Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**ACHARYA JAGADISH CHANDRA BOSE COLLEGE**
Name of the head of the Institution	**Dr. Purna Chandra Maity**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03340015413**
Mobile no.	**9433628810**
Registered Email	**info@ajcbosecollege.org**
Alternate Email	**purnachandramaityncc@gmail.com**
Address	**1/1B A J C Bose Road**
City/Town	**Kolkata**
State/UT	**West Bengal**
Pincode	**700020**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Shampa Khasnobis**
Phone no/Alternate Phone no.	**+919830670306**
Mobile no.	**9830670306**
Registered Email	**shampa.khasnobis@gmail.com**
Alternate Email	**ajcbciqac2@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://ajcbosecollege.org/AQAR/aqar-2018-2019.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://ajcbosecollege.org/webportal/uploads/academic-calendar-2019-2020.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	**C**	**1.89**	**2009**	**29-Jan-2009**	**31-Dec-2014**
2	**C**	**1.83**	**2016**	**05-Nov-2016**	**04-Nov-2021**

6. Date of Establishment of IQAC	**17-Dec-2013**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Lecture on Values and Ethics	**30-Nov-2019** **1**	**182**

Green Audit	22-Nov-2019 1	46
Academic and Administrative Audit	26-Jun-2019 3	115
E-Learning Content Creation and Delivery	29-Feb-2020 1	154
Ruminations on Literature in the time of Pandemic	27-Jun-2020 3	107
[View File](#)		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. Bibekananda Majhi	Major Research Project	SERB	2018 1095	610000
[View File](#)				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**6**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

IQAC took the initiative to conduct an external Academic and administrative audit of the departments and office to enable to function them better.

In its endevour to make teaching learning more student oriented, the IQAC took the initiative to introduce the Learning management system in April 2020. The system was was immense help as teaching is being conducted only in the online mode.

Organized State level Seminar on e Learning: Content Creation and Delivery in collaboration with the Knowledge Resource Centre (Central Library) of our

college.

The Department of English In Collaboration with the IQAC had organised a National level Webinar entitled Ruminations in Literature in the time of Pandemic on 27th June 2020.

Arranged for Environmental Audit and Green Audit conducted by external expert team members

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

Plan of Action	Achivements/Outcomes
Academic Calender	Follwed affiliating University academic schedule along with the Schedule for continuous internal evaluation (CIE), educational tour, sports etc, College Activities including University Examination Schedule
To improve the infrastucture of the college	the construction of the New Building is under progress but at present delayed due to the Pandemic Covid situation
To fully digitize the library	Digitization under progress but at present delayed due to the Pandemic Covid situation
To Conduct Academic And Administrative Audit	Academic and administrative Audit was conducted by external auditors as per NAAC guidelines
To conduct Environmental Audit and Green Audit	Environmental Audit and Green Audit was conducted
To introduce Learning Management System	LMS was introduced. Online learning effectively introduced
Observe the days of National Importance and celebration of national festivals	Independence Day, Republic Day, Rabindra Jayanti, Yuva Diwas (Birth Anniversary of Swami Vivekananda), Yoga Diwas, Gandhi Jayanti, Basanta Utsav (Holi) was celebrated by the students under guidance by our teachers
Mentor Mentee System	The Mentor mentee system was introduced during this year quite successfully
Lecture on Values and Ethics	Lecture on "From Margaret to Nivedita: The Spirited Journey of A Dedicated Activist, by Dr. Sanjukta Dasgupta, Former Dean, Faculty of Arts, University of Calcutta
[View File](#)	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
IQAC	08-Jun-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	29-Mar-2020

17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The institution has a management information system for meeting its different requirements. Computerization of services is in practice in the administrative office, accounts office and the library and examination system. Leave records of all teaching and nonteaching staff are maintained online. Information is processed through specific software and programs and remains available easily. Services like the admission process, students' personal data, examination process, fees, data of students' results, staff salary and other details are computerized. Management Information System developed by the College includes: Accounts: The College accounts are fully computerised. All the financial transactions are digitally preserved along with accounts of fees, donations and salaries. Finance Accounting with bank is conducted online. Ledger records are maintained electronically through Tally. Library: The College library is fully computerised and partially digitized. Day to day operations of the Library is managed by an Integrated Library Management Software namely KOHA. College admission: The application forms for the admission are filed online and registration fees for

admission can be submitted via the web portal. Admission results including the list of students with all their academic details are kept in digitised form. Admission is totally online. HRMS : The College has an online human resource management system developed indigenously by a Faculty member of the Physics Department. Staff can avail their respective leave record, pay slip and other service related information online. The college website carries information related to the internal complaints committee (ICC) and anti ragging committee and squads so that all stake holders are aware of the existence of such committees and the members who may be contacted in case of need. The composition of other important committees such as IQAC is also uploaded on the website. Apart from the website, an email address is also provided for direct communication with the college in case of need. Additionally,the college also has a vibrant facebook page which helps the management to keep track of the thoughts and responses of its student community. All relevant information regarding the College notices and announcements are uploaded on the website. Students evaluate teachers through feedback system and outcomes are evaluated and analyzed. Learning Management System is used to make the study material available to students online. Student information is available on the website. Marks obtained by students at all College Examinations are entered into the college website by the teachers. Fees can be paid online/offline in the bank Students are notified via text messages about admission and academic issues. Likewise, notifications via text messages are also made for staff members. Information is disseminated through college website.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The College has a mechanism for effective, documented curriculum delivery.

However, up-gradation of the syllabus is done at the University level. At the commencement of each academic year, every teacher provides the students with individual lesson plan with schedule for each course. The teachers try to follow the plan so that the student is able to gauge with clarity, what portion of the curriculum will be delivered within the stipulated time frame. These lesson plans are also preserved each year as documentation. Besides traditional lectures and seminars, infrastructure for the use of ICT in classrooms, like power point presentations, smart boards and audio-visual support are all available to make the delivery of the curriculum interesting for the students. Tutorials are held with mentoring and participative learning encouraged. Internal assessment is done transparently with examined scripts shown to students. Inter-personal skills are enhanced through value education.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
nil	nil	Nil	0	nil	nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	Nil	Nill
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	Nil	Nill

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
nil	Nill	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	Excursion and field project	24
BSc	Zoology : Field Trip to Chintamani Bird Sanctuary	18
BSc	Bio Science field work	10
BSc	Botany : Field trip to Agri Horticultural	14

BSc	Botany : Trip To Subhas Sarovar	42

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	No
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Students give feedback on the curriculum as well as on the institutions responsibility of transacting the academic and administrative activities of the institute. Feedback on curriculum by students analyzed and action taken on priority basis for quality enhancement in teaching methodology.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Hons	400	1461	439
BSc	B.Sc General	252	381	123
BSc	Mathematics Hons	81	316	50
BSc	Chemistry Hons	48	191	24
BSc	Physics Hons	61	201	31
BA	B. A. General	158	543	241
BA	Bengali Hons	15	57	13
BA	Hindi Hons	27	131	30
BA	English Hons	81	461	84
BEd	B. Ed	50	896	50

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses

2019	3574	0	77	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
77	77	23	8	1	2

View File of ICT Tools and resources

View File of E-resources and techniques used

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The Institution functions in two sessions viz. a morning session (7 a.m. to 11 a.m.) for Commerce Department and a day session (10 a.m. to 5 p.m.) for the Science, Arts and the Teacher Education Departments. All students are provided with opportunities and open access to teachers and the Staff, who serve in various capacities in the college. Teachers essentially look after the holistic well-being of the students, and acts as their friend, philosopher and guide. Furthermore, the extant Mentor-Mentee system provides for Teachers being allotted as mentors for a particular group of mentees, comprised of students of a particular class. The mentor-mentee classes are taken once a week for every student where the teacher talk to them on an individual basis in a very informal manner, to identify and address issue areas. In addition to the college hours, a mentor can also be approached (beyond college hours) over phone to ensure a seamless and hurdle-free access at any point of time to the concerned students. The process ensures that if called for, the issues raised by students to teachers, if of a personal nature, remains confidential. This exercise and practice on a continuous basis forms a major plank of the mentoring system. Acting as shock-absorbers, the cushioning effect serves as a much-needed balm for students in need especially in today's world which is increasingly becoming complex by the day, throwing up challenges anew and for which not all students can hope to cope in a desirable manner.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3574	77	1:46

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
36	31	5	3	28

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	Nil	Nill	Nil

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-	Date of declaration of results of semester-

	end examination	end/ year- end examination
Nill	Affiliated college	Not applicable	Nill	Nill

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous evaluation is carried out throughout the year through regular tests, objective tests, projects, student paper presentations, seminars, etc. Some departments take regular, weekly tutorials. Remedial instruction is given to slow learners and challenged students. Midterm tests and Selection examinations help to prepare the students for University Examinations. Corrected answer scripts are shown to the students for scrutiny. The teachers give suggestions and train the students for better scoring in forthcoming examinations by expressing themselves more appropriately in response to questions. Group assessment is conducted by teachers when students are assigned group presentations on curricular and cocurricular, academic topics. The University enables students to apply for reevaluation of University answer scripts.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The College prepares its academic calendar based on the calendar of the affiliating university that is University of Calcutta. The information of the affiliating university is included in the college prospectus and are also uploaded on the college website. It includes various timelines such as dates for beginning and end of session, mid semester breaks, dispersal of classes, preparatory leave and tentative dates for practical and theory examinations. As per the requirement of the respective departments at the beginning of the session the departments allocate the syllabus amongst its faculty members. The departmental time tables are prepared well in advance based on the master time table and uploaded on the website. They are also displayed outside each department on the departmental notice board which helps in monitoring the regularity of classes. Timely completion of syllabus, revision and internal evaluation are carried out in compliance with the schedule listed in the academic calendar .The performance of students is assessed continuously. Test assignments/ presentations and practical exams are held in time bound manner. They are displayed on the college website. Each student is also apprised of the criteria for internal evaluation on the college/departmental orientation day and it is reiterated in classes as well. The departments hold regular faculty meetings to ensure that continuous assessments are executed efficiently to ensure timely completion of syllabus. A teaching plan for each teacher is obtained in advance and the information of syllabus covered is provided to the students. Any queries or discrepancies are resolved satisfactorily through parent/student and teacher interaction. The marks are uploaded timely on the university portal. All faculty members participate in the central evaluation process to ensure timely declaration of results of University examinations. This facilitates commencement of the new session as per schedule. Compliance to the academic calendar is verified through an academic audit arranged by the IQAC and conducted by external academic experts as per NAAC guidelines. The academic audit helps to analyse all curricular and co- curricular activities and progress/ achievements of the departments including those of students and faculty members in detail. Physical verification of laboratories are also undertaken at least once a year.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

2.6.2 – Pass percentage of students					
Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
PHSA	BSc	Physics Hons	20	20	100
CEMA	BSc	Chemistry Hons	14	14	100
MTMA	BSc	Mathematics Hons	28	28	100
BSc Gen	BSc	B.Sc Gen	80	80	100
BEDN	BEd	B.Ed	48	48	100
ENGA	BA	English Hons	21	21	100
BNGA	BA	Bengali Hons	6	6	100
HINA	BA	Hindi Hons	19	19	100
BCOMH	BCom	B.Com Hons	263	263	100
BCOMG	BCom	B.Com General	223	223	100
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://ajcbosecollege.org/naacsss/administrator/final_report.php?session=2020-21

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	1065	SERB	6.1	Nill
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIl	Nil	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nill	Nill

View File

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
nil	Nill	Nil	Nill	Nill	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Not applicable as ours is a UG college	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Physics	2	Nill
National	Chemistry	1	Nill
International	Chemistry	2	Nill
International	Mathematics	4	Nill
National	Botany	1	Nill
International	Botany	1	Nill
International	Bengali	1	Nill
National	B.Ed	2	Nill
National	Computer Sc.	2	Nill
International	Computer Sc.	2	Nill

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Botany	2
Bengali	1
Computer Science	1

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the	Name of	Title of journal	Year of	Citation Index	Institutional	Number of

Paper	Author		publication		affiliation as mentioned in the publication	citations excluding self citation
Physico mechanical behavior of alkali and alkaline earth metals	Amit Mullick	Journal of the Korean Ceramic Society	2020	Nill	Acharya Jagadish Chandra Bose College	Nill

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Efficacy of quasi-s teady-state appr oximation in Michael is-Menten kinetics: a stochastic signature	Dr. Kinshuk Banerjee	Journal of Mathema tical Chemistry	2019	Nill	Nill	Acharya Jagadish Chandra Bose College

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	23	26	18	1
Presented papers	5	0	0	0
Resource persons	0	0	0	1

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Leadership Development Programme	Vivekananda Kendra, Kanyakumari, Kolkata Branch	1	12
Seminar on Environmental	Calcutta University	2	69

Awareness			
NSS week long Special Camp	R N TagoreSuperSpeciality Hospital , Pidilite	21	52
Blood Donation Camp	Life Care	7	22
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	0
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swachh Bharat	NSS Unit , Acharya Jagadish Chandra Bose College	Campus Cleaning	5	91
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Research	Dr. Bibekananda Majhi	SERB	1065
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
REsearch Collaboration	Major Projrct	Saha Institute of Nuclear Physics	27/02/2019	26/02/2020	Dr. Bibekananda Majhi
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of

			students/teachers participated under MoUs
Nil	Nill	Nil	0

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
340	332

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar Halls	Newly Added
Laboratories	Newly Added
Class rooms	Newly Added

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Partially	NA	2021

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	14680	4246793	376	125076	15056	4371869
Reference Books	864	216926	0	0	864	216926
e-Books	3135000	5900	0	0	3135000	5900
e-Journals	6000	0	0	0	6000	0
Others(specify)	120000	8500	0	0	120000	8500
			[View File](#)			

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	NA	Nill	Nill

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	91	31	82	47	0	15	45	150	0
Added	11	0	5	4	0	3	8	0	0
Total	102	31	87	51	0	18	53	150	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

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150 MBPS/ GBPS

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4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nill

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
40.73	29.76	5.4	1.55

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

It is a constant endeavour of the College authority to provide our students with the best possible facilities including infrastructure and other amenities conducive to learning. This requires effective maintenance policies, a set of highly motivated teachers and capable support staff. The infrastructure of our esteemed college is undergoing a dramatic transformation with the new college building coming up and thus includes a large number of spacious Classrooms, Classrooms that are equipped with ICT facilities. Each classroom is properly ventilated. We have a total 8 ICT enabled and one smart room. The laboratories include Computer Science, Chemistry, Physics, and Bio Science labs, a Sports Arena comprising of table tennis, carom boards, A Hall, and a Central Library. The college had done a commendable job in providing the students and teachers with these facilities, but what really makes the difference is the way in which these amenities are maintained by the college. The Principal monitors the use of all infrastructural facilities and co-ordinates the needs of different departments regarding the use them including the College hall, seminar rooms, visitors' room, auditorium, e-classroom, lift, reprography and printing related to the College library and the examination department as well as contingent transport arrangements for important purposes. Two more floors of the new college building in the same premises were completed in the second phase through e-tendering. Each laboratory is placed under the care of the departmental HODs and the lab attendants. They ensure that all the lab-stocks, equipment and instruments are properly maintained. If certain equipment or instruments start malfunctioning, they are immediately replaced or repaired. The support-staffs comprise of sweepers who are responsible to keep the classrooms and corridors clean at all times during the day. The ACs are

serviced every year, which keeps them in top shape and working condition throughout. Each teacher is competent enough to work with ICT facilities. If any teacher finds that a projector in a room is not working, he or she immediately informs their respective HOD, who then inform the trained personnel who is in charge. The trained personnel is responsible for maintaining the ICT facilities all throughout the college. The Upgradation of the computer systems is generally done on quarterly basis. To fulfil the emergency demands, individual system upgradation is carried out keeping in mind the need for update, deployment and maintenance of the computers in the institution. Hardware and Software maintenance of computers and accessories, laptop projectors, CCTV and biometry are done by Speed Computer and Services through renewable Annual Maintenance Contracts. The elevator Annual Maintenance Contracts(AMC) is with Thyssen krupp Elevator Company. .Website maintenance is done indegenously. , Biometric system is with Speed Computers. The Aqua guards are maintained through AMC by Eurrka Forbes. Library is maintainted by Security Solutions AMC of KOHA software. The college maintains a large library with a wide variety of books from different streams. Apart from this the library also provides access to journals, periodicals and magazines, both online and in print.

https://ajcbosecollege.org/webportal/uploads/procedures_and_policies_2019-20.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Freeship	67	272050
Financial Support from Other Sources			
a) National	Kanyasree	119	2191000
b)International	Nil	0	0
[View File](#)			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Leadership Development Program	17/12/2019	56	Vivekananda Kendra, Kanyakumari, Kolkata Branch
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Amazon India Pvt.	0	0	0	0

2020	Pradhan Mantri Kaushal Vikash Yojana	37	37	0	0
2020	Ed-Tech Division of Times of India	31	31	0	0
**No file uploaded.**				

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
7	7	10

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Pradhan Mantri Kaushal Vikash Yojana	37	0	Amazon India Pvt. Ltd.	0	0
**No file uploaded.**				

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	1	B.Sc. (Hons)	Chemistry	Sister Nibedita University. WB	M.Sc
2020	1	B.Sc. (Hons)	Chemistry	Pondicherrry University	M.Sc
2020	1	B.Sc. (Hons)	Chemistry	MAKAUT	M.Sc.
2020	1	B.Sc. (Hons)	Chemistry	Hari Singh Gour University, MP	M.Sc
2020	6	B.Sc. (Hons)	Chemistry	Univrtsity of Calcutta, WB	M.Sc

| 2020 | 1 | B.Sc. (Hons) | Chemistry | West Bengal State University | M.Sc |

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nill	0

No file uploaded.

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Yoga Day	College	257
Sports	College	374
Basanta Utsav (Holi)	College	59
Sarodutsav	College	62
Birth Anniversary of Acharya Jagadish Chandra Bose	College	81

No file uploaded.

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Runners up Trophy in Inter College Cricket Tournament by CAB	National	1	Nill	Team	Team

No file uploaded.

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student representation in administration is achieved through student membership in the Governing Body as well as in the IQAC. The student representative can voice their views and opinions and other related student matters in the respective meetings. The Student Council is very active and responsible for all student activities throughout the year. They also act as the liason between the Principal, faculty and the student body as a whole. They sit in at meetings and their suggestion are given due consideration.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

207

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

The Association held one meeting during the academic year to discuss the process to speedup the procedure for registration. The members also elected Prof. Tarun Kanti Bhattacharyya , EECE Department, IIT Kharagpur as the President and Dr. Rajdeep Bakshi, Director, Academic Leadership, Publishing and Consulting, Kolkata, as the Secretary of thje Association.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decentralization : The institution has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance system. 1. Principal Level : Principal is the member secretary of the governing body and chairperson of the IQAC. The Principal in consultation with the Teachers' Council nominates different committees for planning and implementation of different academic, administrative and student related policies. All academic and operational policies are based on the unanimous decision of the governing body, the IQAC and the Teachers Council. 2. Faculty level Faculty members are given representation in various committees/cells nominated by the Teachers council, in the Governing body, in the IQAC and other committees. The composition of different committees is changed every other year to ensure a uniform exposure of duties for academic and professional development of faculty members. Following are the different sub-committees which have been nominated by Teachers' Council (2018-2020) Participative management : The institution promotes the culture of participative management at the strategic level, functional level and operational level. Strategic level: The Principal, governing body, Teachers council and the IQAC are involved in defining policies procedures, framing guidelines and rules regulations pertaining to admission, examination, discipline, grievance, support services, finance etc • Functional level: Faculty members share knowledge among themselves, students and staff members while working for a committee. Principal and faculty members are involved in joint research and have published papers Operational level: The Principal interacts with government and external agencies faculty members maintain interactions with the concerned departments of affiliating university. Students and office staff join hands with the Principal and faculty for the execution of different academic, administrative, extension related, co- and extracurricular activities.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Admission of Students: The procedure

	for online admissions was refined. Information from application forms for admission was used for the filling up of University Registration and Examination Forms. The admission procedure was speeded up and involved all staff members. The application forms for the admission are filed online and registration fees for admission can be submitted via the web portal. Admission results including the list of students with all their academic details are kept in digitized form. Admission is totally online.
Human Resource Management	Human Resource Management: Online HRMS designed and implemented indigenously by a Faculty member of the Physics Department. All staff can have access to information regarding leave, and other service record, online, through individual login password.
Examination and Evaluation	Continuous internal assessment is conducted by each department to evaluate the students. Test examinations for general and Honours subjects are organized by the 7/31/2021 https://assessmentonline.naac.gov.in/public/index.php/postaccreditation/aqarFilledData/eyJpdiI6Im10T1NmbGd1b3U2elFEaCtKckxmUEE9PSIsInZhbHVlIjoibldoa1NXckMwY3NoNGRkRG5VM3RET0Vc… https://assessmentonline.naac.gov.in/public/index.php/postaccreditation/aqarFilledData/eyJpdiI6Im10T1NmbGd1b3U2elFEaCtKckxmUEE9PSIsInZhbHVlIjoibldoa1NXckMwY3NoNGRkRG5VM3RET0VcL2dBY09tc… 24/33 institution prior to the university exams under annual system. This ensures the screening of students to appear in the university examinations.
Curriculum Development	The Institution implements the Syllabus and Curriculum of University of Calcutta, Kolkata. Since the college is affiliated to this University, there is no scope of development of curriculum on its own.
Library, ICT and Physical Infrastructure / Instrumentation	The College library is fully computerised and partially digitized. Day to day operations of the Library is managed by an Integrated Library Management Software namely KOHA. 8 ICT enabled classrooms and one smart classroom are functional. Two more storeys of the new college building are under progress.
Research and Development	Basic laboratory facilities and

	necessary equipment are provided as far as possible to the faculty members to carry out the research projects. The Research Cell holds regular meetings and programmes and presentations to broaden the academic perspectives through presentations of research done by students and faculty.
Teaching and Learning	Although chalk and talk method is the most conventional method used in the classrooms for teaching, especially in Humanities and Commerce Departments, presently teachers are actively using laptops and LCD projectors in the class rooms to make the teaching learning process more interactive.Class room experiments are also demonstrated for the students for better understanding. Some departments use different academic softwares to ensure advanced learning process. Internet access is provided to students under the supervision of teachers. Remedial classes are organized for the students. Students are encouraged to follow several educational videos available online for better understanding. The learning process is further enriched by Departmental seminars, projects, quiz competitions etc.by each department. Learning Management system has been introduced so that study material may be available online to the students. Mentor mentee classes have also been incorporated in the timetable so that the students can share the problems encountered by them with the respective teachers without any inhibition.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	Egovernance in areas of operations: Planning and Development There is a Building Committee with members from faculty, an architect, an engineer, contractor, teachers and office staff to assist with the planning and execution of vertical extension of the college, planning for infrastructure associated with the new wing.
Administration	Administration MIS is in place. The website displays notices before admission. As admission is carried out online all information regarding it is published from time to time on the college website. Most of the Accounts documentation and student information

	is digitally maintained, likewise.
Finance and Accounts	Financial planning and implementation involves the participation of teachers and nonteaching staff. Every grant to the college is discussed in meetings. Budgets for each department at the beginning of the academic year also form part of the discussions. The Library committee prepares and plans for the book budget with individual departments. TALLY is used to maintain office accounts. Student Support: The Student Council liaison between the students and the staff. Academic support is provided to weak students. The Library welcomes students for reference and study. Books are also made available to students through the Departmental libraries. Student's Health Home. Financially challenged students receive full or half fee waiver depending on the financial condition of the incumbent. The Freeship committee selects candidates on the basis of their application and after personally meeting the incumbents.
Student Admission and Support	Student Admission and Support Admission is conducted strictly on the basis of merit. Applications are submitted for admission to different courses through the online admission portal. Merit list is prepared and uploaded by fully computerized system. E-mail ids and contact numbers of all members of Anti Ragging Committee, Anti Ragging Squad and Internal Complaints Committee have been uploaded to the college website and students can communicate to the members through e-mail.
Examination	College conducts internal assessment of students according to the university guidelines. Class tests/surprise tests, student seminars, interactive sessions, practical examinations, debates etc are conducted by departments to evaluate the students.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

Nill	Nil	Nil	Nil	Nill

No file uploaded.

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Workshop / NAAC : New Methodology of Assessment and Accreditation	Workshop / NAAC : New Methodology of Assessment and Accreditation	18/04/2019	Nill	64	11

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	1	09/12/2019	21/12/2019	12

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
3	45	1	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
AJC Bose Employees Cooperative Credit Society	AJC Bose Employees Cooperative Credit Society	Students Health Home

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

External Audit is conducted every year by Goernment registered Auditor. However, financial planning and implementation involves the participation of teachers and non-teaching staff. Every grant to the college is discussed in meetings. Budgets for each department at the beginning of the academic year also form part of the discussions. The Library committee prepares and plans for the book budget with individual departments. TALLY is used to maintain office accounts. Student Support: The Student Council liaison between the students and the staff. Academic support is 7/31/2021 https://assessmentonline.naac.gov.in/public/index.php/postaccreditation/aqarFilledData/eyJpdiI6Im10T1NmbGd1b3U2elFEaC

tKckxmUEE9PSIsInZhbHVlIjoibldoa1NXckMwY3NoNGRkRG5VM3RET0Vc… https://assessmento
nline.naac.gov.in/public/index.php/postaccreditation/aqarFilledData/eyJpdiI6Im1
0T1NmbGd1b3U2elFEaCtKckxmUEE9PSIsInZhbHVlIjoibldoa1NXckMwY3NoNGRkRG5VM3RET0VcL2
dBY09tc… 27/33 provided to weak students. The Library welcomes students for reference and study. Books are also made available to students through the Departmental libraries. Student's Health Home. Financially challenged students receive full or half fee waiver depending on the financial condition of the incumbent. The Freeship committee selects candidates on the basis of their application and after personally meeting the incumbents. Academic and Administrative audit report may be obtained from the fopllowing link: http://ajcbosecollege.org/Academic_Audit.pdf

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nill

No file uploaded.

6.4.3 – Total corpus fund generated

900000

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Eminent Academicians	No	Nill
Administrative	Yes	Eminent Administrator	No	Nill

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

College believes in the academic, social, moral and cultural development of students by acquiring inputs from all stakeholdersinteractions of teachers with parents during parent-teacher meetings of different departments come up with new suggestions related to the overall development of the students. Teachers have been able to communicate with parents to prevent early marriages and other prejudices related to the drop-out of girl students. This has resulted in the increase in overall percentage of girl students in the college specially from minority section. Faculty members maintain attendance record of students. If a student shows poor attendance, then parents are informed about the same by faculty members and Principal and subsequently meetings are arranged by 7/31/2021 https://assessmentonline.naac.gov.in/public/index.php/postaccreditati
on/aqarFilledData/eyJpdiI6Im10T1NmbGd1b3U2elFEaCtKckxmUEE9PSIsInZhbHVlIjoibldoa
1NXckMwY3NoNGRkRG5VM3RET0Vc… https://assessmentonline.naac.gov.in/public/index.
php/postaccreditation/aqarFilledData/eyJpdiI6Im10T1NmbGd1b3U2elFEaCtKckxmUEE9PS
IsInZhbHVlIjoibldoa1NXckMwY3NoNGRkRG5VM3RET0VcL2dBY09tc… 28/33 the college authority with the parents. In almost all cases, parents provide essential support and care to ensure proper attendance of their ward.

6.5.3 – Development programmes for support staff (at least three)

Nil

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Infrastructural development in the form of a new college building has been completed to quite an extent (as suggested by the NAAC Peer Team) by e-tendering for second phase of construction. Construction of two new smart classrooms has been completed and teaching-learning process has started in these two smart classrooms. In the current academic session 3 faculty members have participated in different faculty improvement programmes. All departments have been provided new computers and printers to increase the use of ICT enabled teaching and learning. Computer-aided methods are now used by majority of the departments to deliver lectures.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Academic and Administrative Audit	14/05/2019	10/06/2019	26/06/2019	78
2019	Green Audit	14/05/2019	12/11/2019	22/11/2019	278
2020	Learning Management System	20/08/2019	03/04/2020	31/12/2020	3456
2020	Uploading of institutional data on govt portal	20/08/2019	29/03/2020	29/03/2020	3
2020	Organized State level Seminar on e Learning: Content Creation and Delivery in collaboration with the Knowledge Resource Centre (Central Library) of our college.	20/08/2019	29/02/2020	29/02/2020	167
2019	Lecture on From Margaret to Nivedita: The Spirited Journey of A Dedicated	20/08/2019	30/11/2019	30/11/2019	182

Activist, by Dr. Sanjukta Dasgupta, Former Dean, Faculty of Arts, University of Calcutta				

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Womens Day	Nill	Nill	Nill	Nill

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
No such projects have been undertaken as yet but the college plans to plant solar cells on the roof, once the construction of thenew building is completed.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	3574
Provision for lift	Yes	3574
Ramp/Rails	Yes	8
Rest Rooms	Yes	8
Special skill development for differently abled students	No	0
Braille Software/facilities	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nill	Nill	Nill	Nill	Nill	Nil	Nill	Nill
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)

| Human Values and Professional Ethics | 24/04/2020 | Human Values and Professional Ethics Values are our guidelines for our success—our paradigm about what is acceptable. They form the basis for all our thoughts, behaviours and actions. We believe that our students need to understand the universality of various human values, to have a definite and common program for value education. Only then can we be assured of a happy and harmonious human society. Our institution aims to imbibe a strong sense of value and ethics which would eventually make our students not only better citizens but also amicable, well behaved and cooperative individuals to work with. The teachers help the students to build emotional resilience (often through arranging lectures on relevant topics on teaching of Vivekananda, Rabindranath and other such great personalities) so that they may emanate positivity even when faced with trying conditions. Our efforts are always directed to ways and means so that our students may differentiate between the social conventions about right or wrong conduct and should be able to define, analyse, evaluate and resolve moral problems and develop moral criteria to guide human behaviour. Professional ethics are principles that govern the behaviour of a person or group in a business environment. Like values, professional ethics |

provide rules on how a person should act towards other people and institutions in such an environment. Our institution tries to instil qualities like Integrity, Objectivity, Professional competence and due care, Confidentiality, and Professional behaviour in our students at par, to ensure that they may behave in a manner that is socially acceptable and respectful of one another. We must rememLiberal democracy can only flourish if its citizens hold certain moral and civic values, and manifest certain virtues.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Lecture on From Margaret to Nivedita: The Spirited Journey of A Dedicated Activist, by Dr. Sanjukta Dasgupta, Former Dean, Faculty of Arts, University of Calcutta	30/11/2019	30/11/2019	93
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Green Audit was conducted so that college could take the necessary steps towards achieving a totally green campus. The college is a plastic free zone. As construction for the new college building is underway, planting of trees is not always possible. In fact the college had to do away with much of the greenery. However potted plants have been kept in the corridors as a measure to maintain a more clear environment. Teachers make the students aware by making them switch off lights and fans before leaving the classroom. Environmental awareness campaigns by organizing seminars under NSS Unit Department of Botany and Zoology conduct field work and study tours to create awareness and conservation of biodiversity among the students. Students prepare projects on "Environmental Science" as a part of their course curriculum on different environmental issues such as air, water, land and sound pollution, solid waste management, ecosystem and biodiversity.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices (2019-2020) Best Practice -1 Title of the Practice : Academic And administrative Audit Goal: To systematically compile and objectively assess, individual and departmental inputs aimed towards institutional improvement and quality sustenance. The Context : Upgrading academic and administrative process is a continuous endeavour for an institution. The changing education scenario demands • External and self-evaluation as well as sustenance initiatives for maintaining quality. • Stimulating academic environment for promotion of quality in teaching learning and research. • Inculcating accountability in staff members for assuring quality of their administrative teaching and research services. During meetings of IQAC, it was felt that AAA will help us to understand the present status of various institutional processes and identify the gaps , will guide and direct us to take necessary steps and start new initiatives. It transpired that we lacked standardized formats for periodic assessment of academic and administrative units. The IQAC made formats for both these audits in compliance with the UGC recommended format to ascertain the presence and adequacy of quality assurance procedures, their applicability and effectiveness in guaranteeing quality of inputs and processes. The Practice: The proforma prepared by the members of the IQAC was placed in its meeting for subsequent approval. It was then distributed to all departments through electronic media. It included departmental profile, students profile, workload research details and teaching and evaluation processes. From the proforma the following information could be gathered • teachers' orientation to handle curriculum • planning of curriculum transaction • efforts made to develop and improve their academic, professional competency. • mechanism adopted for teaching methods • ICT teaching aids used mechanism to keep pace with recent developments. • Analysis of students results. • Feedback evaluation system, to communicate progress of students to their parents The proforma for administrative departments includes information related to different sections handling admissions, examinations, stores, accounts, salary, appointments, promotion, administration, scholarships, library, laboratory, audit etc. Staff members were informed about the need of the audit and the proforma to be used for the same. They were expected to submit the duly filled in proforma to the IQAC through their respective heads within a stipulated time period. An external audit team consisting of reputed academicians from outside universities evaluated the departments on the basis of the inputs given. The team made appropriate recommendations for continuous improvement of the process and procedures used for Quality Assurance and enhancement. Internal audit will also be done in near future. Audit report : http://ajcbosecollege.org/Academic_Audit.pdf Evidence of Success : The exercise of undergoing the AAA has resulted in critical objective and introspective assessment of present status of the departments and areas that need improvement. It has created a stimulating environment in using the staff and teachers to engage in quality academic pursuits. The audit also generated awareness regarding the plethora of effective teaching methods and variety of activities that can be conducted. Quality enhancement data compilation for audit brought in systematic documentation by the staff members. The objective and realistic recommendations were well accepted by both academic and administrative staff and there is eagerness to comply with the same. Problems Encountered and Resources Required : Initial resistance from staff was encountered by the IQAC as they felt that the exercise was futile and time consuming. However, the endeavour which started with scepticism concluded with the staff feeling satisfied and ready to accept the evaluation positively. The data collection took a long time and compilation was also challenging. To address this problem the dates for submission were extended. Contact person: The Principal Name of the Principal : Dr.Purna Chandra Maity Name of the Institution : Acharya Jagadish Chandra Bose College City : Kolkata Pin Code :

700020 Accredited status : NAAC accredited in 2016 Work phone : 03322825181 Website :www.ajcbosecollege.org Mobile : 09433343919 Fax: 03322821362 E-mail-info@ajcbosecollege.or Best Practice -2 Title of the practice : A. J. C. Bose College Employee's Cooperative Credit Society Goal: The cooperative was initiated to provide ready financial assistance to the staff of the college as and when required. The Context : The financial requirement (maximum Rs.500,000) of any staff can be met within a very short period of time without much formalities and also at a much lower rate of interest than any bank or outside agency. The Practice: Apart from other rules and regulations an employee of the college has to make a one-time deposit of a fixed amount as share capital in the cooperative account. Additionally, the employee of the college has to deposit a nominal amount around Rs 500, every month as thrift fund and in turn becomes eligible to get a loan of maximum Rs 500000 which is payable by EMI (which is deducted from their salary account) over 90 months. The Cooperative is registered under the West Bengal Cooperative Registration Act and the accounts are audited every year by Govt. appointed Auditors. Evidence of Success : A good number of employees are being benefitted by this staff welfare scheme. Problems Encountered and Resources Required : The cooperative is run and maintained by the Board of Directors (who are employees including teachers and support staff , elected every 6 years). Due to constraint of academic activities the board of directors have difficulty in holding meetings on a regular basis. Contact person: The Principal Name of the Principal : Dr.Purna Chandra Maity Name of the Institution : Acharya Jagadish Chandra Bose College City : Kolkata Pin Code : 700020 Accredited status : NAAC accredited in 2016 Work phone : 03322825181 Website :www.ajcbosecollege.org Mobile : 09433343919 Fax: 03322821362 E-mail- info@ajcbosecollege.org

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://ajcbosecollege.org/webportal/uploads/best-practices-2019-2020.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

ACHARYA JAGADISH CHANDRA BOSE COLLEGE Institutional Distinctiveness Award for Academic Excellence In order to specially acknowledge the hard work, perseverance and diligence of our students in achieving their academic goals, the Teachers' Council of our College organises an Academic Excellence Award Program every year (since 2016). Primary Objective: To celebrate the success of our students, while providing the required impetus and encouragement to our students to do well in the University Examination. The Program: The award is given to the College topper in the University Examination of each and every course offered by the College. Total number of awards being 13. The awardees are presented with a medal, a certificate and a small gift as a token of appreciation in recognition of their hard work. The awards are handed over in a ceremony where the parents of all the awardees are invited. This resulted in a healthy competition amongst the students and eventually improve the overall university results for most departments. The awards are arranged from the Teachers' Council Fund which is accumulated by deducting a certain amount every month from the salary of all permanent teachers. The event is the result of a unanimous resolution adopted at a meeting of the Council.

Provide the weblink of the institution
https://ajcbosecollege.org/webportal/uploads/institutional-distinctiveness-19-20.pdf

8.Future Plans of Actions for Next Academic Year

Future Plans Academic: • Introduction of B.Sc. Honours programmes in Zoology, where till date only General classes were being held. Introduction of P.G. courses in Mathematics and English. • Quality development in online classes and online examination pattern in the midst of Covid-19 pandemic situation, that includes wide scale usage of Google Meet, Zoom, Webex, Microsoft Teams platforms. • Introduce online Value added courses, Certificate courses and Skill Development pragrammes. • Organizing Academic Webinars by reputed scholars/academicians in collaboration with National and International Institutes to enrich teachers and students alike. • Conduct webinars on IPR. • To provide the facility for e content development to teachers. • Redesigning the Feedback system involving the spectrum of stakeholders • Signing new MOU (Memoranda of Understanding) with Industries and Academic Institutions Infrastructural: • Completion of construction of the new college building as an extension of the existing one. New classrooms with all infrastructural facilities need to be constructed. • Construction of a safety enclave for inflammable chemicals. Functioning of the College Library and other departments ensuring proper safety and sanitization measures owing to the on-going Covid-19 pandemic situation. Quality Initiative: • Organizing online/offline workshops for other institutes in relation with NAAC accreditation procedure and NIRF data processing. Social Initiative : • To make arrangements so that the college can act as a Covid vaccination centre for state Government. • Conduct social outreach schemes to help the masses in this hour of crisis.