



Yearly Status Report - 2016-2017

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	ACHARYA PRAFULLA CHANDRA COLLEGE
Name of the head of the Institution	Dr. Saktibrata Bhowmik
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03325378797
Mobile no.	9836997268
Registered Email	iqac@apccollege.ac.in
Alternate Email	apc1960@apccollege.ac.in
Address	New Barrackpore, North 24 Parganas, Kolkata 700131
City/Town	Kolkata
State/UT	West Bengal
Pincode	700131

2. Institutional Status																									
Affiliated / Constituent			Affiliated																						
Type of Institution			Co-education																						
Location			Semi-urban																						
Financial Status			state																						
Name of the IQAC co-ordinator/Director			Dr. Subhra Chaudhuri																						
Phone no/Alternate Phone no.			03325378797																						
Mobile no.			9674018249																						
Registered Email			iqac@apccollege.ac.in																						
Alternate Email			apc1960@apccollege.ac.in																						
3. Website Address																									
Web-link of the AQAR: (Previous Academic Year)			http://apccollege.ac.in/index.php?option=com_content&view=article&id=250&Itemid=0																						
4. Whether Academic Calendar prepared during the year			Yes																						
if yes,whether it is uploaded in the institutional website: Weblink :			https://cloud.apccollege.ac.in/Webfront/Web_Academic_Calendar.aspx																						
5. Accrediation Details																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>A</td> <td>3.23</td> <td>2016</td> <td>02-Dec-2016</td> <td>01-Dec-2021</td> </tr> <tr> <td>1</td> <td>B++</td> <td>82</td> <td>2004</td> <td>03-May-2004</td> <td>02-May-2009</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	2	A	3.23	2016	02-Dec-2016	01-Dec-2021	1	B++	82	2004	03-May-2004	02-May-2009
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6. Date of Establishment of IQAC			04-Mar-2005																						
7. Internal Quality Assurance System																									
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IQAC		
Organisation of Book Fair .	29-Sep-2016 1	140
Special Lecture on Socio-Economic Development in Tribal Communities.	29-Sep-2019 1	70
National Seminar on Medicinal Plants and Environments.	09-Sep-2016 2	60
User Awareness Programme (Library).	04-Oct-2016 1	95
National Seminar on Food Security And Sustainable Nutrition In India: The Present Scenario.	15-Sep-2016 2	55
National Seminar on 'Conservation of Biodiversity and Natural Resources in Sustainable' Development'	06-Jul-2016 2	67

L::asset('/','public/').'/public/index.php/admin/get_file?file_path='.encrypt('Postacc/Special_Status/'.\$\$instdata->upload_special_status))}}

[View Uploaded File](#)

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. Mallika Roy (Saha)	Minor Research Project	UGC	2017 730	150000
Dr. Kana Biswas	Minor Research Project	UGC	2017 730	125000
Mr. Ranajit Sardar	Minor Research Project	UGC	2016 730	130000
Dr Nabanita Giri	Major Research Project	WBDBT	2015 1095	661980
Dr Nabanita Giri	Major Research Project	DST SERB	2014 1095	500000
No Files Uploaded !!!				

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 :

4

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)											
<p>Three new PG departments, Mathematics, Bengali and History have been given approval for opening from next year. Automatic weather monitoring station has been installed in the college premises. • A Rainwater harvesting system called Niradhar has been set up. • A virtual classroom has been developed • An air conditioned seminar room and a separate smart room on the 2nd floor of the main building with modern technical facilities have been set up</p>											
<div> View Uploaded File </div>											
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											
<table border="1"> <thead> <tr> <th>Plan of Action</th> <th>Achivements/Outcomes</th> </tr> </thead> <tbody> <tr> <td>Initiation of special classes for slow and advanced learners</td> <td>After identification of slow and advanced learners from class responses and one to one communication, special classes have been started</td> </tr> <tr> <td>Filling up of the vacant teaching and non-teaching posts</td> <td>Correspondence to West Bengal College Service commission (WBCSC) for filling up the posts. Six Teaching posts and one post of Assistant Librarian have been filled up through WBCSC.</td> </tr> <tr> <td>Facilitation of seamless motion for Physically challenged and aged people, Increase of safety of the college premises and Emphasising acquisition of firsthand knowledge in atmospheric phenomena including weather and climate , Upgradation of laboratories, facility of ICT based teaching</td> <td>"a)Elevator has been installed b)CCTV has been installed c) Installation of Meteorological Monitoring station within college premises has been done d) Laboratories have been upgraded by renovation and purchase of instruments e) ICT projectors have been installed in different departments "</td> </tr> <tr> <td colspan="2"> <div> View Uploaded File </div> </td> </tr> </tbody> </table>		Plan of Action	Achivements/Outcomes	Initiation of special classes for slow and advanced learners	After identification of slow and advanced learners from class responses and one to one communication, special classes have been started	Filling up of the vacant teaching and non-teaching posts	Correspondence to West Bengal College Service commission (WBCSC) for filling up the posts. Six Teaching posts and one post of Assistant Librarian have been filled up through WBCSC.	Facilitation of seamless motion for Physically challenged and aged people, Increase of safety of the college premises and Emphasising acquisition of firsthand knowledge in atmospheric phenomena including weather and climate , Upgradation of laboratories, facility of ICT based teaching	"a)Elevator has been installed b)CCTV has been installed c) Installation of Meteorological Monitoring station within college premises has been done d) Laboratories have been upgraded by renovation and purchase of instruments e) ICT projectors have been installed in different departments "	<div> View Uploaded File </div>	
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<div> View Uploaded File </div>											
14. Whether AQAR was placed before statutory body ?	No										
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	2017
Date of Submission	28-Mar-2017
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Admission to undergraduate and post graduate courses in our college is managed by an admission committee approved by the Governing Body and norms of admission are set up by the respective departments. The process is done in online mode - from form fillup to merit list generation and admission is done through counseling. The college has engaged the services of an external agency to manage the technical aspects of the process. Library is also equipped with data access system which helps students to find out the exact location of books and journals in a flash. Several subcommittees are framed by the Teachers' council with the guidance of the principal to look after different issues like admission, academics, games and sports, cultural programmes, student affairs, examination etc. Every department has its own notice board to wall up the information regarding departmental activity. The college also has a Digital notice Board for display of important notices related to student registration, formfill up etc. The college website also acts as a repository of important information where all important announcements with respect to tenders, students, examination, student courses etc are uploaded. Internet access is available to the students, teachers and office staffs to go through current development in the area pertinent to individual's duty with respect to the demand of the institution. The office manages data related to student scholarship, data verification from employers, etc. The accounts are maintained using TALLY ERP9.0. Statutory audits are done by Chartered account firms nominated by the Director</p>

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

Following methodologies are adopted for curriculum delivery in order to render it most appropriately suited for the students. • Being an affiliated college under West Bengal State University, we have to strictly follow the curriculum framed by the university. At the inception of every academic year, an academic calendar, compatible with the curriculum and examination pattern of the University, is prepared. • Departmental meetings are held for division of curriculum among the faculty members. • Detailed lesson plans are prepared by the departments and strictly followed. • A centralised routine is prepared. Departmental heads prepare the respective departmental routines with respect to the centralised routine. • Topic is thoroughly discussed in every class.

Special care is taken for active participation of the students in the discussion. • After thorough discussion of a topic, students are asked to frame questions on it in order to foster their understanding and inquisitiveness in the said topic. • A write-up for the topic of discussion is provided regularly to the students. • Books necessary for consultation are mentioned and students can get access to them from our highly enriched open access library. • After the completion of every topic, a test is taken in order to judge the extent of understanding of the students. • Need based film shows, field works, educational excursions and survey programmes are carried out by some departments as integral part of their curriculum. • In practical classes regular assignments are given to the students. They perform the experiments individually under the constant supervision of the teacher. If any student fails to carry out the experiment properly on that day, it is repeated until its proper execution. • After the completion of a few experiments, a test is taken in which experiments are assigned to the students through lottery. • Some experiments are also demonstrated to facilitate the understanding of a particular topic. • Mostly chalk and board method is used for classroom teaching. However power point presentation is also used in some of the classes.

• Students are sometimes assigned topics of their choice to prepare short lectures which they deliver in a class. Duration of 10 minutes is stipulated for these lectures. Usually students are encouraged to use chalk and board method but if they wish, they can use power point also. After completion of these short lectures, the speaker is asked some questions by his/her classmates related to the lecture. Finally the teacher sum up with a detailed discussion of the topic of the lecture. • Interdisciplinary special lectures are arranged to enhance the ambit of knowledge.

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
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
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No Data Entered/Not Applicable !!!

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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
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

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
No Data Entered/Not Applicable !!!		
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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	Geography	55
BSc	Food and Nutrition	24
BSc	Microbiology	18
BSc	Electronics	1
BA	Education	19
BSc	Anthropology	5
BSc	Botany	13
BSc	Zoology	99
BSc	Human Development	21
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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	No

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

Feedback Obtained
A Feedback form has been developed by the college, one for the students and one for the teachers. • Feedback is obtained from students in relation to college administration, college facilities and learning feasibilities. • Once feedback

is acquired, each department goes through them and lists down the strengths and the weaknesses along with areas that need more development. • The details of the feedback are then communicated to college authorities for more comprehensive development. • A grievance box has been installed in the college where the students can write their grievances and put it into the box. • Teachers obtain feedback from the students while teaching- learning to enhance their teaching and make learning more feasible.

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
No Data Entered/Not Applicable !!!				
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	4215	205	43	0	22

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
65	27	Nil	9	1	2
View File of ICT Tools and resources					
No file uploaded.					

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

No		
Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
No Data Entered/Not Applicable !!!		

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
75	65	10	6	29

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
2017	Dr. Sunanda Biswas	Assistant Professor	Active NSS Program Officer
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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	BNGA , ENGA, HM DA, SNSA, PHIA, HISA, PLSA, JORA, ED CA, GEOA	3	18/03/2017	21/06/2017
BSc	ECO A, CEMA, PHS A, MTMA, ELTA, CMS A, MCBA ZOOA BOTA ANTA STSA FNTA IFFA	3	18/03/2017	21/06/2017
BA	BA (GEN)	3	25/03/2017	21/06/2017
BSc	BSc (GEN)	3	25/03/2017	21/06/2017
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

In order to judge the progress of the students class tests have been arranged on a regular basis. Slow and fast learners have been identified through these class tests and thorough interaction with the students. Extra classes are arranged to circumvent the problems of the slow learners. Advanced study materials are provided to the fast learners in order to equip them for facing different competitive examinations. Group discussion among the students on selected topics in various disciplines has been arranged. Regular laboratory assignments are given to the students for laboratory based subjects. Repetition of the experiments are done until proper execution of them. Apart from continuous evaluation, a selection test has been arranged before the year-end examination in order to make the students acquainted with the environment of the year-end examination hall. Attendance of the students have been strictly monitored and in case of any irregularity, guardians of the students are immediately informed to take care.

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

As the institution is an affiliated college under West Bengal State University (WBSU), examinations are conducted by WBSU at the end of each academic year. College informs students regarding the university notification about examinations from time to time through student notice board, departmental notice boards and college website All the departments conduct mid-term examinations and test examination is conducted centrally by the examination subcommittee of the college. Tentative dates of mid-term and test examinations are provided in the proposed academic calendar framed at the inception of each

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)

http://apccollege.ac.in/index.php?option=com_content&view=article&id=413&Itemid=0

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
BNGA ,ENGA ,HMDA, SNSA, PHIA, HISA, PLSA, JORA, EDCA, GEOA	BA	HONOURS	261	252	97
ECOA, CEMA, PHSA, MTMA, ELTA, CMSA, MCBA ZOOA BOTA ANTA STSA FNTA IFFA	BSc	HONOURS	279	276	99
BA GEN	BA	GENERAL	426	387	91
BSC GEN	BSc	GENERAL	98	89	91
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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)

http://apccollege.ac.in/index.php?option=com_content&view=article&id=410&Itemid=0

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	730	UGC	150000	150000
Minor Projects	730	UGC	170000	125000
Minor Projects	730	UGC	130000	130000
Major Projects	1095	WBDBT	2671300	661980
Major Projects	1095	DST SERB	1800000	500000

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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
No Data Entered/Not Applicable !!!		

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
No Data Entered/Not Applicable !!!				
No file uploaded.				

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
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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	2	0
International	BOTANY	2	0
International	CHEMISTRY	3	1.8
International	GEOGRAPHY	2	0
International	MICROBIOLOGY	1	0
National	PHILOSOPHY	3	0.47
International	PHYSICS	10	2.28
International	ZOOLOGY	1	0
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
BENGALI	4
BOTANY	5
EDUCATION	1

GEOGRAPHY	2
HUMAN DEVELOPMENT	1
MICROBIOLOGY	1
ENGLISH	1
Food NUTRITION	2
PHILOSOPHY	1
ZOOLOGY	5
View Uploaded File	

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
No Data Entered/Not Applicable !!!						
View Uploaded File						

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
No Data Entered/Not Applicable !!!						
View Uploaded File						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	32	40	19
Presented papers	9	3	0	0
Resource persons	0	0	0	0
No file uploaded.				

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
Youth awareness and role of NSS	NSS	2	54
No file uploaded.			

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
No Data Entered/Not Applicable !!!			
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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/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				
No file uploaded.				

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

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
Department of Journalism and Mass communication, East Calcutta Girls' College	12/07/2016	Academic	20
No file uploaded.			

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
15160000	21406026

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added

Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
View File	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Partially	3.14.06.000	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	28350	2205624	750	290028	29100	2495652
Reference Books	408	37500	4	1100	412	38600
Journals	2713	Nill	81	11420	2794	11420
e-Books	97000	30000	0	5725	97000	35725
e-Journals	6000	Nill	0	Nill	6000	Nill
Weeding (hard & soft)	Nill	Nill	Nill	1734	Nill	1734
Others(s pecify)	Nill	Nill	166	5813	166	5813
View File						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

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	109	2	20	1	0	1	106	2	2
Added	0	0	0	0	0	0	0	0	0
Total	109	2	20	1	0	1	106	2	2

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

No Data Entered/Not Applicable !!!

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
No Data Entered/Not Applicable !!!	

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
8133390	7026961	3320592	2335563

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)

For renovation of college building always an engineer is appointed. One caretaker is there to look after the electrical and water pipelines on a regular basis. Computers and other electronic gadgets are maintained under AMC system. Gas pipe lines in the laboratory and fire extinguishing systems are checked regularly by competent authority. A grounds man is there to take care of the college premises, the play ground and the medicinal garden. Library is equipped with adequate number of computers to provide quick access to the users. Classroom and toilet cleaning have been done by outsourcing. Minimal acid use policy is followed in the cleaning of toilets as a part of continuous endeavour towards establishment of a green campus. The college has employed an external agency for maintenance of college ground and buildings (i.e. cleaning of class rooms and toilets, dressing of college ground etc) under supervision of the caretaker

http://apccollege.ac.in/index.php?option=com_content&view=article&id=414&Itemid=0

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	Scholarship and Financial Aid	70	26400
Financial Support			

from Other Sources			
a) National	Nill	Nill	Nill
b)International	Nill	Nill	Nill
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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 implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2016	Career Counselling Programme on prospects in the Health care and Cosmetic industry: VLCC Healthcare Limited	Nill	34	Nill	Nill
No file uploaded.					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

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
ICICI Prudential Life Insurance Company	72	7	Nill	Nill	Nill
View File					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2017	24	Nill	Nill	Nill	Nill
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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
GATE	2
No file uploaded.	

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
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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
2017	Silver medal	National	1	Nill	Nill	Abu Raihan Molla
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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)

Students' council constantly keeps an intimate contact with the students and inform the authority about the problems the students face in their day to day activity in the college. They also arrange cultural programmes on a regular basis in which students actively participate. Students' council also provides active support to host the annual sports meet. They also provide financial support to meritorious needy students from the fund allocated to them. Our governing body as well as IQAC has representation of a student member. Several important discussions regarding academics and co curricular activities are done in the governing body meeting in front of students' representative. Students' council also lends very fruitful assistance to social works like NSS, NCC, arrangement of blood donation camp etc. A laudable initiative of the Students' council is the "Medha-britti Prokolpo" where students securing position in the University Examinations are given merit scholarship out of the fund allotted to the students' Council.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

A meeting was held on 24.09.2016. 58 members participated in the meeting. It was decided that movement will be done for registration of alumni association..

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Decentralisation: The College functions on a decentralised governance system. The Governing Body formulates the functional policies, processes and procedures in consultation with the Principal. The correspondence with the Regulatory Bodies and the affiliating University and coordination with the stakeholders are duly undertaken by the Principal in consultation with various committees (Academic, Admission, Examination, Routine, Seminar, Teachers Benefit, Sports etc) and cells (Woman , Grievance Redressal , Placement etc) framed in the meeting of Teachers' council. In keeping with the true democratic spirit, Teachers Council selects the members for different committees. Attention is given to the fact that each committee has a balanced blending of experience and youthful energy. The authority does not implement any important measure without engaging in a dialogue with the stakeholders. Suggestions, opinions and requirements of different stakeholders are given due importance. The IQAC coordinator works in tandem with the Head of the Institution and with the Heads of different Departments. The Heads of different Departments regularly hold meetings with their departmental colleagues to discuss on the syllabi distribution and allotment of classes. A purchase committee formed by the Governing Body supervises and monitors the procurements of instruments chemicals etc for various departments. Departments are consulted prior to the purchase. In order to facilitate the smooth running of the practical examinations of the Science Departments, a Faculty member is vested with the responsibility of coordinating the entire process. To set up a conducive atmosphere for the students of other colleges who come here and also to carry on with the internal practical examinations on a regular basis, is a ponderous work. This has been addressed to by easing the load off from the main Examination Committee. Participative management: The institution encourages the culture of participative management at the strategic level, functional level and operational level a. Strategic level: The Principal, governing body, Teachers council and the IQAC are involved in defining policies procedures, framing guidelines and rules regulations pertaining to admission, examination, discipline, redressal of grievance, support services, finance etc b. Functional level: Members of different subcommittees share knowledge among themselves while working with a specific goal. c. Operational level: The Principal keeps liaison with government and external agencies. Faculty members maintain interactions with the concerned departments of the affiliating university. Students and office staff join hands with the Principal and faculty for the execution of different academic, administrative, extension related, co- and extracurricular activities. The college has been selected as the venue for different competitive examinations. Sense of responsibility and strong cohesion among administration, teaching and support staff are vividly portrayed in smooth and hustle free conduction of such events.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	? Curriculum Development: As the college is affiliated to West Bengal State University (WBSU), it has to strictly follow the curriculum designed by WBSU. However some of the faculty members are in the board of studies of the university. They express their views and opinions about the framing of curriculum in the meeting of board of studies. Faculty members also discuss about the improvisation/upgradation of the curriculum when called by the university in seminars/workshops regarding curriculum development.
Teaching and Learning	Along with conventional chalk board method, ICT based methodologies have also been adopted in teaching. Library and laboratories have been upgraded extensively by purchasing adequate number of text and reference books and important instruments respectively in order to cater the need of students. Seminars/special lectures on various topics have also been arranged for exposure of students and faculty members to the modern thrust areas of different disciplines.
Examination and Evaluation	As the college is affiliated to WEST BENGAL STATE UNIVERSITY, the final examination of each year is conducted by the parent University. However the mid-term and Test examinations are conducted by the college and respective dates are displayed on college website. All Examination forms are filled ONLINE. Faculty members act as examiners, paper setters, head examiners, scrutinizers etc when appointed by the university for the said jobs.
Research and Development	Faculty members are continuously encouraged to participate in Refresher course, seminars, workshops etc to have a glimpse of the area of modern day research in various disciplines. They are also encouraged to write projects for procuring funds from different agencies. Consciousness and devotion of our faculty members in the area of

research activities have reflected in appreciable number of publications in journals of national and international repute. Project work is organized for students to explore the potentialities lurked in them as researchers.

Library, ICT and Physical Infrastructure / Instrumentation

Library has been partially digitized. Adequate number of computers is in the library for the use of students. E-books and e-journals under inflibnet scheme is available for access to students through e-room attached to library.. Departments have been given computers and LCD projectors to facilitate curriculum delivery through ICT based methodology. Laboratories have been upgraded by purchase of important instruments.

Human Resource Management

Seminars have been organized on various awareness programmes in collaboration with different departments and wings of the college. Blood donation camps are regularly organized by students union. Anti ragging and grievance redressal cells are there to look after the quality culture of the institution .Different subcommittees formed by the administration and teachers' council work in conjunction for smooth and hustle free running of the institution. Support staffs play vital role in the office and laboratory management

Industry Interaction / Collaboration

Students have to visit industries as part of their curriculum in some disciplines. Our placement cell frequently arranges campus visits by various reputed concerns. Students can have ideas about the work culture and the job opportunity in the industrial sectors from these programmes. Faculty members have collaborated with researchers from other institutes and published papers jointly.

Admission of Students

The admission process is initiated in a digital mode through the Admission Notification in a digitized mode uploaded duly in the College website. Applications are entertained solely in the online mode. Candidates are called for counselling and selected candidates, after document verification, are allowed to pay Admission fee in the digital mode through e-transactions. For postgraduate departments - admission of

students is digitized in a blended admission procedure which provides for a written test (for some departments) followed by counselling.

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

E-governance area	Details
Planning and Development	The planning of the academic schedule in terms of course, class, routine and faculties are published in the college website in the beginning of the academic year. The college has its own web-mail which is used for official communication .All Development projects and purchases are through tenders which are displayed on the college website. Information about all college events is also put on the website. Digital display boards put up at strategic locations in the college give information about upcoming and recent events.
Administration	Administration has tried to minimise usage of papers, notifications are circulated through emails and then through Faculty whatsapp groups besides being put up on website. . Further, Notice archives, announcement archives, photographs archives etc have been created.
Finance and Accounts	A digital copy of all purchases and other expenses is reflected in Tally software. The salary of both college appointed and staff in substantive posts is maintained through a software Sella. While all tenders are displayed on college website , all high-value purchases are through e-tender on Govt. portal.
Student Admission and Support	<p>The admission process is initiated in a digital mode through the Admission Notification in a digitized mode uploaded duly in the College website. Applications are entertained solely inthe online mode. Candidates are called for counselling and selected candidates after document verification are allowed to pay Admission fee in the digital mode through e-transactions.</p> <p>For postgraduate departments - admission of students is digitizedin a blended admission procedure whichrovides for a written test (for some departments)followed by counselling. College has a grievance cell and antiragging cell, the details</p>

	of which are displayed on college website. The Institution has various scholarship/fee waiver schemes for which applications are sought on website
Examination	As the college is affiliated under WEST BENGAL STATE UNIVERSITY , the final examination of each year is conducted by the parent University. However the mid-term and Test examination are conducted by the college and respective dates are displayed on college website. All Examination forms are filled ONLINE

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
No Data Entered/Not Applicable !!!				
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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 development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2016	User Awareness Programme (Library)	Nill	04/10/2016	04/10/2016	52	Nill
2016	A seven day short term course on "Soft Skill development and Stress Management "	Nill	22/08/2016	29/08/2016	70	Nill

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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	Number of teachers who attended	From Date	To date	Duration
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programme				
Refresher Course on Recent Trends in Biological Sciences	1	02/01/2017	22/01/2017	21
NSS Orientation Course	1	18/06/2017	24/06/2017	7
Special Winter School 17: Nation and Higher Education	2	10/03/2017	31/03/2017	21
Refresher Course in VLSI design and Nano technology: Issues and Challenges	1	22/11/2016	17/12/2016	21
Refresher Course in Recent Trends in Life Science	1	02/01/2017	21/01/2017	21
One week short term course on Soft Skills Development and Stress Management	22	22/08/2016	29/08/2016	7
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
6	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GSLI	ESI, Swasthya Sathi	Benevolent fund, Endowment fund, Medhabritti Prokolpo

6.4 – Financial Management and Resource Mobilization

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

For the effective use of the available financial resources the Finance Sub-Committee, framed by the Governing Body, looks in to the management and allocation of the financial resources. The whole process is duly approved by the Governing Body. The UGC and DST-Project Implementation Committee manage the allotment and utilization of grants received from UGC. Each department maintains a stock register and internal audits are conducted. PG departments

have separate office for handling of the financial resources. The whole process of fund allocation and management is supervised by the Principal with the assistance of the Bursar. A regular auditing of the college accounts is ensured. Internal audit is conducted by internally appointed auditors. Again statutory Audit by the auditor approved by DPI, Government of West Bengal, is executed at regular intervals. The last Governmental audit for the financial year 2013-2014 was done. The audit for the year 2014-15 is under process. The observations of the Audit Team were duly complied with. The last Audit Inspection Report is available for perusal. Registered Chartered Accountants appointed by the College Authority, audit fund sanctioned by the UGC. Other grants received from the State Government and other agencies for specific purposes like seminars, symposiums, research projects, are duly audited by qualified auditors at regular interval.

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
No Data Entered/Not Applicable !!!		
View File		

6.4.3 – Total corpus fund generated

146834

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	Nill	No	Nill
Administrative	No	Nill	No	Nill

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

Although the institution does not have any formal parent-teacher association, departments meet the parents on a regular basis. Strength and weakness of the students as well as their behavioural pattern and attendance are discussed with parents in a very free and frank manner. Suggestions coming from parents are honoured and incorporated in the subsequent activities of the department. Following are the main suggestions made by the parents: • To increase the number of books in the departmental library so that students can use them in the department. • To conduct tutorial classes to equip the students for competitive examinations. • To arrange remedial classes for slow learners • To arrange extra practical classes for the practical based subjects as and when required • To provide home assignments to the students which they will answer and get checked by the concerned teacher • To make the students aware of research and job opportunity in his/her discipline by arranging special classes. A considerable section of students of this institution are female students. Many of them don't come from well to do families. So always there is a chance of drop out due to early marriage or other reasons. Such problems have mostly been overcome through rigorous and intimate correspondence with the guardians.

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

1. All the support staff have been brought under the umbrella of State Government's medical insurance coverage viz. the Swasthya Sathi Scheme. 2. All

the support staff are sanctioned Puja advance at the time of Durga Puja on an interest-free basis. 3. All the contractual non-teaching employees are covered under ESI schemes. 4. Special Financial Help Scheme for the meritorious children of the Management Appointed Staff who are studying in schools and colleges has been introduced. 5. Benefits of leave encashment and pension are extended to all permanent support staff.

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

1. Installation of a Elevator (Lift) in the main building for the use of Physically disabled students 2. Formation of Internal Complaints Committee (ICC) 3. Installation CCTV in both the Campus 4. Enrichment of medicinal plant garden

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
2016	Special Lecture on Socio-Economic Development in Tribal Communities.	29/09/2016	29/11/2016	29/11/2016	70
2016	National Seminar on Medicinal Plants and Environments.	09/09/2016	09/09/2016	10/09/2016	60
2016	National Seminar on Food Security And Sustainable Nutrition In India: The Present Scenario.	15/09/2016	15/09/2016	16/09/2016	55
2016	National Seminar on Conservation of Biodiversity and Natural Resources in Sustainable Development	06/07/2016	06/07/2016	07/07/2016	67
2016	Organisation of Book Fair	29/09/2016	29/09/2016	29/09/2016	140

2016	User Awareness Programme (Library).	04/10/2016	04/10/2016	04/10/2016	95
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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
Gender sensitization programme	29/09/2016	29/09/2016	45	5

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
<p>The college has a clear and firmly determined vision to extricate its campus from all sorts of pollution. Following measures are taken to achieve this feat.</p> <p>1. Replacement of tube lights with LEDs to reduce consumption of electricity 2. Rigorous exclusion of non biodegradable materials like plastics in day to day affairs within the college premises 3. Plantation and development of water bodies 4. Initiatives to save water 5. Implementation of rainwater harvesting system and using filtered rainwater for dish-washing, and cleaning of corridors and washrooms. 6. Creation of medicinal plants garden.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	5

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
No Data Entered/Not Applicable !!!							
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
Code of ethics	25/01/2017	Our Institution has put in force a handbook of Code of conduct encompassing a code of ethics for all the

stakeholders of this Institution , i.e. students, teachers, non-teaching staff and administration. The objective of the practice is to set-up a broad ranging guidelines to enable us to achieve our stated objectives -

- To make the college a model institution of excellence in all respects
- To set up pedagogic goal that is more learner facilitating
- To enrich the students' personality by encouraging their participation in Curricular and co-curricular activities.
- To harmonize the traditional and the experimental in the field of academics for the better development of the students

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

- The campus has been declared as a "Poly-free Zone"
- Adequate plantation has been done to maintain the greenery
- Unnecessary use of air-conditioning is discouraged and restricted
- Use of tobacco is strictly prohibited within the campus
- Stress is laid on the use of LEDs instead of tube lights to save electricity
- Cleaning of water body inside the college premises on a regular basis
- Use of bio fertilizers in the medicinal plant garden
- Continuous campaigning for saving water.
- Rainwater harvesting (Neer Adhar)

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title of the Practice :Students' Benefit Scheme 1. Goal : This college was set up half a century ago to primarily cater to the needs of a migrant population. Since then the primarily semi-rural location of this college has ensured that even now we serve to educate many first generation learners. Thus there is a wide diversity with respect to socio-economic background, religion and gender. Thus while setting the eligibility criterion we have to keep in mind our goal of reaching out to the widest possible demographic set rather than a single-minded pursuit of academic excellence. With a view to attainment of this goal ,the primary stakeholders of this Educational institution , i.e. the teachers and students have initiated a three-pronged students benefit scheme. Context : 1.Students' Benevolent Fund. - Since august 2007 Teachers' Council (a statutory body) of the college unanimously resolved that all the teachers of this college

enjoying monthly salary in the acquittance roll as substantive employees will generate a fund for the welfare of the students of this college. Accordingly all the teachers contribute a fixed amount from their monthly salary through salary deduction to create the Students' Benevolent Fund. The amount of contribution by the teachers are reviewed and revised from time to time addressing rise in the price index. The Principal of our college in addition to his contribution at par with all the teachers also donates the entire amount he is entitled to for performing the duties as the Centre-in-charge of all the university examinations to the Students Benevolent Fund. The primary aim of generating a Students' Benevolent Fund is to provide financial aids to the poor yet meritorious students of the college.

2. Medha - Briiti Prokolpo - Since the 2016-17 session the Student's Union of the College has created a scholarship scheme out of its own corpus for needy but meritorious students of this college. This is a very rare instance of altruism at the student-peer level. The student's union curtails its expense on socio-cultural activities to help out with tuition-fees of their fellow less fortunate students. Award is given to top three students in University examination of every department.

3. Endowment Funds- Teachers of this college have contributed in their individual capacities to set up endowment Funds, which give out annual prizes to meritorious students in different categories. At present there are twelve endowment funds in this college.

Practice : The primary aim of Student's Benefit Scheme is to provide financial aids to the poor yet meritorious students of the college. Ever since its inception a large number of needy yet meritorious students of this college have been immensely benefitted by the scheme of Students Benevolent Fund. In fact the amount of contribution by the teachers are also reviewed and revised from time to time addressing rise in the price index. The Principal of our college, in addition to his contribution at par with all the teachers, also donates the entire amount he is entitled to for performing the duties as the Centre-in-charge of all the university examinations to the Students Benevolent Fund. Each year applications are invited from students in need of financial aid. Concerned teachers scrutinise and create the database of beneficiaries who are then handed over the financial aid based on requirement.

5. Evidence of Success: Over the years a large number of students have availed this scheme and succeeded in pursuing higher education with distinction which might otherwise have not been possible.

Title of the Practice: Medicinal garden. We establish a medicinal plant garden at college premises which provide the knowledge of medicinal value for exact identification of the species specified for particular disease. Our college has a cross-section of students where students from both urban and rural backgrounds are enrolled. Medicinal Plants is an apt item for generating awareness and consciousness to both the stake holders. Medicinal Plants in this college generate an awareness where the students get acquainted with the identity and usages of the medicinal plants which they come across within their own locality. The list of these plants along with their scientific name and usages are displayed in a catalogue in front of this garden. The college has a well stacked collection of medicinal plants kept and maintained in a decorated plot of land. A list of the medicinal herbs which have been planted so far is given below.

Sl. No.	Name of the medicinal plants	Medicinal value and use
1	Andrographis paniculata (kalmegh)	Chronic fever, liver disorder, worm repellent
2	Ocimum sanctum (tulsi)	Respiratory disorder, lung disorder, fever, common cold.
3	Centella asiatica (thankuni)	Diarrhoea, dysentery, healing property
4	Herpestis monnieri (brahmi)	Nerve tonic, memory enhancer
5	Rauvolfia serpentina (sarpagandha)	Hypertension, high blood pressure.
6	Adhatodavasa (vasak)	Bronchial disease, cough,
7	Strychnos nux-vomica (nux-vomica)	Disease of stomach, intestine, nervous disorder
8	Holarrhena antidysenterica (kurchi)	Dysentery, diarrhoea, fever, diabetes, malaria.
9	Swertia chirata (chiretta)	Removal of intestinal worm, cancer, fever.
10	Carcuma longa (Halud)	Liver disease, digestive disorder, atherosclerosis, female disease, cancer
11	Terminalia arjuna (Arjun)	Dysentery, Earache, cardiac

tonic 12 Vitex negundo (nishinda) Skin disease, Eczema, ringworm, liver disorder spleen enlargement. 13 Azadirachta indica (neem) Leucodarma, piles, wounds, all types of inflammation, skin disease, toothache, 14 Saraca asoca (Ashoke) Dysmenorrhoea, Depression, leucorrhoea 15 Aegle marmelos (bel) Dyspepsia, sinusitis, piles, oedema, jaundice, gastro intestinal disease. 16 Boerhaaviarepens (Punarnava) Purifying blood gastric juice, joint pain, detoxified liver. 17 Aloe vera (ghritokumari) Joint pain, skin problem, liver problem, constipation, boost immunity 18 Alstonia scholaris (Chatim) Skin disease, intestinal worm repellent, 19 Hemidesmus indicus (Anantamul) Skin disease, oligospermia, anorexia, gastritis, menorrhagia 20 Calotropis procera (Akanda) Cough, asthma, dysentery fever 21 Wedelia calendula (Bhringaraj) Hair fall treatment, anti oxidant, skin disease 22 Cissus quadrangular (Harjora) Heal to broken bone ligament, 23 Dalbergiasissoo (Sisu) Bark is antipyretic, expectorant 24 Nerium oleander (kararbi) Swelling, skin disease, leprosy 25 Ayapanatriplinervis (ayapan) Laxative, haemorrhage, ulcer, cut 26 Psidium guajava (Peyara) Laxative, diarrhea, ulcer 27 Mimosa pudica (Bakul) Bleeding of gum, dental caries, pyorrhea, astringent, cooling property 28 Terminalia bellirica (Bahera) Throat eye disease, indigestion, cold cough 29 Withania somnifera (Ashwagandha) Arthritis, anxiety, insomnia, T.B., menstrual problem 30 Cymbopogon citratus (lemon grass) High blood pressure, vomiting, fever, skin disease 31 Zingiber officinale (Ginger) Blood circulation problem, indigestion, vomiting 32 Lawsonia inermis (Henna) Skin disease, anti hemorrhagic, leprosy 33 Allium sativum (Garlic) Healing property, T.B, High blood pressure, hypertension 34 Butea monosperma (Palash) Anti-inflammatory, anti-diabetic, anti-tumor, diuretic, 35 Terminalia chebula (Haritaki) Laxative, digestive, purgative, healing property. 36 Cajanus cajan (Arhar) Piles, vomiting, ulcer of mouth, 37 Glycyrrhiza glabra (Yasthimadhu) Root used in cough, chronic bronchitis, sore throat, asthma, 38 Paederia foetida (Gadapata) Flatulence, urinary bladder stone, urinary retention, rheumatism 39 Nyctanthes arbor-tristis (sheuli Sciatica arthritis, fever, dry cough ringworm, 40 Artemisia annua (yuyu) Anti malaria 41 Crotalaria spectabilis (Otosia) Pulmonary disease, hypertension 42 Cassia fistula (Amaltas) Leprosy, ringworm, fever, digestive problem, laxative 43 Couroupita guianensis (Nagkeshar) Hypertension, pain, inflammation, cold, stomach ache, antimicrobial 44 Moringa oleifera (Sojane) Breast cancer, used in malnutrition, diabetes 45 Vinca rosea (Nayantara) Diabetes, malaria, leucemia 46 Morinda citrifolia (noni) Treat HIV-AIDS, Liver disease, smallpox, cancer, ulcer 47 Carica papaya (Pepe) Diuretic, vermifuge, carminative stomachic 48 Callistemon lanceolatus (Bottle brush) Leaves-carminative, dysentery rheumatism 49 Datura metel (Dhatura) Skin disease, asthma 50 Michelia champaca (champa) Seed fruit-healing crack in feet, dyspepsia, nausea, renal disease 51 Clerodendrum indicum (bamanhati) Allergy, asthma, fever 52 Tinospora crispa (gulancha) Dyspepsia, fever, urinary disease

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

http://apccollege.ac.in/index.php?option=com_content&view=article&id=246&Itemid=0

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

The institution believes in imparting an all-inclusive education. The main thrust is to stimulate the students towards acquiring an assimilative learning. As an organisation Acharya Prafulla Chandra College continuously excogitates. So, together with the chiseling of the academic pursuits, the vision of the College is to develop a panoptic view of life among all the three stakeholders---students, teachers and the non - teaching staff. This finds

expression in the ways the different units of the College function. The institution is committed towards the development of the community in and around it. This finds resonance in the campaigns associated with promoting healthy lifestyle habits, awareness of the environmental-friendly practices, maintenance of cleanliness, responding proactively to hazardous medical emergencies. All these initiatives need the involvement of the students. Such involvements hone the hidden potentials of these young minds. The NSS units of the College arrange camps outside the college with the objective of inculcating a camaraderie among the participants. Such programmes are organised with the goal of instilling an accommodating spirit among all the campers. In celebrating the Rashtriya Ekta Diwas on October 31 every year, the College evinces its intention of doing away with all the discriminatory and prejudiced attitudes. Educating young minds operate at different levels. The Rain Water Harvesting Unit of this College is a constant reminder of the conservation in the context of the ever-depleting natural resources. Acharya Prafulla Chandra College constantly endeavours to inculcate in the students such values which make them grow up as complete individuals.

Provide the weblink of the institution

<http://apccollege.ac.in/pdf/Institutional-Distinctiveness.pdf>

8.Future Plans of Actions for Next Academic Year

. Opening of post graduate courses in more subjects. Humanities departments will be given priority as no post graduate course in Humanities departments has yet been introduced in the institution.. 2. Preparation and submission of DPR to RUSA for grant in order to procure funds for infrastructure (both academic and physical) development. 3. Introduction of MOOCs based courses for exposure of the students to E-learning system. 4. Maintenance of biological parameters of the aquatic body of the institution by constant monitoring through determination of BOD. 5. Strengthening of placement cell for better exposure of students to job opportunity through campus interview by reputed companies/concern 6. Ensuring the proper maintenance of quality culture of the institution by strengthening the anti ragging and grievance redressal cells. 7. Organisation of seminars to provide faculty members and students a glimpse of the thrust area of modern day research activities so that they can be encouraged to undertake research work. 8. Minimisation of energy expenditure by installation of solar grid system. 9. Moving towards complete digitisation of library and financial transactions. 10. Catering the need of nearby locality through various outreach programmes in collaboration with the NSS wing of the institution.