YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	`Jogesh Chandra Chaudhuri College`
• Name of the Head of the institution	`Dr. Pankaj Kumar Roy`
• Designation	`Principal`
• Does the institution function from its own campus?	`Yes`
• Phone no./Alternate phone no.	`9875520259`
• Mobile No:	`9433469051`
• Registered e-mail	`jcc_cal@yahoo.com`
• Alternate e-mail	`jccciqac@gmail.com`
• Address	`30 Prince Anwar Shah Road`
• City/Town	`Kolkata`
• State/UT	`West Bengal`
• Pin Code	`700033`
2.Institutional status	
• Affiliated / Constitution Colleges	`Affiliated`
• Type of Institution	`Co-education`
• Location	`Urban`
• Financial Status	`UGC 2f and 12(B)`

• Name of the Affiliating University	**University of Calcutta**
• Name of the IQAC Coordinator	**Jayanta Nath Kundu**
• Phone No.	**9433469051**
• Alternate phone No.	**9051570602**
• Mobile	**9875520259**
• IQAC e-mail address	**jccciqac@gmail.com**
• Alternate e-mail address	**jcc_cal@yahoo.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.jcccollege.ac.in
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.jcccollege.ac.in

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**77**	**2005**	**21/09/2005**	**20/09/2010**
Cycle 2	**B++**	**2.79**	**2016**	**05/11/2016**	**04/11/2021**

6.Date of Establishment of IQAC	**30/10/2009**

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
Nil	**Nil**	**Nil**	**Nil**	**Nil**

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	2	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	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)

1. Contribution towards health and wellness for all stakeholders. 2. Career Guidance. 3. Promotion of Students' and staffs creativity. 4. Gender Sensitization initiatives. 5. Inter College collaboration programs.

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. Contribution towards health and wellness for all stakeholders.	Stress Management Workshop, Weekly Yoga Classes, Health Awareness Program, College Sports
2. Career Guidance.	Career Counselling Workshop, Career Guidance Seminar.
3. Promotion of Students' and staffs creativity.	Art and Craft Exhibition cum sale.
4. Gender Sensitization initiatives.	Interactive Session on Gender Sensitization.
5. Inter College collaboration programs.	Inter College Extempore Competition, Inter College Debate Competition.

13.Whether the AQAR was placed before	No

statutory body?

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	16/02/2024

15.Multidisciplinary / interdisciplinary

The college follows the curriculum designed by The University of Calcutta and therefore houses various departments from the segmented streams of Arts (English, Bengali, Hindi, History, Political Science, Education, Philosophy) Commerce (Accounts and Finance), Science (Physics, Chemistry, Mathematics, Electronics, Computer Science) and general subjects (Botany, Zoology, Sociology, Journalism and Mass Communication) at the undergraduate level. As per the new modifications introduced by the CBCS model, the college has been committed to function as a multidisciplinary institution, and initiatives have been taken to organize interdisciplinary classes to expose the learners to a broader ambit of academia.

16.Academic bank of credits (ABC):

Not Applicable.

17.Skill development:

In our college, the Choice-Based Credit System (CBCS) incorporates Skill Enhancement Courses (SEC) tailored to each subject and Ability Enhancement Compulsory Courses (AECC) offered across all departments, spanning both Honours and General Levels. These courses are designed to impart practical skills alongside theoretical knowledge, thereby enhancing students' abilities. Students are provided with two options from which they select their preferred course, fostering a personalized and enriching learning experience.

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

According to the University curriculum, students are required to select a compulsory language subject, such as English, Bengali, or

Hindi during their program, with class teachers equipped to deliver lectures in multiple languages. For instance, students studying Bengali subjects are instructed in Bengali, while those in English subjects are taught in English. In the case of Commerce and Science subjects, lectures are conducted in English, Bengali, or Hindi as necessary. Additionally, in semesters 3 and 5, BA general students are mandated to take Language core courses like English, while in semesters 4 and 6, they have the option to choose between Bengali, Hindi, or alternate English courses. In Philosophy, alongside the Political Science curriculum, there is an incorporation of Indian philosophical concepts. Occasions commemorating traditions, including International Mother Language Day, Hindi Diwas, and the birthdays of poets and thinkers, showcase the depth of Indian culture, providing students with chances to engage with and admire the richness and vibrancy of their heritage and traditions.

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

Our undergraduate college prioritizes Outcome-Based Education (OBE), emphasizing practical skills and competencies alongside academic knowledge. We define clear learning outcomes for each program and course, ensuring students acquire critical thinking, problem-solving, and communication skills. Through diverse learning activities and assessments, students engage in continuous improvement, preparing them for success in their future careers. Ongoing review and refinement of our curriculum as instructed by UGBOS and teaching methods ensure alignment with evolving industry needs. By embracing OBE, we empower students to become lifelong learners capable of making meaningful contributions to society.

20.Distance education/online education:

Extended Profile

1.Programme

1.1   **18**

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

File Description	Documents
Data Template	[View File](#)

2.Student

2.1

Number of students during the year

File Description	Documents
Data Template	No File Uploaded

2.2   **476**

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

File Description	Documents
Data Template	No File Uploaded

2.3

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1   **44**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File](#)

3.2

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1	**18**
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	[View File](#)

2.Student

2.1	
Number of students during the year	

File Description	Documents
Data Template	No File Uploaded

2.2	**476**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	No File Uploaded

2.3	
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1	**44**
Number of full time teachers during the year	

File Description	Documents
Data Template	[View File](#)

3.2 Number of Sanctioned posts during the year	

File Description	Documents
Data Template	No File Uploaded

4.Institution

4.1 Total number of Classrooms and Seminar halls	**21**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	
4.3 Total number of computers on campus for academic purposes	**82**

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

Jogesh Chandra Chaudhuri College is affiliated to the University of Calcutta, and it follows University prescribed curriculum. Different steps, that are followed by the college to ensures effective curriculum delivery, are: 1) The Annual Academic Calendar is created in alignment with the University Calendar before the start of the academic year. It outlines the dates for key activities to ensure an effective teaching-learning process and continuous evaluation. This calendar is posted on the Students & Professors Notice Board and the College Website. 2) In each semester, each department holds meeting to discuss student performance, the mentoring process, remedial classes, enrichment programs, and the distribution of the syllabus among the faculty for the next semester. 3) During the New Normal, all faculty members are conducting online classes as per the timetable and providing the necessary study materials. 4) Faculty members inform students of each semester about the course outcomes, program-specific outcomes, and overall program outcomes. The course

outcomes, program-specific outcomes, and overall program outcomes are displayed on the college website. 5) The college library boasts an extensive collection of textbooks and reference books. Additionally, there is a provision for a departmental library. The overall performance of our students demonstrates that the institution has an effective mechanism for well-planned curriculum delivery and documentation.

File Description	Documents
Upload relevant supporting document	[View File](#)
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 Annual Academic Calendar is created in alignment with the University Calendar before the start of the academic year. It outlines the dates for key activities to ensure an effective teaching-learning process and continuous evaluation. The calendar (2022-2023) is prepared by IQAC, specifying available dates for significant activities to ensure proper teaching -learning and continuous online evaluation process. The academic calendar is displayed in the Students & Professors Notice Board, posted in Students & Professors Whatsapp groups, & also uploaded in College Website. The tentative dates for internal, tutorial, theory, and practical examinations are listed in the Academic Calendar. Once the University confirms the final dates for exams, they are promptly uploaded to the college website and shared in students' and teachers' WhatsApp groups by the Principal. The tentative dates for other online activities, including those organized by NSS, NCC, and the Career Counseling and Placement Cell, different committees and different departments are also provided in the academic

calendar. Additionally, the calendar includes important days celebrated or observed by the college and holidays. The Academic Calendar for the 2022-2023 session is available on the college website.

File Description	Documents
Upload relevant supporting documents	**No File Uploaded**
Link for Additional information	https://www.jcccollege.ac.in/PDFS/Academic Calendar2223.pdf

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	**No File Uploaded**
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

18

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)

18

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

Nil

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

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

The college holds Professional Ethics, Gender, Human Values, and Environmental Sustainability in high regard, as they are closely tied to its vision, mission, and core principles. It offers a mandatory BA/B.SC undergraduate program that underscores Environment, Sustainability, and Human Values. Environmental Studies is a compulsory component of Semester 2 in the BA/B.SC undergraduate curriculum, known as Ability Enhancement Compulsory Course (AECC-2), comprising eight units:

1. The Multidisciplinary Nature of Environmental Studies 2. Renewable and Non-renewable Resources 3. Ecosystems 4. Biodiversity and its Conservation 5. Environmental Pollution 6.

Social Issues and the Environment 7. Human Population and Environment 8. Field Work

The syllabi of numerous academic courses emphasize such issues. For instance, subjects like Zoology and Botany incorporate Ecology and Biotechnical matters into their curriculum. Chemistry courses include an extensive section on Green Chemistry. Economics modules include segments on Environmental Economics, Gender Economics, and Developmental Economics. The syllabi of Education, Philosophy, Sociology, Political Science, and Journalism encompass various aspects of Professional Ethics, Gender, and Human Values.

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

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

8

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	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

698

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	B. Any 3 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	A. Feedback collected, analyzed and action taken and feedback available on website

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

992

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

132

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

2.2 - Catering to Student Diversity

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

The institution acknowledges that students vary in their academic competence and aptitude levels. Teachers assess students' competency by considering their academic performance in exams, as well as their communication in class and involvement in class discussions. Engaging in mentor-mentee interactions allowsfor the identification of the root causes of their issues and the ability to address their specific needs.

At this college, teachers shoulder the crucial responsibility of mentoring right from the start of the academic year. This mentoring plays a pivotal role in guiding new students through the transition from secondary educationto higher education, offering detailed insights into course structures, examination procedures, and college policies. During the orientation program, teachers provide personalized support, closely monitor attendance, and maintain a balanced approach that combines discipline with empathy.

A specialized mentoring initiative is in place specifically for

students enrolled in Honours courses, pairing them with designated teachers in their respective fields. These mentor teachers act as guides to their assigned students, offering advice not only on academic matters but also on a variety of emerging concerns. For students requiring behavioral support, a dedicated Student Welfare and Counseling Cell is available, while all students can access the Training and Placement Cell for career guidance.

To ensure active engagement, the college organizes parent-teacher meetings (PTMs) midway through the semester to update guardians on their wards' progress. Additionally, students receive ongoing guidance aimed at improving their overall academic performance.

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
Nil	Nil

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

Students across various departments engage in experiential learning tailored to their respective courses. • Student projects conducted internally (e.g., by Environmental Study History, Bengali, English, Hindi, Political Science, Sociology ,Journalism and Mass Communication, Economics, Philosophy and Education students) •For the science department, academic tours to factories and research labs are organized. Geography students participate in fieldwork, visiting sites of geological importance as part of their curriculum. Commerce students gain exposure to online share trading regularly. The Journalism department conducts workshops and industry interactions, while the English and Bengali departments screen films and stage play excerpts. Students are

also encouraged to participate in college festivals, on- campus exhibitions, and volunteer for departmental seminars. The learning experience is further enriched through the use of ICT tools, such as PPTs, LCDs, quizzes, seminar paper presentation group discussion and online testing. Seminars, inter disciplinary classes Webinars, Workshops & Special Lectures organized by the departments for Students & Teachers Additionally, projects, excursions, and conferences enhance the educational experience. Each semester, students are required to submit one assignment for each course, accounting for 15% of the continuous internal assessment mark.

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

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

ICT tools and resources serve as effective substitutes for traditional teaching methods involving blackboards and lectures. To enhance student participation, engagement, and comprehension, and to align with the essential role of technological advancements in education, teachers continually upgrade their skills in employing innovative and efficient ICT strategies for both online and offline instruction. To enrich the quality of the teaching-learning process, the college utilizes ICT tools extensively. Faculty members employ laptops, LCD projectors, Wi-Fi, and smart boards in classrooms to engage students more effectively. With internet connectivity available, YouTube-assisted learning is integrated, allowing students to grasp subjects from diverse perspectives conveniently The following ICT tools are used by teachers: *LCD projectors, both portable and fixed, equipped with Wi-Fi connectivity, aid in presenting PowerPoint presentations and video documentaries to facilitate student comprehension. *Printers and scanners are frequently utilized for creating course materials, distributing handouts, and maintaining student records. *Teachers utilize computers and laptops for creating PowerPoint presentations (PPTs) and other study materials.

* Licensed software and freeware are both employed, including course-specific ICT tools such as Tally, Quillbot and other freely available resources.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

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

43

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

2.4 - Teacher Profile and Quality

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

44

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

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

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

24	

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

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

2.5 - Evaluation Process and Reforms

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

The University of Calcutta introduced the Semester-wise Choice Based Credit System (CBCS) for both Undergraduate and Postgraduate programs starting from the academic session of 2018-19. Our college, being affiliated with the University of Calcutta, adheres to this system. Each semester entails internal assessments administered by the respective departments within the college. It's mandatory for students to participate in these internal examinations and tutorialto qualify for the final examinations.For instance, in a subject/course with a full paper worth 100 marks, the internal assessment includes 10 marks for class attendance , 10 marks for internal examinations and 15 marks for Tutorials.Internal assessment is arranged according to the time schedule given by the University of Calcutta.Internal examinations are conducted in the format of MCQ/Objective type questions or as per the recommendations provided by the respective Board of Studies (BOS). The tutorial format includes project work, group

discussions, and presentations in accordance with the recommendations of the UGBOS.

Despite the challenges posed by the COVID-19 lockdown, our institution diligently adheres to the academic calendar to implement CIE to the fullest extent possible. This includes conducting regular online class tests by every department, holding internal assessments before final semester examinations in online mode as per university notifications, and facilitating continuous evaluation of students through project work.by some departments. Due to our college's strict adherence to COVID protocols, arrangements for theatre visits, field trips, and excursions in various departments were unable to be made

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

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

In our college, an examination committee is established to ensure the systematic and transparent conduct of examinations.Internal assessment constitutes 20% of the total marks for each course. In a subject/course with a full paper worth 100 marks, the internal assessment includes 10 marks for class attendance , 10 marks for internal examinations and 15 marks for Tutorials.The students are communicated well by repeated notice in college website as well as different other online platforms such as WhatsApp.Students receive training on the technology required for taking online examinations and submitting their examination copies via online mode.A mock test was arranged to prepare them.Students are also instructed that in addition to the provided guidance, they can promptly report any issues they encounter to the help line numbers ofcollege's grievance cell for further assistance.A few encountered difficulties while submitting their answer scripts. They reached out to the grievance cell, and their issues were resolved by the cell.MarksMarks are uploaded on the university website.The hard copy of the same duly signed by respective examiners, HODs & Principal is submitted to the University Result (Major) & Computer Cell-1 section.For university-level end-of-semester exams, student complaints are forwarded to the university by the college. Students can request a review if they're unsatisfied with their marks. Answer sheet photocopies are

provided by the university under the Right to Information Act.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

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

The curriculum provided by the college is dictated by the University of Calcutta. In strict adherence to the university's guidelines, the department responsible for offering the respective program formulates the objectives of Program Outcomes (POs) and Course Outcomes (COs) after thorough consultation with all faculty members and stakeholders. During the student induction program, POs and COs are thoroughly discussed.

Programme Outcomes (POs) Programme Specific Outcome and Course Outcomes (COs) for each course, is prominently displayed on the college website. This information is accessible to all stakeholders, including faculty, students, industry partners, and alumni. The teachers receive orientation on the CBCS and OBE System from the Convener of the Academic Sub-Committee and the IQAC. Additionally, the benchmark for achieving outcomes is established by the institution. The course teachers commence each course by introducing the various units in the syllabus, aligning them with the Course Outcomes (COs), and mapping the Program Outcomes (POs) and COs for the students. Discussions are held on the importance of individual chapters and topics, emphasizing their overall relevance in addressing contemporary needs. Students engage with the teaching methodologies and actively participate in classroom activities to enhance their learning experiences and acquire life skills. Furthermore, the syllabus, along with the POs and Cos and lesson plan displayed on the college website, offers students an overview of the course contents.

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

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

The institution evaluates the attainment of program outcomes and course outcomes based on student's performance in the final semester-end examinations conducted by the university. In compliance with the regulations of the University of Calcutta, apart from the end-of-semester examinations, Jogesh Chandra Chaudhuri College administers internal assessments comprising attendance (10%), internal assessment (IA) (10%), and tutorial examinations (15% for non-practical-based subjects)/Practical examinations (30% for practical-based subjects). Conducting practical examinations and viva voce/group discussions across various curricula enhances the objective evaluation of learning outcomes.

Student learning outcomes are determined by their progression to higher education and job placements. This includes enrollment in Master's degree programs (M.A/MSc., MCA, MBA) following graduation, enrollment in Ph.D. programs, or employment as a Project Assistant. Success in exams like NET, GATE, GRE, IELTS, and other competitive tests conducted by state or central governments serves as examples of their achievements.

The Placement Cell organizes campus recruitments, with successful internships and off-campus placements serving as evidence of students' learning outcomes.

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

211

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://jcccollege.ac.in/

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)

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

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

7

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

19

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

12

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 college organized various impactful programs to promote community service, discipline, and well-being. The Blood Donation Camp encouraged students to contribute to society by donating blood, fostering a sense of social responsibility. The NCC Camp instilled discipline, teamwork, and leadership skills, shaping students into responsible citizens. Celebrating Yoga Day promoted physical and mental well-being, encouraging students and staff to adopt healthier lifestyles. Republic Day Camp fostered a sense of patriotism and unity, celebrating the nation's democratic spirit. Together, these initiatives nurtured a community-focused, disciplined, and health-conscious campus environment.

The college organized a variety of programs and events to foster holistic student development. The Art and Craft Exhibition encouraged creativity and confidence, while the Career Guidance Program provided insights into career opportunities, enabling students to make informed decisions. A Health Awareness Program promoted healthier lifestyles, and an Interactive Session on Gender Sensitization fostered respect and inclusivity among genders. Celebrating National Youth Day inspired students with the values of Swami Vivekananda, promoting empowerment and national pride. Additionally, a Stress Management Workshop equipped students with techniques to handle stress, supporting their mental well-being. Together, these initiatives contributed to a well-rounded, supportive learning environment.

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

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

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

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

5

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

25

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

3

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

3

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

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.

Our college comprises 21 classrooms dedicated to theory classes, while subjects with lab components are conducted in well-equipped laboratories. The classrooms are kept clean and well-lit.Regular maintenance activities are undertaken to ensure the upkeep of our classrooms, including cleaning routines and the replacement or repair of benches, chairs, lights, and fans as needed. Additionally, efforts are made to maintain the functionality of blackboards, whiteboards, and greenboards through regular repairs. Furthermore, enhancements to the learning environment are made through the introduction of audio-visual equipment such as sound systems and projector screens. The integration of smart classrooms further enriches the educational experience for students.

Our institute prioritizes sustainability and safety in laboratories through material recycling, student visits for enrichment, and external usage agreements. Safety measures include providing protective gear and transparent procurement procedures. Waste disposal is managed through differrent companies, and emergency procedures are communicated through strategic signage.

Our institution prioritizes effective management of uninterrupted internet accessibility, alongside maintaining software and web security. Additionally, LAN and free Wi-Fi installations in key areas such as staff rooms, laboratories, and the library ensure seamless internet access. To safeguard against cyber threats, antivirus software is installed, and regular maintenance is ensured through Annual Maintenance Contracts (AMC) for both hardware and software.

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

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

The college cultivates a lively cultural environment led by the Cultural Committee, which includes faculty, students, alumni, and non-teaching staff representatives. Throughout the year, various cultural events are held, such as the College Social and a range of competitions in music, dance, recitation, painting, essay writing, extempore speaking, and debate. Special occasions like College Foundation Day, Rabindra Jayanti, International Women's Day, and International Mother Language Day are also celebrated. Competition winners are recognized during the Annual Prize Day. These activities take place in the college auditorium, with teachers and alumni providing training to help students prepare for events and competitions.

The Sports Committee, made up of faculty, students, and non-teaching staff, meets regularly to plan sports activities for student well-being. These activities include sports events and the annual college sports competition. Students are also encouraged to participate in a self-defense program. The Sports Committee oversees the regular procurement and replacement of outdoor and indoor sports equipment as needed. Additionally, the Yoga Committee organizes weekly yoga classes for students, teachers, and non-teaching staff and takes responsibility for coordinating the celebration of International Yoga Day.

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

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

8

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

8

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)	No File Uploaded

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)

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)	No File Uploaded

4.2 - Library as a Learning Resource

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

The library management implements various measures to enhance its efficiency and user experience. These include ensuring the longevity of books to encourage circulation, maximizing the utilization of resources, and computerizing library operations. Periodic reviews are conducted to dispose of old and outdated book copies while maintaining a conducive reading environment within the library premises. To ensure accountability, procedures such as regular pesticide treatments, utilization of OPAC for book searches, Additionally, regular meetings facilitate decisions on the removal of redundant books to make space for new additions. Patrons are encouraged to maintain a quiet environment, silence cell phones, and refrain from bringing food into the library. Furthermore, fines are imposed for late returns, as well as book damage or loss, to uphold responsibility and care for library

materials.

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	**E. None of the above**

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

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

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

0.03513

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

97

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

The institute prioritizes technology in education, boasting a robust IT infrastructure powered by centralized UPS. Online classes during the pandemic underscored the importance of its IT network, providing secure Wi-Fi access campus-wide. Regular updates and budget allocation ensure the system remains current and effective.

Computers: Policies: 1. Ensuring uninterrupted internet access. 2. Implementing security protocols for software and web usage. 3. Regular maintenance checks.

Procedures: 1. Setting up LAN and complimentary WiFi access in designated areas such as the staff room, labs, and library. 2. Using legitimate software along with installing antivirus programs. 3. Conducting scheduled maintenance for both hardware and software.

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

4.3.2 - Number of Computers

82

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)

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)	**No File Uploaded**

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

The institution has established comprehensive policies and procedures across various domains to ensure efficient operations and a conducive learning environment. In the laboratory, policies focus on material recycling, safety, and transparency in purchasing procedures, while procedures include regular waste disposal and emergency preparedness measures. In the library, policies aim to increase book circulation and maintain a conducive reading environment, with procedures involving regular book reviews and the implementation of digital cataloging systems. Periodic reviews are conducted to dispose of old and outdated book copies while maintaining a conducive reading environment within the library premises The sports policy emphasizes providing infrastructure for student sporting development, with regular practice sessions and equipment maintenance procedures. Computer policies cover waste management, internet accessibility, and software security, with corresponding procedures such as waste

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management company quotations and installation of antivirus
software. Similarly, classroom policies prioritize cleanliness,
student comfort, and teaching aid availability, with corresponding
procedures including regular cleaning, repair, and introduction of
audio-visual equipment.
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File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

606

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)	**No File Uploaded**

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

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	**C. 2 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

192

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

192

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

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

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

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

39

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

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

5.2.2.1 - Number of outgoing student progression to higher education

75

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

2

File Description	Documents
Upload supporting data for the same	View File
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.

2

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

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

Class representatives advocate for student interests and serve on administrative bodies such as IQAC and the Governing Body. They also participate in various committees like Sports and Cultural Committees. Additionally, they play an active role in organizing events such as Republic Day, Independence Day, Saraswati Puja,Netaji Subhash Chandras Birthday, Iftaar, Annual Sports, Annual Cultural Programs, Raksha Bandhan, and other student leadership initiatives

File Description	Documents
Paste link for additional information	https://jcccollege.ac.in/administration.aspx
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

10

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)	No File Uploaded

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

The college lacks a registered alumni association, however, thealumni contribute towards various administrative committees such as IQAC and actively engage in the college's academic development. The alumni, also makes a significant contribution tothe Prize Fund of the college which motivates the students further towards excelling in their respectibe courses.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The governance structure of the institution is intricately aligned with its vision and mission, ensuring that all decision-making processes, policies, and strategic initiatives are guided by its core objectives. By maintaining a consistent focus on the institution's foundational principles, the leadership ensures that every level of management contributes to advancing the overarching goals. This alignment fosters an environment where operational and academic activities are harmonized with the long-term aspirations of the institution, promoting both accountability and a clear sense of direction. As a result, the institution is able to adapt and respond effectively to evolving educational challenges while remaining steadfast in its commitment to its mission and vision.

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

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

The college promotes and embraces a culture of decentralization and participative management, actively engaging all staff members in various administrative responsibilities.At the college level, the Governing Body (GB) serves as the primary decision-making authority. Comprising representatives from diverse stakeholders including the government, university, society, teaching staff, administrative staff, and students. Participative management is facilitated through decentralization, starting from the GB President and extending to the Principal, IQAC Coordinator, Department Heads, teaching faculty, and administrative staff. The IQAC is responsible for planning and assessing quality assurance initiatives within the college and conducting regular meetings throughout the year. It plays a vital role in overseeing both academic and administrative endeavors.

The institution operates with a decentralized approach through the TeachersCouncil, a statutory body comprising all full-time teachers. This council, chaired by the principal, oversees various facets of academic planning, including admissions, examinations, extracurricular activities, and research. Committees formed within the Teachers Council, consisting of teacher representatives, play an integral role in decision-making processes. Department heads collaborate with employees to drive academic innovations and other initiatives, ensuring participative management. Additionally, key administrative roles like the Bursar, Academic committee convener, and finance committee convener, held by senior staff members, contribute significantly to the institution's decision-making process.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college formulates its strategic plans through an inclusive and efficient process, as outlined below: - Towards the end of each academic year, the Principal, along with IQAC members, the convenor of the academic committee, and all Heads of Departments

(HODs), review the college's activities, achievements, and areas for improvement. Based on this assessment and student feedback, a preliminary 'Plan "is drafted for the upcoming academic session. - Subsequently, the Internal Quality Assurance Cell (IQAC) deliberates on the draft 'Plan ' and finalizes it for the next academic session.

During this period, there has been an unexpected shift in the mode of teaching and learning, with a greater reliance on technology than ever before. With this necessity in mind, there has been a gradual integration of ICT applications in conducting classes. Various ICT methodologies have been implemented in the teaching-learning process through strategic planning. Teachers utilize college and/or personal devices and networks to deliver education using ICT. Classes are regularly conducted through platforms such as , Google Classroom, Google Meet, Zoom, etc. Additionally, WhatsApp serves as a medium for both imparting education to students and interacting with them. Even amidst the pandemic, college examinations and those scheduled by the university are being conducted online. Every process, from distributing question papers to collecting and evaluating scripts, is carried out in the online mode.

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.

College activities are decentralized to various cells and committees comprising members and coordinators. Despite the principal being the head of the institution, the organizational structure is decentralized and participatory.

The college promotes and embraces a culture of decentralization and participative management, actively engaging all staff members in various administrative responsibilities.At the college level, the Governing Body (GB) serves as the primary decision-making authority. Comprising representatives from diverse stakeholders including the government, university, society, teaching staff,

administrative staff, and students. Participative management is
facilitated through decentralization, starting from the GB
President and extending to the Principal, IQAC Coordinator,
Department Heads, teaching faculty, and administrative staff. The
IQAC is responsible for planning and assessing quality assurance
initiatives within the college and conducting regular meetings
throughout the year. It plays a vital role in overseeing both
academic and administrative endeavors.

The institution operates with a decentralized approach through the
TeachersCouncil, a statutory body comprising all full-time
teachers. This council, chaired by the principal, oversees various
facets of academic planning, including admissions, examinations,
extracurricular activities, and research. Committees formed within
the Teachers Council, consisting of teacher representatives, play
an integral role in decision-making processes. Department heads
collaborate with employees to drive academic innovations and other
initiatives, ensuring participative management. Additionally, key
administrative roles like the Bursar, Academic committee convener,
and finance committee convener, held by senior staff members,
contribute significantly to the institution's decision-making
process.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	**No File Uploaded**
Any additional information	**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

1. **General provident fund benefits are available to all staff members appointed to substantive positions.**

2. **All teaching and non-teaching staff are offered group life insurance coverage.**

3. **New joiners in substantive positions are also eligible for salary advances.**

4. **Faculty members are encouraged to participate in workshops, Faculty Development Programs (FDP), and seminars as part of their academic and professional growth.**

5. **Faculty members are incentivized to engage in research projects, present papers, and publish books.**

6. **The training and development programs were arranged for staff members.**

7. **The teaching and non-teaching staff members have established a staff cooperative fund, which offers loans to teaching and non-teaching staff members during times of necessity.**

8. **Weekly yoga sessions are organized for stakeholders.**

9. **Furthermore, support was provided to the college canteen staff during the pandemic, as well as to casual staff during the COVID period**

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

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

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

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

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

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

An effective performance appraisal system for teaching and non-teaching staff in educational institutions is crucial for enhancing overall institutional productivity and ensuring high standards of service delivery. For teaching staff, the appraisal

process typically focuses on evaluating instructional methods, research output, student engagement, and contributions to academic development. Non-teaching staff appraisals, on the other hand, emphasize administrative efficiency, operational support, and adherence to institutional policies. A well-structured system fosters continuous professional development by identifying strengths, addressing areas for improvement, and aligning individual goals with institutional objectives. Regular, transparent assessments not only contribute to career advancement and job satisfaction but also enhance institutional accountability and the quality of education delivered.

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

6.4 - Financial Management and Resource Mobilization

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

The institution conducts regular audits as per Government directives.

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)

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

Institutional strategies for the mobilization of funds and optimal utilization of resources are critical to ensuring sustainable growth and operational efficiency. These strategies often involve a multi-faceted approach, incorporating both internal and external funding sources. Internally, institutions may leverage cost-saving measures, reallocate budgets, and enhance revenue-generating activities. Externally, collaborations with government bodies, private sector partnerships, grants, and donations can provide additional financial resources. To optimize resource utilization, institutions typically adopt frameworks for transparent and accountable financial management, ensuring that funds are directed towards priority areas with maximum impact. This requires robust planning, performance monitoring, and continuous assessment to align resource allocation with institutional goals, ensuring that both financial and non-financial resources are effectively deployed.

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

6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell (IQAC) has played a pivotal role in embedding and institutionalizing quality assurance strategies and processes within academic institutions. By fostering a culture of continuous improvement, the IQAC ensures that educational standards are consistently evaluated and

enhanced. It systematically develops and implements strategic plans that align with the institution's long-term goals, focusing on curricular excellence, innovative teaching methodologies, and the promotion of research initiatives. Furthermore, the IQAC facilitates the monitoring and assessment of academic and administrative activities, thereby enabling a structured approach to quality enhancement. Through its concerted efforts, the IQAC has become instrumental in driving a sustainable and robust quality assurance framework across institutions.

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

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

The institution systematically reviews its teaching and learning processes, operational structures, and methodologies at regular intervals through its Internal Quality Assurance Cell (IQAC), established in accordance with the prescribed standards. This ongoing assessment is aimed at enhancing the overall educational framework, ensuring that the institution remains responsive to evolving academic needs and quality benchmarks. The review process focuses on both the strategies employed in instruction and the learning outcomes achieved, enabling the institution to identify areas for improvement. Notably, incremental progress in various academic and co-curricular activities is consistently recorded, providing a clear measure of the institution's commitment to continual advancement in its educational practices.

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	C. Any 2 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

An Interactive Session on Gender Sensitization took place to foster respect and inclusivity among genders

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	**C. Any 2 of the above**

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

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

The institution employs comprehensive waste management practices to handle both degradable and non-degradable waste. For solid waste management, segregated waste bins are strategically placed across the campus, enabling the proper disposal of biodegradable and non-biodegradable waste.

The institution also has systems for e-waste management, ensuring that electronic waste is collected separately and disposed of through authorized e-waste recyclers, minimizing environmental harm.

The waste recycling system promotes the reuse of paper, plastic, and other materials within the campus, further reducing the burden on landfills.

Finally, the management of hazardous chemicals is done with extreme care, following safety protocols and guidelines, with disposal handled by certified waste disposal agencies to prevent any environmental contamination.

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	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
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	**C. Any 2 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,	**D. Any 1 of the above**

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

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

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

The institution is committed to fostering an inclusive environment that promotes tolerance and harmony across diverse cultural, regional, linguistic, communal, and socioeconomic backgrounds. Various initiatives are undertaken to ensure that all students, staff, and faculty feel respected and valued, regardless of their identity or background.

Cultural and regional diversity is celebrated through events such as cultural festivals, regional day celebrations, and language workshops that encourage mutual understanding and appreciation of different traditions and languages. The institution also supports multilingualism by offering courses and activities in various regional languages, fostering an inclusive linguistic environment.

Communal harmony is promoted through differrent programms, seminars, workshops, and discussions focused on interfaith dialogue and peaceful coexistence. The institution actively encourages participation in community outreach programs to bridge

socioeconomic divides, providing financial support and mentorship for underprivileged students.

Additionally, diversity and inclusion committees work to address issues related to discrimination and bias, ensuring a safe and welcoming environment for all. These efforts are supported by policies and practices aimed at promoting equal opportunities and safeguarding the rights of individuals from all walks of life, thereby creating a cohesive and harmonious campus community.

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

The institution places a strong emphasis on sensitizing students and employees to their constitutional obligations, fostering awareness of the values, rights, duties, and responsibilities of citizens. Regular programs, workshops, and seminars are organized to educate the campus community on key constitutional principles, including justice, equality, liberty, and fraternity. These initiatives aim to instill a deep understanding of fundamental rights and duties, ensuring that individuals are aware of their role in contributing to a fair and just society.

Students and staff are encouraged to actively engage in discussions around democratic values, human rights, and social justice, promoting a culture of responsible citizenship. Civic engagement programs, such as voter awareness drives and community service activities, further enhance this understanding by encouraging participants to practice their rights and fulfill their duties toward society.

The institution also integrates these themes into its curriculum and co-curricular activities, ensuring that students and employees are regularly reminded of the ethical and civic responsibilities enshrined in the Constitution. This holistic approach not only sensitizes individuals to their legal and moral obligations but also prepares them to contribute positively to national development and societal well-being.

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	C. Any 2 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
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

The institution actively celebrates and organizes various national and international commemorative days, events, and festivals, fostering a sense of unity, cultural appreciation, and global awareness within the campus community. National observances such as Independence Day, Republic Day, Gandhi Jayanti, and Constitution Day are celebrated with great enthusiasm, instilling patriotism and reflecting on the nation's rich historical legacy and democratic values. These events often include flag hoisting ceremonies, speeches, cultural performances, and activities that emphasize the importance of civic responsibility.

On an international scale, the institution marks globally recognized days like International Women's Day, International Mother Language Day, World Environment Day, and International Yoga Day, among others. These occasions serve as platforms to raise awareness on significant global issues such as gender equality, environmental sustainability, and health and wellness.

In addition, the institution celebrates various cultural and religious festivals such as Diwali, Christmas, and Eid,encouraging inclusivity and cultural harmony among students and staff from diverse backgrounds. These festivals are celebrated through cultural programs, traditional performances, and communal gatherings, highlighting the importance of unity in diversity.

By organizing such events, the institution not only promotes cultural and social consciousness but also cultivates a well-rounded, inclusive, and globally aware academic community.

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	**No File Uploaded**
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: Holistic Student Development Program

Objectives: The Holistic Student Development Program aims to foster comprehensive growth in students, enhancing academic excellence, personal development, and social responsibility.

Practice: This initiative includes workshops, seminars, and activities focusing on skill development, leadership training, and community service. Collaborations with industry professionals provide mentorship, while peer mentoring and wellness programs promote a supportive campus environment.

Outcomes: The program has led to significant improvements in

student engagement, mental well-being, and employability rates. Feedback indicates increased confidence, enhanced interpersonal skills, and a stronger sense of community involvement.

Best Practice 2: Environmental Sustainability Initiative

Objectives: The Environmental Sustainability Initiative seeks to cultivate environmental consciousness and promote sustainable practices within the institution.

Practice: This initiative includes waste management programs, tree plantation drives, and workshops on eco-friendly practices. A Green Committee implements policies to reduce plastic use and promote recycling, engaging the campus community in energy conservation and water management.

Outcomes: The initiative has successfully transformed campus culture, resulting in reduced waste and increased participation in sustainability efforts. The institution has gained recognition for its commitment to environmental stewardship, fostering a sense of responsibility among students and staff, and contributing to a greener future.

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

7.3 - Institutional Distinctiveness

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

The institution has demonstrated strong performance in prioritizing stress management, a critical focus area in the post-COVID era. With an emphasis on supporting the well-being of its community, it has introduced a range of resources aimed at addressing stress and fostering resilience. Programs include access to mental health support, activities promoting well-being, and initiatives designed to build coping skills and reduce stress. By integrating these resources into daily life, the institution has effectively created an environment that acknowledges the importance of mental health. These efforts have contributed to an improved atmosphere that enhances both individual well-being and collective productivity, highlighting the institution's dedication to fostering a supportive, resilient community.

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

7.3.2 - Plan of action for the next academic year

1. A discussion on the significance of Hindi in society, featuring presentations and activities andHindi Dibas Celebration.

2. Invited Talk by History DepartmentandCyber Security Workshop

3. Interdisciplinary Classes: Collaborative classes between the History and Bengali Departments to explore cultural connections.

4. NAAC Workshop: Preparation workshop for upcoming accreditation evaluations.

5. Art and Craft Exhibition: Showcase of student creativity in art and craft.

6. Students' Seminar Series: Research presentations by students across various disciplines.

7. Study Visit: A field trip organized by the History Department to a historical site.

8. Academic Exhibition: A display of diverse student projects and research.

9. Photography Workshop: Skill-building session for journalism students.

10. Thalassemia Awareness Program: Educational program on thalassemia and genetic counseling.

11. Language Seminar: Promotion of linguistic diversity through discussions on various languages.

12. Students' Week Celebration: A week of activities and competitions to foster community spirit.

13. **Youth Day Celebration:** Activities highlighting youth engagement in societal issues.

14. **Annual Prize Distribution:** Ceremony recognizing student achievements.

15. **Parent-Teacher Meeting (PTM):** Discussion on student progress between parents and teachers.

16. **Stenography Workshop:** Practical training in note-taking skills.

17. **Environmental Consciousness Seminar:** Discussion on sustainability and environmental issues.

18. **NCC Seminar:** Dialogue on national security and civic responsibility organized by the NCC unit.