



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		ANANDA CHANDRA COLLEGE
Name of the head of the Institution		Dr. Md. Abdur Razzaque
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03561255554
Mobile no.		9126419304
Registered Email		accjal@gmail.com
Alternate Email		accfeedback@gmail.com
Address		College Para
City/Town		Jalpaiguri
State/UT		West Bengal
Pincode		735101
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Tanmay Datta
Phone no/Alternate Phone no.	03561257393
Mobile no.	7001321550
Registered Email	accfeedback@gmail.com
Alternate Email	accjaliqac@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://acollege.in/new/download/aqar-2018-19/?wpdmdl=3290&amp;refresh=65c5d00a501801707462666">_https://acollege.in/new/download/aqar-2018-19/?wpdmdl=3290&amp;refresh=65c5d00a501801707462666</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://acollege.in/new/download/2019-2020/?wpdmdl=3383&amp;refresh=65d0756ae740f1708160362">https://acollege.in/new/download/2019-2020/?wpdmdl=3383&amp;refresh=65d0756ae740f1708160362</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B++	81.55	2004	16-Sep-2004	15-Sep-2009
2	B++	2.88	2016	05-Nov-2016	04-Nov-2021

<b>6. Date of Establishment of IQAC</b>	01-Jan-2014
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### 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

Seminar and Quiz Competition to celebrate birth bi-centenary of pandit Iswar Chandra Vidyasagar	30-Sep-2019 1	300
International Bi-lingual Workshop - Ink and Paper	13-Mar-2020 2	100
Observance of International Mother Language Day	21-Feb-2020 1	200
Webinar on Online Teaching and Learning	14-May-2020 1	75
Observance of National Science Day	28-Feb-2020 1	150

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**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
Gepgraphy/Dr. Bipul Chandra Sarkar	Minor Research Project	ICSSR	2019 365	280000

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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View Link](#)

**10. Number of IQAC meetings held during the year :**

3

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 Uploaded 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)**

The college has appointed teachers (with qualifications fulfilling UGC norms) in the capacity of Guest Lecturers to meet the demands of increasing number of classes in various departments under CBCS.

Homage paid to Pandit Iswar Chandra Vidyasagar on his second Birth Centenary in the form of lecturers, seminars and quiz competitions on his life and achievements.

Department of English, A.C.College in collaboration with IQAC had organized an International workshop on creative writing (Bi-lingual) - 'Ink and Paper (Kagaj o Kalam)' on 13th and 14th March, 2020.

A Webinar was organised by Central Library in collaboration with IQAC, A.C. College on Online Teaching and Learning on 14th May,2020 .

The college has observed, with deserved grace and solemnity, International Language Day (20.02.2020) and National Science Day (28.02.2020).

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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
Facilitating distribution and collection of scholarship forms for poor and meritorious students	Done
Guest Lecturer recruitment	The college has appointed teachers in the capacity of Guest Lecturers to meet the demands of increasing number of classes in various departments under CBCS.
Observance of special days of National and International significance.	"International Mother Language day" held on 20.02.2020 and "National Science Day" was observed on 28.02.2020.
Celebrating Bi-centenary Birth Anniversary of Pandit Iswar Chandra Vidyasagar (Seminar and Quiz)	The programme was organized by IQAC on 30.09.2019. Eminent linguist Dr. Pabitra Sarkar delivered a lecture on Iswar Chandra Vidyasagar's vision on education. Quiz competitions were also organised.
Organising International Bi-lingual Creative Writing Workshop	The Department of English, A.C. College in collaboration with IQAC organized the workshop on 13th and 14th March, 2020.
Conducting Webinar	A Webinar was organised by Central Library in collaboration with IQAC, A.C. College on Online Teaching and Learning on 14th May,2020 .

Organising Students' Youth Science Fair	The programme was successfully held on 25.09.2019 & 26.09.2019.
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body, A.C. College	29-Sep-2023

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

26-May-2020

17. Does the Institution have Management Information System ?

No

## 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

Ananda Chandra College follows the University of North Bengal's rules and regulations for course content. The organization rigorously sticks to the Yearly Scholastic Schedule which is ready as indicated by the College Schedule by the IQAC of our college. Syllabi and other tasks are completed on time as the academic calendar is strictly followed. The college at the departmental level with help of different sub-committees prepares a standard system and rules to suit the different parts of courses and assess its viability across the meeting. For an efficient learning process, the departments work on the three-step mechanism of planning, teaching, and evaluation. In order to efficiently carry out the courses for the specified session, the departments hold meetings to discuss and plan ahead. The Routine Sub Committee creates a Time-Table prior to the start of the academic year. This schedule is followed while taking classes. Dissemination of the syllabus is done to the faculty members by the respective Head of the Department based on their expertise. Teaching plans are prepared by the teachers accordingly. Keeping the center basics held of the course, faculties continually embrace new techniques for informative procedures and methodologies to further develop the growing experience for the understudies. The traditional chalk-and-talk lecture format is complemented by ICT, online class support, regular supply of study aids, and other resources. Lab manuals are accommodated for smooth conduction of down to earth classes. The departments recognize understudies not as homogenous

gathering but rather as a person with their own learning limit. As a result, students are encouraged to participate in group discussions, seminars, debates, departmental exhibits, and various projects. Field trips and field studies are organized by the college to provide students with hands-on experience with a variety of topics covered in their syllabi. Successive class tests, assignments and continuous evaluation tests are held frequently to check whether the understudies have acquired information as illustrated in the targets of the educational plan or not. This method identifies the slow learners and later special classes are taken for them. Additionally, interactive sessions are held with students to discuss their issues.

#### 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
Nil	Nil	Nil
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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
Nil	Nil	Nil

#### 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	Nil	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
BSc	Honours in Botany	28
BA	Honours in History	50
BSc	Honours in Physiology	10
BA	Honours in Geography	32
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### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
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

Feedback from stakeholders and their statistical analysis of trends are used to accurately measure the impact of the institutions efforts at all levels. For manual distribution and collection, separate questionnaire forms for students, teachers, and parents have been prepared. The inputs and suggestions are gathered by the feedback committee (IQAC), and subsequent actions are discussed with the relevant departments and authorities. The authorities forward their decisions so that action can be taken. A survey of 260 students feedback found that they were satisfied with their teaching-learning experience, including how often they went to class, how interested they were in the materials supplied, and how the teacher treated weak and slow learners. The survey received an average response regarding the admission procedure, canteen services, and amenities of the hostel. These areas were taken into consideration, and IQAC along with the administration has started taking steps to improve these services. The same actions were taken because the survey of parents feedback (90 respondents) also revealed similar trends. A survey of teacher feedback (34 -responses) revealed a highly positive trend in the authoritys support for teachers pursuits of career advancement and academic freedom. Yet, library assets and tidiness and cleanliness on the grounds could not satisfy the normal guidelines. These areas of weakness were seriously considered, and steps were taken to improve this situation with priority.

## 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
BSc	Honours	214	3502	181
BA	Honours	681	8302	551
BSc	Programme Course (General)	185	1416	107
BA	Programme Course (General)	1061	4134	1053
MA	Bengali	52	80	18

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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	Number of students enrolled in the institution	Number of fulltime teachers available in the	Number of fulltime teachers available in the	Number of teachers teaching both UG

	(UG)	(PG)	institution teaching only UG courses	institution teaching only PG courses	and PG courses
2019	3465	29	50	0	8

## 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	Number of smart classrooms	E-resources and techniques used
58	44	112	8	1	4

[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)

Mentoring is a supportive relationship that inspires young minds to bloom to their full potential. Ananda Chandra College has an integrated mentoring system where the faculty acts as a link between the students and the institution. The HODs (Head of the Department) of various departments and the respective faculty members collectively carry out the mentoring process to monitor and guide students of the college. The objective of the Mentoring system is to give students access to immediate assistance. In this system- i) The HODs meet all mentors/faculty of his/her department at least once a month for the reviewing of proper implementation of the system. ii) The mentoring system has been well structured. The mentor and mentees meet regularly. The mentoring sessions are an open, unbiased platform for the students to voice their concerns and apprehensions about their personal and academic issues. iii) In addition to conducting mentoring sessions at regular intervals the mentors maintain an open channel of communication whereby the mentee can approach the mentor at any point of time for assistance. iv) Based on the trepidations expressed by the students, the mentors assist in advising the best course of action. v) The encouragement and assistance of the mentors helps nurture the aspirations of the students and infuse them with the positivity and drive essential to overcome all obstacles. vi) The mentoring sessions also help bring to the fore issues which may seem taboo/ personal to the mentees, thus building a relationship of confidence and respect between the mentor and mentee. The mentoring system does not only benefit the mentee but by stepping into the role of a mentor, teachers are exposed to a host of problems encountered by the young generation today. It is also important for teachers to grow and adapt to the changing times in order to connect with and reach out to students. Establishing a relationship outside the formal classroom setting allows teachers to provide additional attention to students and their problems.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3494	58	1 : 60

## 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
61	53	8	2	32

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
Nil	Nil	Nil	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-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Honours	PARTIII	06/10/2020	10/11/2020
BSc	Honours	PART III	06/10/2020	10/11/2020
BA	General	PART III	06/10/2020	10/11/2020
BSc	General	PART III	06/10/2020	10/11/2020
MA	Bengali	4th Sem	06/10/2020	20/10/2020

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

The Continuous Internal Evaluation system followed by Ananda Chandra College is based on the guidelines provided by the University of North Bengal. Internal Examinations are conducted by the college before the University Semester Evaluation. In addition to this, regular class tests, power point presentations or assignments are also part of the continuous mode of assessment. Group projects and presentations which aim at fostering peer-learning and mentoring are encouraged all through the year. This helps to improve student regularity and participation in class. Each department has worked out the details of how the CIE is to be conducted for the courses, ensuring that learning objectives of each paper are achieved through different assignments which are designed such that they not only test the knowledge-base of the students but also prepare them for time management during examinations. CIE also provides a mechanism to review and modify teaching methods if the students do not perform satisfactorily.

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

The academic calendar of the University of North Bengal is strictly followed by Ananda Chandra College. For the CBCS system the academic year is divided into two semesters, each of duration of 15-18 weeks. The undergraduate and postgraduate examinations schedules are sent by the University ahead of time. The College consults the calendar provided by the University before finalizing the college calendar. The Continuous Internal Evaluation (CIE) process of the college is also scheduled in coordination with the University calendar of semester end examinations and practical examinations. The college calendar is prepared according to University examination dates. Teachers and students regularly consult the college calendar to plan their own schedule according to the deadlines set by the University. In order to ensure that opportunities of exposure for the students are not lost, a little flexibility is permitted in the college calendar through the conduct of innovative programmes, seminars and workshops which brings the joy of surprise to the students.

## 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)

<https://acollege.in/new/igac/#progOut>

## 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
Nil	BA	Honours	382	374	97.9
Nil	BSc	Honours	81	78	96.3
Nil	BA	General	403	390	96.8
Nil	BSc	General	72	69	95.8
Nil	MA	Bengali	11	11	100.0
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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://acollege.in/new/download/student-feedback-2019-2020/?wpdmdl=2596&refresh=65910d8814ec21704005000>

## 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
Minor Projects	365	ICSSR	400000	280000
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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	Nil	Nil
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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	Nil	Nil	Nil	Nil	Nil
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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
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3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	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)
National	Bengali	3	Nil
International	Physiology	1	Nil
International	Botany	3	Nil
International	Computer Science	1	Nil
International	Economics	1	Nil

[View Uploaded File](#)

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
Economics	2
Education	3
Geography	2
Physiology	2

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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 Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	Nil	Nil	Nil	0

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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
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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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	1	1	0	0
Presented papers	6	1	0	0

[View Uploaded File](#)

### 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
Blood Donation Programme	NSS Unit II	1	30
Free Eye Examination Camp	NSS Unit II in collaboration with Himalayan Mega Eye Optical	1	80
Special Camp at Karala Valley Tea Garden	NSS Unit II	1	40

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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

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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/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activities
Swachh Bharat	NSS-II	Cleaning Drive and Plastic Free Campus Programme	1	45

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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
Nil	0	Nil	0

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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	Duration From	Duration To	Participant
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		details			
Nil	Nil	Nil	Nil	Nil	0
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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	Nil	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
0	7.92

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Newly Added
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
<a href="#">View File</a>	

### 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 partially)	Version	Year of automation
SOUL	Partially	2.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	40497	Nil	860	Nil	41357	Nil
Reference Books	963	Nil	0	Nil	963	Nil
CD & Video	72	Nil	0	Nil	72	Nil
<a href="#">View File</a>						

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	Nil	Nil	Nil
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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	93	26	16	2	12	10	40	100	3
Added	16	12	0	0	0	0	4	0	0
<b>Total</b>	<b>109</b>	<b>38</b>	<b>16</b>	<b>2</b>	<b>12</b>	<b>10</b>	<b>44</b>	<b>100</b>	<b>3</b>

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

100 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	Nil

#### 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 incurred on maintenance of physical facilities
Nil	1290335	Nil	792282

##### 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)

The college follows numerous procedures to maintain the facilities available to students. The college arranges regular meetings of various committees constituted for the purpose of maximum allocation and utilization of the financial resources for maintenance of laboratory, library, classroom, computers, sports and other facilities. A particular budget is allocated to upgrade the laboratory, classroom and library resources. All laboratory purchases are done through tender system as per standard norm. Practicals are done in batch-wise manner for proper utilization of the resources under continuous monitoring of supporting faculty members. Record of accounts is maintained by laboratory staff, teachers and supervised by the senior-most faculty of the concerned department. Repairing, calibration and maintenance of sophisticated lab instruments are regularly done by technicians. The college has 12 computers in the Computer centre where the students learn the Fundamentals of Computer Skill. But due to poor performance of network, the internet connection is not facilitated in the lab. The Computer Centre is upgraded every year with different software as per need. Computers and other instruments undergo annual maintenance by service providers. The college also maintains a well defined library for students where books are upgraded and new

editions as well as fresh stock are purchased as per requisition. The library committee comprising of the Principal, Librarian and senior faculty members meet regularly to take stock of the condition of the library, rare and valuable books, discuss and introduce new ideas regarding library enrichment. Each department has a computer (desktop) and a Laptop where all the departmental works are done. Regarding classroom and infrastructural facilities, the senior-most teachers of each department submit their requirement to the principal. In addition, non-teaching staff of each and every department maintain the stock register by physically verifying the equipments round the year. The college has installed water purifiers to provide clean drinking water to the students. Upkeep of all facilities and cleanliness of environment in men's and women's hostels is maintained by respective hostel superintendants in consultation with hostel committee members. Regular cleaning of water tanks, garbage disposal, pest control and maintenance of garden is done by the concerned employees. Sports/ tournaments are held in a sprawling field/playground adjacent to the college gymnasium which is maintained on a regular basis.

<https://acollege.in/new/about-college/principals-desk-copy/>

## 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	Students Aid Fund	263	171850
Financial Support from Other Sources			
a) National	Swami Vivekananda Merit- cum-Means Scholarship, Kanyashree	549	9598000
b) International	Nil	Nil	Nil
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#### 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 implementation	Number of students enrolled	Agencies involved
International Bilingual Workshop on Creative Writing- Ink and Paper (Kagaj o Kalam)	13/03/2020	100	1
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#### 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 passed in the comp. exam	Number of students placed

Nil	Nil	0	0	0	0
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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
2	2	7

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	0	0	Nil	0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	13	B.A.	Bengali	North Bengal University	M.A
2020	7	B.A.	Bengali	A.C.College	M.A.
2019	1	B.A.	Bengali	Panchanan Barma University	M.A.
2020	6	B.Sc.	Botany	North Bengal University	M.Sc.
2020	2	B.Sc.	Botany	Darjeeling Govt. College	M.Sc.
2020	9	B.Sc.	Chemistry	North Bengal University	M.Sc.
2020	1	B.A.	Economics	Calcutta University	M.Sc.
2020	2	B.A.	Economics	North Bengal University	M.A.
2020	3	B.A.	Geography	North Bengal University	M.A.
2020	7	B.A.	Geography	WBUTTEPA	B.Ed.

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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
NET	17
SET	2
GATE	4
Any Other	9
Any Other	5
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
College Social, Cultural Activities	Institution	2800
Inter-college Badminton championship (Men Women),	Inter-college	35
Inter College Athletic Meet (Men and Women)	Inter-college	150
Inter College Cricket Tournament	Inter-college	130
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### 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
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The students has been regularly organising Freshers Welcome Programme, Annual Social Programme, Saraswati Puja, College Foundation Day, Independence Day, Republic Day, World Environment Day, Teachers' day, and the like. They have proved themselves on many occasions that they intend to help students in developing their social and intellectual qualities. They are the members of some important committees like Anti-ragging Committee, Anti-sexual harassment cell etc.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

5.4.2 – No. of enrolled Alumni:

135

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

## 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)

The vision and mission of Ananda Chandra College is to provide international standards of education, to students of all categories, including divyanggan students (student with physical disabilities). With the implementation of the new CBCS curriculum, the challenge to provide quality education was adequately met by the participative management of various decentralized committees. Two such committees whose tireless efforts and contribution needs to be mentioned are the Library Committee and the Tabulation committee. • The Library Committee comprises of the Principal, Teachers' Council Secretary, Librarian, 6-8 Members of the Teaching Faculty and 2 Library staff. It builds infrastructure for the academic development of the college, maintenance of the reading rooms for teachers and students, lending facilities, overseeing stackrooms (separate ones for arts and sciences), and reference section. • The Tabulation sub-committee of the Teachers' Council supervised the newly implemented process of Continuous Internal Evaluations, maintaining the marksheets of each department and uploading them, according to the academic calendar set down by the University of North Bengal.

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

Partial

### 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
Curriculum Development	In this academic session, the Annual and Semester curricula are being taught simultaneously. Multiple intra-departmental meetings are convened to distribute the curriculum.
Teaching and Learning	The traditional classroom teaching is conducted, along with some special and invited lectures organized by various departments to enrich the students. Field trips and tours are conducted by the Geography, History, Physiology and Botany departments, in various parts of West Bengal, as well as other parts of India.
Examination and Evaluation	Internal exams conducted by each department along the CBCS guidelines, prescribed by the University of North Bengal. These contribute to the Continuous Evaluation marks of each semester result.

Research and Development	One of the faculty members of Geography Department has received Minor Research Project funded by ICSSR for one year.
Library, ICT and Physical Infrastructure / Instrumentation	Keeping in mind the new curriculum of all the departments under the CBCS framework, a huge consignment of books were purchased and added to the library.
Human Resource Management	1. The College hosted a Seminar and Quiz Program to celebrate the 200th Birth Anniversary of Iswar Chandra Vidyasagar on 30.09, 2019. 2. International Bi-lingual Workshop on Creative Writing-Ink and Paper (Kagaj o Kalam) was organized on 13.03.2020 and 14.03.2020. 3. Webinar on Online Teaching and Learning was organized by Central Library, A. C. College in collaborating with IQAC on 14.05.2020.
Industry Interaction / Collaboration	not applicable
Admission of Students	After filling in application form online, the selected students have to come to the college for physical verification of marksheets and other relevant documents and get admitted in their respective courses according to the criteria laid down by the regulatory authorities.

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

E-governance area	Details
Finance and Accounts	e-governance measures adopted.
Student Admission and Support	Admission of students are conducted through college web portal.
Administration	The College has a web site. Notices and other relevant information are displayed in college website.

### 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
Nil	Nil	Nil	Nil	0
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#### 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	Title of the administrative	From date	To Date	Number of participants	Number of participants
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	development programme organised for teaching staff	training programme organised for non-teaching staff			(Teaching staff)	(non-teaching staff)
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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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
Orientation Program	1	15/11/2019	12/12/2019	28
Refresher Course	2	02/07/2019	16/07/2019	14
Refresher Course	1	06/12/2019	19/12/2019	14
Teacher Education	1	03/12/2019	16/12/2019	14
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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	3	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>To achieve the goal of a healthy mind in a healthy body, the National Social Service unit of the College organized Ophthalmological Testing Camp for the teaching Staff on 13.08.2019. A blood donation camp was organised jointly by the National Social Service and Students' Union on 28.08.2019. The college has a medical officer, who is consulted from time to time, regarding the well-being of the institution.</p>	<p>To achieve the goal of a healthy mind in a healthy body, the National Social Service unit of the College organized Ophthalmological Testing Camp for the Non-teaching Staff on 13.08.2019. A blood donation camp was organised jointly by the National Social Service and Students' Union on 28.08.2019. The college has a medical officer, who is consulted from time to time, regarding the well-being of the institution.</p>	<p>To achieve the goal of a healthy mind in a healthy body, the National Social Service unit of the College organized Ophthalmological Testing Camp for the Students on 13.08.2019. A blood donation camp was organised jointly by the National Social Service and Students' Union on 28.08.2019. The college has a medical officer, who is consulted from time to time, regarding the well-being of the institution. Students' Aid Fund and Full Free/ Half Free Scholarships are given from the</p>

college funds to meritorious and economically backward students of the college.

#### 6.4 – Financial Management and Resource Mobilization

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

Two accountants, cashier and bursar were involved in completing the Internal Audit . We are now in the process of sending it to the Audit Department.Due to the Covid period, this work has been delayed.

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	0
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6.4.3 – Total corpus fund generated

0

#### 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	No	Nil	No	Nil
Administrative	No	Nil	No	Nil

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

Nil

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

1. College office staff undergoes training in handling of admission software for smooth conduct of admission process each year. 2. Office employees are also trained in MSWord, MSExcel, maintaining pdfs, use of internet for latest updates of office procedures. 3. The college authority regularly sends some of our office employees for training in latest software in office maintenance conducted by the Government from time to time.

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

- Construction of the proposed Science building is in full swing.
- Construction of the open-air theatre is complete and is being optimally used during cultural programmes held in this institution.
- A bi-lingual international workshop "Ink and Paper"/ "Kagoj O Kolom", a skill based initiative for dissemination of creativity among students of the institution was organized by the Department of English in collaboration with IQAC, Ananda Chandra College.

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	Seminar and Quiz Competition held to celebrate 200th Birth Anniversary of Pandit Iswar Chandra Vidyasagar	30/09/2019	30/09/2019	30/09/2019	300
2020	International Bilingual Workshop on Creative Writing-Ink and Paper (Kagaj o Kalam)	Nil	13/03/2020	14/03/2020	100
2020	Observance of International Mother Language Day	Nil	21/02/2020	21/02/2020	150
2020	Webinar on Online Teaching and Learning	Nil	14/05/2020	14/05/2020	75
2020	Observance of World Science Day	Nil	28/02/2020	28/02/2020	100

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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
Celebration of Womens Day	08/03/2020	08/03/2020	45	40

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

- We started uses of LED Lamps to reduce power expenditure.
- Steps have been taken to reduce uses of papers in official works, instead, used softcopies

where it is possible. • Special initiatives have been taken to reduce uses of plastic in college campus. Plastic free campus programme were undertaken on a regular basis in the college campus by NSS.

#### 7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	7
Scribes for examination	Yes	1

#### 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
2020	Nil	1	16/02/2020	7	Awareness Camp at Karala Valley Tea Garden by NSS.	Special initiatives were taken to aware people about health hazards. Socio-economic condition of the tea-garden workers of that locality was also surveyed.	42

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

Title	Date of publication	Follow up(max 100 words)
College Prospectus	15/06/2019	Nil

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Mother Language Day	20/02/2020	20/02/2020	155
National Science Day	28/02/2020	28/02/2020	110

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#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Cleaning drive and plastic free campus programme has been organized on a

regular basis by the NSS wings. • Special drive was taken to maintain the medicinal plant garden in healthy state. • The college campus has been declared as 'No smoking zone'. • NSS unit II has prepared a garden and has been maintaining it regularly. • NSS wings of the college also planted saplings in the college campus. Cleaning drive and plastic free campus programme has been organized on a regular basis by the NSS wings.

## 7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

- Students are motivated to participate in sports and cultural activities and develop a healthy and colourful society in future.
- NSS and NCC team participated in various social activities like cleaning the environment, awareness program for pollution free healthy life, afforestation, etc.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

## 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

With the introduction of CBCS curriculum in 2018, the Institution was faced with challenges towards implementing a smooth transition from the pre-2018 annual to the post-2018 semester (6 months term) mode of examination. One of the first steps the institution took to meet the challenge was by holding induction meetings in each department by departmental faculty members to inform about and explain the course curriculum and its objectives, of the continuous evaluation process as part of Internal Assessment, and the marking scheme for the semester-end examinations. To meet the demands of an updated and extensive syllabus that necessitated more classes and subsequently more teachers per semester, the institution recruited guest lecturers as per the requirements of each department. The recruitment was done through a process of selection via interviews held as per UGC guidelines. Again, to meet the demands of the new syllabus in terms of enriching library resources, a fund was allocated for the purchase of books and departments of both Science and Humanities enlisted their book requisition and steps were initiated for purchase of the same.

Provide the weblink of the institution

<https://acollege.in/>

## 8.Future Plans of Actions for Next Academic Year

1. To conduct online classes, share materials with students online, arrange webinars and online lectures by distinguished guest lecturers so that students' academic practices are not adversely affected by the suspension of physical classes during lockdown period. 2. To arrange faculty development programs online with the objective of imparting special skills to teachers to cope up with the new demands of online teaching and mentoring. 3. To conduct library orientation programmes both for students and faculty to encourage reading and learning and availing of e-resources in the absence of normally operating libraries. 4. To carry on all activities other than teaching, observance of days of national and international significance in online mode as far as practicable or by adhering strictly to COVID19 protocols whenever physical presence in the institutions is necessary.



