



YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	AGHOREKAMINI PRAKASHCHANDRA MAHAVIDYALAYA
• Name of the Head of the institution	Dr. Paramartha Ghosh
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03211246772
• Mobile No:	9434345586
• Registered e-mail	akpc_m@yahoo.co.in
• Alternate e-mail	nandysamir@yahoo.com
• Address	Subhasnagar, PO- Bengai, Dist.- Hooghly
• City/Town	Arambagh
• State/UT	West Bengal
• Pin Code	712611
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	The University of Burdwan				
• Name of the IQAC Coordinator	Dr. Samir Kumar Nandy				
• Phone No.	03211246772				
• Alternate phone No.	9434667221				
• Mobile	9434667221				
• IQAC e-mail address	nandysamir@yahoo.com				
• Alternate e-mail address	shampa.rcd@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://www.akpcmahavidyalaya.org/images/uploads/AQAR%202021-22-1.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.akpcmahavidyalaya.org/images/uploads/Academic_Calender_2022-23.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	70.85	2004	16/09/2004	15/09/2009
6.Date of Establishment of IQAC			08/12/2007		
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
AKPC MAHAVIDYALAYA, BENGAI, HOOGHLY	MAJOR REASERCH PROJECT	SERB-DST	2023 (3 YRS)	23,03,013
AKPC MAHAVIDYALAYA, BENGAI, HOOGHLY	SEMINAR	ICPR	2022	30,000
AKPC MAHAVIDYALAYA, BENGAI, HOOGHLY	SEMINAR	ICPR	2023	30,000

8. Whether composition of IQAC as per latest NAAC guidelines	Yes
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	06
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	

11. Significant contributions made by IQAC during the current year (maximum five bullets)
1. The introduction of multidisciplinary and interdisciplinary Add-On Certificate Courses by various departments, under the guidance of IQAC, is a commendable step towards implementing the National

Education Policy (NEP) 2020. These courses have provided an excellent platform for students to broaden their horizons and gain knowledge beyond their core disciplines. These courses have been designed to foster holistic learning and promote critical thinking, problem-solving and communication skills. The courses are expected to provide opportunities for students to collaborate with peers from different disciplines, enhancing their teamwork and interpersonal skills. The positive feedback received from the course participants is a clear indication of the value of the courses.

2. IQAC has helped the management to sign MoUs with other institutions, which will foster better understanding between the faculties, students and non-teaching staff. They have also initiated student-exchange programmes, faculty-exchange programmes, social and cultural exchanges, joint research programmes, joint field trips, job training, and other programmes of mutual interest. These initiatives will help our institution create a more vibrant and interconnected learning environment for everyone involved.

3. The Departments, with the guidance of the IQAC, have prepared a structured Academic & Administrative Audit (AAA) pro forma. This pro forma has been submitted to the University of Burdwan for further review and action. The AAA pro forma is a comprehensive document that assesses the institution's academic and administrative functioning against various parameters. The submission of the AAA pro forma to the University of Burdwan is a significant milestone on our way towards the institution's quality assurance.

4. The Departments, under the guidance of the IQAC, have implemented a robust and effective mentoring system for the students. This system is designed to provide students with the support they need to succeed academically and personally. Mentors are experienced faculty members who are assigned to small groups of students. They meet with their mentees regularly to provide guidance, advice, and support.

5. The Career Counselling & Placement Cell, under the guidance of the IQAC, has been going all out to help students land jobs and choose the right career path. They have been setting up off-campus placement drives, seminars, webinars, counselling sessions, and workshops to give students all the support they need. They also send out study materials, notices, and posters to keep students informed about the latest career opportunities.

12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
<p>1. Plan to introduce several new Add-on Courses for our students.</p>	<p>1. For the purpose of developing additional skills of the students and equipping them for facing the emerging challenges in the job market, 22 new Add-On certificate courses have been introduced, during this year, by different departments with great encouragement and support from the IQAC. Several students have registered for these courses and have been rewarded with certificates after the completion of the programmes. Most of the participants have expressed their positive feedback about these courses and recognized the courses as beneficial for their future career.</p>
<p>2. Plan to increase the number of functional MOUs and collaborations/ linkages with different institutions/ organizations for initiating Faculty exchange, Student exchange, exchange of social and cultural objectives, joint research programmes and organizing joint Field trips, joint On-the job training, etc.</p>	<p>2. During the academic year 2022-23, our Management has signed MoUs with four new Colleges and two other organizations, with active support and necessary guidance from the IQAC. Besides that, the status of the existing MoUs with other colleges and organizations has also been monitored carefully by the IQAC. The details of these functional MoUs have been provided in the Excel file uploaded in connection with the Metric 3.4.2.</p>
<p>3. Plan to prepare the Academic Calendar for the session 2022-23.</p>	<p>3. The Academic Calendar for the session 2022-23, containing the timeline of important academic activities to be conducted throughout the year, has been prepared jointly by the IQAC and the Academic Committee, maintaining strictly, the</p>

	<p>University guidelines in this regard and the same has been circulated among the students, well in advance, through notices and our college website.</p>
<p>4. Plan to improve some Infrastructural Facilities</p>	<p>4. Some developments of infrastructural facilities for betterment of overall academic environment have been proposed by the IQAC and most of them have been addressed by the College Administration (like arranging for some new classrooms, purchasing of new books in the libraries, improvement in WiFi/LAN facilities etc.). Other infrastructural developments have also been accomplished (like purchasing of new tables & benches for the classrooms, installing new fans & new LED lights in the classrooms and all over the College Campus) as per the recommendation of the IQAC.</p>
<p>5. Plan to strengthen the existing Mentorship System.</p>	<p>5. A robust and effective mentoring system for the students has been properly maintained by the Departments under the guidance of IQAC and all the problems/issues (both academic & non-academic) of the students (the mentees) have been satisfactorily resolved/addressed by the concerned faculties (the mentors).</p>
<p>6. Plan to complete all the preparations for an Academic & Administrative Audit (AAA), to be conducted in our college by external experts.</p>	<p>6. A structured Academic & Administrative Audit (AAA) pro forma has been prepared internally by the Departments with the help of the IQAC and the same has been sent to the 'University of Burdwan', with a</p>

	request to conduct the Audit by their experts..
7. Plan to collect and analyze the Feedback from all the stakeholders of the college	7. Feedback from the students and all other stakeholders of the college has been collected and the Feedback Analysis Reports have been prepared by the IQAC. Necessary measures, whenever required, have been taken by our Management on the recommendation of the IQAC.
8. Plan to initiate several steps to make a Eco Friendly / Green College Campus	8. Like the past few years, this year too we have taken the following measures to make our College Campus more eco-friendly (1) Plantation of trees throughout the year, (2) Recharging of ground water through rainwater harvesting system (3) Reduction in the consumption of conventional energy by the replacement of conventional lamps with LED lamps and use of solar energy (4) Proper waste management. This year, the IQAC has also done everything needful to facilitate Green Audit in our college.
9. Plan to provide Career Counselling & Placement Facilities to the students.	9. Career Counselling & Placement Cell of the College has been very much active to organize various Seminars / Webinars/Counselling Sessions/Workshops in collaboration with different organizations /Companies to create job opportunities for the students and to guide them to choose from different career options. Details of these programmes are provided in the excel file uploaded in connection with the Metric

	5.1.4.1. Besides that, different study materials/notices/posters are also circulated among the students on a regular basis to make them aware of various career opportunities.
10. Plan to launch Departmental Edited Volumes/Books	10. Departments are encouraged to publish edited volumes/books. The IQAC has recommended financial assistance in this regard and the college administration has readily approved this proposal and sanctioned the required fund. In this year, the Department of Philosophy has published a Research Journal 'MANAN'
11. Plan to provide financial assistance for attending conferences/workshops and towards membership fee of professional bodies	11. The IQAC has recommended financial assistance to the teachers for attending conferences/workshops and towards membership fee of professional bodies and the college administration has readily approved this proposal and sanctioned the required fund. In this year, a considerable number of teachers have taken advantage of this financial assistance for the said purposes.
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Governing Body	26/09/2023
14. Whether institutional data submitted to AISHE	

Year	Date of Submission
2021-22	13/01/2023

15. Multidisciplinary / interdisciplinary

Even before the NEP was conceived, our college, under the aegis of The University of Burdwan, had been teaching interdisciplinary courses to ensure holistic development of our students. In keeping with the latest academic traditions all over the world, our college makes an attempt to familiarize students with a borderless world of knowledge where diverse subjects supplement as well as complement each other. For example, literature cannot be taught without a reference to history or political as well as sociological theories. Such eclecticism has become common for all subjects and disciplines in recent times, and so, no subject can be taught in isolation. So, with the implementation of the NEP 2020 w.e.f. 2023-24, the interdisciplinary tradition will continue as per the new guidelines.

16. Academic bank of credits (ABC):

Being affiliated to The University of Burdwan, our college has no autonomy in bringing about fundamental changes in academic practices on our own. So, the Academic Bank of Credits, which is a part of the NEP, could not be implemented earlier. Since our mother university has implemented the NEP along with the Academic Bank of Credits w.e.f. 2023-24, we have embraced the same for a greater academic flexibility from this session.

17. Skill development:

The NEP emphasizes the need for students' skill development to enhance their eligibility for employment. Our teachers, in keeping with this goal, make an attempt to relate theoretical knowledge with practical applicability. Moreover, extracurricular activities are arranged on a regular basis to hone the talents of our students, refine their taste and personality, and boost their confidence. The Department of NCC teaches discipline and military skills apart from inculcating patriotism in all the cadets. The Department of Physical Education offers a Yoga course in addition to helping students cultivate athletic and acrobatic skills. The Department of English teaches its students soft skills like speaking, reading and writing English, and the technicalities of business communication.

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

Our college lays much emphasis on the importance of vernacular in

imparting knowledge. So, most of the subjects in our college are taught in the mother tongue of the learners. The Department of Sanskrit has a vital role to play in sustaining the Sanskrit literary tradition of the ancient India. In the postcolonial India, even English is regarded as one of the Indian languages. The Department of English makes students acquainted with Indian English Literature along with the British English Literature. So, Indian culture is represented through a broad linguistic spectrum in our academic practices.

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

After the introduction of the CBCS, much emphasis is laid on an outcome-based education. All of our departments have chalked out the Programme Outcomes, Programme Specific Outcomes and Course Outcomes for their respective streams and subjects. The pedagogical modules are set with a view to achieving these outcomes in a planned way. This practice helps the learners derive maximum benefit from the academic exercises.

20.Distance education/online education:

Though our college has no provision for Distance Education, we put up sincere efforts to provide academic support to our students via the online mode during the pandemic years. Our teachers conducted online classes for the students confined to their homes, provided them with study materials, made Youtube videos lest the process of learning should be hampered. Our teachers and students were also given access to Infilbnet to procure learning resources through the online mode.

Extended Profile

1.Programme

1.1 606

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

File Description	Documents
Data Template	View File

2.Student

2.1 2707

Number of students during the year

File Description	Documents
Data Template	View File

2.2

1072

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

646

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

75

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2

83

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	606
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	2707
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	1072
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	646
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	75
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	83
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	43
Total number of Classrooms and Seminar halls	
4.2	49.24641
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	80
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

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

Our institution follows the guidelines provided by the mother university, i.e. The University of Burdwan, in implementing the curriculum and chalking out the action plans.

- Regular classes are arranged on a well-planned master routine to cover all areas of the syllabus to the fullest satisfaction of students.
- Class/ Unit Tests are organised independently by the Departments and Preparatory Tests for the Final Examinations are arranged centrally by the college. These tests not only keep the students abreast of the syllabus but also acquaint them with the exam-environment. Regular evaluations enable students to test their accomplishments periodically so as to improve future performances.

Students are encouraged to visit, and make the fullest use of, the college library in order to enrich their academic experience. Library visits also inculcate in them the habit of looking beyond the syllabus.

- College level as well as national level seminars and workshops are organised by different Departments of the college to acquaint students with the latest developments in their fields of study.
- With the endorsement of the Principal, many Departments organise excursions or academic tours to make the learning process more lively.
- For the moral education of students special lectures by spiritual personalities, like monks from Ramakrishna Mission (Kamarpukur), are hosted by the college.
- Through the programmes organised by the Departments of NSS and NCC students are sensitised towards their duties and responsibilities to the society and nation.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.akpcmahavidyalaya.org/images/uploads/Academic_Calender_2022-23.pdf

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

Our college follows the Academic Calendar scrupulously for Continuous Internal Evaluation of students. Class Tests/ Unit Tests are organized by the respective departments. There is also a centrally organized College Test (the blueprint for which is prepared by the Examination Sub-committee) before the Final Examinations to prepare the students for the same. The answer scripts are also corrected in time by the teachers and the performances of the students are discussed by the examiners to facilitate their improvement in subsequent examinations.

Recently the CBCS system has been introduced by the University which requires an Internal Assessment of the students in each semester. The said assessment is organised in the 10th week of each semester so that the final examination is not hampered in any way. If any student fails to appear at the internal assessment due to some unavoidable reason, an alternate test is arranged for the

candidate on special grounds in the 11th week.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.akpcmahavidyalaya.org/images/uploads/Academic_Calender_2022-23.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

B. Any 3 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

37

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)**

22

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

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

1182

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

1182

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

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

CBCS UG courses are designed to address issues of human values, gender, environmental problems and sustainability and the college strictly adheres to them. Almost all courses in Botany, Zoology and Environmental Science and some of the Chemistry, Geography etc. are oriented towards environmental issues at large. Theoretical aspects of democratic principles, reservation policies, Constitutional provisions for the upliftment of women and the marginalized sections are taught in Political Science and literature departments deal with their artistic expressions. Sociology and History programmes contribute immensely to this

process. Courses on Auditing, Print Journalism and Production, Academic Writing and Composition, Translation Studies, Industrial Mathematics etc. uphold professional ethics. The emerging environmental issues are addressed to the students during field trips. Courses on Yoga Education and Recreation, Health Education, Physical Fitness and First-Aid foster professional ethics and human values. NCC and the NSS Units work on developing human values through various activities. World Environment day, Women's day, birth days of the luminaries etc. are celebrated in the campus. Lectures on Road Safety, spirituality and philosophic knowledge by monks, career advancement, leadership etc. are organised to spread the need for ethical wellbeing. The faculty members are encouraged to attend courses on research ethics and capacity.

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

06

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

1028

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

A. All of the above

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

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

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

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://drive.google.com/file/d/1I5Aa6tQ2KfKHSr4cOL0GbFPwq5p2u25t/view?usp=drive_link

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

2381

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

718

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

Though, there is no provision for admission tests at our college prior to the beginning of the programmes to assess the students' skill or knowledge in the concerned subjects, every department assesses the learning levels of their students through Class Tests and Internal Assessments. The advanced learners are guided by their teachers to find additional knowledge sources in our library or through online libraries.

Our college organises Remedial Coaching and Tutorial Classes to bridge the knowledge gap, if any, of the enrolled students to enable them to cope with the programmes of their choice. Moreover, every Department allots some classes at the beginning of each session for the students' recapitulation of earlier lessons and further enrichment, if required.

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
2707	75

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 students of our college get the benefits of interactive/participative learning through the lively classroom sessions with their teachers. Teachers encourage students to ask questions and take part in quiz or debates to promote interactive learning. The entire process is made interesting through the use of audio-visual media in our Smart Classroom.
- For collaborative learning, the students are encouraged to take part in group studies and group discussions. Very recently our college has signed a Memorandum of Understanding with Netaji Mahavidyalaya, Arambagh, Hooghly for faculty exchange and other collaborative programmes.
- For individual learning, our students are encouraged to make the fullest use of our rich library. Our college also provides the students with internet facilities so that they can access e-resources to meet their academic needs.
- Our teachers, in order to perform the above-mentioned roles in the most effective way, take the benefits of Orientation Programmes, Refresher Courses, different seminars/workshops sponsored by the UGC.
- To solve the academic as well as other problems faced by students our teachers act as mentors and counsel their wards on a regular basis. On the other hand, periodical meetings are organised by the departments between teachers, guardians and the students where all issues are sorted out.

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

In the last five years there have been a number of changes in our teaching methods. These are as follows:

- Our college has set up a Smart Classroom equipped with audio-visual aids for effective and lively teaching.
- Besides the Smart Classroom our college has four Compact LED Projectors for the benefit of all departments.
- Our college has started subscribing to Inflibnet so that teachers can access e-books and e-journals from all over the

world. The students also get indirectly benefited due to this.

- Our teachers help students make the fullest academic use of the Internet so that they can download study materials and use them in their academic pursuits.
- Some of the departments of our college have started preserving the question-papers of the internal tests (of the previous years) on their departmental computers so that students can access them and get help from teachers, if necessary, for their solutions.
- Students nowadays can contact their teachers via e-mail or whatsapp and get their queries answered.

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

75

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
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

75

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

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

789.5

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.

- To ensure a smooth formative evaluation the College takes recourse to internal assessment system through class tests and pre-exam tests. At least one Class Test and one pre-exam test are organised by each department in every semester so that students can develop self-confidence and overcome exam-related anxieties.
- With a view to enhancing the performance of students, the teachers discuss their shortcomings with them.
- The College also has provisions for remedial classes for the needy and mediocre students to help them overcome their drawbacks and prepare them to do better in their university examinations. Our teachers review the results of the students after their university examinations for their summative assessment.

Thus the methods of assessment and evaluation adopted by us have positively impacted the system.

The internal assessment is quite transparent and rigorous in our college. Most of the question papers are printed at our college so that questions do not leak out before examinations. The evaluation is also done in due course and the results are published and widely circulated. The willing students can also meet the examiners and discuss their mistakes and take suggestions for improvement

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

- At the college level, the grievances of the students regarding evaluation are referred to the Heads of the Departments who look sympathetically into each case as promptly as possible and do the needful. The disputed answer scripts are shown to the students and their shortcomings are discussed in details by the subject experts. If any mistake in evaluation is detected, the issue is sorted out as soon as possible.
- If any student complains that the questions, set for an internal examination, do not fall within the ambit of the current syllabus, the issue is promptly probed into and

redressed.

- At the university level, the students who are not satisfied with the evaluation, may go for Re-examination of answer scripts. They can also get photocopies of their answer scripts, if applied through proper channel, under the RTI 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 full information of syllabus along with Course Outcomes (CO), Programme outcomes (PO) and Programme Specific Outcomes (PSO) for all the courses are displayed on the college website to make the students aware of the learning outcomes and future prospect and employability of different courses of the institution even before their admission. After the admission, "Ice-Breaking Session" is conducted exclusively for the newly admitted students to sensitize them about the learning outcomes, scope of their curriculum so that they have a very clear idea about the future prospects of their chosen courses. The clearly depicted PO, PSO and CO of each courses also help the students to choose the appropriate courses and the academic flexibility in the newly introduced CBCS system allows them to do that throughout their entire span of courses to improve learning outcome of the students. Prospectus or information brochure is also given to all the students which offer all vital information about all the programmes and courses along with the program codes, fee structure, hostel facilities, and additional pertinent information. This mechanism allows an efficient delivery of the curriculum to meet the student needs as per the vision and mission of the institution.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.akpcmahavidyalaya.org/images/uploads/CO%20&%20PO%20OF%20ALL%20PDF.pdf
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 attainment of programme outcome is measured through students' progression to higher studies. Another measurement of attainment is students' placement record in various organizations and institutions. The feedback system of different stakeholders of the institution helps to measure and reckon the attainment of the programme outcomes. Students' feedback system provides information pertaining to the relevance of the course, availability of the course material, and course's importance in terms of employability and so on, which are pertinent questions and which help the institution to measure its learning outcomes.

The course outcomes are measured through completion of syllabus, continuous internal evaluation process, timely setting up of question paper, evaluation and result. The attainment of COs is also assessed from the formative assessments like viva-voce, student seminar, group discussions, practical experiments, field study, and projects. At the departmental level, the Head of the Departments and the teachers who are engaged in any class strive to complete the courses in time and in some cases extra classes are conducted for the students who they identify as relatively average or as slow learners. The continuous evaluation is done through tests, written assignments, presentation of papers, oral presentations, field-work and so on. The end semester examination of every course is based on written examination of three hours following the guidelines provided by the affiliating university.

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**582**

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://www.akpcmahavidyalaya.org/images/uploads/Student%20Satisfaction%20Survey\(SSS\)Report-2022-23.pdf](https://www.akpcmahavidyalaya.org/images/uploads/Student%20Satisfaction%20Survey(SSS)Report-2022-23.pdf)

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****23,03,013**

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

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

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

01

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

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

10

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**

31

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

15

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 extension activities of the session 2022-23 are listed below.

SL. NO.

Name of Activity

Organising Unit/agency/collaborating agency

Name of Scheme

Year of Activity

No. of Volunteers

Participated

1.

Independence Day

N.S.S. Unit-I, II, III

Regular

Activity

15-08-2022

35+30+34=99

2.

Women's Empowerment

& Safe Drive Save Life

N.S.S. Unit and the Women's Cell of our college in association with the Traffic Guard Office, Arambagh

Special

Programme

27-12-2022

71+63+69=203

3.

National Youth Day

N.S.S. Unit-I, II, III

Regular

Activity

12-01-2023

42+48+34=124

4.

Netaji Birth Day

"

"

23-01-2023

22+21+18=61

5.

Republic Day

"

"

26-01-2023

19+16+21=56

6.

Special Camp

"

Special Camp 2022-23

18-05-2023 to

24-05-2023

23+23+06=52

1 Students' Week (02.01.23 to 07.01.23) NCC CADETS OF A.K.P.C Mahavidyalaya Regular Social Activity 2022-23 2 Combined Annual Training Camp (28.01.23 to 04.02.23) " Special Camp 2022-23 3 Trophy Demonstration (16.02.23) " Regular Social Activity 2022-23 4 MISSION LIFE:(30.05.23) " " 2022-23 5 G20 AWARENESS : (21.06.23-22.06.23) " " 2022-23 6 COMBINED ANNUAL TRAINING CAMP (26.06.23 to 05.07.23) " " 2022-23 7 COLLEGE CAMPUS CLEANING (03.11.22) " " 2022-23 8 BLOOD DONATION DRIVE (29.11.22) " " 2022-23

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

4

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

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

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

19

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

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

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

2285

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

3.4 - Collaboration

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

08

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

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

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

13

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	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 adequate infrastructure and physical facilities for teaching-learning, mainly classrooms, laboratories, computing equipment etc.

Our college has adequate physical facilities for academic activities - including spacious classrooms, technology-enabled

learning spaces, seminar halls, tutorial spaces, laboratories, fish pond, specialized facilities for teaching, learning and research etc. The details are furnished below.

- Total number of classrooms: 43
- Average size of classrooms: 25 x 20 ft²
- Average seating capacity of classrooms: 100
- Total number of laboratories: 23
- Total number of computers: 71
- Total number of computers with internet connectivity: 41
- Total number of Seminar Halls: 01
- Seating capacity of the Seminar Hall: 250
- Total number of ICT-enabled Classrooms: 08
- Total number of books in the library: 29,800
- Number of portable projectors and similar equipments for ICT-based teaching: 09

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.

Our college has adequate facilities for cultural activities including sports and games. The details are furnished below.

Total number of auditoriums: 01

ground: 1

- musical instruments: Harmoniums-3, Tabla- 2 sets, Srikhol-1,

Pakhwaj-1, Mandira-1 set, Tanpura-2

- footballs: 15
- cricket sets: 03
- volley balls: 15
- volley ball nets: 03
- basketball courts: 01
- basket balls: 10
- badminton racquets: 20
- shuttle cocks: 4 packets
- shot put balls: 16
- starting blocks: 07
- measuring tapes: 04
- javelins: 09
- discus: 17
- Table Tennis boards: 01
- TT bats: 05
- TT balls: 05
- gymnastic mats: 19
- starting guns: 01
- Relay Batons: 14
- garden umbrellas: 02
- weighing machines: 01
- stop watches: 06

- pumps: 02
- cones: 40
- skin fold calipers: 01
- anthropometric rods: 01
- sliding calipers: 01
- gonio meter: 01
- sphygmomanometers: 01
- stethoscopes: 01
- grip dynamometers: 01
- human skeletons: 01
- wet spiro meters: 01
- Equipments available in the gymnasium: Dumbbells, barbells, jump-rope, pull-up frame and bar, stationary bicycle, treadmill etc.
- Size of the Yoga Centre: 10 x 7 sq. m

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.

06

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

06

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)

5.77561

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)

Aghorekamini Prakashchandra Mahavidyalaya has a central library with more than 30,000 books besides important journals, newspapers and magazines. The Central Library is partially automated using Integrated Library Management System (ILMS)

Name of ILMS Software : KOHA

Nature of automation : Partially Automated

Version : 2.0

Year of partial Automation: 2012

Besides this, the Central library has the facility like bar-coding

machine. The stakeholders can check availability of books through web OPAC. E-resources can be accessed through Wi-Fi facility. A wall mount television is placed at the entrance of the library to display important information. CCTV surveillance system of the library is active. Our library subscribes to the UGC N-List programme. Specialized Services provided to the students and teachers include information dissemination and notification through email, photocopying facility etc. Searching facility is also provided to the students and teachers in the library link of the college website.

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 B. Any 3 of the above

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

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

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

1,91,298

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

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

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

52

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

4.3 - IT Infrastructure

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

The entire campus area is covered under Wi-Fi. The connections are provided by City Cable network. Students and teachers are given passwords for Wi-Fi facility. The college has updated its IT facilities with increasing the number of computers, printers, scanners, xerox machines, online admission process, interactive website and various softwares. For regular maintenance of the IT infrastructure local vendor is given AMC annually (mainly for the computers). In 2015 broadband service was initiated with the speed of 5 mbps/s and the line was shared among accounts section, Principal's chamber and rest of the college. In 2016 the same service continued with the speed of 10 mbps/s in similar manner. The speed of broadband system was upgraded from 10 mbps/s to 20 mbps/s in 2018. Currently the speed of broadband system is 20 mbps/s. The campus remains under CCTV surveillance throughout the year. Anti-virus software is regularly renewed for the computers. The West Bengal Government has made mandatory online admission for all the colleges and to conduct the process smoothly the college has introduced CAMS software in the year 2016 for automation of various office and account related works. The server for admission portal and CAMS are under AMC for their proper functioning and maintenance. Thus, the college puts every effort to upgrade its IT

infrastructure for facilitating teaching learning as well as administrative works.

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

4.3.2 - Number of Computers

80

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 B. 30 - 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)

43.47

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

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

The Building Sub-Committee is responsible for the maintenance of standard Sports facilities, including a Multi-gym on our premises.

- The Library SubCommittee ensures that our library is well-stocked and well-maintained,
- ICT facilities are extensively used by our teachers as per the new practices in the world of pedagogy.
- Our college also has a Computer Maintenance Sub-Committee that always monitors the working condition of the computers.
- For regular maintenance of the College Management Software our college subscribes to AMC (Annual Maintenance Contract).
- . • The water cooler-cum-purifier at the ground floor of the Vijnan Bhavan and the one on the first floor of our New Administrative Building are maintained through regular servicing by the Purchase Sub-Committee.
- The quality of meals and refreshments served at a cheap rate at our boys' and girls' canteens is monitored and maintained by the college administration
- . • The CCTV cameras that ensure uninterrupted surveillance of the campus are maintained and updated by the Purchase Sub-Committee. • The cleanliness of the college campus is maintained not only by full-time sweepers or hired labourers but also the NSS units who offer voluntary service to their beloved institution.

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

3071

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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

124

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

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

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

2640

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

2640

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

18

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

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

5.2.2.1 - Number of outgoing student progression to higher education

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

10

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.**

12

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

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

There is an active Students' Council on our campus that acts as the link between the students and the college authorities. The members represent the students in all academic and administrative committees/sub-committees, including the Governing Body, so that the interest of the students can be safeguarded. They also make sure that the policy-making of the college is focused on the benefit of the students. Their suggestions are welcomed by the college authorities to offer optimum service to the student community.

- Apart from helping the teachers run their regular academic exercises smoothly, the Students' Council helps them organise different seminars, workshops and symposia by taking part in registration, hospitality etc as volunteers.
- Besides, the Students' Council assists the college authorities to maintain law and order on the campus by preventing outsiders from sneaking into the premises with dubious intentions.
- They help the authorities organise cultural functions, sports and several other activities.
- Especially during the period of admission-related bustle, the college authorities find their support indispensable.

The Students' Council helps the college authorities to identify the needy or economically backward students, so that they can be offered scholarships or freship by the college, the government or several non-governmental organisations

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

45

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

Our college boasts of a registered Alumni Association that is committed and active. Its registration number is S0034334 of 2022-23. Though it has been registered recently, it has always played a significant role in the development of our institution, including the students and staff by undertaking and executing several projects since its inception. These are as follows.

- On 11.09.2018 our Alumni Association organized a Free Health Check-Up Camp for the students and staff of our institution as well as the local people. Around 300 people benefited from this noble initiative.
- The Alumni Association of our college organized a Reunion of our former students on 03.02.2019 on our campus.
- The Alumni Association of our college undertook and executed a Tree Plantation Programme on our campus on 18.06.2022.
- The Alumni Association of our college organized another Reunion of our former students on 01.05.2023 on our campus.
- The Alumni Association of our college organized a one day Seminar on NEP 2020 on 19.08.2023 to acquaint our stakeholders with the pros and cons of the said policy. Dr A. K. Panda, Department of Chemistry, Vidyasagar University, graced the occasion as Resource Person and enlightened us on the topic for successful implementation of NEP 2020.

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

5.4.2 - Alumni contribution during the year D. 1 Lakhs - 3Lakhs
(INR in Lakhs)

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 of the College

In a country like India, with the majority of its population living in rural regions, participation of rural students in the process of nation-building is essential. As the rural location of the college enables it to cater to the needs of students, mostly first generation learners, belonging to economically handicapped families, Aghorekamini Prakashchandra Mahavidyalaya has a vision to become a pre-eminent rural college of the country fostering intellect, creativity and character in this section of students; thus, conditioning them to become the leaders of the society and builders of the nation.

Mission of the College

- Imparting 'Total Education' to students in the true sense of the term, without confining the process to a mere academic exercise in terms of examinations and results.
- Providing state of the art infrastructure and facilities.
- Sustaining the internal qualities.
- Counselling students to build up their future career.
- And, finally, improving the satisfaction level of all stakeholders.

The quality policy and plans of the college depend on the basic academic and administrative needs of the primary stake-holders—the students and teachers.

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.

To create and foster a culture of decentralisation and participative management—

- Our college maintains a panel of senior teachers who act as teachers-in-charge when the Principal is absent.
- The headship of departments is rotational in our college which gives all full-time teachers equal opportunity to take an active part in the management of the institution.
- Teachers also act as conveners in various sub-committees which also ensures active participation.
- Teachers are also assigned leading roles in NCC and NSS activities.

The college grants autonomy to departments with respect to—

- Formulation of routine.
- Conducting Class Tests, Quiz, Group Discussions, Excursions etc.

Publication of Wall Magazines

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 perspective and strategic plans of the college are formally stated in the prospectus and the college website.

A case study of the same may involve our earnest endeavour to create a suitable environment for the girl students to pursue their academic goals.

For example, when our college authorities realised that the Kala Bhavan on our campus has no provision for a girls' toilet in 2016, they immediately deployed their resources to redress the problem. Our Planning Board tabled the project for consideration and initiatives were quickly taken with the help of the Building Committee. The latter chalked out the blueprint of a girls' toilet that would be annexed to the Kala Bhavan to meet the urgent need. The plan was approved by the Planning Board, the Finance Committee, and the G.B. The construction work was immediately

launched– as a result of which the Kala Bhavan, since 2017, boasts of a Girls’ Toilet beside the landing between the first and the ground floor.

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.

The organogram of the college reflects the decentralization of the institution and shared responsibilities that govern it. The Governing Body oversees general administration and financial management of the institution whose power is vested in it by the laws and ordinances of the University of Burdwan and the Govt. of West Bengal. The Principal is responsible for the administration and execution of day-to-day responsibilities. The Principal supervises and oversees overall functioning of the college. Head of the Depts. coordinate with the Principal to accomplish academic, financial, and co-curricular requirements. The Bursar assists the Principal for financial management of the college. The IQAC is responsible for assessing and ensuring quality in the teaching-learning-evaluation process. The Librarian supervises the library in order to keep it in proper working order. Full-time teachers are appointed by the Governing Body in recommendation of the West Bengal College Service Commission. State-aided College Teachers and Full-time Non-teaching Staff are appointed by the Governing Body and further approved by the D.P.I.. West Bengal Government Service Rule is strictly followed.

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

- General Provident Fund (GPF) with nomination and loan facilities.
- West Bengal Health Scheme (WBHS) for all medical benefits.
- Gratuity and Pension Scheme of Government of West Bengal.
- Files pertaining to e-Pension are timely submitted before the superannuation of the incumbent.
- Provident Fund benefits are immediately dispersed on the superannuation of the incumbent.
- Encashment of Earned Leave on superannuation.
- Child Care Leave and maternity leave for female teachers and female nonteaching staff
- Faculty Members are provided duty-on-leave to participate in Orientation Programme, Refresher Courses, Short term courses, Seminars, Workshops and other professional development programmes
- Free Health check up
- Stress management through different recreational programmes such as Basanta Utsab, Cultural Programs, Teachers' Day, Annual Function etc.
- Collective monetary contributions are provided to the fulltime and casual staff to meet their immediate health-related expenses.
- Farewell Programme organised for the retiring incumbents
- Steady supply of purified and cold drinking water

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

74

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

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

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

25

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

16

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

The Performance Appraisal System for teaching and non-teaching staff is followed as per the Government Guidelines. Appraisal of teaching staff on substantive posts is done through the Performance Based Appraisal System (PBAS) on the basis of Academic

Performance Indicators (APIs) under the process of Career Advancement Scheme (CAS) for promotion to higher stages. The procedure is supervised by the IQAC. Apart from teaching, the teacher's involvement in research and publications and active participation in various administrative, co-curricular and extension activities are also assessed for the calculation of API. The prepared CAS papers of the incumbents are first scrutinised by a duly constituted Screening/Selection Committee comprising nominees of the Government and the affiliating University. Consequently the document is finally signed by the President of the Governing Body and submitted to the Directorate of Public Instruction, Government of West Bengal for the incumbent's placement/promotion. The Performance Appraisal System of nonteaching staff is followed as per the West Bengal Service Rules.

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 external Financial Audit of the college is being conducted by the Chartered Accountant empanelled as per norms of Finance Dept, Govt. of West Bengal. The External Financial Audit is conducted by the Directorate of Audit as per their schedule. The college has a transparent and systematic financial management system. The institution routinely conducts internal audits for every financial year by competent chartered accountants with the help of qualified and experienced teachers from Dept. of Commerce, Bursar and the Principal. The teacher(s) meticulously audits the finance-related documents for all transactions. However for the academic year 2020-2021, panel of the auditors were not sent to us from the DPI, WB, so external audit remained due.

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

College receives funds from UGC and West Bengal Government. Funds are also generated from a certain portion of students' fees, etc. Funds are also mobilised from various government and nongovernment sources for the purpose of research and projects under schemes funded by DST. For efficient and optimum utilisation of resources available, HODs are asked to provide their requirements at the beginning of the session to ensure maintenance and up gradation of laboratories, library, computing facilities, classrooms, equipments and facilities. The Finance Committee and the Governing Body monitors effective and efficient use of the available financial resources. The Bursar of the college looks after the day to day transactions and implements the decisions taken by the Finance Committee and the Governing Body. The Annual Budget of the college is prepared by the Bursar and is duly considered by the Finance Committee and the later referred to the Governing Body for final approval. Purchase /procurement and development works are made on the basis of the rules laid down by the State Government. With solar panel set at college premise, college gets the facility of reducing electric bill as well as using unconventional energy

source .

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 the purpose of developing additional skills of the students and equipping them for facing the emerging challenge in the job market, 22 new Add-On certificate courses have been introduced, during this year, by different departments with great encouragement and support from the IQAC.

2. During the academic year 2022-23, our Management has signed MOUs with four new Colleges and two other organizations, with active support and necessary guidance from the IQAC.

3. The Academic Calendar for the session 2022-23 has been prepared jointly by the IQAC and the Academic Committee, maintaining strictly, the University guidelines in this regard and the same has been circulated to the students, well in advance, through notices and our college website.

4. A structured Academic & Administrative Audit (AAA) proforma has been prepared internally by the Departments with the help of IQAC and the same has been sent to the 'University of Burdwan', with a request to conduct the Audit by their experts.

5. Feedback from the students and all other stakeholders of the college has been collected and analyzed by the IQAC. Necessary measures have been taken by our Management on the recommendation of the IQAC.

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

One example that can be cited from post accreditation quality initiative is the adoption of the process of online teaching and learning during the COVID-19 pandemic. During the period of suspension of on campus activities for an extensive period due to the COVID-19 pandemic, the teachers and students adapted to the online mode of instruction. Social media, especially WhatsApp was extensively used to organize the students in groups and disseminate knowledge and information among them using Zoom

and Google Meet platforms. Another method adopted for reviewing the teaching learning process is through the regular conduct of Student Satisfaction Survey in the format prescribed by NAAC. The responses elicited from students are scientifically analyzed and on the basis of those analyses further improvements are made to make the system qualitatively better. Further, a significant number of seminars and workshops were conducted in the online mode to enhance the quality of education in the institution.

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)

A. All of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

"Women's Empowerment" being at the core of "Institutional Distinctiveness" of the college. Gender equity and gender sensitization issues are addressed in the different courses taught by subjects like Bengali, English, Economics, Philosophy, History and Political Science within the curricular framework. Seminars, webinars, events and co-curricular activities have been organized to create and enhance awareness about gender issues. To ensure safety and security, entry to the college campus is restricted. The security personnel at the main entrance regularly verify the identity of all entrants. The college campus is 24 hours under CCTV surveillance. The Women's Cell, the Anti-ragging Cell and Anti-Sexual-Harassment Cell of the college are involved in gender sensitization and awareness creation against gender discrimination. For the awareness of all our stakeholders the IQAC, the Sexual Harassment Cell and the Women's Cell of our college have jointly organized different workshops in our college campus. To address health issues of the students, free health check-up camps and blood donation camps have been organized. Students are encouraged to participate in yoga workshops and sports to keep themselves fit.

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

B. Any 3 of the above

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

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

The institution has a well-defined scheme for the proper collection, storage, and subsequent disposal of its various degradable and non-degradable wastes (solid waste, liquid waste, e-waste, and hazardous chemicals).

As far as solid wastes are concerned, separate collection bins (for degradable and non-degradable wastes) are installed at various strategic locations within the college premises. Periodically they are collected and disposed of by relevant agencies.

The e-wastes like old and disposed computers, printers, key-boards and other computer peripherals are stored in a separate isolated chamber. Specific collection agencies are employed on a periodic basis for subsequent clearing up of the accumulated waste as and when required.

The liquid wastes (including hazardous liquids) from the chemistry

laboratory are conducted separately through dedicated conduits and stored in specially constructed and isolated concrete-lined pits.

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 of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus B. Any 3 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: B. Any 3 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	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 B. Any 3 of the above

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	View File
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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	View File
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).

Our college offers B.A. in four language subjects namely Bengali, English, Sanskrit and Santali. This encourages students to retain their respect towards the diversity of languages and dialects spoken in India and build the spirit of tolerance and harmony. International Mother Language Day is organized to honour this linguistic diversity. The college facilitates financial assistance provided by the Government as well as provides institutional level financial assistance to diverse sections of the society. During the pandemic, the college also waived different types of fees like laboratory and building fees for the students. The SC, ST, OBC and Minorities Cell strive to promote equal opportunities for students belonging to different communities irrespective of caste, class, gender, language, and religion. Equal opportunities are available to students from diverse backgrounds to participate in sports, cultural events, NCC and NSS activities. Our NSS and NCC units aim at inculcating human values, the dignity of labour, self-confidence and discipline among the volunteers. The Department of N.C.C conducts blood donation camps and medical camps as part of their social outreach. Students and staff also celebrate Saraswati Puja and Bijaya Sammilani. We regularly take up tree planting initiatives on our campus and outside.

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

Our college observes the Independence Day and the Republic Day to pay tribute to the freedom fighters and uphold the solemnity of the Constitution. To sensitize the students about the constitutional framework of our nation the courses offered by the Political Science department play a significant role. The Political Science department also organizes Add-On course on Human Rights. The college organizes cultural competitions, sports meet and the annual exhibition for students and encourages them to publish wall magazines to build leadership qualities among our students. This type of participation help the students to learn the importance of teamwork and the necessity of co-operation that prepares them to become responsible citizens with a spirit of

fraternity. The students are encouraged to participate in various community based and nation building activities of NSS and NCC to inculcate community values and social and moral duties among the students. A large section of the incumbents of this institution perform election duties assigned to them as dutiful and responsible citizens.

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

A. All of the above

4. Annual awareness programmes on Code of Conduct are organized

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

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

As a part of our education policy, our institution places a high value on commemorating national holidays and paying tribute to national heroes and personalities who help us shape our lives and

society. As a continuation of our commitment to such a cause, we have observed the following days in our institution in the year 2022-23. The national and international commemorative days and events celebrated included; Independence Day, Republic Day, Teachers' Day, Birth anniversary of Netaji Subhas Chandra Bose, Gandhi Jayanti, Children's Day, Birth Anniversary of Rabindranath Tagore, NSS Day, NCC Day, World Environment Day, International Mother Language Day, International Women's Day, International Human Rights Day, International Yoga Day, World Aids Day . The celebration of festivals included Saraswati Puja, Holi and Raksha Bandhan.

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

Title: Organic Farming

Objective:

- To protect the environment from chemical fertilizers and pesticides.
- To popularise organic farming.

Context: It is our duty to reduce pollutants from the environment. Hence the initiative.

Practice: The college has an 0.13 acre farm where diverse kinds of vegetables are grown organically to be sold among staff and consumed at college hostels.

Evidence of success: About 150 kilogram of vegetables has been produced on our campus till date.

Problems encountered and Resources required: Our college faced no problem in implementing this project.

Best Practice 2

Title: Distribution of Saplings and Medicinal Plants among Students and Local People.

Objective:

- To create environmental awareness among people.
- To make people aware of the medicinal value of plants.

Context: To prevent deforestation, it is important to sensitise people about the beneficial aspects of nature. Hence the initiative.

Practice: At the College Garden saplings of medicinal plants are generated and distributed among students and local people.

Evidence of success: Our initiatives have increased the green cover of our campus as well as the surroundings.

Problems encountered and Resources required: Our college does not face any problem in procuring seeds or manures for this initiative.

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

Being situated in a rural area, our college mainly caters to the marginal and economically backward sections of the society. A considerable number of our students hail from SC, ST and OBC background and from places where even the basic amenities of a civilized existence cannot always be taken for granted. So, our

vision is to provide them with an opportunity for comprehensive development. Our college boasts of a vibrant Department of Physical Education that grooms the students who have an aptitude for games and sports. Many of our students have proved their excellence at the university level, district level and the state level sports. This has helped some of them land government jobs in the sports quota—especially in the army and the police force. Our college extends a helping hand to poor students by granting fee waivers in select cases. As it is our priority to meet the academic and cultural needs of rural students, all these measures are implemented by our college for the comprehensive development and empowerment of our students. This thrust is in keeping with our vision of serving the real India that is located mostly in the countryside.

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

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

Our institution follows the guidelines provided by the mother university, i.e. The University of Burdwan, in implementing the curriculum and chalking out the action plans.

- Regular classes are arranged on a well-planned master routine to cover all areas of the syllabus to the fullest satisfaction of students.
- Class/ Unit Tests are organised independently by the Departments and Preparatory Tests for the Final Examinations are arranged centrally by the college. These tests not only keep the students abreast of the syllabus but also acquaint them with the exam-environment. Regular evaluations enable students to test their accomplishments periodically so as to improve future performances.

Students are encouraged to visit, and make the fullest use of, the college library in order to enrich their academic experience. Library visits also inculcate in them the habit of looking beyond the syllabus.

- College level as well as national level seminars and workshops are organised by different Departments of the college to acquaint students with the latest developments in their fields of study.
- With the endorsement of the Principal, many Departments organise excursions or academic tours to make the learning process more lively.
- For the moral education of students special lectures by spiritual personalities, like monks from Ramakrishna Mission (Kamarpukur), are hosted by the college.
- Through the programmes organised by the Departments of NSS and NCC students are sensitised towards their duties and responsibilities to the society and nation.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.akpcmahavidyalaya.org/images/uploads/Academic_Calender_2022-23.pdf

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

Our college follows the Academic Calendar scrupulously for Continuous Internal Evaluation of students. Class Tests/ Unit Tests are organized by the respective departments. There is also a centrally organized College Test (the blueprint for which is prepared by the Examination Sub-committee) before the Final Examinations to prepare the students for the same. The answer scripts are also corrected in time by the teachers and the performances of the students are discussed by the examiners to facilitate their improvement in subsequent examinations.

Recently the CBCS system has been introduced by the University which requires an Internal Assessment of the students in each semester. The said assessment is organised in the 10th week of each semester so that the final examination is not hampered in any way. If any student fails to appear at the internal assessment due to some unavoidable reason, an alternate test is arranged for the candidate on special grounds in the 11th week.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.akpcmahavidyalaya.org/images/uploads/Academic_Calender_2022-23.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

B. Any 3 of the above

**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

37

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)

22

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

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

1182	
1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year	
1182	
File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File
1.3 - Curriculum Enrichment	
1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	
<p>CBCS UG courses are designed to address issues of human values, gender, environmental problems and sustainability and the college strictly adheres to them. Almost all courses in Botany, Zoology and Environmental Science and some of the Chemistry, Geography etc. are oriented towards environmental issues at large. Theoretical aspects of democratic principles, reservation policies, Constitutional provisions for the upliftment of women and the marginalized sections are taught in Political Science and literature departments deal with their artistic expressions. Sociology and History programmes contribute immensely to this process. Courses on Auditing, Print Journalism and Production, Academic Writing and Composition, Translation Studies, Industrial Mathematics etc. uphold professional ethics. The emerging environmental issues are addressed to the students during field trips. Courses on Yoga Education and Recreation, Health Education, Physical Fitness and First-Aid foster professional ethics and human values. NCC and the NSS Units work on developing human values through various activities. World Environment day, Women's day, birth days of the luminaries etc. are celebrated in the campus. Lectures on Road Safety, spirituality and philosophic knowledge by monks, career advancement, leadership etc. are organised to spread the need for ethical wellbeing. The faculty members are encouraged to attend courses on research ethics and capacity.</p>	

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

06

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

1028

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	A. All of the above
File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://drive.google.com/file/d/1I5Aa6tO2KfKHSr4cOL0GbFPwq5p2u25t/view?usp=drive_link
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	
2381	
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

718

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

Though, there is no provision for admission tests at our college prior to the beginning of the programmes to assess the students' skill or knowledge in the concerned subjects, every department assesses the learning levels of their students through Class Tests and Internal Assessments. The advanced learners are guided by their teachers to find additional knowledge sources in our library or through online libraries.

Our college organises Remedial Coaching and Tutorial Classes to bridge the knowledge gap, if any, of the enrolled students to enable them to cope with the programmes of their choice. Moreover, every Department allots some classes at the beginning of each session for the students' recapitulation of earlier lessons and further enrichment, if required.

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
2707	75

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 students of our college get the benefits of interactive/participative learning through the lively classroom sessions with their teachers. Teachers encourage students to ask questions and take part in quiz or debates to promote interactive learning. The entire process is made interesting through the use of audio-visual media in our Smart Classroom.
- For collaborative learning, the students are encouraged to take part in group studies and group discussions. Very recently our college has signed a Memorandum of Understanding with Netaji Mahavidyalaya, Arambagh, Hooghly for faculty exchange and other collaborative programmes.
- For individual learning, our students are encouraged to make the fullest use of our rich library. Our college also provides the students with internet facilities so that they can access e-resources to meet their academic needs.
- Our teachers, in order to perform the above-mentioned roles in the most effective way, take the benefits of Orientation Programmes, Refresher Courses, different seminars/workshops sponsored by the UGC.
- To solve the academic as well as other problems faced by students our teachers act as mentors and counsel their wards on a regular basis. On the other hand, periodical meetings are organised by the departments between teachers, guardians and the students where all issues are sorted out.

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

In the last five years there have been a number of changes in our teaching methods. These are as follows:

- Our college has set up a Smart Classroom equipped with audio-visual aids for effective and lively teaching.
- Besides the Smart Classroom our college has four Compact LED Projectors for the benefit of all departments.
- Our college has started subscribing to Inflightnet so that teachers can access e-books and e-journals from all over the world. The students also get indirectly benefited due to this.
- Our teachers help students make the fullest academic use of the Internet so that they can download study materials and use them in their academic pursuits.
- Some of the departments of our college have started preserving the question-papers of the internal tests (of the previous years) on their departmental computers so that students can access them and get help from teachers, if necessary, for their solutions.
- Students nowadays can contact their teachers via e-mail or whatsapp and get their queries answered.

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

75

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
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

75

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

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

789.5	
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.	
<ul style="list-style-type: none"> To ensure a smooth formative evaluation the College takes recourse to internal assessment system through class tests and pre-exam tests. At least one Class Test and one pre-exam test are organised by each department in every semester so that students can develop self-confidence and overcome exam-related anxieties. With a view to enhancing the performance of students, the teachers discuss their shortcomings with them. The College also has provisions for remedial classes for the needy and mediocre students to help them overcome their drawbacks and prepare them to do better in their university examinations. Our teachers review the results of the students after their university examinations for their summative assessment. <p>Thus the methods of assessment and evaluation adopted by us have positively impacted the system.</p> <p>The internal assessment is quite transparent and rigorous in our college. Most of the question papers are printed at our college so that questions do not leak out before examinations. The evaluation is also done in due course and the results are published and widely circulated. The willing students can also meet the examiners and discuss their mistakes and take suggestions for improvement</p>	
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

- At the college level, the grievances of the students regarding evaluation are referred to the Heads of the Departments who look sympathetically into each case as promptly as possible and do the needful. The disputed answer scripts are shown to the students and their shortcomings are discussed in details by the subject experts. If any mistake in evaluation is detected, the issue is sorted out as soon as possible.
- If any student complains that the questions, set for an internal examination, do not fall within the ambit of the current syllabus, the issue is promptly probed into and redressed.
- At the university level, the students who are not satisfied with the evaluation, may go for Re-examination of answer scripts. They can also get photocopies of their answer scripts, if applied through proper channel, under the RTI 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 full information of syllabus along with Course Outcomes (CO), Programme outcomes (PO) and Programme Specific Outcomes (PSO) for all the courses are displayed on the college website to make the students aware of the learning outcomes and future prospect and employability of different courses of the institution even before their admission. After the admission, "Ice-Breaking Session" is conducted exclusively for the newly admitted students to sensitize them about the learning outcomes, scope of their curriculum so that they have a very clear idea about the future prospects of their chosen courses. The clearly depicted PO, PSO and CO of each courses also help the students to choose the appropriate courses and the academic flexibility in the newly introduced CBCS system allows them to do that throughout their entire span of courses to improve learning outcome of the students. Prospectus or information

brochure is also given to all the students which offer all vital information about all the programmes and courses along with the program codes, fee structure, hostel facilities, and additional pertinent information. This mechanism allows an efficient delivery of the curriculum to meet the student needs as per the vision and mission of the institution.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.akpcmahavidyalaya.org/images/uploads/CO%20&%20PO%20OF%20ALL%20PDF.pdf
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 attainment of programme outcome is measured through students' progression to higher studies. Another measurement of attainment is students' placement record in various organizations and institutions. The feedback system of different stakeholders of the institution helps to measure and reckon the attainment of the programme outcomes. Students' feedback system provides information pertaining to the relevance of the course, availability of the course material, and course's importance in terms of employability and so on, which are pertinent questions and which help the institution to measure its learning outcomes.

The course outcomes are measured through completion of syllabus, continuous internal evaluation process, timely setting up of question paper, evaluation and result. The attainment of COs is also assessed from the formative assessments like viva-voce, student seminar, group discussions, practical experiments, field study, and projects. At the departmental level, the Head of the Departments and the teachers who are engaged in any class strive to complete the courses in time and in some cases extra classes are conducted for the students who they identify as relatively average or as slow learners. The continuous evaluation is done through tests, written assignments, presentation of papers, oral presentations, field-work and so on. The end semester examination of every course is based on written examination of

three hours following the guidelines provided by the affiliating university.

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

582

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://www.akpcmahavidyalaya.org/images/uploads/Student%20Satisfaction%20Survey\(SSS\)Report-2022-23.pdf](https://www.akpcmahavidyalaya.org/images/uploads/Student%20Satisfaction%20Survey(SSS)Report-2022-23.pdf)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

23,03,013

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

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

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

01

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

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

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

10

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**

31

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**

15

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 extension activities of the session 2022-23 are listed below.

SL. NO.

Name of Activity

Organising Unit/agency/collaborating agency

Name of Scheme

Year of Activity

No. of Volunteers

Participated

1.

Independence Day

N.S.S. Unit-I, II, III

Regular

Activity

15-08-2022

$35+30+34=99$

2.

Women's Empowerment

& Safe Drive Save Life

N.S.S. Unit and the Women's Cell of our college in association with the Traffic Guard Office, Arambagh

Special

Programme

27-12-2022

$71+63+69=203$

3.

National Youth Day

N.S.S. Unit-I, II, III

Regular

Activity

12-01-2023

42+48+34=124

4.

Netaji Birth Day

"

"

23-01-2023

22+21+18=61

5.

Republic Day

"

"

26-01-2023

19+16+21=56

6.

Special Camp

"

Special Camp 2022-23

18-05-2023 to

24-05-2023

23+23+06=52

1 Students' Week (02.01.23 to 07.01.23) NCC CADETS OF A.K.P.C Mahavidyalaya Regular Social Activity 2022-23 2 Combined Annual Training Camp (28.01.23 to 04.02.23) " Special Camp 2022-23 3 Trophy Demonstration (16.02.23) " Regular Social Activity 2022-23 4 MISSION LIFE:(30.05.23) " " 2022-23 5 G20 AWARENESS : (21.06.23-22.06.23) " " 2022-23 6 COMBINED ANNUAL TRAINING CAMP

(26.06.23 to 05.07.23) " " 2022-23 7 COLLEGE CAMPUS CLEANING (03.11.22) " " 2022-23 8 BLOOD DONATION DRIVE (29.11.22) " " 2022-23

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

4

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

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

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

19

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

2285

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

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

08

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

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

13

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	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 adequate infrastructure and physical facilities for teaching-learning, mainly classrooms, laboratories, computing equipment etc.

Our college has adequate physical facilities for academic activities - including spacious classrooms, technology-enabled learning spaces, seminar halls, tutorial spaces, laboratories, fish pond, specialized facilities for teaching, learning and research etc. The details are furnished below.

- Total number of classrooms: 43
- Average size of classrooms: 25 x 20 ft²
- Average seating capacity of classrooms: 100
- Total number of laboratories: 23
- Total number of computers: 71
- Total number of computers with internet connectivity: 41
- Total number of Seminar Halls: 01
- Seating capacity of the Seminar Hall: 250
- Total number of ICT-enabled Classrooms: 08

- Total number of books in the library: 29,800
- Number of portable projectors and similar equipments for ICT-based teaching: 09

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.

Our college has adequate facilities for cultural activities including sports and games. The details are furnished below.

Total number of auditoriums: 01

ground: 1

• musical instruments: Harmoniums-3, Tabla- 2 sets, Srikhol-1, Pakhwaj-1, Mandira-1 set, Tanpura-2

• footballs: 15

• cricket sets: 03

• volley balls: 15

• volley ball nets: 03

• basketball courts: 01

• basket balls: 10

• badminton racquets: 20

• shuttle cocks: 4 packets

• shot put balls: 16

• starting blocks: 07

• measuring tapes: 04

- javelins: 09
- discus: 17
- Table Tennis boards: 01
- TT bats: 05
- TT balls: 05
- gymnastic mats: 19
- starting guns: 01
- Relay Batons: 14
- garden umbrellas: 02
- weighing machines: 01
- stop watches: 06
- pumps: 02
- cones: 40
- skin fold calipers: 01
- anthropometric rods: 01
- sliding calipers: 01
- gonio meter: 01
- sphygmomanometers: 01
- stethoscopes: 01
- grip dynamometers: 01
- human skeletons: 01
- wet spiro meters: 01
- Equipments available in the gymnasium: Dumbbells, barbells, jump-rope, pull-up frame

and bar, stationary bicycle, treadmill etc.

- Size of the Yoga Centre: 10 x 7 sq. m

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.

06

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

06

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)

5.77561

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)

Aghorekamini Prakashchandra Mahavidyalaya has a central library with more than 30,000 books besides important journals, newspapers and magazines. The Central Library is partially automated using Integrated Library Management System (ILMS)

Name of ILMS Software : KOHA

Nature of automation : Partially Automated

Version : 2.0

Year of partial Automation: 2012

Besides this, the Central library has the facility like bar-coding machine. The stakeholders can check availability of books through web OPAC. E-resources can be accessed through Wi-Fi facility. A wall mount television is placed at the entrance of the library to display important information. CCTV surveillance system of the library is active. Our library subscribes to the UGC N-List programme. Specialized Services provided to the students and teachers include information dissemination and notification through email, photocopying facility etc. Searching facility is also provided to the students and teachers in the library link of the college website.

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	B. Any 3 of the above
File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
1,91,298	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File
4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)	
4.2.4.1 - Number of teachers and students using library per day over last one year	
52	

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

4.3 - IT Infrastructure

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

The entire campus area is covered under Wi-Fi. The connections are provided by City Cable network. Students and teachers are given passwords for Wi-Fi facility. The college has updated its IT facilities with increasing the number of computers, printers, scanners, xerox machines, online admission process, interactive website and various softwares. For regular maintenance of the IT infrastructure local vendor is given AMC annually (mainly for the computers). In 2015 broadband service was initiated with the speed of 5 mbps/s and the line was shared among accounts section, Principal's chamber and rest of the college. In 2016 the same service continued with the speed of 10 mbps/s in similar manner. The speed of broadband system was upgraded from 10 mbps/s to 20 mbps/s in 2018. Currently the speed of broadband system is 20 mbps/s. The campus remains under CCTV surveillance throughout the year. Anti-virus software is regularly renewed for the computers. The West Bengal Government has made mandatory online admission for all the colleges and to conduct the process smoothly the college has introduced CAMS software in the year 2016 for automation of various office and account related works. The server for admission portal and CAMS are under AMC for their proper functioning and maintenance. Thus, the college puts every effort to upgrade its IT infrastructure for facilitating teaching learning as well as administrative works.

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

4.3.2 - Number of Computers

80

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 B. 30 - 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)

43.47

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

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

The Building Sub-Committee is responsible for the maintenance of standard Sports facilities, including a Multi-gym on our premises.

- The Library SubCommittee ensures that our library is well-

stocked and well-maintained,

- ICT facilities are extensively used by our teachers as per the new practices in the world of pedagogy.

- Our college also has a Computer Maintenance Sub-Committee that always monitors the working condition of the computers.

- For regular maintenance of the College Management Software our college subscribes to AMC (Annual Maintenance Contract).

- The water cooler-cum-purifier at the ground floor of the Vijnan Bhavan and the one on the first floor of our New Administrative Building are maintained through regular servicing by the Purchase Sub-Committee.

- The quality of meals and refreshments served at a cheap rate at our boys' and girls' canteens is monitored and maintained by the college administration

- The CCTV cameras that ensure uninterrupted surveillance of the campus are maintained and updated by the Purchase Sub-Committee.
- The cleanliness of the college campus is maintained not only by full-time sweepers or hired labourers but also the NSS units who offer voluntary service to their beloved institution.

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

3071

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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

124

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

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

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

2640

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

2640

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

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

A. All of the above

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

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

18	
File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
5.2.2 - Number of students progressing to higher education during the year	
5.2.2.1 - Number of outgoing student progression to higher education	
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	
10	
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.	

12	
File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File
<p>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)</p> <p>There is an active Students' Council on our campus that acts as the link between the students and the college authorities. The members represent the students in all academic and administrative committees/sub-committees, including the Governing Body, so that the interest of the students can be safeguarded. They also make sure that the policy-making of the college is focused on the benefit of the students. Their suggestions are welcomed by the college authorities to offer optimum service to the student community.</p> <ul style="list-style-type: none"> • Apart from helping the teachers run their regular academic exercises smoothly, the Students' Council helps them organise different seminars, workshops and symposia by taking part in registration, hospitality etc as volunteers. • Besides, the Students' Council assists the college authorities to maintain law and order on the campus by preventing outsiders from sneaking into the premises with dubious intentions. • They help the authorities organise cultural functions, sports and several other activities. • Especially during the period of admission-related bustle, the college authorities find their support indispensable. <p>The Students' Council helps the college authorities to identify the needy or economically backward students, so that they can be offered scholarships or freeship by the college, the government or several non-governmental organisations</p>	

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

45

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

Our college boasts of a registered Alumni Association that is committed and active. Its registration number is S0034334 of 2022-23. Though it has been registered recently, it has always played a significant role in the development of our institution, including the students and staff by undertaking and executing several projects since its inception. These are as follows.

- On 11.09.2018 our Alumni Association organized a Free Health Check-Up Camp for the students and staff of our institution as well as the local people. Around 300 people benefited from this noble initiative.
- The Alumni Association of our college organized a Reunion of our former students on 03.02.2019 on our campus.

- The Alumni Association of our college undertook and executed a Tree Plantation Programme on our campus on 18.06.2022.
- The Alumni Association of our college organized another Reunion of our former students on 01.05.2023 on our campus.
- The Alumni Association of our college organized a one day Seminar on NEP 2020 on 19.08.2023 to acquaint our stakeholders with the pros and cons of the said policy. Dr A. K. Panda, Department of Chemistry, Vidyasagar University, graced the occasion as Resource Person and enlightened us on the topic for successful implementation of NEP 2020.

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) D. 1 Lakhs - 3Lakhs

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 of the College

In a country like India, with the majority of its population living in rural regions, participation of rural students in the process of nation-building is essential. As the rural location of the college enables it to cater to the needs of students, mostly first generation learners, belonging to economically handicapped families, Aghorekamini Prakashchandra Mahavidyalaya has a vision to become a pre-eminent rural college of the country fostering intellect, creativity and character in this section of students; thus, conditioning them to become the

leaders of the society and builders of the nation.

Mission of the College

- Imparting 'Total Education' to students in the true sense of the term, without confining the process to a mere academic exercise in terms of examinations and results.
- Providing state of the art infrastructure and facilities.
- Sustaining the internal qualities.
- Counselling students to build up their future career.
- And, finally, improving the satisfaction level of all stake-holders.

The quality policy and plans of the college depend on the basic academic and administrative needs of the primary stake-holders—the students and teachers.

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.

To create and foster a culture of decentralisation and participative management—

- Our college maintains a panel of senior teachers who act as teachers-in-charge when the Principal is absent.
- The headship of departments is rotational in our college which gives all full-time teachers equal opportunity to take an active part in the management of the institution.
- Teachers also act as conveners in various sub-committees which also ensures active participation.
- Teachers are also assigned leading roles in NCC and NSS activities.

The college grants autonomy to departments with respect to—

- Formulation of routine.

- Conducting Class Tests, Quiz, Group Discussions, Excursions etc.

Publication of Wall Magazines

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 perspective and strategic plans of the college are formally stated in the prospectus and the college website.

A case study of the same may involve our earnest endeavour to create a suitable environment for the girl students to pursue their academic goals.

For example, when our college authorities realised that the Kala Bhavan on our campus has no provision for a girls' toilet in 2016, they immediately deployed their resources to redress the problem. Our Planning Board tabled the project for consideration and initiatives were quickly taken with the help of the Building Committee. The latter chalked out the blueprint of a girls' toilet that would be annexed to the Kala Bhavan to meet the urgent need. The plan was approved by the Planning Board, the Finance Committee, and the G.B. The construction work was immediately launched— as a result of which the Kala Bhavan, since 2017, boasts of a Girls' Toilet beside the landing between the first and the ground floor.

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.

The organogram of the college reflects the decentralization of the institution and shared responsibilities that govern it. The Governing Body oversees general administration and financial management of the institution whose power is vested in it by the laws and ordinances of the University of Burdwan and the Govt. of West Bengal. The Principal is responsible for the administration and execution of day-to-day responsibilities. The Principal supervises and oversees overall functioning of the college. Head of the Depts. coordinate with the Principal to accomplish academic, financial, and co-curricular requirements. The Bursar assists the Principal for financial management of the college. The IQAC is responsible for assessing and ensuring quality in the teaching-learning-evaluation process. The Librarian supervises the library in order to keep it in proper working order. Full-time teachers are appointed by the Governing Body in recommendation of the West Bengal College Service Commission. State-aided College Teachers and Full-time Non-teaching Staff are appointed by the Governing Body and further approved by the D.P.I.. West Bengal Government Service Rule is strictly followed.

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

- General Provident Fund (GPF) with nomination and loan facilities.
- West Bengal Health Scheme (WBHS) for all medical benefits.
- Gratuity and Pension Scheme of Government of West Bengal.
- Files pertaining to e-Pension are timely submitted before the superannuation of the incumbent.
- Provident Fund benefits are immediately dispersed on the superannuation of the incumbent.
- Encashment of Earned Leave on superannuation.
- Child Care Leave and maternity leave for female teachers and female nonteaching staff
- Faculty Members are provided duty-on-leave to participate in Orientation Programme, Refresher Courses, Short term courses, Seminars, Workshops and other professional development programmes
- Free Health check up
- Stress management through different recreational programmes such as Basanta Utsab, Cultural Programs, Teachers' Day, Annual Function etc.
- Collective monetary contributions are provided to the fulltime and casual staff to meet their immediate health-related expenses.
- Farewell Programme organised for the retiring incumbents
- Steady supply of purified and cold drinking water

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

74

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

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

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

25

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

16

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

The Performance Appraisal System for teaching and non-teaching staff is followed as per the Government Guidelines. Appraisal of teaching staff on substantive posts is done through the

Performance Based Appraisal System (PBAS) on the basis of Academic Performance Indicators (APIs) under the process of Career Advancement Scheme (CAS) for promotion to higher stages. The procedure is supervised by the IQAC. Apart from teaching, the teacher's involvement in research and publications and active participation in various administrative, co-curricular and extension activities are also assessed for the calculation of API. The prepared CAS papers of the incumbents are first scrutinised by a duly constituted Screening/Selection Committee comprising nominees of the Government and the affiliating University. Consequently the document is finally signed by the President of the Governing Body and submitted to the Directorate of Public Instruction, Government of West Bengal for the incumbent's placement/promotion. The Performance Appraisal System of nonteaching staff is followed as per the West Bengal Service Rules.

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 external Financial Audit of the college is being conducted by the Chartered Accountant empanelled as per norms of Finance Dept, Govt. of West Bengal. The External Financial Audit is conducted by the Directorate of Audit as per their schedule. The college has a transparent and systematic financial management system. The institution routinely conducts internal audits for every financial year by competent chartered accountants with the help of qualified and experienced teachers from Dept. of Commerce, Bursar and the Principal. The teacher(s) meticulously audits the finance-related documents for all transactions. However for the academic year 2020-2021, panel of the auditors were not sent to us from the DPI, WB, so external audit remained due.

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

College receives funds from UGC and West Bengal Government. Funds are also generated from a certain portion of students' fees, etc. Funds are also mobilised from various government and nongovernment sources for the purpose of research and projects under schemes funded by DST. For efficient and optimum utilisation of resources available, HODs are asked to provide their requirements at the beginning of the session to ensure maintenance and up gradation of laboratories, library, computing facilities, classrooms, equipments and facilities. The Finance Committee and the Governing Body monitors effective and efficient use of the available financial resources. The Bursar of the college looks after the day to day transactions and implements the decisions taken by the Finance Committee and the Governing Body. The Annual Budget of the college is prepared by the Bursar and is duly considered by the Finance Committee and the later referred to the Governing Body for final approval. Purchase /procurement and development works are made on the basis of the rules laid down by the State Government. With solar panel set at college premise, college

gets the facility of reducing electric bill as well as using unconventional energy source.

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 the purpose of developing additional skills of the students and equipping them for facing the emerging challenge in the job market, 22 new Add-On certificate courses have been introduced, during this year, by different departments with great encouragement and support from the IQAC.

2. During the academic year 2022-23, our Management has signed MOUs with four new Colleges and two other organizations, with active support and necessary guidance from the IQAC.

3. The Academic Calendar for the session 2022-23 has been prepared jointly by the IQAC and the Academic Committee, maintaining strictly, the University guidelines in this regard and the same has been circulated to the students, well in advance, through notices and our college website.

4. A structured Academic & Administrative Audit (AAA) proforma has been prepared internally by the Departments with the help of IQAC and the same has been sent to the 'University of Burdwan', with a request to conduct the Audit by their experts.

5. Feedback from the students and all other stakeholders of the college has been collected and analyzed by the IQAC. Necessary measures have been taken by our Management on the recommendation of the IQAC.

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

One example that can be cited from post accreditation quality initiative is the adoption of the process of online teaching and learning during the COVID-19 pandemic. During the period of suspension of on campus activities for an extensive period due to the COVID-19 pandemic, the teachers and students adapted to the online mode of instruction. Social media, especially WhatsApp was extensively used to organize the students in groups and disseminate knowledge and information among them using Zoom

and Google Meet platforms. Another method adopted for reviewing the teaching learning process is through the regular conduct of Student Satisfaction Survey in the format prescribed by NAAC. The responses elicited from students are scientifically analyzed and on the basis of those analyses further improvements are made to make the system qualitatively better. Further, a significant number of seminars and workshops were conducted in the online mode to enhance the quality of education in the institution.

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)

A. All of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

"Women's Empowerment" being at the core of "Institutional Distinctiveness" of the college. Gender equity and gender sensitization issues are addressed in the different courses taught by subjects like Bengali, English, Economics, Philosophy, History and Political Science within the curricular framework. Seminars, webinars, events and co-curricular activities have been organized to create and enhance awareness about gender issues. To ensure safety and security, entry to the college campus is restricted. The security personnel at the main entrance regularly verify the identity of all entrants. The college campus is 24 hours under CCTV surveillance. The Women's Cell, the Anti-ragging Cell and Anti-Sexual-Harassment Cell of the college are involved in gender sensitization and awareness creation against gender discrimination. For the awareness of all our stakeholders the IQAC, the Sexual Harassment Cell and the Women's Cell of our college have jointly organized different workshops in our college campus. To address health issues of the students, free health check-up camps and blood donation camps have been organized. Students are encouraged to participate in yoga workshops and sports to keep themselves fit.

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

B. Any 3 of the above

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

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

The institution has a well-defined scheme for the proper collection, storage, and subsequent disposal of its various degradable and non-degradable wastes (solid waste, liquid waste, e-waste, and hazardous chemicals).

As far as solid wastes are concerned, separate collection bins (for degradable and non-degradable wastes) are installed at various strategic locations within the college premises. Periodically they are collected and disposed of by relevant agencies.

The e-wastes like old and disposed computers, printers, keyboards and other computer peripherals are stored in a separate isolated chamber. Specific collection agencies are employed on a periodic basis for subsequent clearing up of the accumulated waste as and when required.

The liquid wastes (including hazardous liquids) from the chemistry laboratory are conducted separately through dedicated conduits and stored in specially constructed and isolated concrete-lined pits.

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

B. Any 3 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**

B. Any 3 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

B. Any 3 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	View File
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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	View File
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).

Our college offers B.A. in four language subjects namely Bengali, English, Sanskrit and Santali. This encourages students to retain their respect towards the diversity of languages and dialects spoken in India and build the spirit of tolerance and harmony. International Mother Language Day is organized to honour this linguistic diversity. The college facilitates financial assistance provided by the Government as well as provides institutional level financial assistance to diverse sections of the society. During the pandemic, the college also waived different types of fees like laboratory and building fees for the students. The SC, ST, OBC and Minorities Cell strive to promote equal opportunities for students belonging to different communities irrespective of caste, class, gender, language, and religion. Equal opportunities are available to students from diverse backgrounds to participate in sports, cultural events, NCC and NSS activities. Our NSS and NCC units aim at inculcating human values, the dignity of labour, self-confidence and discipline among the volunteers. The Department of N.C.C conducts blood donation camps and medical camps as part of their social outreach. Students and staff also celebrate Saraswati Puja and Bijaya Sammilani. We regularly take up tree planting initiatives on our campus and outside.

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

Our college observes the Independence Day and the Republic Day to pay tribute to the freedom fighters and uphold the solemnity of the Constitution. To sensitize the students about the constitutional framework of our nation the courses offered by the Political Science department play a significant role. The Political Science department also organizes Add-On course on Human Rights. The college organizes cultural competitions, sports meet and the annual exhibition for students and encourages them to publish wall magazines to build leadership qualities among our students. This type of participation help the students to learn the importance of teamwork and the necessity of co-operation that prepares them to become responsible citizens with a spirit of fraternity. The students are encouraged to participate in various community based and nation building activities of NSS and NCC to inculcate community values and social and moral duties among the students. A large section of the incumbents of this institution perform election duties assigned to them as dutiful and responsible citizens.

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

A. All of the above

Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

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

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

As a part of our education policy, our institution places a high value on commemorating national holidays and paying tribute to national heroes and personalities who help us shape our lives and society. As a continuation of our commitment to such a cause, we have observed the following days in our institution in the year 2022-23. The national and international commemorative days and events celebrated included; Independence Day, Republic Day, Teachers' Day, Birth anniversary of Netaji Subhas Chandra Bose, Gandhi Jayanti, Children's Day, Birth Anniversary of Rabindranath Tagore, NSS Day, NCC Day, World Environment Day, International Mother Language Day, International Women's Day, International Human Rights Day, International Yoga Day, World Aids Day . The celebration of festivals included Saraswati Puja, Holi and Raksha Bandhan.

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

Title: Organic Farming

Objective:

- To protect the environment from chemical fertilizers and pesticides.
- To popularise organic farming.

Context: It is our duty to reduce pollutants from the environment. Hence the initiative.

Practice: The college has an 0.13 acre farm where diverse kinds of vegetables are grown organically to be sold among staff and consumed at college hostels.

Evidence of success: About 150 kilogram of vegetables has been produced on our campus till date.

Problems encountered and Resources required: Our college faced no problem in implementing this project.

Best Practice 2

Title: Distribution of Saplings and Medicinal Plants among Students and Local People.

Objective:

- To create environmental awareness among people.
- To make people aware of the medicinal value of plants.

Context: To prevent deforestation, it is important to sensitise people about the beneficial aspects of nature. Hence the initiative.

Practice: At the College Garden saplings of medicinal plants are generated and distributed among students and local people.

Evidence of success: Our initiatives have increased the green cover of our campus as well as the surroundings.

Problems encountered and Resources required: Our college does not face any problem in procuring seeds or manures for this initiative.

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

Being situated in a rural area, our college mainly caters to the marginal and economically backward sections of the society. A considerable number of our students hail from SC, ST and OBC background and from places where even the basic amenities of a civilized existence cannot always be taken for granted. So, our vision is to provide them with an opportunity for comprehensive development. Our college boasts of a vibrant Department of Physical Education that grooms the students who have an aptitude for games and sports. Many of our students have proved their excellence at the university level, district level and the state level sports. This has helped some of them land government jobs in the sports quota—especially in the army and the police force. Our college extends a helping hand to poor students by granting fee waivers in select cases. As it is our priority to meet the academic and cultural needs of rural students, all these measures are implemented by our college for the comprehensive development and empowerment of our students. This thrust is in keeping with our vision of serving the real India that is located mostly in the countryside.

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

IQAC suggests that the authority augment the infrastructure and create new buildings. We firmly believe that digital resources should be used extensively for attractive teaching and learning, as well as hassle-free office and administrative activities. We have to be digitally smart to cope with the demands of the time. In teaching-learning, ICT plays a vital role. Using ICT in classrooms creates an ambience where students find the lectures more attractive. We believe that digitally smart and qualified teachers along with ICT-based classrooms are game-changers.

For the next session, we plan to focus on the following areas:

- Digital Smartness: We will provide training to our teachers on how to use digital resources effectively in the classroom. We will also invest in new ICT equipment and software.
- Increase in Infrastructural Facilities: We will start construction on a new academic block, which will include classrooms, laboratories, and other facilities.
- More ICT Enabled Classrooms: We will convert all of our classrooms into ICT-enabled classrooms.

We believe that these initiatives will help us to achieve our goal of becoming a leading rural institution of higher education in India.