



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		Ananda Chandra College
• Name of the Head of the institution	Dr Debashis Das	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	03561255554	
• Mobile No:	8116244253	
• Registered e-mail	accjal@gmail.com	
• Alternate e-mail	accjaliqac@gmail.com	
• Address	Collegepara, P.O. & Dist - Jalpaiguri, PIN 735101, W.B., India	
• City/Town	Jalpaiguri	
• State/UT	West Bengal	
• Pin Code	735101	
2.Institutional status		
• Affiliated / Constitution Colleges	Affiliated	
• Type of Institution	Co-education	
• Location	Urban	

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	University of North Bengal				
• Name of the IQAC Coordinator	Dr. Tanmay Datta				
• Phone No.	03561255554				
• Alternate phone No.					
• Mobile	7001321550				
• IQAC e-mail address	accjaliqac@gmail.com				
• Alternate e-mail address	accjal@gmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	https://acollege.in/new/download/aqar-2019-20/?wpdmdl=3575&refresh=65da8cefa94601708821743				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://acollege.in/new/download/2020-2021/?wpdmdl=2592&refresh=65c9d273f404f1707725427				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	81.55	2004	16/09/2004	15/09/2009
Cycle 2	B++	2.88	2016	05/11/2016	04/11/2021
6. Date of Establishment of IQAC			01/01/2014		
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	0	
8. Whether composition of IQAC as per latest NAAC guidelines			Yes		

<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	4
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> • If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
<p>With the sudden outbreak of Covid-19 that necessitated an immediate shutdown of Colleges, IQAC rose to the occasion by hosting a seven-day long International webinar as part of the faculty induction programme "Covid-19 and its impact in India". Professors from various parts of India, and also from Bangladesh and Indonesia, discussed a wide range of topics and also demonstrated in the form of hands-on training in the use of libraries and ICT as part of Online teaching during the lockdown.</p>	
<p>To address the pertinent gender issue which was most problematized by the pandemic, the Dept. of English hosted an international webinar in collaboration with Malda Women's College, titled 'Unmasking Gender in the times of Covid-19' on 17.09.2020.</p>	
<p>An Interdisciplinary Online Lecture was organized by Dept. of English (09/05/21) catering to the academic interests of Sanskrit and Indic Languages.</p>	
<p>An online library orientation programme was conducted for students and faculty by the librarian, Central Library on 29.04.2021.</p>	
<p>International Web Conference was held on 07/08/2020 by Deptt. Of Zoology in collaboration with Faculty of Science, Tufanganj Mahavidyalaya on the topic "Climate Change and Human Health".</p>	

12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan of Action	Achievements/Outcomes
Speedy updating of pending AQARs for online submission.	Preparation is in progress
To carry out all the routine academic activities online till the college reopens.	All classes were taken via Google Meet, Google platform and through YouTube lectures
Organization of student-centric seminars/webinars (both National & International)	Such Webinars were conducted, both centrally and departmentally.
Organizing Library orientation programme for students and faculty members.	An online library orientation programme was conducted by the librarian, Central Library on 29.04.2021
Organizing interdisciplinary webinars	An Interdisciplinary Online Lecture was organized by Dept. of English (09/05/21) catering to the academic interests of Sanskrit and Indic Languages.
New Subscription of e-resources and e-journals	Initiated
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Governing Body, Ananda Chandra College	29/09/2023
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-21	07/03/2022
15. Multidisciplinary / interdisciplinary	

The institution for the session 2020-2021 has been following the Choice based credit Semester system (CBCS) and this full-fledged shift from the three years undergraduate system has been phenomenal in the transformation of teaching-learning approach of the institution from discipline-centric to multidisciplinary model; and so it can be said that the institution has begun the transformation even if not as a part of curriculum wholly, but as a value and a practice. As examples of best practice under this section few elementary multidisciplinary practices can be put. The faculty members of the various departments have collaborated formally and informally in the dissemination of knowledges that demand multidisciplinary approach; as for instance, the teaching-learning of the section on Indian Classical Literature in the CC III paper of English Core Program was modelled through an interaction between the faculty members of English department and Sanskrit department. The Department of English organized an interdisciplinary special lecture titled "From Sabdavrutti to Cittavrutti: Experiencing Rasa in reading/acting Abhijnanasakuntalam" on Natyashashtra, as part of the CC3 paper, which was delivered by Ph.D Scholar from the School of Sanskrit and Indic Studies, Ravi Kant. The lecture was co-ordinated by Prof.Samik Dasgupta (Asst. Professor, Department of English) on 9th May, 2021. The institution also offers credit-based course in environmental education for all students. An interdisciplinary International Webinar on Gender Bias and Stereotyping and the need for Gender Sensitization, titled 'Unmasking Gender- in the times of Covid-19' was jointly organized by the Department of English, Ananda Chandra College in collaboration with the Department of English, Malda Women's College, on 17th September, 2020 convened by Prof. Asima Sarker(Asst. Professor, Department of English). The webinar discussed gender from the perspective of roles and challenges of Paraguayan female musicians, 'sisterhood' from third world feminist perspective and the Pandemic and gendered space. These practices are in line with the proposal of NEP 2020 which introduces a holistic and multidisciplinary curriculum aimed at providing superior education. The institution further is committed in transforming itself into a multidisciplinary institution in line with the NEP 2020 as and when the affiliated university officially decides on its implementation. As our institution is an affiliated college, the course-structure and the content for academic teaching-learning is designed by the affiliating university as per UGC guidelines.

16.Academic bank of credits (ABC):

As a college affiliated to the University of North Bengal, the institution follows the curriculum stipulated by the University. The current Choice based credit Semester system (CBCS) does not have the

flexibility to permit the learners to avail the benefit of multiple entries and exits during the chosen programme and hence the College is not registered under Academic Bank of Credits. However, the students have a provision to continue studies and carry on to next semester in spite of a backlog. Also, student can migrate from one college to another college during the course of study with the permission of the affiliating university.

17.Skill development:

The NEP has laid the emphasis on the skill development that may help the students to get placement opportunities in the future. The institution acknowledges the benefit of upskilling in the present competitive society and organizes various workshops for the same. On 29th April, 2021 an "Online Library Orientation Programme" was organized by the Central Library to educate the students about the various online academic resources and platforms and the students were encouraged through hands-on learning to continue advanced learning in spite of the constrictions of lockdown. Through the various Skill Enhancement Courses under the CBCS system, the students are trained in soft skills and technical skills necessary for various professions. As for instance, the faculties of Geography Department train the students in Remote Sensing as a part of the curriculum of the SEC paper on Remote Sensing and Geographical Information System, in real time mapping under the Core Course, Surveying and Levelling. These basic skill developments prepare the students to work as Research Assistant, apprentice and employee in private and semi-government sector companies, and also in reputed institutes like NRS agency, NATMO etc. The institution in the upcoming sessions intends to organize collaborative skill development programmes, vocational trainings and add-on courses.

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

The college being situated in Jalpaiguri with a Bengali speaking majority, for teaching - learning and communication, both Bengali and English is used. Many of the students are from rural areas and had Bengali as their medium of instruction, and therefore prefer it for better understanding. The teachers are fluent in both languages and a bilingual mode is adopted in most of the classes, except English. Even in the online mode of teaching, faculty took extra care to ensure that the contents delivered were understood by the students. Students are allowed to write both internal and university examinations in Bengali or English according to their preference. The faculties also design their own curricular approaches within the approved framework, and suggest and provide reading materials in

Bengali. The faculties of English Department also provide the students with vernacular reading materials as and when necessary to facilitate better grasping of the content taught. The Department of Sanskrit as an initiative to preserve and promote the Indian language, Sanskrit, teaches students basic translations into Sanskrit from Bengali. The Department also encourages students to upskill their linguistic skills by enrolling into the free courses provided by Samskrita Bharati, a non-profit organization that work for the preservation Sanskrit language. The students, as a part of the curriculum, have to learn Bengali or Hindi as Modern Indian Language, during the under graduate course. The institution imbibes the cultural diversity of India through celebrating cultural and traditional festivals and days. Students participate in cultural events organised by the institution which creates awareness of the diversity of our culture. The days of national importance are celebrated in order to reawaken their innate pride in the rich cultural heritage of our country.

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

The overall eco-system of the institution is aimed towards providing OBE to the students. The faculties in their teaching-learning-evaluation methodology engages in student-centric practices like open book evaluation, project-based learning, field-study, experiential learning, group discussion etc. to ensure proper outcome of a course to facilitates enrichment of students' knowledge. The adopted teaching methodology aims at proper integration of theoretical and practical aspects of learnings.

20.Distance education/online education:

The college is a Study Centre of the N.S.O.U. and Burdwan University. So, many of the faculties are exposed to the distance education methodologies. The college has been conducting regular classroom teaching employing ICT enabled tools for the last few years. The year 2020-21 forced the academic community to shift to online mode of teaching-learning due to the COVID-19 pandemic. In the academic year 2020-2021, classes were conducted through online mode and ICT tools were used. Teachers created interesting, well-designed and engaging classroom activities. Assignments were submitted through Google Classrooms which made the entire evaluation and recording process hassle free. Along with live sessions, recorded lectures were given and students were encouraged to listen to the lectures uploaded in e-PG Pathshala.

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	645
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	4781
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	1141
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	1259
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	130
File Description	Documents
Data Template	View File
3.2	133

Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	31
4.2 Total expenditure excluding salary during the year (INR in lakhs)	88.08
4.3 Total number of computers on campus for academic purposes	76
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>The college follows the curriculum set by the affiliated University. The faculty are involved closely with university as Board of Studies for framing the curriculum.</p> <p>Our College provides a successful delivery of the prescribed curriculum through organised and well documented procedures. This year because of the pandemic the conventional physical classes were not feasible. The college had made an organised mechanism to produce effective delivery of the truncated syllabus provided by the parent university.</p> <p>The Departments were asked to prepare the monthly lesson plans/academic reports for the session. The stakeholders were notified about the academic plan through college website.</p> <p>The Faculties adopted online platforms like google meet, zoom, google classrooms and more to deliver lectures. Students were provided regularly with the handouts/notes. The continuous evaluation was conducted via assignments and open book test.</p>	

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	NA

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

The Institutional Quality Assurance Cell (IQAC) meticulously crafts the academic calendar in accordance with the guidelines set forth by the affiliating University. Following this, the IQAC fosters seamless collaboration with departments and functional administrative bodies through regular meetings to ensure effective coordination. The resulting academic schedule is promptly disseminated via the college website to keep students informed. Departments are instructed to strictly adhere to this schedule and tailor the curriculum accordingly. Each educator autonomously schedules and administers their own internal evaluations, aligning them with meticulously reviewed and approved lesson plans from departmental meetings. With the onset of the lockdown extension, evaluation processes for the session seamlessly transitioned to online standard operating procedures. Examination questions were conveniently accessible to students through the college website or WhatsApp. Furthermore, the collection of assignments and internal assessment answer sheets was efficiently managed through platforms such as Google Classroom and Google Forms.

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

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

A. All of the above

affiliating University	
File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File
1.2 - Academic Flexibility	
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented	
20	
File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
0	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	
0	

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

0

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

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

The university's curriculum is designed to provide students with a comprehensive and enriching educational experience, focusing on cross-cutting topics such as Gender Studies, Humanity, Professional Ethics, Environment, and Sustainability. This holistic approach ensures that students gain a well-rounded understanding of these crucial subjects.

Departments such as Sociology, Bengali, English, Geography, Chemistry, and Zoology play pivotal roles in integrating these topics into different semesters of the prescribed curriculum. Each department contributes unique perspectives and insights, enriching students' understanding of the interconnectedness of these themes.

For instance, Sociology delves into issues of gender equality and societal norms, while Geography explores environmental dynamics and sustainability practices. English and Bengali literature offer insights into the human experience and cultural diversity, fostering empathy and understanding among students. Chemistry and Zoology provide scientific perspectives on environmental challenges and the importance of biodiversity conservation.

Moreover, the university ensures that students develop a strong foundation in environmental science through compulsory courses like AECC-1, which focuses on environmental awareness and sustainability principles. Additionally, extracurricular activities such as NSS (National Service Scheme) and NCC (National Cadet Corps) organize plantation programs and other initiatives to promote environmental stewardship among students.

By integrating these diverse disciplines and practical initiatives,

the university equips students with the knowledge, skills, and values necessary to address pressing global challenges and contribute positively to society. This holistic approach fosters critical thinking, ethical decision-making, and a deep sense of responsibility towards the environment and humanity

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

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

2

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

1626

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

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

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2533

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

836

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

2.2 - Catering to Student Diversity

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

In Ananda Chandra College, we actively evaluate the students and categorized them as slow-learners and advanced learners according to their marks and percentage. In the odd and even semester of 2020-2021 academic sessions, the slow-learners in each department were identified on the basis of internal marks. The cut-off marks for identifying the slow learners were decided by the respective departments.

The students, who were identified as slow learners were handled carefully by following ways:

1. Doubt-clearing classes were arranged which seemed to be the weak points of the students.
2. Interactive sessions (such as organization of quiz, teaching-learning by role-play) involving the students were arranged
3. Mentors (teachers) of the students regularly kept eye on the attendance of slow-learners. If there was absenteeism for more than a week, the student was personally contacted over the phone.

The students who scored high in internal exams, and had exceptional ability to learn beyond their same-age peers, were identified as

advanced learners. They were encouraged to do the followings:

1. To attend the advanced classes in a particular topic.
2. To take flip-classes in front of other classmates.
3. To learn other courses (such as NPTEL courses).

File Description	Documents
Link for additional Information	NA
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
4781	130

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The Institution focused on student centric teaching learning and modern teaching aids like the use of ICT enabled techniques and various online teaching apps like Google classrooms, Google meet etc. to make teaching learning process progressive.

To encourage experiential learning, participative learning and participation in problem solving methodologies in online mode,

1. Students were given Online assignments and projects to do
2. Students made power point presentations on topics of their syllabus as part of their internal assessment.
3. Problems were given to the students, from the area of their study and are asked to solve them in groups, using online study materials. Peer Group Study, peer teaching, seminars, group discussion were also organised.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	NA

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

During Covid time, classes were conducted through online mode and full use of the available ICT tools has been made.

- Teachers created interesting, well designed and engaging classroom activities.
- Every department created separate whatsapp groups for each semester and the teachers kept in touch with the students through these groups.
- Along with live sessions in google meet and Zoom, recorded lectures were given through departmental whatsapp groups and you tube channels.
- The practicals and lab sessions were conducted on virtual platforms which to an extent compensated for the students' absence in classrooms.
- Study materials and internal question papers were sent through the whatsapp groups. The question papers were also made available to the students through college website.
- Assignments and answerscripts of internal examinations were submitted by the students through Google Classrooms or through emails which made the entire evaluation and recording process hassle free.
- In order to familiarize the students with the changing scenario, orientation programmes were conducted by some departments.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://acollege.in/new/igac-doc-ict/

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

130

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

2.4 - Teacher Profile and Quality

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

130

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

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

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

36

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

657

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

2.5 - Evaluation Process and Reforms

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

Ananda Chandra College has carefully devised a continuous assessment program wherein the students are constantly evaluated to ensure their competence in their academics. The students are given proper awareness regarding internal assessment at the time of their induction and initial orientation programmes itself. The schedules of internal assessment components such as test papers, seminars, assignments, and viva voce etc. are also made known to the students in advance and also displayed in Academic calendar. The college prospectus and the website provide them with an elaborate description about the evaluation process. The departments are assigned the responsibility for the evaluation of various components of the assessment process. Each semester, internal tests, assignments, seminars are conducted and feedback is given to each student after identifying their drawbacks and strong points. Re-tests are conducted for the benefit of weak students and students who require remedial teaching are identified based on their scores. Towards the end of each semester, students are marked out of ten

based on their overall performance in the mentioned assessment system. All the activities for students are developed after keeping in mind the difficulty levels for slow, average and active learners. Though flexibility is not allowed by the University on the components, the college makes sure that the entire process is done in a transparent manner so that all students get an equal and fair chance of performance.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	NA

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

Grievances related to the internal examination are addressed by the Grievance Cell formed for this purpose. The Grievance cell is comprised of the Principal and some faculty members. During Covid-19 pandemic, the students reported their concerns regarding the transparency of the marking system if any through e-mail and the members of the cell communicate the problems to the department concerned. A rectification is made after receiving the complaints. In those rare cases wherein, a common ground cannot be reached, retests are conducted to give the students an opportunity to improve their score and the evaluation of the same is done by the Head of the Department. In the case of absentees or those with low marks, an opportunity is provided to appear for a retest. The application for retest should be submitted by the students stating the reason for being absent. The application should be signed by the parent/ guardian and countersigned by class teacher / Head of the department. Thus, with systematic planning and feedback system, the institution ensures transparent, time bound and efficient mechanism to solve the grievances related to internal examination.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	NA

2.6 - Student Performance and Learning Outcomes

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

Programme and course outcomes for all Programmes offered by the institution are stated and displayed on College website and communicated to teachers and students department wise. We follow the Program Outcomes (POs) defined by the affiliating university (North Bengal University) and are to be fulfilled by all the programs in higher education. The Course outcomes are also disseminated to students through faculty announcements during the beginning of each semester and from time to time during the entire semester. The teachers adopt teaching methods so as to enable the course outcome envisaged by the affiliating University. Through different methods like internal examinations, assignments, competitions and other activities at college level and department level, the achievement of Programme outcome and course outcome is ensured and assessed with defined benchmarks.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://acollege.in/new/igac/#progOut
Upload COs for all courses (exemplars from Glossary)	View File

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

The Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution and are communicated to the students. After measuring attainment of Programme outcomes, Programme specific outcomes and course outcomes, it is observed that the strength of the students as well as pass percentage are increasing progressively. Besides, students' progression to higher studies is on increase, consistently and rapidly in the recent years. The level of attainment of Programme outcomes, Programme specific outcomes and course outcomes were measured via formal as well as informal mechanism for the measurement of the outcomes. The feedbacks from all the stakeholders were taken and necessary steps were adopted. Subsequently, the College took care of the attainment to measure the Programme outcomes, Programme specific outcomes and course outcomes and implemented the mechanism as follows: -

1. The institution followed the Academic Calendar of our affiliated university.
2. All the subject teachers maintained an Academic Diary every academic year.
3. All the subject teachers prepared Semester-Wise evaluation Reports.
4. Each department analyzed the evaluation reports of results.
5. Institution considered Feedback from the Stakeholders for the attainment of Programme outcomes, Programme specific outcomes and course outcomes.
6. Academic committee reviewed the Students' Progression to Higher Studies and their Placement.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1095

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	NA

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://acollege.in/new/download/student-satisfaction-survey-20-21/?wpdmdl=3552&refresh=65da8cf1a9f171708821745>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

5

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

10

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

8

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension activities are carried out by the students of Department

of Mathematics, A. C. College for their holistic development, during the year 2020-21

The session 2020-21 started with the Covid-19 pandemic situations. The Government of India announced a Nationwide Complete lock down from 24th March 2020 and it was continued for near about two months and then partial lock down was continued. The imposition of lockdown to prevent a rise in Covid-19 infections has had a substantial impact on the country's economy, health. As such, restriction of physical activities and social isolation due to the lockdown is more of a factor in the mental and physical health of children during this crisis specially for orphans. In this crisis period Students of 5th Semester from Department of Mathematics visited Korok Children Home in Racecourse Para,

Jalpaiguri on 25th January, 2021. They spent some time with the children of the home following Covid19 protocol and tried to encourage and enlighten them and distributed pencil, paper and some dry foods among the children.

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

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

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

2

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

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

and NGOs) during the year

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

6

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

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

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

184

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

3.4 - Collaboration

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

0

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The policy of the institution for creation and enhancement of infrastructure to facilitate effective teaching and learning process.

Classrooms: There are around 49 class rooms apart from the departmental rooms, seminar rooms, libraries and Science laboratories and computer laboratories for practical classes. Each classroom can accommodate approximately about 40-90 students. The big classrooms are well ventilated, with lots of sunlight, ideal for a crowded classroom. Few classrooms have audio facilities.

Central Computer Laboratory: There is a well-designed modern central

computer laboratory with advanced audio-visual & multi-media facilities like LCD projector, overhead projector etc.

Central Library: The college library utilizes a space of 6948 sq. ft. with a reading room for free access of students and teachers

All the Departments have been provided with computers & internet connections.

Laboratories: There are nine laboratories for subjects - Physics, Chemistry, Mathematics, Computer Science, Botany, Zoology, Physiology, Microbiology and Geography. The laboratories are upgraded with advanced laboratory equipments and have given enough space to carry out practical classes effectively.

Animal House: There is no animal house in the college.

Auditorium: The Seminar Hall is used as an auditorium at present.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://acollege.in/new/download/infrastructure-and-physical-facilities-for-teaching-and-learning/?wpdmdl=3462&refresh=65d31551c71e51708332369

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

- The college is committed to offering resourceful infrastructure for holistic growth of students. It provides adequate facilities for cultural activities, indoor and outdoor sports as well as other student and faculty support amenities.

- Ananda Chandra College is well known for its sports activities. Students take part in Inter-college, District, State and National Level competitions for different events. The College does have a big play ground of its own where our students can practice football and cricket.

- The Boys' Common Room equipped for Indoor Games like Table Tennis and Carrom.

- Girls' Common Room equipped for Indoor Games like Carom
- There is a well equipped Gymnasium in the college which the students use regularly.
- The Seminar Hall: The accommodation which is unique of its kind with a stage for cultural activities and an accommodation for 320 people.
- Yoga and fitness workshops are organized by the NSS Unit of the college in the Common Rooms, Gymnasium and in the playground.
- The length of the Gymnasium is 40 meter and the width is 20 meter. The total space of the Gymnasium is 800 square meters.

To accommodate a larger number of audience and spectators, there is an open air theater in the ground overlooking the main building.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://acollege.in/new/download/facility-for-cultural-activities-sports-and-games/?wpdmdl=3471&refresh=65d3195a571c21708333402

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

9

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

9

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	NA
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)****7.92**

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The name of the ILMS software used in 2020-21 is SOUL 2.0. the nature of automation is Partial and the software was implemented in the college from 2016.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://acollege.in/new/download/library-automation-2020-21/?wpdmdl=3484&refresh=65d31d25268a81708334373

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**E. None of the above**

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

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

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

0

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

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

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

0

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

4.3 - IT Infrastructure

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

The Institution has IT facilities including Wi-Fi and sufficient number of computers with required peripherals. The facility available facilitates ICT enabled teaching-learning process and evaluation, research activities, and administration.

The Computer Science department has system software and application software's, both licensed and open source software's. The teachers used ICT tools including computers, projectors, white boards and other ICT tools.

Google classroom and Zoom were used to conduct online lectures, share resources and conduct internal exams and assignments. Teachers also used Power-point presentations, lecture recordings and Audio/video aids. Google Forms were used for taking feedback, research-based activities, maintaining attendance etc. All webinars have been conducted through ICT.

The Wi-Fi facility is available in all academic and administration corners like classrooms, staffrooms, library, office and also with computers that are being used for other facilities.

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

4.3.2 - Number of Computers

76

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support

facilities) excluding salary component during the year (INR in Lakhs)**4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

20.82

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

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

The maintenance of physical, academic and support facilities are carried out by the respective departments with the help of in house staff on daily basis and periodically. In case of breakdowns standard procedure is followed to bring the equipment/machine in working condition.

Faculty members' in charge of laboratories are responsible to keep the laboratory equipment in working conduction and report any maintenance to central team.

Librarian and the supporting staff are responsible for operation of library. The proposal of requirement of resources for library is submitted for procurement as and when need arises.

Class rooms which are assigned to the departments are maintained by the department The campus has common sports complex with indoor and outdoor facilities which is maintained centrally by college authority.

The sports activities are taken care of by Physical Education Department. All other common amenities are maintained by the house keeping staff under the supervision of the college authority. To maintain internet connectivity and CCTV security system, network and system administration team is appointed. LCD projectors, air conditioners are maintained with the help of external agencies. Security staff including security supervisor is employed to safe guard the whole premises.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://acollege.in/new/about-college/principals-desk-copy/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

744

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

E. none of the above

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

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

95

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

95

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

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

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

5.2.2.1 - Number of outgoing student progression to higher education

157

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

24

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

2

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

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

The students of Ananda Chandra College have been quite active in various activities of college life. They regularly organize cultural programmes like Freshers' Welcome, Annual Social Programme, Annual Sports, Saraswati Puja, Foundation Day, Independence Day, Republic Day, etc. However due to prevailing pandemic situation, the students could not actively participate in these programmes for the year 2020-21. However, National Science Day was celebrated online by the students and the faculty of the college.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

There is a registered Alumni Association in the college. However, the association could not meet due to prevailing pandemic situation.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision and mission of Ananda Chandra College is to successfully perform its role as a catalyst in the growth and dissemination of knowledge in shaping the path of development of the human race. It has been diligently executing this vision and mission in the remote areas of North Bengal, since the pre-Independence period. This time period witnessed the harmful effects of COVID-19 pandemic on the education system. As per government directives, education was completely conducted online. Ananda Chandra College lived up to its vision, by slashing the fees for the students of the college, in this time period.

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

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

Only by participative management of all these decentralized levels of administration, we are able to responsibly mould the careers of

students year after year. One such instance is the administration of student hostels. The student hostels form an integral part of Ananda Chandra College, as a substantial part of the student population doesn't hail from the main town of Jalpaiguri. This key apparatus of the institution is run in a completely decentralized manner, by two Hostel Superintendents and matrons (for the Girls' Hostel, appointed on a contractual basis). While the aforementioned people look after the day-to-day conduct of the hostels, they also regularly hold meetings with the Hostel committee, which is convened by the Bursar. The Hostel committee works in tandem with the Building Subcommittee, Purchase Committee and Anti-Ragging Committee for the harmonious conduct of the hostels. This is an instance of the effective leadership visible in Ananda Chandra College.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional perspective plan is the design that unites the diverse energies of this college and successfully executes every challenge thrown up during each semester. During the academic year 2020-2021, the big challenge facing us was the conducting of online classes and evaluations, during the pandemic-induced nationwide lockdowns. We achieved this through year-round activities. First, there was a Seven Days International Workshop on Covid-19 and Its Impact in India, held between 21st to 27th July 2020, organized jointly by the IQAC of Ananda Chandra College and Chandidas Mahavidyalaya Birbhum. Here teachers got hands-on training in conducting online classes. Later, during the time of end semester examinations, the Academic Subcommittee (convened by Dr. Prosad Roy) drew up the framework for assignment-based examinations and the Examination Subcommittee (convened by Dr. Bipul Chandra Sarkar), executed the framework successfully. In all these processes, the contribution of the entire teaching and non-teaching staff was carefully allotted and judiciously supervised.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	NA
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institutional bodies that implement the vision underlying education policies, appointment and service rules is described as the organogram of the institution. The organogram of the institution comprises of the Governing Body at the top and then a set of institutional bodies- Finance Committee, Teachers' Council, Purchase Committee, Building Sub-committee, Hostel Committee, Anti-ragging Committee Library Committee and the Ministerial Staff. The Governing Body comprises of a President (Government Appointment), the Principal who serves as the Secretary of the GB, 2 Government nominees, 2 North Bengal university Nominees, 1 Higher Education Council Nominee, 3 Teachers' Representatives and 1 member of the Non-teaching Staff. The Teachers' Council is the only statutory body of teachers in this institution. Its work is further distributed amongst the following: Academic, Admission, Examination Centre, Cultural, Magazine, Routine, Games & Sports, and Tabulation Sub-committees. The Finance Committee is the advisory body on all financial decisions of the college and is headed by the Bursar, a Teachers' representative. The Purchase Committee comprises of the Principal, the Bursar, the Secretary of the Teachers' Council and the Governing Body representatives of the Teaching and Non-teaching staff. It conducts all purchases according to the Government Purchase Policy. The Building Committee has the Governing Body Representatives of the Teaching and Non-teaching staff and an Engineer. The Anti-ragging Committee comprises of 5 members of the Teaching staff and 2 members of the Non-teaching staff. All the committees are headed by the honourable Principal, excluding the Governing Body.

File Description	Documents
Paste link for additional information	NA
Link to Organogram of the Institution webpage	https://acollege.in/new/about-college/organogram/
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Any educational institution functions even better when it promotes the welfare of its people, over and above the visions of an education policy. To achieve the goal of a healthy mind in a healthy body, the National Social Service unit of the College organised Dental and Ophthalmological Testing Camps for the Teaching and Non-teaching Staff. It also planted trees all over the campus, to improve the environment of the campus. The college also has a medical officer, who is consulted from time to time, regarding the well-being of the institution. Puja Advance is given ex-gratia to the casual staff of the College. Along with this, the Ananda Chandra College Cooperative Credit Society provides financial help to all staff members, in substantive posts.

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

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

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

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

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

3

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

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

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

10

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Academic reports of the faculty members were submitted for the odd semester of 2021-2022 to the Principal, in the proforma prescribed according to Career Advancement Scheme guidelines.

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

6.4 - Financial Management and Resource Mobilization

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

The report of the Financial audit conducted till 2015-2016 has just been sent back by the Government, after its approval. The financial audit is conducted according to the following steps-

1. Gather Financial Documents. Review the systems put in place to transmit financial information to the accounting department.

2. Look at Record-Keeping.
3. Review the Accounting System.
4. Review the Internal Control Policies.
5. Compare Internal and External Records.
6. Look at Tax Records, GPF submission.

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

No funds given to the college directly for construction of new buildings. The North Bengal Development Department is building the upcoming Science Block for the College. The Governing Body decides upon allocation of laboratory development and field survey grants (including contingency grants) to different departments of the college. Since this was the first year of COVID 19 lockdowns, the chief strategy for optimal utilization of resources was limiting expenditure made in the following areas-

1. Building and Construction
2. Library and Laboratory
3. Research Activities

4. Scholarship

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

6.5 - Internal Quality Assurance System

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

In the academic year 2020-2021, the Internal Quality Assurance Cell has successfully shifted the platform for hosting departmental seminars and workshops from the offline to the online mode. Many departmental webinars have been successfully conducted, under the aegis of the IQAC, monthly. Apart from this academically vivifying practice, the IQAC has regularly executed the task of Documentation and Archiving of all Departments' initiatives, Students' Achievements and Professional Development of Teaching and Non-Teaching staff.

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

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

The IQAC has come up with a balanced feedback form, for the performance appraisal of the Teaching staff, through multiple meetings over the teaching-learning process, structures and methodologies of operations as well as learning outcomes. These feedback forms were filled by the outgoing batch of 2021 and the information duly preserved by the IQAC. The IQAC then shared the results of these anonymous feedback forms with the respective departments, who in turn held meetings with all concerned faculty members to review the teaching-learning processes. One of the major achievements of 2020-2021, was the IQAC of AC College, jointly

organising a workshop with Chandidas Mahavidyalaya, Birbhum to initiative the teaching staff in the usage of the Google Classroom and Google Meet facility. This ensured that teachers could continue taking their classes in an uninterrupted fashion, even during the lockdown time.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

1. CCTV Cameras on the campus, security staff is present.
2. Proper boundary wall with fencing is present.

3. The girls' and Boys' hostels have separate Superintendent for addressing all problems of the students.

4. Anti ragging pledge signed by students at time of admission. Anti Ragging cell for complaints.

5. Counseling: Women Cell (WC) and Internal Complaints Committee (ICC) for addressing problems and concerns of girls in the college. It is headed by the Principal and assisted by few members of the teaching faculty and non-teaching staff..

6. Girls' Common Rooms: Common Room provided exclusively for women students. Women's common room has furniture for sitting and table. There is a woman attendant designated for women's common room.

7. The Department of English, Ananda Chandra College, Jalpaiguri and the Department of English, Malda Women's College, Malda have organised a collaborative one-day international Webinar on Gender, titled "Unmasking Gender - in the times of Covid-19" (as per UGC-MHRD guidelines) on 17th September 2020 at 6:30 pm.

File Description	Documents
Annual gender sensitization action plan	NA
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://acollege.in/new/download/hostel_iga_c/?wpdmdl=3502&refresh=65d5ac6915f591708502121

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

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

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

Solid waste is generated by routine activities carried out in the College that includes paper, plastics, foods, etc. The college is provided with dustbins at various spots for collecting the waste produced.

Safai workers of the college collect the waste from the dustbins and dispose them regularly.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	NA
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles

B. Any 3 of the above

- 3. Pedestrian Friendly pathways**
4. Ban on use of Plastic
5. Landscaping with trees and plants

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

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

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

The college seeks to provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Commemorative days like Women's day, International mother language day are observed in the college. These are done with the aim of promoting the ideas of unity and harmony amidst diversity in our society and in our country.

The college has teaching and non teaching staff from different parts of the state, belonging to different communities. They work together unitedly reflecting unity in diversity. During Covid 19 pandemic, the teachers voluntarily decided to donate a day's salary to Chief minister's relief fund to support those in need.

Through NSS and NCC, the students receive practical training of working in and for the community. During the pandemic students from NSS participated in Covid Awareness Campaign, Corona Relief distribution Programme etc. Dr. Sudip Chakraborty, a faculty of the Department of Economics started a voluntary school for under privileged children. The students from the department of Mathematics visited Korok Children Home in Race Course para. Through these outreach programmes the students gain an idea of the socioeconomic state of the areas surrounding the institution. The value of working towards the common good of the society is inculcated through various activities. The college offers Free/Half Free Studentship' on grounds of merit and means.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Ananda Chandra College celebrates Republic Day and Independence Day with hoisting of National flag and singing of National Anthem. The teachers address the students about the importance of these days, highlighting the importance of Indian Constitution and the values, rights and duties as a citizen of our country. The NCC cadets take an active part in observance of the Independence Day and Republic Day. Sensitization of students of the Institution to the constitutional obligations is done through curriculum as well. All students take a compulsory course on Environment Studies which gives them insight into environment acts, wildlife protection act, forest act, global environmental concerns etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

D. Any 1 of the above

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

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

Ananda Chandra College promotes social cohesion by organizing events and festivals on campus, aiming to enhance students' understanding of their significance. The college is dedicated to commemorate both national and international occasions throughout the year. However, during the 2020-2021 academic year, the pandemic and subsequent lockdown prevented physical gatherings for a significant portion of the year. Despite these challenges, the following events were observed :

- On the eve of the COVID-19 pandemic, our college observed Independence Day on 15th August 2020 at 9 am by hoisting the National Flag in the College building.
- 159th Swami Vivekananda's birthday on 12th January 2021 at 11 am.
- Netaji Subhas Chandra Bose's 125th birthday was celebrated on 23rd January 2021 at 11 am.
- The college observed the 72nd Republic Day on 26th January 2021 at 8:30 am by hoisting the National Flag on our college building.

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

7.2 - Best Practices

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

A) Online Teaching and Learning

1) Sustaining teaching-learning process amid COVID-19 pandemic.

2) The onset of the Covid-19 pandemic led to disruptions in traditional face-to-face education.

3) a) Using platforms like WhatsApp, Youtube, SWAYAM, e-PGPathshala and Google Classroom for lecture.

b) Using Google Classroom, Google Forms, Gmail for evaluation.

4) a) Attendance of the students in spite of various impediments was noteworthy

b) Time-bound restriction in student-teacher interaction vanished.

5) a) Lack of personal connections between students and instructors.

b) Unavailability of required devices or stable internet connection amongst students from underprivileged section.

B) Social work initiatives during Covid-19 Pandemic

1) Providing immediate needs to people affected by pandemic.

2) COVID-19 pandemic exacerbated existing socio-economic disparities, disproportionately impacting vulnerable communities.

3) a) Contribution of a day's salary towards the Chief Minister's relief fund.

b) NSS volunteer teachers and students active role in relief work.

c) Forming an open-air school for underprivileged individuals.

4)a)The communities were benefitted by this practice.

b) The open-air school had helped in keeping intact the interest towards education and teaching-learning in the underprivileged section living near the river Teesta.

5)a)Resource constraints.

b) Problems with means of transportation due to pandemic.

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

7.3 - Institutional Distinctiveness

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

Amidst the unprecedented COVID-19 pandemic, we swiftly transitioned to online modes of teaching and learning, showcasing our commitment to the continuity of education. Embracing technology, both teachers and students seamlessly navigated virtual classrooms, ensuring that the pursuit of knowledge remained uninterrupted. Even examinations were conducted online, which is a testament to our resilience and readiness to confront adversity head-on. Distinguishing ourselves as pioneers, we are one of the only institutions in the region offering mass communication as a subject. Moreover, our curriculum encompasses an array of specialized courses such as microbiology, physical education, and physiology, setting us apart from neighboring colleges.

Our institution has a formidable team of 130 faculty members, dedicated to nurturing the minds of our students and fostering a culture of learning and growth. Our commitment to academic excellence is underscored by our track record of outstanding performances, reflecting the dedication and diligence of our students and faculty alike.

In essence, our college focuses both on innovation and convention in the shaping of the future leaders of the nation, while staying true to our roots, heritage and culture.

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

7.3.2 - Plan of action for the next academic year

1. To conduct webinars, workshops ,online lectures by eminent academicians. 2. IQAC plans to organize faculty development programmes to promote teachers' skill in online teaching 3. To observe and celebrate all days of national and international significance with active participation of students and staff 4. To purchase books and journals and e-journals to enrich library resources 5. To promote Gender Equity through sensitization programmes