elocution, debate, seminars and preparation of assignments. Tutorials/projects submitted to the college from time to time provide a clear picture of the programme outcome and its specific uses.

Every department regularly monitors the students' progress, and an estimate of the student's satisfaction is acquired through interaction. Marks and results of every batch are closely monitored, and records are kept of the same. In addition, some departments regularly track their students' progression after graduation.

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

486

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/agar/1668839535SSS%202021-2022.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**

0

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

9

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

7

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

The NCC Unit of Budge Budge College is our pride, and the active involvement of students makes the unit functional and effective. The NCC is one of the premier youth organizations in our country

that propagates national unity and integrity amongst youth. To achieve this, many national integration camps were organized across the country, with cadets participating from all over India. In this mission, the NCC Unit of Budge Budge College celebrated World Yoga Day on 21st June 2021 through an online mode where students learnt the significance of yoga to maintain a healthy life along with some easy yoga techniques they can follow in their daily life. They also participated in the "Fit India Run" programme on 2nd August 2021. From 24th November 2021 to 3rd December 2021 our NCC unit attended CATC - KB - 03 - camp. In January 2022, they attended the LRDC practice camp from 5th to 20th of the month. On 3rd March 2022, the NCC team took part in "Puneet Sagar Abhiyan". Lastly, to increase awareness against the ill-effects of tobacco use they participated in a "Rally in Anti-Tobacco Day" on 31st May 2022. All of these activities inculcate principles of selfless service among students.

File Description	Documents
Paste link for additional information	Nil
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**6**

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****136**

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****0**

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

1

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.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://wbbudgebudgecollege.org/uploads/aqar/16691936274.1.2-%20AS-2021-2022.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)****38.59**

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 - 20.11
- 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	https://bbc-opac.kohaccloud.in/

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)	View File

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)

1.569

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

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)

35.77

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.

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.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://wbbudgebudgecollege.org/uploads/aqar/16691937254.4.2-%20AS-2021-2022.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

1545

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

0

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)	No File Uploaded
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	
D. 1 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)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
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)	No File Uploaded
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

5

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

42

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

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.

3

File Description	Documents
e-copies of award letters and certificates	View File
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)

Student representation is an integral part of any institution. Our institution has a very pertinent Student's Union. Our institution has a formidable student representation in the Governing Body. The General Secretary acts as the student representative in the Governing Body. Apart from that, there are various positions in the Student's Union, namely Cultural Secretary, Assistant General Secretary, Game Secretary, Magazine Secretary, Girl's Common Room Secretary, Boy's Common Room Secretary, and Cashier. At the administrative and academic levels, they perform several duties. The foremost amongst them are supervision of the different classes, newsletter publication, cultural programmes, National Service Scheme activities, Sports, Anti-ragging, Anti-sexual, Student grievance, and Studentwelfare cell.

In the 2021-2022 session, 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 the General Secretary of the students and the other studentrepresentatives worked diligently to organize this event. This year the program was conducted on a 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

4

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)	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

No 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

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	Nil
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.

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). The recruitment procedure of additional staff for temporary teaching and temporary non-teaching staff is planned and discussed at length at the GB.

2) An Admission Sub-Committee is formed annually to smoothly conduct the admission procedures of different courses and classes of different faculties. Senior faculty members and office administrative staff members are included in the committee. Periodic meetings are arranged by the Convenor of the committee for proper coordination and sharing of information with the vendor

company which gives technical and technological support for conducting online admission. The committee members review the admissions rules and help students select the proper subjects and courses. In addition, they give information to students about career options and conduct counselling sessions if required. Finally, they verify the admission forms and guide the students.

File Description	Documents
Paste link for additional information	Nil
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. The college is affiliated to the University of Calcutta. The Chairman of the Governing Body is Mr. Ashok Dev, the sitting MLA for the past 25 years and the Chairman of the college for more than a decade is an ardent appreciator of academics and a man of aspiration. His dynamic and thorough approach to administration has helped the institution. The Principal of the college is a highly dynamic and academic-oriented persona and takes great interest and initiative in the academic and cultural aspects of the college. The Principal, along with the Governing Body members, is entrusted with the power of designing policies and making decisions for the smooth functioning of the college.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
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.

Administrative Setup: 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/16691937996.2-%20AS-2021-2022.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	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	
<p>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.</p>	
<p>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.</p>	
<p>General Welfare Schemes for teaching and Non-Teaching Staff: Provident Funds: Employees Provident Fund (EPF) is a Retirement Benefit Scheme provided by the Institution for all its employees.</p>	
File Description	Documents
Paste link for additional information	Nil
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**

5

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 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 Account, and Balance Sheet.****4. Utilization of funds received from various agencies.**

The external auditor checks whether proper procedure is followed for the utilization of grants and whether the 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 grants 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

The IQAC has passed a resolution to take care of sanitary measures, counseling arrangements, and tutorial and/or remedial classes for the students wherever and/if needed because students could not learn their lessons through the physical presence in classes and those of the Science stream could not learn their subject contents by practical and field studies.

For filling up the seven criteria of the AQAR, seven groups comprised of teachers and non-teaching staff have been formed; and in its resolution, the IQAC has requested the Principal to notify the preparation of AQAR, tentatively on 18.4.22.

The IQAC has reviewed the aspect of getting feedback from the students of different departments and from those feedback necessary steps have been taken to solve and address their problems and grievances for the up-gradation of their academics and sense of duties and responsibilities as citizens.

The IQAC has noted that the high students to full-time teachers ratio (which was 2795/40 i.e., about 70:1 during the academic session 2020-21) creates an enormous load on human resources for maintaining quality teaching.

Many teachers have their promotions due. The IQAC has therefore resolved that their CAS formalities be initiated after necessary discussions in the Governing Body.

The IQAC has observed that the online payment system for the Admission process of the college has been brought under the CMS package.

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 IQAC has resolved that under the guidance of the Academic subcommittee all the Departments have to prepare schedules of the offline classes for the odd semester students.

The IQAC has reviewed the virtual orientation classes of Semester I Honours and General students of all the Departments and noted that they underwent immensely impacted the new students. IQAC also resolved that internal assessment be conducted within the 2nd week of December '21 for at least the 5th and 3rd-semester students.

The IQAC has observed that in the post-lockdown scenario all the HODs have taken initiatives to compensate for the learning process of the students by holding remedial and practical classes; members of the IQAC have applauded this endeavor in its next resolution.

The IQAC has actively participated with the Academic subcommittee in preparing the Teachers' Roaster as per the Government's notification regarding 50% attendance when the college reopened after the COVID lockdown.

IQAC, after a thorough discussion, has resolved that all the Departments should collect feedback from their Honours students of the even semesters; however, due to post-lockdown formalities and troubles, IQAC has decided that the feedback is taken by filling in a Google form.

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)

D. Any 1 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

This Institution is affiliated to the University of Calcutta and as per the University curricula of the UG stream, students get acquainted with issues related to Gender equity and sensitization through different sections of their Subjects. The teachers try to make students understand the dynamics of gendered space through the study of radical and feminist trend of thought. Thereby ensuring human and gender development and assessing the prevailing disparities.

The College has automated CCTV surveillance to ensure the safety and security of the students and staffs.

This Institution also has separate common rooms for the girls and boys to spend their off-periods.

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/1670228180Criterion%207.1.1%20Students'%20Community%20Growth%20Corner.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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

In our College we have to deal basically with four different types of wastes, which include liquid/chemical waste (generated from Chemistry, Zoology, Botany laboratories), organic waste (generated from Food and Nutrition, Botany and Zoology laboratories), e-waste (Geography, Commerce Laboratories and other computer and electronics related activities) and solid waste (miscellaneous type).

Usually the chemically combined waste water is automatically drained out through the drainage line; we segregate the used and discarded laboratory apparatus (such as beakers, test tubes, etc.) which are very hazardous for health. The organic, inorganic wastes and solid wastes (non-biodegradable) collected daily after cleaning the College premises are segregated into non-recyclable and recyclable segments (paper, glass etc.) and properly handed

over to relevant waste management authorities of Budge Budge Municipality. The e-wastes too are segregated from the rest and handled with care to prevent any harmful exposure. Moreover, waste water of AC in the Institution is diverted to water the plants and maintain greenery in the campus.

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/agar/1670228360Criterion%207.1.3%20Reducing%20Water%20Footprint.pdf
Any other relevant information	No File Uploaded

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

D. Any 1 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

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

D. Any 1 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).

- Semester VI Honours students of Department of Geography--- Disaster Management Report on:- "Air Pollution: A Case study of Kolkata".
- Semester V & Semester VI Honours students of Department of Geography--- Project Report based on secondary data on various aspects related to environment and development and Disaster Management projects on different disasters in West Bengal.
- Honours students of the Department of Philosophy prepared Wall Magazine 'Anvik??' reflecting on socio-cultural thoughts and communal diversities.

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

This Institution being affiliated to the University of Calcutta all the Departments have to abide by the curricula of the UG stream as provided by the University. In the course of their studies students of various streams get acquainted with the prevailing socio-cultural values, rights, duties and their responsibilities as the citizen of India. The Departments of the

Institution organize various activities and programmes to celebrate National and International Days and events such as Independence Day of India, Republic Day of India, Rabindra Jayanti, International Mother-Language Day, World Environment Day etc. Students and Teachers also participate in seminars on multi-varied aspects of these issues.

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

- **Independence Day celebration on 15.08.2021 through Indian Flag unfurling.**
- **Department of Food and Nutrition observed online Nutrition**

month in September 2021.

- Various Departments of the Institution celebrated online Teacher's Day on 05.09.2021.
- Republic Day celebration on 26.01.2022 through Flag hoisting.
- Students of the Department of Bengali celebrated Basanta Utsav on 17.03.2022.
- Students of the Department of Geography observed Earth Day on 22.04.2022 by sharing their thoughts through posters, wall magazines, paintings and literary writings.
- Rabindra Jayanti celebration on 26.05.2022 through cultural programme.

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	View File

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: NCC

Objectives of the Practice: To instill in the students a sense of responsibility, discipline and work for the welfare of society and the surrounding.

The Context: NCC is directed towards character building, personality development and developing a sense of selfless service among the youths.

Best Practice 2:

Title of the Practice: "Saji"

Objectives of the Practice: It with dignity to students in need by

helping them collect their required things from the Saji.

The Context: Literally the term "Saji" signifies 'basket'. Our "Saji" is a basket filled with various things like books, pens, bags, exercise-books etc. donated by the students and staffs of our College.

The Practice: The entire system works anonymously. Students who need any of these things can collect their desired one without seeking any permission from anyone. Thus, Saji initiative not only instills a sense of social responsibility among the fellow students, but also helps develop kinship feeling among them.

<https://wbbudgebudgecollege.org/uploads/aqar/16691938417.2.1-%20AS-2021-2022.PDF>

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

ADG NCC Directorate WB and Sikkim as per DGNCC Policy Letter No. 8088/policy/HQ DGNCC/plg dated 21st April 2011, has approved and re-allotted NCC in this Institution under Controlling Unit 1 Bengal Armd Sqn NCC, Controlling Group Kolkata-'B'. Previously the Institution was enrolling NCC cadets from Open Vacancy, the Cadet strength being 200 and Coy/Platoon 4. However, subsequently as per the approval letter referred to above, the Troop No. and Cadet strength have been revised and re-allotted -Troop No. 2 Platoons and Cadet strength 100 respectively.

It is a privilege for this Institution to have NCC so that the enrolled students get exposure to a varied range of socio-environmental activities; thereby contributing towards the development of the Nation.

<https://wbbudgebudgecollege.org/uploads/aqar/16691939217.3-%20AS-2021-2022.PDF>

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

7.3.2 - Plan of action for the next academic year

1. 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.

2. For attending the OPs/RCs, the IQAC would forward the applications of the incumbents at early as possible.

3. IQAC suggests improving the 'student support system' by providing Colour Printers and Equipments viz. Microscopes, Distillation Plants, Desktops and Softwares to the different Departments.

4. Also, IQAC would cordially support different social welfare programmes organized by Budge Budge College NCC and NSS Units.

5. Most importantly, after the submission of the AQAR for the session 2021-2022, Team 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.