YEARLY STATUS REPORT - 2020-2021

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/1659182957AQAR-2019-20.pdf

4.Whether Academic Calendar prepared during the year?

Yes

• if yes, whether it is uploaded in the Institutional website Web link:

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
NA	**NA**	**NA**	**NA**	**NA**

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**

• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File

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)

? Continuation to encourage and impart technical expertise to the faculty members of various depatments for conducting virtual classes during the COVID-19 pandemic. ? Supervision of academic improvement of the students through class tests and semester-end internal assessments. ? Obtaining students feedback and act accordingly. ? Providing suggestions to maintain coordination among Academic, Admission and Library sub-committees. ? Supporting various academic departments for organising national and state-level seminars along with student seminars.

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
1. Due to the announced Lockdown by the Government of India and Government of West Bengal for the Covid-19 Pandemic the IQAC with the help of senior teachers decided to continue to meet the academic subcommittee virtually for mentoring and monitoring online Honours and General Theoretical and Practical classes.	1. Even in this unprecedented pandemic situation the College achieved cent percent success in carrying out online Honours and General Theoretical and Practical classes within very short notice which became possible for whole hearted support of all the teachers and supporting staffs.
2. IQAC would take measures so that even the students of the remote areas certainly avail	2. IQAC found that students of the even the remote areas were receiving Study Materials and

Goole Classroom and Google Meet and the students get posted Study Materials and Learning Resources. IQAC proposed enough assistance to all the subcommittees in this new circumstance.	Learning Resources regularly in the online mode.
3. Also, IQAC would encourage participating in the Orientation Programme, Refresher Courses and Webinars that have been approved by the UGC and other such compatible agencies under Higher Education for institutional as well as individual academic upgradation. IQAC would provide full support to the Departments of Commerce and History for organizing Webinars in next few months.	3. Departments of Commerce and History successfully completed their departmental webinars under the sponsorship of IQAC. Teachers could participate in OPs and RCs after the approval of IQAC.
4. IQAC with the active support of the Governing Body, Teachers' Council, different subcommittees and HODs take sufficient measures to conduct different examinations of the University of Calcutta and the results will be published online under the supervision of the Academic subcommittee.	4. All the examinations of the University of Calcutta and their results were published online under the supervision of the Academic subcommittee and the support of the Teachers and Supporting Staffs.

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
2021	19/02/2022

15.Multidisciplinary / interdisciplinary

NA

16.Academic bank of credits (ABC):

NA

17.Skill development:

NA

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

NA

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

NA

20.Distance education/online education:

NA

Extended Profile

1.Programme

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

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	1167

File Description	Documents
Data Template	View File

2.2	**1338**
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	**706**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File]

3.Academic

3.1	**27**
Number of full time teachers during the year	

File Description	Documents
Data Template	[View File]

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

File Description	Documents
Data Template	No File Uploaded

4.Institution

4.1	**28**
Total number of Classrooms and Seminar halls	

4.2	**52.11**
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

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 the study materials. In some of the departments ICT method is implemented as well. Moreover, some of the departments have to undertake rigorous practical methodology and ducational tours as well. However, in the pandemic scenario we were compelled to switch on to the online mode. Regular classes were taken on an online basis. Study materials were uploaded in the respective google classrooms. Some of the departments uploaded YouTube lectures. Evaluation was carried on in the online format. An online seminar was conducted by the NSS to create awareness about Covid 19. 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 organised manner.

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)

The prevailing pandemic situation necessitated modification in the academic calendar and in the teaching learning process as well. The online mode of teaching learning necessitated that the students be groomed first in the nuances of online learning and evaluation. Various departments set about the task of making students comfortable with modes of online evaluation through use of Online quizzes,Google forms and preparation and practice of practicals through submission of e-laboratory notebooks. Regular monitoring of aptability of students to the new learning process was undertaken through the use of above means. In addition, as mentioned for science-based subjects the students were groomed in practical components using YouTube videos, live demonstration lectures, use of secondary data for projects and were evaluated in these through the

preparation and submission of e-laboratory notebooks. In addition, based on the academic calendar a final session of internal evaluation was also undertaken towards the end of the semester to assess their overall understanding of the topics taught throughout the semester.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in C. Any 2 of the above **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**

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)

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 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 the Honours and General students of our Institution are made acquainted with relevant crosscutting issues that address the above stated socio-economic, cultural, ethical and environmental issues and values.

Through different sub-committees viz., 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 especially 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

5

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

165

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

E. None of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
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 **E. Feedback not collected**
be classified as follows

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	**Nil**

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

384

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

During this pandemic situation due to online classes and evaluation it was difficult to identify slow and advanced learners in online mode. Few common practices were followed as:

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 paper presentations using ICT.

- Opportunities for publication in students' magazines.

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

- Organizing department wise special classes as and when required.

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

- 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
2795	40

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 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 rote learning. 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 discoveries in various fields of knowledge. The college normally adopts Lecture Method and Hands-On Training on practical experiments, Audio-Visual Methodology, Open Pathshala, Google Classroom, Debates, Webinars, Workshops etc In order to enhance their creative, cognitive and communicative skills, students are made to participate in group discussions and cultural programmes too.

But during pandemic situation 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

The college has prioritized use of ICT in teaching-learning. The learning experience is upgraded by extensive use of ICT-tools- PPTs, LCD, interactive smart boards by teachers. Staff rooms, central library, college office and all the laboratories have networked internet connections through LAN or Wifi. 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. 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. Faculty members are enriched through online portals such as National Digital library and access to INFLIBNET consortium subscription which facilitates teaching-learning.

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

40

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

40

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

395

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.

This academic session was part turbulent times as the pandemic continued to have an everlasting impact on human life all over. The student community were no exception and they grappled with the new online mode of teaching-learning and evaluation. Evaluation was conducted regularly in various departments through online quizzes, use of Google forms and through online group discussion sessions to assess the students' adaptability to the new mode of teaching-learning and assess their progress. In order to make the system more robust they were instructed on the use of online evaluation tools and in use of Google forms so that they could undertake the tests properly. Besides these the scores of answers were often displayed to students through the Google form answer display section.

Subjective questions were later discussed though live lectures to make the students aware of their level of preparation and arenas where they needed to put in more effort. The students of some science-based subjects were also evaluated on the expertise attained on the practical aspects and exercises through submission of e-lab-notebooks. Each department undertook an internal examination towards the end of the semester as per the academic calendar to assess their level of learning and these marks were made available to the 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 follow a transparent, time-bound and efficient method to deal with internal examination related grievances, we adopt the criterion as directed by the university. We conduct various class-tests, internal and tutorial examinations as per the CBCS guidelines for both honours and general papers and any clarifications or grievances are addressed by the respective teacher. Students are counselled by the faculty mentor after evaluating the answer-scripts. Within a time-bound, the internal and tutorial examination marks are entered in the university portal which is written in the mark-sheet to make the entire process transparent. If any discrepancies are reported by the students, then they are resolved. Students can also approach regarding their grievances through Students Grievance Cell. The college follows strictly the guidelines and rules issued by the affiliating university for re-evaluation of their answer-scripts, if necessary.

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.

All the departments of the college give their respective students a fair idea about Programme Outcomes, Programme Specific Outcomes and Course Outcomes at the outset of each semester through generalized 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 that they are expected to undertake in each particular semester. They are provided with insights regarding the applied aspects of various topics taught. Students are made aware of the recent environmental problems and sustainable development. They are sensitized of the need to understand the multi and transdisciplinary 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 undertaking various subjects and courses at this level. Moreover, there are also provided information regarding the employment avenues that can be explored after undertaking their respective courses e.g. teaching, academics, civil service, civil society and non-profit organisations, working on developmental or environmental planning to mention a few. Departmental meetings are consistently organised to discuss the Program Specific Outcomes and Course Outcomes at the time of allocation of syllabus and throughout each semester.

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

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

The assessments tools generally used to measure the attainment of CO's are of two types. They are Direct Method and Indirect Method.

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

2. Indirect Method: In this method, the attainment is measured by collecting data of existing students' survey. Attainment of PO's and

PSO's can be measured by observing the performance of the students in various competitions such as elocution, debate, seminars and preparation of assignments. Tutorials/projects submitted to college from time to time provide a clear picture of the programme outcome and its specific uses as well.

Most of the students either opt for advanced courses like Master's 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 family business or starting their own business venture.

Regular monitoring of the students' progress is done by every department and an estimate of the students' satisfaction is acquired through interaction. Marks and results of every batch is closely monitored. 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

706

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/1661334730SSS%202020%20
2021.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

2

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 the year

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

4

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

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

6

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 following extension activity report of Budge Budge College during 2020 – 2021 provides an excellent example of how concrete and affirmative, holistic development of students is and fits their unique learning style. To motivate students, Budge Budge College – NSS Unit arranges various activities throughout the year. Aiming to raise mental growth, students participated in a walk for mental health promotion organized by ANCIPS 2020 on 21.01.2020, students attended a Poster Competition organized by Turning Point (NGO) and one student won the 1st prize. To maintain eco-friendly balanced concept 10 students participated in a walk for wildlife conservation organized by ANUBHAV (NGO) on 9.2.2020. To fight against any disaster and Pandemic situation, students participated in a one-day state- level webinar on 'Learning to live with Covid-19' organized by NSS Unit – 1 in collaboration with IQAC, Budge Budge College on 25.9.2020. In the previous years they also participated in tree-plantation, cloth-distribution programmes etc. Students' extension activity work helps in increasing productivity, exchanging skills and abilities focusing on growth and helping people to work on their future development.

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

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	**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

0

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)	**No File Uploaded**

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

0

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)	**No File Uploaded**

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 createan 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 is 27. Most of the classrooms have been renovated on modern lines with required furniture, Wi-Fi connectivity, vitrified tiled floors, complete air conditioning, interactive projectors, white boards, power back up etc.

The science departmental laboratories have 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.

Please click the following link:https://wbbudgebudgecollege.org/uploads/aqar/16614946294.1.2%20BBC.pdf

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://wbbudgebudgecollege.org/uploads/aqar/16614946294.1.2%20BBC.pdf

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

04

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

04

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)

18.33

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 – 2020- 2021 (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)

578410

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)

33.78

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)	<u>View File</u>

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.

Please click the following link:https://wbbudgebudgecollege.org/uploads/aqar/16614282694.4.2%20BBC.pdf

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	<u>https://wbbudgebudgecollege.org/uploads/aqar/16614282694.4.2%20BBC.pdf</u>

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

1234

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)	<u>View File</u>

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

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

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 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

E. None of the above

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	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
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

59

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.

1

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 univer sity/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's representative in the Governing Body. Apart from that, there are various positions in the Student's Union namely Cultural Secretary, Assistant General Secretary, Game Secretary, Magazine Secretary, Girl's Common Room Secretary, Boy's Common Room Secretary, and Cashier. At the administrative and academic levels, they perform several duties. The foremost amongst them are supervision of the different classes, newsletter publication, cultural programmes, National Service Scheme activities, Sports, Anti-ragging, Anti-sexual, Student's grievance and student's welfare cell.

However, due to the COVID-19 pandemic no activities could be performed by theStudent's Union.

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

1

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

Vision Statement: The vision of the college is to make the students self reliant and to inculcate love of knowledge and provide holistic inclusive education to the student coming from every stratum of the

society so that they can establish themselves as ideal responsible citizens and ensure the 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 co-ordinates 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 building up of progressive, dynamic, rational and analytic outlook among students who eventually become a 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	View File

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). 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-Committeeisformed every year in order to smoothly conduct the admission procedures of different courses and classes of different faculties. Senior faculty members along with

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 go through the rules of admissions and help students to select the proper subjects and courses.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File]()

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. The Principal is assisted by the Heads of the departments and faculty members. In official matters, the Principal is assisted by the Senior and Junior office assistant Accountants, clerks, support staff and Bursar. 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, Library clerks 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.

File Description	Documents
Paste link for additional information	Nil
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

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.

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.

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

1

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 ofperformance appraisal for teachinal 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 Directortae 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 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 Bodyfor 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 Bodyfor 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 andthe 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 Bodyfor 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. 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 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 virtually for structuring online Honours and General Theoretical and Practical classes.

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 steams for the purpose of distribution of syllabus, schedule of examinations and the list of queries of the students.

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.

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

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 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 virtually for structuring online Honours and General Theoretical and Practical classes.

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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.

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

E. None of the above

**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)**

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)	No File Uploaded

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 toGender equity and sensitization through different sections of their Subjects. The teachers try to make students aware about their socio-economic rights and also ensure gender development by emphasizing on women education and thereby empowering them. Since 2020-2021 was the year of pandemicthese issues were addressed on and often through various interactive online classes as a part of their curricular activities.

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.

Moreover, 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.

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 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	**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

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	Nil
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:

C. Any 2 of the above

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

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

E. None of the above

following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities

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).

• **Department of Commerce andEconomics in collaboration with IQAC,**

Budge Budge College,organized a National Webinar on 'Impact of Covid-19 on Indian Financial Sector and Economy'(28.08.2020).

• NSS Unit-I in collaboration with IQAC, Budge Budge College, arranged a One-Day State-Level Webinar on 'Learning to live with Covid-19' (25.09.2020).

• Semester V Honours students of Department of Geography--- Project report based on secondary data on 'Industry, Environment and Population in Budge Budge Municipality'.

• Semester VI Honours students of Department of Geography--- Disaster Management Report on:-Arsenic Contamination in Different Blocks of 24-Parganas(S), Fire-Accident Case-Study on Basanti Highway and Bagbazar Slum, Structural Collapse: Case of Majherhat Flyover, River Bank Erosion: Case of River Ganga near Farakka Barrage in Murshidabad, Landslides in Darjeeling Himalayas.

• Honours students of Department of Philosophy---a dialogue presentation 'Astangayoga: Beneficial to Society', at One-Day State-Level Webinar on "The Bharatiya Nititattva O Bartaman Samaj" organized by Department of Philosophy, Mugberia Gangadhar Mahavidyalaya, Purva Medinipur, W.B. (30.09.2020).

• Honours students of the Department of Philosophy--- a talk on 'Universal values of Pancasila', at the One-Day International Webinar on "Universal values embedded in Buddha's Teachings" jointly organized by Department of Philosophy, Anthropology, and IQAC, WBSU (29.05.2021).

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 isaffiliated to the University of Calcutta and as per the University curriculaof the UG stream,students aremade aware of their values, rights, duties and responsibilitiesas the citizen of Indiathrough different sections of their Subjects.

Since 2020-2021 was the year of pandemic these issues were addressed on and often through various interactive online classes as a part of their curricular activities. Further, teachers and students actively participated in different webinars on various burning issues, human values and socio-ethical ideals organized by the College and other Institutions as well.Thus, developing consciousness among the stakeholders and society about the present scenario and their duties as a responsible citizen of the country.

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 15.08.2020 through Flag hoisting.
- Department of Food and Nutrition observed online Nutrition

monthin September 2020.

- **Various Departments of the Institution celebrated online Teacher's Day on 05.09.2020.**
- **Republic Day celebration on 26.01.2021 through Flag hoisting.**
- **Department of Geography observed Earth Day on 22.04.2021 through online posters, paintings and literary writings.**
- **Rabindra Jayanti celebration on 09.05.2021 through online posters, paintings and literary writings on the theme "Rabindra Bhaavanaae Prakriti".**
- **Department of Geography observed Environment Day on 05.06.2021 through online posters, paintings and literary writings.**

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

7.2 - Best Practices

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

Best Practice : 1 :

Title of the Practice: Online Academic and Administrative activities

Best Practice : 2 :

Title of the Practice: Free COVID-19 Vaccination drive

Please click the following link for more information:

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

· 2021 was the Golden Jubilee Year of the Institution. The celebration of the Golden Jubilee Year started through "Prabhat Pheri" (procession at the dawn of the day)with the banner 'Gauravojjval Agamir Pratyashae Budge Budge College'(Looking forward towards a Glorious Future: Budge Budge College) on 10.12.2021 in honour of the Institution. A cultural programme was also arranged by the students and the staffs of the Institution and only those students actively participating in the cultural programme were allowed to enter the College premises. Thus the programme was conducted maintaining proper Covid protocol. For rest of the students the programme was live streamed on YouTube channel. Besides, a virtual drawing exhibition by the students was also held which provided a platform for the students to express their feelings towards the Institution.

· This year being the year of pandemic the Institution published its E-magazine, 'Magazine Tumi'(Magazine Thou), where the students and staffs got the opportunity to express their literary skill and artistic thoughts.

Please visit college website link:https://wbbudgebudgecollege.org/uploads/aqar/16615034097.3.1.pdf

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-planned curriculum delivery method. In the normal scenario we have a well formulated routine. In every class the teachers give lectures along with the study materials. In some of the departments ICT method is implemented as well. Moreover, some of the departments have to undertake rigorous practical methodology and ducational tours as well. However, in the pandemic scenario we were compelled to switch on to the online mode. Regular classes were taken on an online basis. Study materials were uploaded in the respective google classrooms. Some of the departments uploaded YouTube lectures. Evaluation was carried on in the online format. An online seminar was conducted by the NSS to create awareness about Covid 19. 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 organised manner.

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)

The prevailing pandemic situation necessitated modification in the academic calendar and in the teaching learning process as well. The online mode of teaching learning necessitated that the students be groomed first in the nuances of online learning and evaluation. Various departments set about the task of making students comfortable with modes of online evaluation through use of Online quizzes,Google forms and preparation and practice of practicals through submission of e-laboratory notebooks. Regular monitoring of aptability of students to the new learning process was undertaken through the use of above means. In addition, as mentioned for science-based subjects the students were groomed in

practical components using YouTube videos, live demonstration lectures, use of secondary data for projects and were evaluated in these through the preparation and submission of e-laboratory notebooks. In addition, based on the academic calendar a final session of internal evaluation was also undertaken towards the end of the semester to assess their overall understanding of the topics taught throughout the semester.

File Description	Documents
Upload relevant supporting documents	[View File](#)
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

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)

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 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 the Honours and General students of our Institution are made acquainted with relevant crosscutting issues that address the above stated socio-economic, cultural, ethical and environmental issues and values.

Through different sub-committees viz., 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 especially 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

5

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

165

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	E. None of the above

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
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	**E. Feedback not collected**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	**Nil**

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

384

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

During this pandemic situation due to online classes and evaluation it was difficult to identify slow and advanced learners in online mode. Few common practices were followed as:

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 paper presentations using ICT.**

- **Opportunities for publication in students' magazines.**

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

- **Organizing department wise special classes as and when required.**

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

- **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
2795	40

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 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 rote learning. 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 discoveries in various fields of knowledge. The college normally adopts Lecture Method and Hands-On Training on practical experiments, Audio-Visual Methodology, Open Pathshala, Google Classroom, Debates, Webinars, Workshops etc In order to enhance their creative, cognitive and communicative skills, students are made to participate in group discussions and cultural programmes too.

But during pandemic situation 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

The college has prioritized use of ICT in teaching-learning. The learning experience is upgraded by extensive use of ICT-tools-PPTs, LCD, interactive smart boards by teachers. Staff rooms, central library, college office and all the laboratories have networked internet connections through LAN or Wifi. 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. 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. Faculty members are enriched through online portals such as National Digital library and access to INFLIBNET consortium subscription which facilitates teaching-learning.

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

40

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

40

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

395

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.

This academic session was part turbulent times as the pandemic continued to have an everlasting impact on human life all over. The student community were no exception and they grappled with the new online mode of teaching-learning and evaluation. Evaluation was conducted regularly in various departments through online quizzes, use of Google forms and through online group discussion sessions to assess the students' adaptability to the new mode of teaching-learning and assess their progress. In order to make the system more robust they were instructed on the use of online evaluation tools and in use of Google forms so that they could undertake the tests properly. Besides these the scores of answers were often displayed to students through the Google form answer display section. Subjective questions were later discussed though live lectures to make the students aware of their level of preparation and arenas where they needed to put in more effort. The students of some science-based subjects were also evaluated on the expertise attained on the practical aspects and exercises through submission of e-lab-notebooks. Each department undertook an internal examination towards the end of the semester as per the academic calendar to assess their level of learning and these marks were made available to the 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 follow a transparent, time-bound and efficient method to deal with internal examination related grievances, we adopt the criterion as directed by the university. We conduct various class-tests, internal and tutorial examinations as per the CBCS guidelines for both honours and general papers and any clarifications or grievances are addressed by the respective teacher. Students are counselled by the faculty mentor after evaluating the answer-scripts. Within a time-bound, the internal and tutorial examination marks are entered in the university portal which is written in the mark-sheet to make the entire process transparent. If any discrepancies are reported by the students, then they are resolved. Students can also approach regarding their grievances through Students Grievance Cell. The college follows strictly the guidelines and rules issued by the affiliating university for re-evaluation of their answer-scripts, if necessary.

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.

All the departments of the college give their respective students a fair idea about Programme Outcomes, Programme Specific Outcomes and Course Outcomes at the outset of each semester through generalized 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 that they are expected to undertake in each particular semester. They are provided with insights regarding the applied aspects of various topics taught. Students are made aware of the recent environmental problems and sustainable development. They are sensitized of the need to understand the multi and transdisciplinary 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 undertaking various subjects and courses at this level. Moreover, there are also provided information regarding the employment

avenues that can be explored after undertaking their respective courses e.g. teaching, academics, civil service, civil society and non-profit organisations, working on developmental or environmental planning to mention a few. Departmental meetings are consistently organised to discuss the Program Specific Outcomes and Course Outcomes at the time of allocation of syllabus and throughout each semester.

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

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

The assessments tools generally used to measure the attainment of CO's are of two types. They are Direct Method and Indirect Method.

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

2. Indirect Method: In this method, the attainment is measured by collecting data of existing students' survey. Attainment of PO's and PSO's can be measured by observing the performance of the students in various competitions such as elocution, debate, seminars and preparation of assignments. Tutorials/projects submitted to college from time to time provide a clear picture of the programme outcome and its specific uses as well.

Most of the students either opt for advanced courses like Master's 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 family business or starting their own business venture.

Regular monitoring of the students' progress is done by every department and an estimate of the students' satisfaction is acquired through interaction. Marks and results of every batch is closely monitored. 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

706

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/1661334730SSS%202020%202021.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

2

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)	View File

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

4

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

6

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 following extension activity report of Budge Budge College during 2020 – 2021 provides an excellent example of how concrete

and affirmative, holistic development of students is and fits their unique learning style. To motivate students, Budge Budge College - NSS Unit arranges various activities throughout the year. Aiming to raise mental growth, students participated in a walk for mental health promotion organized by ANCIPS 2020 on 21.01.2020, students attended a Poster Competition organized by Turning Point (NGO) and one student won the 1st prize. To maintain eco-friendly balanced concept 10 students participated in a walk for wildlife conservation organized by ANUBHAV (NGO) on 9.2.2020. To fight against any disaster and Pandemic situation, students participated in a one-day state- level webinar on 'Learning to live with Covid-19' organized by NSS Unit - 1 in collaboration with IQAC, Budge Budge College on 25.9.2020. In the previous years they also participated in tree-plantation, cloth-distribution programmes etc. Students' extension activity work helps in increasing productivity, exchanging skills and abilities focusing on growth and helping people to work on their future development.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	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

0

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)	**No File Uploaded**

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

0

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)	**No File Uploaded**

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 createan 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 is 27. Most of the classrooms have been renovated on modern lines with required furniture, Wi-Fi connectivity, vitrified tiled floors, complete air conditioning, interactive projectors, white boards, power back up etc.

The science departmental laboratories have 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.

Please click the following link:https://wbbudgebudgecollege.org/uploads/aqar/16614946294.1.2%20BBC.pdf

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://wbbudgebudgecollege.org/uploads/aqar/16614946294.1.2%20BBC.pdf

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

04

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

04

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)

18.33

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 – 2020- 2021 (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)

578410

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)

33.78

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.

Please click the following link:https://wbbudgebudgecollege.org/uploads/aqar/16614282694.4.2%20BBC.pdf

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://wbbudgebudgecollege.org/uploads/aqar/16614282694.4.2%20BBC.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

1234

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

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

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 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	**E. None of the above**

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	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
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

59

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	<u>View File</u>

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.

1

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's representative in the Governing Body. Apart from that, there are various positions in the Student's Union namely Cultural Secretary, Assistant General Secretary, Game Secretary, Magazine Secretary, Girl's Common Room Secretary, Boy's Common Room Secretary, and Cashier. At the administrative and academic levels, they perform several duties. The foremost amongst them are supervision of the different classes, newsletter publication, cultural programmes, National Service Scheme activities, Sports, Anti-ragging, Anti-sexual, Student's grievance and student's welfare cell.

However, due to the COVID-19 pandemic no activities could be performed by theStudent's Union.

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

1

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 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 to inculcate love of knowledge and provide holistic inclusive education to the student coming from every stratum of the society so that they can establish

themselves as ideal responsible citizens and ensure the 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 co-ordinates 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 building up of progressive, dynamic, rational and analytic outlook among students who eventually become a 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	View File

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). 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-Committeeisformed every year in order to smoothly conduct the admission procedures of different courses

and classes of different faculties. Senior faculty members along with 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 go through the rules of admissions and help students to select the proper subjects and courses.

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

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. The Principal is assisted by the Heads of the departments and faculty members. In official matters, the Principal is assisted by the Senior and Junior office assistant Accountants, clerks, support staff and Bursar. 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, Library clerks 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.

File Description	Documents
Paste link for additional information	Nil
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

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.

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.

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

1

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)	<u>View File</u>

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

There is no formal mechanism ofperformance appraisal for teachinal 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 Directortae 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 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 Bodyfor 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

Bodyfor 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 andthe 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 Bodyfor 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. 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 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 virtually for structuring online Honours and General Theoretical and Practical classes.

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 steams for the purpose of distribution of syllabus, schedule of examinations and the list of queries of the students.

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.

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

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 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 virtually for structuring online Honours and General Theoretical and Practical classes.

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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.

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)	E. None 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)	No File Uploaded

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 toGender equity and sensitization through different sections of their Subjects. The teachers try to make students aware about their socio-economic rights and also ensure gender development by emphasizing on women education and thereby empowering them. Since 2020-2021 was the year of pandemicthese issues were addressed on and often through various interactive online classes as a part of their curricular activities.

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.

Moreover, 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.

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 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	**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

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	**Nil**
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	**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	**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).

· **Department of Commerce andEconomics in collaboration with IQAC, Budge Budge College,organized a National Webinar on 'Impact of Covid-19 on Indian Financial Sector and Economy'(28.08.2020).**

· **NSS Unit-I in collaboration with IQAC, Budge Budge College, arranged a One-Day State-Level Webinar on 'Learning to live with Covid-19' (25.09.2020).**

· **Semester V Honours students of Department of Geography--- Project report based on secondary data on 'Industry, Environment and Population in Budge Budge Municipality'.**

· **Semester VI Honours students of Department of Geography--- Disaster Management Report on:-Arsenic Contamination in Different Blocks of 24-Parganas(S), Fire-Accident Case-Study on Basanti Highway and Bagbazar Slum, Structural Collapse: Case of Majherhat Flyover, River Bank Erosion: Case of River Ganga near Farakka Barrage in Murshidabad, Landslides in Darjeeling Himalayas.**

· **Honours students of Department of Philosophy---a dialogue presentation 'Astangayoga: Beneficial to Society', at One-Day State-Level Webinar on "The Bharatiya Nititattva O Bartaman Samaj" organized by Department of Philosophy, Mugberia Gangadhar Mahavidyalaya, Purva Medinipur, W.B. (30.09.2020).**

· **Honours students of the Department of Philosophy--- a talk on 'Universal values of Pancasila', at the One-Day International Webinar on "Universal values embedded in Buddha's Teachings" jointly organized by Department of Philosophy, Anthropology, and**

IQAC, WBSU (29.05.2021).

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 isaffiliated to the University of Calcutta and as per the University curriculaof the UG stream,students aremade aware of their values, rights, duties and responsibilitiesas the citizen of Indiathrough different sections of their Subjects.

Since 2020-2021 was the year of pandemic these issues were addressed on and often through various interactive online classes as a part of their curricular activities. Further, teachers and students actively participated in different webinars on various burning issues, human values and socio-ethical ideals organized by the College and other Institutions as well.Thus, developing consciousness among the stakeholders and society about the present scenario and their duties as a responsible citizen of the country.

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** | D. Any 1 of the above |

programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	<u>View File</u>
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 15.08.2020 through Flag hoisting.**
- **Department of Food and Nutrition observed online Nutrition monthin September 2020.**
- **Various Departments of the Institution celebrated online Teacher's Day on 05.09.2020.**
- **Republic Day celebration on 26.01.2021 through Flag hoisting.**
- **Department of Geography observed Earth Day on 22.04.2021 through online posters, paintings and literary writings.**
- **Rabindra Jayanti celebration on 09.05.2021 through online posters, paintings and literary writings on the theme "Rabindra Bhaavanaae Prakriti".**
- **Department of Geography observed Environment Day on 05.06.2021 through online posters, paintings and literary writings.**

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	<u>View File</u>
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

Best Practice : 1 :

Title of the Practice: Online Academic and Administrative activities

Best Practice : 2 :

Title of the Practice: Free COVID-19 Vaccination drive

Please click the following link for more information:

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

• 2021 was the Golden Jubilee Year of the Institution. The celebration of the Golden Jubilee Year started through "Prabhat Pheri" (procession at the dawn of the day)with the banner 'Gauravojjval Agamir Pratyashae Budge Budge College'(Looking forward towards a Glorious Future: Budge Budge College) on 10.12.2021 in honour of the Institution. A cultural programme was also arranged by the students and the staffs of the Institution and only those students actively participating in the cultural programme were allowed to enter the College premises. Thus the programme was conducted maintaining proper Covid protocol. For rest of the students the programme was live streamed on YouTube channel. Besides, a virtual drawing exhibition by the students was also held which provided a platform for the students to express their feelings towards the Institution.

• This year being the year of pandemic the Institution published its E-magazine, 'Magazine Tumi'(Magazine Thou), where the students and staffs got the opportunity to express their literary skill and artistic thoughts.

Please visit college website link:https://wbbudgebudgecollege.org /uploads/aqar/16615034097.3.1.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 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 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 virtually for structuring online Honours and General Theoretical and Practical classes.

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 steams for the purpose of distribution of syllabus, schedule of examinations and the list of queries of the students.

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.