



YEARLY STATUS REPORT - 2021-2022

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 its own campus? **Yes**

• Phone no./Alternate phone no. **03325378797**

• Mobile no **9836997268**

• Registered e-mail **iqac@apccollege.ac.in**

• Alternate e-mail **apc1960@apccollege.ac.in**

• Address **New Barrackpore, Kolkata-700131**

• City/Town **New Barrackpore**

• State/UT **West Bengal**

• Pin Code **700131**

2.Institutional status

• Affiliated /Constituent **Affiliated**

• Type of Institution **Co-education**

• Location **Semi-Urban**

• Financial Status **Grants-in aid**

- Name of the Affiliating University **West Bengal State University**
- Name of the IQAC Coordinator **Subhojit Ghosh**
- Phone No. **03325378797**
- Alternate phone No. **03325378797**
- Mobile **8918799029**
- IQAC e-mail address **iqac@apccollege.ac.in**
- Alternate Email address **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 Web link:

http://apccollege.ac.in/index.php?option=com_content&view=article&id=201&Itemid=0

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	82	2004	03/05/2004	02/05/2009
Cycle 2	A	3.23	2016	02/12/2016	01/12/2021

6. Date of Establishment of IQAC

04/03/2005

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
Dr Sukhamoy Bhattacharyya	Major Research Project	WBDSTBT	2018, 365 days	273630
Subhojit Ghosh	Major Research Project	WBDSTBT	2019, 365 days	25000
Bhanumati Sarkar	Major Research Project	WBDSTBT	2019, 730 days	349000
Dr Arabinda Das & Dr Gouri Kumar Nanda	Minor Research Project	ICSSR	2020, 730 days	105000

8. Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9. No. of IQAC meetings held during the year **4**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- 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**

- If yes, mention the amount

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

- Completion of Students 'canteen building • Completion of the

construction of 4th floor of the main building at main campus • Organisation of National Webinar On Aila To Amphan: Biodiversity Change In Sundarbans And Affected Human Population • Organisation of Webinar on Career Opportunities through Skill-Enhancement Courses • Floating of tender for Green diesel generator set

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
ACADEMIC Promotion of Faculty exchange for the benefit of students	MOU signed with Nababarrackpore Acharya Prafulla Chandra Mahavidyalaya.
ADMINISTRATIVE Filling up of the vacant teaching and non-teaching posts and creation of new posts	Correspondence to West Bengal College Service commission for filling up the posts.
INFRASTRUCTURAL Increase in space for classroom, laboratories and office	Construction of 4th floor of the main building at main campus is completed
Augmentation of Students' amenities	Students 'canteen building has been completed
Biocompatibility in power back up system	Tender has been floated for Green diesel generator set

13. Whether the AQAR was placed before statutory body? **No**

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

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 its own campus?	Yes
• Phone no./Alternate phone no.	03325378797
• Mobile no	9836997268
• Registered e-mail	iqac@apccollege.ac.in
• Alternate e-mail	apc1960@apccollege.ac.in
• Address	New Barrackpore, Kolkata-700131
• City/Town	New Barrackpore
• State/UT	West Bengal
• Pin Code	700131
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Semi-Urban
• Financial Status	Grants-in aid
• Name of the Affiliating University	West Bengal State University
• Name of the IQAC Coordinator	Subhojit Ghosh
• Phone No.	03325378797

• Alternate phone No.	03325378797
• Mobile	8918799029
• IQAC e-mail address	iqac@apccollege.ac.in
• Alternate Email address	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 Web link:	http://apccollege.ac.in/index.php?option=com_content&view=article&id=201&Itemid=0

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	82	2004	03/05/2004	02/05/2009
Cycle 2	A	3.23	2016	02/12/2016	01/12/2021

6.Date of Establishment of IQAC	04/03/2005
--	------------

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

Institutional/Dep artment /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr Sukhamoy Bhattachary ya	Major Research Project	WBDSTBT	2018 , 365 days	273630
Subhojit Ghosh	Major Research Project	WBDSTBT	2019 , 365 days	25000
Bhanumati Sarkar	Major Research Project	WBDSTBT	2019 , 730 days	349000
Dr Arabinda Das & Dr Gouri Kumar Nanda	Minor Research Project	ICSSR	2020 , 730 days	105000
8.Whether composition of IQAC as per latest NAAC guidelines			Yes	
• Upload latest notification of formation of IQAC			View File	
9.No. of IQAC meetings held during the year			4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?			Yes	
• 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	
• If yes, mention the amount				
11.Significant contributions made by IQAC during the current year (maximum five bullets)				

• Completion of Students 'canteen building • Completion of the construction of 4th floor of the main building at main campus • Organisation of National Webinar On Aila To Amphan: Biodiversity Change In Sundarbans And Affected Human Population • Organisation of Webinar on Career Opportunities through Skill-Enhancement Courses • Floating of tender for Green diesel generator set

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
ACADEMIC Promotion of Faculty exchange for the benefit of students	MOU signed with Nababarrackpore Acharya Prafulla Chandra Mahavidyalaya.
ADMINISTRATIVE Filling up of the vacant teaching and non-teaching posts and creation of new posts	Correspondence to West Bengal College Service commission for filling up the posts.
INFRASTRUCTURAL Increase in space for classroom, laboratories and office	Construction of 4th floor of the main building at main campus is completed
Augmentation of Students' amenities	Students 'canteen building has been completed
Biocompatibility in power back up system	Tender has been floated for Green diesel generator set

13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2023	19/01/2023

15. Multidisciplinary / interdisciplinary

A holistic and multidisciplinary education is essential to develop all capacities of human beings- intellectual, aesthetic, social, physical, emotional and moral in an integrated manner. While Interdisciplinary and multidisciplinary education have become a part of the curriculum with the introduction of the CBCS system the approach towards interdisciplinarity is expected to get a renewed impetus with the advent of NEP. At present through the ability enhancement and skill enhancement courses , students get to learn about no-core subjects like environment science , language etc. All the postgraduate courses of our college offer a GEC paper which has to be taken by students from a non-home department. As a result students from subjects like microbiology or Bengali have paper on Basics of Computer science.

Teacher exchanges between departments and partner institutions also pave the way for

interdisciplinary studies

The College also encourages interdisciplinary dialogue through organisation of multidisciplinary/

interdisciplinary lectures/ seminars/ webinars/workshops etc.

The college through its local chapter of NPTEL encourages students to enroll for various courses , not necessarily a part of their curriculum. As a University partner of Internshala, college facilitates internship opportunities for students, a practice which is expected to be compulsory requirement post NEP

16.Academic bank of credits (ABC):

According to academic bank of credit (ABC) as part of the National Education Policy, students will be given multiple entries and exit options, which will allow students enrolled in undergraduate (UG) and Post graduate (PG) programme to exit course and enter within stipulated period. A.P.C. College is prepared to register under the ABC to allow the students to avail the benefit of multiple entries and exit during the chosen programme, and to enable credit transfer. We believe that it would be highly beneficial for slow learners and also provide flexibility to students to learn as per their ability and

convenience. Our College is affiliated to West Bengal state University and completely follows the University curriculum framework and will implement Academic Bank of Credits framework as per directives of the Higher Education Department, Government of West Bengal and the WBSU.

In keeping with the curriculum of the affiliating University, the college has adopted the Choice-Based Credit System (CBCS) which allows students to choose their preferred Elective courses. The college will be able to adapt to the multiple entry and exit system and enter into collaborations with other colleges, University and international institutions with regard to the same.

The college has a local chapter of NPTEL to facilitate learning under SWAYAM platform. Credit transfer may be allowed as and when our affiliating University accepts it.

There is adequate preparation for the creation of necessary digital infrastructure to extend the facility of ABC to the students

17.Skill development:

Since the introduction of CBCS, an increased emphasis is being laid on the holistic development of students, hence the introduction of compulsory skill -enhancement course which will be further augmented with addition of compulsory value added courses in NEP framework. The aim is to make students employable and self reliant in keeping with the philosophy of "Atmanirbhar Bharat". Our Institution along with IQAC has already processed with this mission and aims to arrange for special Knowledge and soft skills for students. life -skills like Yoga are already taught while a proposal has been formalized to offer training in self-defence courses to girl students. The college started two certificate programs on photography and packaging in the food industry conducted by the departments of Journalism And Food And Nutrition respectively ;which unfortunately could not be completed due to the COVID lockdown.It is expected that the courses can be resumed post lockdown. A basic course on computer skills, especially for students from humanities background is also in the pipeline.

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

"Knowledge of India" will include knowledge of ancient India and

modern India, and a clear sense of India's future aspirations with regard to education, health, environment, etc. (NATIONAL EDUCATION POLICY, PARA 4.27)

as mentioned in our vision statement A.P.C. College makes a conscious effort to inculcate a sense of ethics and respect amongst all its family members as well as heritage of our society. We realise the necessity of integrating the Indian

Knowledge system into the curriculum for inculcating in

its students the importance of the nation's rich cultural and linguistic/literary heritage.

Our college primarily caters to a semi-urban population with many of its students being first generation learners. As such the college ensures that all the courses are taught bilingually, that is, in English as well as in Bengali with study materials provided in Bengali primarily for the humanities streams.

The college has a number of language departments namely Sanskrit, Bengali and English which along with History Philosophy have modules that emphasize on language, culture, and traditions of our country like vedas and Upanishads as well as Indian mythology.. The college promotes as a best practice a "medicinal garden" where a large variety of plants are cultivated and their medicinal values prominently displayed. The department of botany plans to use it for knowledge transfer of Ayurveda to students as well as for the benefit and use of the local people.

Our college annually celebrates "aranya divas" by planting of trees whereas "bhasa-divas" celebrates the beauty significance of our mother tongue in the overall development of an individual. The physical Education department organises "yoga classes" for students. webinars have also been organised on the benefits of yoga for a healthy life.

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

The basic philosophy of Outcome-based education (OBE) is an educational theory in which the success of an educational program is based on the achievement of outcomes expressed in terms of academic standards of knowledge, understanding, skills, attitudes and values.

Being an affiliated college, there is limited scope of

flexibility with respect to framing of syllabus .However different departments have formulated course outcomes of their respective papers which alongwith the learning outcome is prominently displayed on the website. At the beginning of every academic session and semester, the students are made aware of the Programme

Outcomes through the general orientation programme. The Course and Programme Specific

Outcomes are explained by the Departments in the departmental Induction meeting. Focussing on outcome based Education, the Institution monitors continual quality improvement by maintaining academic standards in all spheres. The Institute caters towards fulfilling the requirement of the curriculum. Issues in teaching and learning are taken care of like continuous formative assessment.

Although a formal mapping is not done the career progression of the students be it academic or professionals helps the Institute gauge the course outcome. Student feedback are also taken annually and the report analysed for possible lacunae in our system towards achievement of program outcome and remedial measures taken accordingly.

20.Distance education/online education:

Our Institution does not have the necessary affiliation to offer distance education programs. However our college realises the importance of this mode of transfer of knowledge especially for working professionals or older people who otherwise do not have the eligibility to enroll for a full-time course. A study centre of Netaji Open University has been functioning since 2002.. For technical education a unit of NIELIT (formerly DOEACC) is present on our campus. Kalyani University -study centre operating since 2009.Our college also has a local chapter of NPTEL and students are encouraged to enroll for MOOCs courses on SWAYAM platform.

During the pandemic induced lockdown ,Online classes were all phases of the teaching learning process- from classes to material sharing,internal assessments and finally University Examination were conducted ONLINE.

Our college has an Institutional registration with G-Suite for Education, by virtue of which teachers are making extensive use of Google classrooms for taking classes, recording attendance, sharing materials and taking evaluation tests. For interdisciplinary courses like Environment Science which have a large number of students, teachers are posting lectures on college YOU-TUBE CHANNEL. e-resources in the form of video lectures and reading materials are also posted on college website.

In the 'new-normal' period post lockdown -blended education has become a part and parcel of the academic culture of the college.

Almost all departments have started preparing e-modules and the college is planning to prepare an online repository of all educational material provided in electronic form. All lesson plans, syllabus and course outcomes are available on website. Apart from e-resources available from INFLIBNET, college has procured e-books from Pearson and also subscribed to Springer Nature for their repository of online scientific journals. Students can avail of the e-resources from a browsing centre annexed to the library.

Several seminars and workshops have been conducted for the technological advancement of the faculty members in connection with teaching-learning evaluation and administration. Therefore, the college is adequately prepared for carrying out the task of conducting distance / online courses to fulfil the aims of the NEP 2020.

Extended Profile

1. Programme

1.1 939

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

File Description	Documents
Data Template	View File

2. Student

2.1 5114

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 **1249**

Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 **1491**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 **125**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **129**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 939

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

File Description	Documents
Data Template	View File

2.Student

2.1 5114

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 1249

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 1491

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 125

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2	129
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	65
Total number of Classrooms and Seminar halls	
4.2	17694799
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	133
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

- 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.
- A centralised routine is prepared. Departmental heads prepare the respective departmental routines with respect to the centralised routine.
- Books necessary for consultation are mentioned and students can get access to them from our highly enriched open access library.
- Need based film shows, field works, educational excursions and survey programmes are carried out by some departments as integral part of their curriculum.
- Practical classes are conducted under the supervision of teachers. Students perform the experiments individually.

In case of failure experiments are repeated until proper execution of the.

- Some experiments are also demonstrated to facilitate the understanding of a particular topic.
- Interdisciplinary special lectures are arranged to enhance the ambit of knowledge.
- In the pandemic situation classes were taken in online mode using G-suite. Subject materials and assignments were given in this mode. For multidisciplinary courses classes are conducted through you tube lectures. Every teacher has WhatsApp group with students in which queries of students are meet up.

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

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

The college strictly follows the format for continuous internal evaluation stipulated by West Bengal State University to which the college is affiliated. In CBCS system every paper has full marks of 75 of which one third of the total weightage has been assigned to continuous internal evaluation. One fifth of the total weightage for continuous internal evaluation is devoted to regular attendance of students. Continuous internal evaluation comprises of class performance, short written tests and home assignments. During the pandemic period, internal assessment was done in online mode. Constant vigil is kept on attendance of students. In case of any irregularity, students as well as their guardians are immediately informed as a remedial measure. Special classes are arranged for slow learners identified from continuous internal evaluation.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://apccollege.ac.in/index.php?option=com_content&view=article&id=201&Itemid=0

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	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

33

File Description	Documents
Any additional information	View File
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)**

06

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)	View File

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

732

File Description	Documents
Any additional information	View File
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**

Core course and DSE in Food and Nutrition provide knowledge of various methods for nutritional assessment and role of dietician in hospital. Curricula of UG Journalism & Mass Communication include ethical issues in the relevant field. Gender issues are included in UG syllabi of Political Science, English, Education, Bengali, History, Economics, Journalism& Mass Communication and Philosophy. Human values are included in UG course of Philosophy and Education as part of ethics, peace education and value education. Issues related to environment and sustainable development are addressed in core, SEC and GE courses of Botany, Geography, Zoology, Economics, Microbiology, Molecular biology, Industrial fish and fisheries, Food and Nutrition and Chemistry. Environmental Studies is included as a compulsory course which spotlight the issues related to ecosystem and sustainable

development. The NSS organized distribution of sanitizers, ration amongst the needy people of nearby locality. Plantation of trees, celebration of World Environment Day, and use of segregated waste bins are also organised by NSS unit.

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

12

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

319

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 **D. Any 1 of the above**

File Description	Documents
URL for stakeholder feedback report	http://apccollege.ac.in/index.php?option=com_content&view=article&id=410&Itemid=0
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows **C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://apccollege.ac.in/index.php?option=com_content&view=article&id=410&Itemid=0

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 students admitted during the year

1797

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

855

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

After admission students of every department meet with the respective teachers in online mode and informal interaction between teachers and students reveal social, financial and academic background of the students. Understanding and competence levels of students are ascertained on the basis of their class responses and performance in examinations. Advanced learners are supplied study materials for competitive examinations which provide entry gate to higher education. They are also encouraged to participate in online presentations in students' seminar. In each semester special classes are arranged for slow learners after completion of normal classes to equip them for examinations. Teachers individually counsel them for eradication of the difficulties they face in the topics of the subject.

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

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

Number of Students	Number of Teachers
5114	126

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 new education policy is laying increasing stress on a paradigm shift from a hectoring approach to a participative one. The college has tried to implement these approaches in its curriculum

Experiential Learning and problem-solving methodologies:

1. In both Science and Arts subjects, students are taken on field trips, excursions, expositional tours. The NSS wing of the college organizes regular social work and extension programs which equips them with real-world experience.
2. Almost all of the postgraduate courses and some of undergraduate departments conduct project work, enabling the students to acquire hands-on training/experience. Thereby enhancing their decision-making, analytical assessment and report-writing skills.
3. Subjects like Electronics, Physics and Computer Science encourage students to use simulation and mathematical tools for verification of theoretical concepts.
4. Tutorial and practical classes are designed to help out

students in writing answers and conducting experiments.

Participative learning:

Participative learning implies collaboration between the tutor and the student.

1. Such exchange of ideas is promoted by organizing seminars to keep students updated, broaden their outlook and induce critical thinking in them.
2. In postgraduate departments like Microbiology, Electronics, Computer Science joint publications in research journals have been authored by teachers and students.

Department of political Science organizes mock-parliament

sessions.

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

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

Optimal use of ICT based tools has become essential for effective delivery of the teaching learning process; the advent of lockdown has given more impetus to the process.

- Besides a virtual classroom and a smart classroom, a large percentage of the class-rooms are equipped with ICT tools.
- Access to e-resources is provided through N-LIST programme of INFLIBNET. Besides that college has procured e-books from Pearson and subscribed to ONLINR journals from Springer.
- There is a dedicated e-room where students can browse e-books and journals.
- Free WIFI with limited download is provided across Campus. Besides that, there are twenty broadband connections from BSNL distributed across departments.
- College has subscription to G-Suite for education by Google. During lockdown regular classes along with assessments were done through Google Class-rooms using tools like Google forms, docs and G-meet.
- For interdisciplinary modules like Environmental Science, College has created a You tube channel and lectures uploaded on it.
- Simulation tools are being used in various departments for virtual lab experiments.
- E-resources in the form of reading material and video-lectures have been uploaded on college website for easy access.
- Class wise WhatsApp and Telegram groups for notification and sharing of information and study materials
- College has an active local chapter of NPTEL and a large number of students enroll for different courses on Swayam platform.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

nil

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

2.4 - Teacher Profile and Quality

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

125

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

51

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

1141

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.

The college strictly follows the format for continuous internal evaluation stipulated by West Bengal State University to which the college is affiliated. In CBCS system every paper has full marks of 75 of which one third of the total weightage has been assigned to continuous internal evaluation. One fifth of the total weightage for continuous internal evaluation is devoted to regular attendance of students. Continuous internal evaluation comprises of class performance, short written tests and home assignments. During the pandemic period, internal assessment was done in online mode. Constant vigil is kept on attendance of students. In case of any irregularity, students as well as their guardians are immediately informed as a remedial measure. Special classes are arranged for slow learners identified from continuous internal evaluation.

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

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

If there is any dissatisfaction of the students about the assessment of internal examination, the candidates are shown their answer scripts after submission of application to the Principal. In case of the end semester examination students can apply for review of their answer scripts after depositing the requisite fees to the university. College office keeps contact with the university and students can obtain the results of review through college office. The process of review is fast and done by the affiliating university maintaining the protocol as stipulated in the University guideline. However there is no provision for review of the answer scripts of Practical Examination.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Programme/course outcomes form the key to a structured of teaching-learning process and act as the guiding principle. The college tries to ensures outcome-based learning intended to suit the present-day interests of the students.

While postgraduate departments follow University specified Program and course outcome, the faculties of the different department's undergraduate disciplines, in absence of a University specified CO/PO have formulated their own Program and Course outcome. Detailed lesson plans and syllabus allocation done accordingly at the beginning of each Academic Session.

Both the syllabus and the PO/CO of different departments are displayed on the website to enable students at entry level To

make effective academic and career choices before enrolment.

Mention of the same is made by the head of the Institution and respective H.O.D s during their respective orientation/Induction meeting. and program.

Departments organize regular seminars and interaction session with alumni of different departments to communicate the career prospects of the programs offered by the college.

During the first few Orientation classes, students are sensitized about the academic, cultural, socioeconomic, scientific and technological scope of the syllabus and the rationale of the structure. Consequently, over the course of the semesters a fair percentage of students are able to choose the right path in higher studies and career path in academia or professional/ technical jobs

by the final year of study.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://apccollege.ac.in/index.php?option=com_content&view=article&id=413&Itemid=0
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

Attainment of Program outcome is assessed in the following manner:

- Each department designs its lesson plan in accordance with the program/course outcome. Interactive-participative learning and extra classes for slow learners are regularly organized by the departments
- The attainment of POs and COs are measured through the process of Continuous Internal Evaluation, especially through class tests, interaction, assignments, quiz etc..

- Besides student performance in Internal exams , a continuous assessment is also done based on performance during field visits or educational tours or performance during practical sessions for science departments
- Analysis of performance in University results is done in the meeting of the teacher's council and the academic sub-committee.
- The Institution also has its own "Student Feedback Form" which concentrates substantially on the quality and quantity of class-room teaching with specific queries on the nature of the teacher's punctuality, target achievement and communication
-
- Progression to Higher Studies: Departments maintain a record of students pursuing higher studies/research A higher percentage of progression in the fields as envisioned in the program outcome is also a measure of attainment of POs and COs.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://apccollege.ac.in/index.php?option=com_content&view=article&id=413&Itemid=0

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

1480

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

2.7 - Student Satisfaction Survey

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

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

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)

752630

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

5

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

5

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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The Institute has an active research wing with teacher, scholars and postgraduate students engaged in research work. However we do not have an incubation centre for funding innovative projects, although the college organises periodic workshops on IPR and patent law to make the students aware of the possible avenues for pursuing for patents or funding for start-up projects.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

1

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

11

File Description	Documents
URL to the research page on HEI website	http://apccollege.ac.in/index.php?option=com_content&view=article&id=241&Itemid=0
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

21

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

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

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

6

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

3.4 - Extension Activities

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

Independence Day and college foundation day were celebrated on 15.08.2021 and 26.08.2021. A tree plantation programme is also organised on 26.08.2021. A programme on how to maintain COVID protocol after reopening of the institution is organised on 16.11.2021. 125th birthday of Netaji Subhass Chandra Bose is observed on 23.01.2022. A campaigning programme has been organised on 07.04.2022 for awareness of the health hazards resulting from use of tobacco. All these programmes have witnessed good deal of participation by the students.

File Description	Documents
Paste link for additional information	http://apccollege.ac.in/index.php?option=com_content&view=article&id=247&Itemid=0
Upload any additional information	No File Uploaded

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

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

1

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

3.4.3 - 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

3.4.3.1 - 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

1

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

76

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

13

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

13

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has two buildings and 65 classrooms. Every laboratory based department has its own laboratory. There are 10 rooms with ICT facilities. The institution possesses 2 seminar

halls where seminar and workshop are arranged. 133 Computers are there to cater the need of students, office and library. Each laboratory based department has adequate number of modern instruments. The institution also possesses a gymnasium, a basketball court, a volleyball court and indoor games like carrom and table tennis.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://apccollege.ac.in/index.php?option=com_content&view=article&id=50&Itemid=0

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

The institution lays equal emphasis on curricular and extracurricular activities of the students for holistic development of the students. The college has a vast play ground, a basketball court, table tennis and carrom board to cater the need for outdoor and indoor games respectively. A cultural committee plans all the cultural programmes. The annual prize distribution ceremony is studded with a cultural programme by the students. Several cultural competitions like recitations, singing, extemporal speech are also organised by the students union. A well equipped gymnasium is there to facilitate students for physical training. Students of physical education department practice yoga as a part of their discipline.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://apccollege.ac.in/index.php?option=com_content&view=article&id=216&Itemid=0

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

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

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

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

8370739

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
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)

Library is partially automated. ILMS softwire KOHA (version 3.14.06.000) is used for this purpose since 2015. The library has 32616 text books and 458 reference books. It also contains 3067 journals, 697056 e-books, 6000 e-journals and 838 magazines for the use of students and faculty members.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	http://apccollege.ac.in/index.php?option=com_content&view=article&id=237&Itemid=0

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 **C. Any 2 of the above**

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

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

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

14400

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

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

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

81

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

1.ICT-RESOURCES: The college has one hundred and thirty three computers (25 laptops), 12 LCD Projectors , besides 13 printers, 2 scanner cum printers and 2 scanners.

Besides licensed Software like Mathematica 11, SPSS, MATLAB, RED-HAT, Tally, antivirus, VHDL free and open source library system: KOHA are used for academic and administrative work. Antivirus are regularly updated.

2.INTERNET CONNECTIVITY: The college has 20 broadband connections through NMEICT program of D.O.T., Govt. of India. to be upgraded post lockdown. Besides there is wi-fi facility (1GB daily limit) throughout the campus.

3. Student admission and subsequent fees collection is done in ONLINE mode. Student data is stored on cloud and can be accessed by student through unique login ID to check their fees status, download library card and other details

8.The college has subscription to G-Suite for education which has been extensively used in the lockdown period by faculties for taking classes, sharing study materials and evaluation tests using Google classroom.

9.Besides the e-resources available through INFLIBNET subscription the college has also subscribed to e-journals from SPRINGER and e-books from PEARSON for the benefits of students. There is a browsing centre attached to the library for access of e-resoueces.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://apccollege.ac.in/index.php?option=com_content&view=article&id=214&Itemid=0

4.3.2 - Number of Computers

133

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

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)

9324060

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
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.

Physical infrastructure: For renovation of college building tenders are floated periodically. One caretaker is there to look after the electrical and water pipelines on a regular basis. A grounds man is there to take care of the college premises, the play ground and the medicinal garden. Classroom and toilet cleaning have been done by outsourcing. Minimal acid use policy is followed in the cleaning of toilets as an effort towards

establishment of a green campus.

Laboratory: Gas pipe lines in the laboratory and fire extinguishing systems are checked regularly by competent authority.

Library: The college has two librarians along with support staff for regular maintenance and upkeep activities like weeding, cataloging etc.

Gymnasium and Sports Facility: The college has a well-equipped gymnasium along with equipments for indoor games like carrom, table tennis etc. These facilities are under the supervision of the Physical Education department along with the student's union. The college has also a well-equipped modern basket ball court which is maintained on a regular basis by group D staffs of the college.

Hostel: The college has prepared guidelines with respect to (i) late entry (ii) usage of common facilities (iii) mess maintenance for both Boys and Girl's hostel.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://apccollege.ac.in/index.php?option=com_content&view=article&id=414&Itemid=0

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

1151

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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

1315

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

A. All of the above

File Description	Documents
Link to Institutional website	https://apccollege.ac.in/index.php?option=com_content&view=article&id=416&Itemid=0
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

135

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

135

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

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
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

10

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

87

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

36

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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)

. 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.

File Description	Documents
Paste link for additional information	http://apccollege.ac.in/index.php?option=com_content&view=article&id=222&Itemid=0
Upload any additional information	No File Uploaded

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

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

6

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

5.4 - Alumni Engagement

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

The true success of an Institution can be gauged from the strength of its alumni. A.P.C. College can boast of an illustrious alumni. They have a strong connect with their alma mater. However, earlier most of the interaction was with the parent department. A large number of departments organise Alumni meets where present students interact with their alumni. In some cases alumni have donated equipments like printers etc to their host department. Talks are arranged where ex-students established in different field give motivational talks to the present students - both in undergraduate and postgraduate departments. They also help in campus placements. The association was formally registered on 13.06.2021. There are youtube channels maintained by past students and an official facebook group which

has over 550 members and is managed by faculty-alumni of the Institution

File Description	Documents
Paste link for additional information	http://apccollege.ac.in/index.php?option=com_content&view=article&id=228&Itemid=0
Upload any additional information	View File

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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.

The installation of two pairs of Sanitary Napkin Vending Machines and Incinators has been done in 2019 to cater to the emergencies of the burgeoning number of girl students. This is undoubtedly the immediate reason behind the installation. However, this initiative indirectly addresses the issue of menstrual hygiene, clear knowledge about it and its management.

File Description	Documents
Paste link for additional information	http://apccollege.ac.in/pdf/Institutional-Distinctiveness.pdf
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.

Decentralization: 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. The IQAC coordinator works in tandem with the Head of the Institution and with the Heads of different Departments.

Participative management: 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.

File Description	Documents
Paste link for additional information	http://apccollege.ac.in/pdf/Organogram.pdf
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Along with conventional chalk board method, ICT based methodologies have also been adopted in teaching. Google class rooms and google meet are occasionally used as platforms for curriculum delivery Teachers created whatsapp group with students for smooth and effective interaction regarding clearing of doubts. 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.

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 been 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.

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.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	http://apccollege.ac.in/index.php?option=com_content&view=article&id=50&Itemid=0
Upload any additional information	No File Uploaded

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

The Organogram represents the governing mechanism and the functional units of the college its structure of reporting and working while illustrating accountability and responsibility.

- The Governing Body is the highest decision making body of the college, having representation from the Teaching staff, Office, Students, Affiliating University and the Government
- The Principal is the ex officio Secretary of the Governing Body, and besides day to day administration is proactive in (i) arranging for development funds from Govt and other agencies (ii) requisition of new teaching and non-teaching posts (iii) facilitating service benefits (viz pay-fixation, promotion) for staff.
- Administrative Committees - The H.O.I. is aided by various administrative committees like Finance committee, purchase committee, Building Committee, Admission Committee, Internal Complaints Committee, IQAC etc.
- IQAC - responsible for bringing to the notice of the administration required measures for upliftment of overall quality of the Institution.
- Teachers Council - through its committees serves to decentralize various aspects of the college viz Academic, library, examination, seminar, Career Counselling and placement etc.
- Office- Non-teaching Office Staff act as extension of the Principal's Office and manage student affairs and Academic assistants help in laboratory management and ancillary

work.

- **Students Union :- acts as a liason between the administration and student requirements.**

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	http://apccollege.ac.in/pdf/Organogram.pdf
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

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

1. All the staff have been brought under the umbrella of State Governement'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.

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

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

0

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)	No File Uploaded

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

15

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

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

The college has a specific format to place the Performance Appraisal System for its teaching and non-teaching staff every year. Total number of Leaves (Casual Leave, Medical Leave,

Earned Leave etc.) enjoyed by a teacher or a non-teaching staff are duly recorded at the end of each year by a committee framed by the Principal's Office. Service books of teaching and nonteaching staff are updated on a regular basis. Apart from that, IQAC plays a significant role in the promotion of teaching staff as prescribed by the Career Advancement Scheme (CAS) of UGC and the Department of Higher Education, Government of West Bengal. Principal meets regularly with IQAC Coordinator, TCS and Service Book & Leave Committees on case to case basis. The Principal confers with the Head Clerk on all matters related to Nonteaching Staff. In case of connection of performance owing to personnel interaction the Special cells like the Grievance Redressal Cell is brought in.

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

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

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 observations of the Audit Team are duly complied with. Registered Chartered Accountants appointed by the College Authority audit funds 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. Any discrepancy in this respect is met up through Bursar.

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

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)

15000

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)	View File

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

A. Strategies adopted by the institution for mobilization of funds:

Regularly applying for funds from

(1) Higher Education Department for Furniture, Building,

Equipment, Extension activities, [the institution selected for receipt of a grant of Rupees 2 crores RUSA-2.0 scheme (Rs.1,5 Cr received till date)].

(2) Faculties from different departments regularly receive research grants from SERB, DST, WBDST, ICSSR etc which are utilized for upliftment of research infrastructure of college.

(3) Donations, endowments from staff members, alumnae and guardians. College has an endowment fund and student benevolent fund from contribution by staff members of the Institution.

(4) Own resources - College earns a substantial amount by (i) renting out space to run a computer Centre in college premises to .I.C.E.- annual rent of Rs.2,76,000/- (ii) Jio Telecom pays Rs. annually besides an initial payment of Rs. 3,00,000/- for its mobile tower in the college grounds

(5) It invokes MP/MLA LAD grants for development of the institution.

B. Strategies adopted by the institution for optimum utilization of resources.

1. rain-water harvesting system -recycled to Hostel minimises consumption of water and electricity.

2. Sustenance of human resources

3. Technological development of the college

4. Infrastructural development of the college

5. Research and development activities

6. Maintenance and upgradation of library

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

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

As the lockdown persisted and the college progressed to a new academic year , the IQAC continued to lay stress on

(i) Effective use of ICT in teaching-learning-evaluation methods

Teachers were encouraged and assisted in using the Institutional G-Suite for Education. for (i) taking classes and recording attendance (ii) Giving assignments (iii) distribution of study materials. For subjects which were pan-discipline like environment science and compulsory language , college opened a You-tube channel and videos were posted there and teachers took classes in slots.

As the University examination was ONLINE department -wise institutional e-mail Ids were created for receipt of answer scripts and posting of questions (also on Website).

(ii) In anticipation of the easing of the lockdown and resumption of normal life , IQAC decided to lay stress on the

uncertainty in the career prospects post lockdown. The pandemic had laid bare the uncertainties of conventional white-collar jobs. IQAC decided to encourage students to look at skill-based alternative modes of earning to make them self-employable. With this view webinars laying stress on entrepreneurial modes were organized on (i) Career Opportunities through Skill-Enhancement Courses and (ii) Career Opportunities in the Paramedical Sector and (iii) Intellectual Property Rights - Procedures and Challenges

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

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

1. Review of Academic setup based on student feedback

The most important stakeholder in our system is the student community. (i) Feedback -IQAC collects students feedback in ONLINE mode through a detailed questionnaire to access students' opinion and suggestion with respect to quality of teaching classroom/Laboratory-infrastructure and overall support facilities. After analysis the lacunae in the academic are taken up by the academic subcommittee and the infrastructural constraints are communicated to the College authority by the IQAC

(ii) ADD ON courses - In order to increase the employability of students IQAC has requested departments to consider offer of ADD-ON courses. Two courses on photography and food certification, discontinued due to pandemic are expected to be resumed.

2. Upgradation to a blended mode -A shift to a blended mode is under active consideration to lend more flexibility to the teaching-learning process. Teacher exchange program with partner institutions may be more effective in the long run in ONLINE

mode. Departments are encouraged to organise more student and faculty webinars whereby students can get to interact eminent experts from across the country and beyond. Departments have been advised to encourage more students to avail of the swayam platform through college Local chapter of NPTEL

File Description	Documents
Paste link for additional information	http://apccollege.ac.in/index.php?option=com_content&view=article&id=53&Itemid=0
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)

B. Any 3 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

In order to create healthy work environment Acharya Prafulla Chandra College practices gender sensitization in a systemic

way.

A cell for gender sensitization and prevention of sexual harassment has been constituted in accordance with the Vishaka guidelines. Seminars and workshops on gender sensitization are held on a regular basis. Canteens , common rooms and corridors have boards which focus on awareness of gender equity ,human rights.

Observation of International women's day each year.

Interdisciplinary special lectures arranged to disseminate knowledge on curricular-based gender issues.

The college has installed sanitary napkin vending machines both on capus and in the ladies' hostel.

The creation of Women's cell for the redressal of grievances of female students as well organization of awareness programs on the issue.Closed circuit cameras have been installed to ensure safety and security especially of girl students.

The college is planning to introduce self defense courses for girls.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
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

1. Solid waste management: Biodegradable and nonbiodegradable products are collected in green and blue coloured bins respectively. The non-biodegradable wastes are disposed through municipality vans as solid waste. Land filling is also done by a part of the solid waste.

2. Liquid waste management: The liquid waste is managed through drainage into the nearby high drain.

3. E-waste management: The damaged items generated from electronic, electrical devices and computers are stored in a room and cleared on a regular interval by approved vendors and sold out as scraps to the vendors.

4. Waste recycling system: The college carries out recycling of rain water through a rainwater harvesting system called "Neeradhar". The recycled water is used in toilets.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	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

A. Any 4 or all 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:

A. Any 4 or All of the above

- 1.Restricted entry of automobiles
- 2.Use of bicycles/ Battery-powered vehicles
- 3.Pedestrian-friendly pathways
- 4.Ban on use of plastic
- 5.Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

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

A. Any 4 or all of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

B. Any 3 of the above

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

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).

Cultural, religious, linguistic and communal harmony:

The college strictly follows the reservation policies stipulated by the Government for appointment of Teaching and Non-Teaching

Staff and admission of students. The college has an Equal Opportunity Cell for students of backward classes. There is an anti-ragging cell in the college to look after the security of students in respect of mental harassments. The college makes continuous efforts to maintain unity in diversity which is reflected in various traditions, religions, languages and festivals. The college celebrates Independence Day, Republic Day, college foundation day, Birthday of Acharya Prafulla Chandra Roy, saraswati puja, Rastriya Akta Diwas every year. Vasantotsav is celebrated every year to inculcate the spirit of unity in diversity. Flex boards on environmental awareness, social harmony, unity, and moral values are displayed in the campus.

Socioeconomic Diversities

The college is involved in the welfare of financially challenged children of a local village adopted by NSS unit. To prevent cases of drop-outs due to financial reasons, provisions for financial help for the needy students in the form of concession Programme have been made. A considerable number of students are granted concession in their tuition fees every year.

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

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

As mentioned in our vision statement , our aim is to create a technologically superior and ethically strong human resource for the nation who may go on to become global leaders by making a difference to the world at large. The college braids ways of being, knowing and doing into course structure and co-curricular activities that imbibe in the students a respect for the constitution as well as their values, rights, duties and responsibilities as citizens of this great country.

The college celebrates Independence Day, Republic Day, National Youth Day, Constitution Day, (Rastriya Ekta Diwas) every year to inculcate the responsibilities and duties of a good citizen.

Celebration of International Mother Language Day promotes the ideas of preservation and protection of all languages.

International Women's Day is celebrated to sensitize all stakeholders about gender issues.

Birthdays of our national heroes - Mahatma Gandhi, Netaji Subhas Bose, Rabindranath Tagore are celebrated to instil in students a sense of pride in our rich legacy.

The Political Science department arranges the Youth Parliament programme.

Various outreach activities organized by NSS serve instill the spirit of service to the society

Seminars on Intellectual Property Rights and Patent Policy are organized by the IQAC to make the employees aware of their rights and duties.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

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

National and International commemorative days and festivals are celebrated following a well-planned calendar. Programmes organised on the festivals and commemorative days instil the spirit of patriotism and integrity towards the Nation among the stakeholders. The college pays tribute to our national heroes on their birth and death anniversaries. The events are celebrated through lecture, rally or the competitions like elocution, singing, poster and wallpaper etc. International Commemorative Days - International Women's Day • World Environment day • International Yoga Day • International Mother Language Day National Commemorative Days - • National Youth Day Republic Day • National Book Day, Rabindra Jayanti, Independence day, birthday of Netaji Subhash Chandra Bose.

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

7.2 - Best Practices

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

1. Title of the practice: Students' benefit scheme (benevolent fund, Medhabritti Prokolpo, Endowment Funds),

Medicinal Garden.

2. Objectives of the Practice: Students' benefit scheme is for the help of economically backward and meritorious students. Medicinal plant garden provides the knowledge of medicinal value for exact identification of the species specified for particular disease.
3. The context: A considerable number of students in our college come from economically backward section. It is our responsibility to prevent dropout of students for economic reasons. Our country has a very rich heritage of medicinal plants. Students need to be acquainted with the medicinal values of these plants.
4. The Practice: Applications are invited from willing students and funds are disbursed on the basis of their economic conditions and merit. A committee comprised of teaching staffs looks after the matter. Species are purchased and planted on a regular basis for enrichment of medicinal plant garden. Students are encouraged to nurture the garden and get information about the medicinal values of these plants.
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. Medicinal plant garden has 52 species with highly important medicinal values.
6. Problems Encountered and Resources Required: It is not always possible to help the economically backward students upto their need due to shortage of funds. In the lockdown period proper maintenance of medicinal plant garden was not possible.

File Description	Documents
Best practices in the Institutional website	http://apccollege.ac.in/index.php?option=com_content&view=article&id=245&Itemid=0
Any other relevant information	http://apccollege.ac.in/index.php?option=com_content&view=article&id=246&Itemid=0

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

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.

The installation of two pairs of Sanitary Napkin Vending Machines and Incinators has been done in 2019 to cater to the emergencies of the burgeoning number of girl students. This is undoubtedly the immediate reason behind the installation. However, this initiative indirectly addresses the issue of menstrual hygiene, clear knowledge about it and its management.

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

- 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.
- A centralised routine is prepared. Departmental heads prepare the respective departmental routines with respect to the centralised routine.
- Books necessary for consultation are mentioned and students can get access to them from our highly enriched open access library.
- Need based film shows, field works, educational excursions and survey programmes are carried out by some departments as integral part of their curriculum.
- Practical classes are conducted under the supervision of teachers. Students perform the experiments individually. In case of failure experiments are repeated until proper execution of the.
- Some experiments are also demonstrated to facilitate the understanding of a particular topic.
- Interdisciplinary special lectures are arranged to enhance the ambit of knowledge.
- In the pandemic situation classes were taken in online mode using G-suite. Subject materials and assignments were given in this mode. For multidisciplinary courses classes are conducted through you tube lectures. Every teacher has WhatsApp group with students in which queries of students are meet up.

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

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

The college strictly follows the format for continuous internal evaluation stipulated by West Bengal State University to which the college is affiliated. In CBCS system every paper has full marks of 75 of which one third of the total weightage has been assigned to continuous internal evaluation. One fifth of the total weightage for continuous internal evaluation is devoted to regular attendance of students. Continuous internal evaluation comprises of class performance, short written tests and home assignments. During the pandemic period, internal assessment was done in online mode. Constant vigil is kept on attendance of students. In case of any irregularity, students as well as their guardians are immediately informed as a remedial measure. Special classes are arranged for slow learners identified from continuous internal evaluation.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://apccollege.ac.in/index.php?option=com_content&view=article&id=201&Itemid=0

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	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

33

File Description	Documents
Any additional information	View File
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)

06

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)	View File

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

732

File Description	Documents
Any additional information	View File
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

Core course and DSE in Food and Nutrition provide knowledge of various methods for nutritional assessment and role of dietician in hospital. Curricula of UG Journalism & Mass Communication include ethical issues in the relevant field. Gender issues are included in UG syllabi of Political Science, English, Education, Bengali, History, Economics, Journalism& Mass Communication and Philosophy. Human values are included in UG course of Philosophy and Education as part of ethics, peace education and value education. Issues related to environment and sustainable development are addressed in core, SEC and GE courses of Botany, Geography, Zoology, Economics, Microbiology, Molecular biology, Industrial fish and fisheries, Food and Nutrition and Chemistry. Environmental Studies is included as a compulsory course which spotlight the issues related to ecosystem and sustainable development. The NSS organized distribution of sanitizers, ration amongst the needy people of nearby locality. Plantation of trees, celebration of World Environment Day, and use of segregated waste bins are also organised by NSS unit.

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

12

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

319

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

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	http://apccollege.ac.in/index.php?option=com_content&view=article&id=410&Itemid=0
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://apccollege.ac.in/index.php?option=com_content&view=article&id=410&Itemid=0

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 students admitted during the year

1797

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

855

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

After admission students of every department meet with the respective teachers in online mode and informal interaction between teachers and students reveal social, financial and academic background of the students. Understanding and competence levels of students are ascertained on the basis of their class responses and performance in examinations. Advanced learners are supplied study materials for competitive examinations which provide entry gate to higher education. They are also encouraged to participate in online presentations in students' seminar. In each semester special classes are arranged for slow learners after completion of normal classes to equip them for examinations. Teachers individually counsel them for eradication of the difficulties they face in the topics of the subject.

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

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

Number of Students	Number of Teachers
5114	126

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 new education policy is laying increasing stress on a paradigm shift from a hectoring approach to a participative one. The college has tried to implement these approaches in its curriculum

Experiential Learning and problem-solving methodologies:

1. In both Science and Arts subjects, students are taken on field trips, excursions, expository tours. The NSS wing of the college organizes regular social work and extension programs which equips them with real-world experience.
2. Almost all of the postgraduate courses and some of undergraduate departments conduct project work, enabling the students to acquire hands-on training/experience. Thereby enhancing their decision-making, analytical assessment and report-writing skills.
3. Subjects like Electronics, Physics and Computer Science encourage students to use simulation and mathematical tools for verification of theoretical concepts.
4. Tutorial and practical classes are designed to help out

students in writing answers and conducting experiments.

Participative learning:

Participative learning implies collaboration between the tutor and the student.

1. Such exchange of ideas is promoted by organizing seminars to keep students updated, broaden their outlook and induce critical thinking in them.
2. In postgraduate departments like Microbiology, Electronics, Computer Science joint publications in research journals have been authored by teachers and students.

Department of political Science organizes mock-parliament sessions.

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

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

Optimal use of ICT based tools has become essential for effective delivery of the teaching learning process; the advent of lockdown has given more impetus to the process.

- Besides a virtual classroom and a smart classroom, a large percentage of the class-rooms are equipped with ICT tools.
- Access to e-resources is provided through N-LIST programme of INFLIBNET. Besides that college has procured e-books from Pearson and subscribed to ONLINR journals from Springer.
- There is a dedicated e-room where students can browse e-books and journals.
- Free WIFI with limited download is provided across Campus. Besides that, there are twenty broadband connections from BSNL distributed across departments.
- College has subscription to G-Suite for education by Google. During lockdown regular classes along with assessments were done through Google Class-rooms using tools like Google forms, docs and G-meet.
- For interdisciplinary modules like Environmental Science, College has created a You tube channel and lectures uploaded on it.
- Simulation tools are being used in various departments for virtual lab experiments.
- E-resources in the form of reading material and video-lectures have been uploaded on college website for easy access.
- Class wise WhatsApp and Telegram groups for notification and sharing of information and study materials
- College has an active local chapter of NPTEL and a large number of students enroll for different courses on Swayam platform.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

nil

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

2.4 - Teacher Profile and Quality

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

125

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

51

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

1141

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.

The college strictly follows the format for continuous internal evaluation stipulated by West Bengal State University to which the college is affiliated. In CBCS system every paper has full marks of 75 of which one third of the total weightage has been assigned to continuous internal evaluation. One fifth of the total weightage for continuous internal evaluation is devoted to regular attendance of students. Continuous internal evaluation comprises of class performance, short written tests and home assignments. During the pandemic period, internal assessment was done in online mode. Constant vigil is kept on attendance of students. In case of any irregularity, students as well as their guardians are immediately informed as a remedial measure. Special classes are arranged for slow learners identified from continuous internal evaluation.

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

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

If there is any dissatisfaction of the students about the assessment of internal examination, the candidates are shown their answer scripts after submission of application to the Principal. In case of the end semester examination students can apply for review of their answer scripts after depositing the requisite fees to the university. College office keeps contact with the university and students can obtain the results of review through college office. The process of review is fast and done by the affiliating university maintaining the protocol as stipulated in the University guideline. However there is no provision for review of the answer scripts of Practical Examination.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Programme/course outcomes form the key to a structured of teaching-learning process and act as the guiding principle. The college tries to ensures outcome-based learning intended to suit the present-day interests of the students.

While postgraduate departments follow University specified Program and course outcome, the faculties of the different department's undergraduate disciplines, in absence of a University specified CO/PO have formulated their own Program and Course outcome. Detailed lesson plans and syllabus allocation done accordingly at the beginning of each Academic Session.

Both the syllabus and the PO/CO of different departments are displayed on the website to enable students at entry level To make effective academic and career choices before enrolment.

Mention of the same is made by the head of the Institution and respective H.O.D s during their respective orientation/Induction meeting. and program.

Departments organize regular seminars and interaction session with alumni of different departments to communicate the career prospects of the programs offered by the college.

During the first few Orientation classes, students are sensitized about the academic, cultural, socioeconomic, scientific and technological scope of the syllabus and the rationale of the structure. Consequently, over the course of the semesters a fair percentage of students are able to choose the right path in higher studies and career path in academia or professional/ technical jobs

by the final year of study.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://apccollege.ac.in/index.php?option=com_content&view=article&id=413&Itemid=0
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

Attainment of Program outcome is assessed in the following manner:

- Each department designs its lesson plan in accordance with the program/course outcome. Interactive-participative learning and extra classes for slow learners are regularly organized by the departments

- The attainment of POs and COs are measured through the process of Continuous Internal Evaluation, especially through class tests, interaction, assignments, quiz etc..
- Besides student performance in Internal exams , a continuous assessment is also done based on performance during field visits or educational tours or performance during practical sessions for science departments
- Analysis of performance in University results is done in the meeting of the teacher's council and the academic sub-committee.
- The Institution also has its own "Student Feedback Form" which concentrates substantially on the quality and quantity of class-room teaching with specific queries on the nature of the teacher's punctuality, target achievement and communication
-
- **Progression to Higher Studies:** Departments maintain a record of students pursuing higher studies/research A higher percentage of progression in the fields as envisioned in the program outcome is also a measure of attainment of POs and COs.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://apccollege.ac.in/index.php?option=com_content&view=article&id=413&Itemid=0

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

1480

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

2.7 - Student Satisfaction Survey

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

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

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)

752630

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

5

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

5

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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The Institute has an active research wing with teacher,scholars and postgraduate students engaged in research work.However we do not have an incubation centre for funding innovative projects, although the college organises periodic workshops on IPR and patent law to make the students aware of the possible avenues for pursuing for patents or funding for start-up projects.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

1

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

11

File Description	Documents
URL to the research page on HEI website	http://apccollege.ac.in/index.php?option=com_content&view=article&id=241&Itemid=0
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

21

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

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

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

6

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

3.4 - Extension Activities

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

Independence Day and college foundation day were celebrated on 15.08.2021 and 26.08.2021. A tree plantation programme is also organised on 26.08.2021. A programme on how to maintain COVID protocol after reopening of the institution is organised on 16.11.2021. 125th birthday of Netaji Subhass Chandra Bose is observed on 23.01.2022. A campaigning programme has been organised on 07.04.2022 for awareness of the health hazards resulting from use of tobacco. All these programmes have witnessed good deal of participation by the students.

File Description	Documents
Paste link for additional information	http://apccollege.ac.in/index.php?option=com_content&view=article&id=247&Itemid=0
Upload any additional information	No File Uploaded

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

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

1

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

3.4.3 - 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

3.4.3.1 - 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

1

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

76

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

13

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

13

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has two buildings and 65 classrooms. Every laboratory based department has its own laboratory. There are 10 rooms with ICT facilities. The institution possesses 2 seminar halls where seminar and workshop are arranged. 133 Computers are there to cater the need of students, office and library. Each laboratory based department has adequate number of modern instruments. The instution also possesses a gymnasium, a basketball court, a volleyball court and indoor games like carrom and table tennis.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://apccollege.ac.in/index.php?option=com_content&view=article&id=50&Itemid=0

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

The institution lays equal emphasis on curricular and extracurricular activities of the students for holistic development of the students. The college has a vast play ground, a basketball court, table tennis and carrom board to cater the need for outdoor and indoor games respectively. A cultural committee plans all the cultural programmes. The

annual prize distribution ceremony is studded with a cultural programme by the students. Several cultural competitions like recitations, singing, extemporal speech are also organised by the students union. A well equipped gymnasium is there to facilitate students for physical training. Students of physical education department practice yoga as a part of their discipline.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://apccollege.ac.in/index.php?option=com_content&view=article&id=216&Itemid=0

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

10

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

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

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

8370739

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
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)

Library is partially automated. ILMS software KOHA (version 3.14.06.000) is used for this purpose since 2015. The library has 32616 text books and 458 reference books. It also contains 3067 journals, 697056 e-books, 6000 e-journals and 838 magazines for the use of students and faculty members.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	http://apccollege.ac.in/index.php?option=com_content&view=article&id=237&Itemid=0

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources

C. Any 2 of the above

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

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

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**14400**

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year****81**

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**

1.ICT-RESOURCES: The college has one hundred and thirty three computers (25 laptops), 12 LCD Projectors , besides13 printers,2 scanner cum printers and 2 scanners.

Besides licensed Software like Mathematica 11, SPSS, MATLAB, RED-HAT, Tally, antivirus, VHDL free and open source library system: KOHA are used for academic and administrative work. Antivirus are regularly updated.

2.INTERNET CONNECTIVITY: The college has 20 broadband connections through NMEICT program of D.O.T., Govt. of India. to be upgraded post lockdown. Besides there is wi-fi facility (1GB daily limit)throughout the campus.

3. Student admission and subsequent fees collection is done in ONLINE mode. Student data is stored on cloud and can be accessed by student through unique login ID to check their fees status, download library card and other details

8.The college has subscription to G-Suite for education which has been extensively used in the lockdown period by faculties for taking classes, sharing study materials and evaluation tests using Google classroom.

9.Besides the e-resources available through INFLIBNET subscription the college has also subscribed to e-journals from SPRINGER and e-books from PEARSON for the benefits of students. There is a browsing centre attached to the library for access of e-resoueces.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://apccollege.ac.in/index.php?option=com_content&view=article&id=214&Itemid=0

4.3.2 - Number of Computers

133

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

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)****9324060**

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
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.

Physical infrastructure: For renovation of college building tenders are floated periodically. One caretaker is there to look after the electrical and water pipelines on a regular basis. A grounds man is there to take care of the college premises, the play ground and the medicinal garden. Classroom and toilet cleaning have been done by outsourcing. Minimal acid use policy is followed in the cleaning of toilets as an effort towards establishment of a green campus.

Laboratory: Gas pipe lines in the laboratory and fire extinguishing systems are checked regularly by competent authority.

Library: The college has two librarians along with support staff for regular maintenance and upkeep activities like weeding, cataloging etc.

Gymnasium and Sports Facility: The college has a well-equipped gymnasium along with equipments for indoor games like carrom, table tennis etc. These facilities are under the

supervision of the Physical Education department along with the student's union. The college has also a well-equipped modern basket ball court which is maintained on a regular basis by group D staffs of the college.

Hostel: The college has prepared guidelines with respect to (i) late entry (ii) usage of common facilities (iii) mess maintenance for both Boys and Girl's hostel.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://apccollege.ac.in/index.php?option=com_content&view=article&id=414&Itemid=0

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

1151

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

1315

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

A. All of the above

File Description	Documents
Link to Institutional website	https://apccollege.ac.in/index.php?option=com_content&view=article&id=416&Itemid=0
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

135

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

135

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)	No File Uploaded

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
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

10

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

87

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

36

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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)

. 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.

File Description	Documents
Paste link for additional information	http://apccollege.ac.in/index.php?option=com_content&view=article&id=222&Itemid=0
Upload any additional information	No File Uploaded

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

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

6

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

5.4 - Alumni Engagement

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

The true success of an Institution can be gauged from the strength of its alumni. A.P.C. College can boast of an illustrious alumni. They have a strong connect with their alma mater. However, earlier most of the interaction was with the parent department. A large number of departments organise Alumni meets where present students interact with their alumni. In some cases alumni have donated equipments like printers etc to their host department. Talks are arranged where ex-students established in different fields give motivational talks to the present students - both in undergraduate and postgraduate departments. They also help in campus placements. The association was formally registered on

13.06.2021. There are youtube channels maintained by past students and an official facebook group which has over 550 members and is managed by faculty-alumni of the Institution

File Description	Documents
Paste link for additional information	http://apccollege.ac.in/index.php?option=com_content&view=article&id=228&Itemid=0
Upload any additional information	View File

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 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.

The installation of two pairs of Sanitary Napkin Vending Machines and Incinators has been done in 2019 to cater to the emergencies of the burgeoning number of girl students. This is undoubtedly the immediate reason behind the installation. However, this initiative indirectly addresses the issue of menstrual hygiene, clear knowledge about it and its management.

File Description	Documents
Paste link for additional information	http://apccollege.ac.in/pdf/Institutional-Distinctiveness.pdf
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.

Decentralization: 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. The IQAC coordinator works in tandem with the Head of the Institution and with the Heads of different Departments.

Participative management: 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.

File Description	Documents
Paste link for additional information	http://apccollege.ac.in/pdf/Organogram.pdf
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Along with conventional chalk board method, ICT based methodologies have also been adopted in teaching. Google class rooms and google meet are occasionally used as platforms for curriculum delivery Teachers created whatsapp group with students for smooth and effective interaction regarding clearing of doubts. 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.

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 been 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.

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.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	http://apccollege.ac.in/index.php?option=com_content&view=article&id=50&Itemid=0
Upload any additional information	No File Uploaded

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

The Organogram represents the governing mechanism and the functional units of the college its structure of reporting and working while illustrating accountability and responsibility.

- The Governing Body is the highest decision making body of the college, having representation from the Teaching staff, Office, Students, Affiliating University and the Government
- The Principal is the ex officio Secretary of the Governing Body, and besides day to day administration is proactive in (i) arranging for development funds from Govt and other agencies (ii) requisition of new teaching and non-teaching posts (iii) facilitating service benefits (viz pay-fixation, promotion) for staff.
- Administrative Committees - The H.O.I. is aided by various administrative committees like Finance committee, purchase committee, Building

Committee, Admission Committee, Internal Complaints Committee, IQAC etc.

- IQAC -responsible for bringing to the notice of the administration required measures for upliftment of overall quality of the Institution.
- Teachers Council - through its committees serves to decentralize various aspects of the college viz Academic, library ,examination,seminar, Career Counselling and placement etc.
- Office- Non-teaching Office Staff act as extension of the Principal's Office and manage student affairs and Academic assistants help in laboratory management and ancillary work.
- Students Union :- acts as a liason between the administration and student requirements.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	http://apccollege.ac.in/pdf/Organogram.pdf
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

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

1. All the 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.

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

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

0

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)	No File Uploaded

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

15

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

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

The college has a specific format to place the Performance Appraisal System for its teaching and non-teaching staff every year. Total number of Leaves (Casual Leave, Medical Leave, Earned Leave etc.) enjoyed by a teacher or a non-teaching staff are duly recorded at the end of each year by a committee framed by the Principal's Office. Service books of teaching and nonteaching staff are updated on a regular basis. Apart from that, IQAC plays a significant role in the promotion of teaching staff as prescribed by the Career Advancement Scheme (CAS) of UGC and the Department of Higher Education, Government of West Bengal. Principal meets regularly with IQAC Coordinator, TCS and Service Book & Leave Committees on case to case basis. The Principal confers with the Head Clerk on all matters related to Nonteaching Staff. In case of connection of performance owing to personnel interaction the Special cells like the Grievance Redressal Cell is brought in.

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

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

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 observations of the Audit Team are duly complied with. Registered Chartered Accountants appointed by the College Authority audit funds 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. Any discrepancy in this respect is met up through Bursar.

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

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)

15000

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)	View File

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

A. Strategies adopted by the institution for mobilization of funds:

Regularly applying for funds from

(1) Higher Education Department for Furniture, Building,

Equipment, Extension activities, [the institution selected for receipt of a grant of Rupees 2 crores RUSA-2.0 scheme (Rs.1,5 Cr received till date).

(2) Faculties from different departments regularly receive research grants from SERB, DST, WBDST, ICSSR etc which are utilized for upliftment of research infrastructure of college.

(3) Donations, endowments from staff members, alumnae and

guardians. College has an endowment fund and student benevolent fund from contribution by staff members of the Institution.

(4) Own resources - College earns a substantial amount by (i) renting out space to run a computer Centre in college premises to .I.C.E.- annual rent of Rs.2,76,000/-(ii) Jio Telecom pays Rs. annually besides an initial payment of Rs. 3,00,000/-for its mobile tower in the college grounds

(5)It invokes MP/MLA LAD grants for development of the institution.

B. Strategies adopted by the institution for optimum utilization of resources.

1. rain-water harvesting system -recycled to Hostel minimises consumption of water and electricity.

2. Sustenance of human resources

3. Technological development of the college

4. Infrastructural development of the college

5. Research and development activities

6. Maintenance and upgradation of library

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

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

As the lockdown persisted and the college progressed to a new academic year , the IQAC continued to lay stress on

(i) Effective use of ICT in teaching-learning-evaluation methods

Teachers were encouraged and assisted in using the Institutional G-Suite for Education. for (i) taking classes and recording attendance (ii) Giving assignments (iii) distribution of study materials. For subjects which were pan-discipline like environment science and compulsory language , college opened a You-tube channel and videos were posted there and teachers took classes in slots.

As the University examination was ONLINE department -wise institutional e-mail Ids were created for receipt of answer scripts and posting of questions (also on Website).

(ii) In anticipation of the easing of the lockdown and resumption of normal life , IQAC decided to lay stress on the uncertainty in the career prospects post lockdown. The pandemic had laid bare the uncertainties of conventional white-collar jobs. IQAC decided to encourage students to look at skill-based alternative modes of earning to make them self-employable. With this view webinars laying stress on entrepreneurial modes were organized on (i) Career Opportunities through Skill-Enhancement Courses and (ii) Career Opportunities in the Paramedical Sector and (iii) Intellectual Property Rights - Procedures and Challenges

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

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

1. Review of Academic setup based on student feedback

The most important stakeholder in our system is the student community. (i) Feedback -IQAC collects students feedback in ONLINE mode through a detailed questionnaire to access students' opinion and suggestion with respect to quality of teaching classroom/Laboratory-infrastructure and overall support facilities. After analysis the lacunae in the

academic are taken up by the academic subcommittee and the infrastructural constraints are communicated to the College authority by the IQAC

(ii) ADD ON courses - In order to increase the employability of students IQAC has requested departments to consider offer of ADD-ON courses. Two courses on photography and food certification, discontinued due to pandemic are expected to be resumed.

2. Upgradation to a blended mode -A shift to a blended mode is under active consideration to lend more flexibility to the teaching-learning process. Teacher exchange program with partner institutions may be more effective in the long run in ONLINE mode. Departments are encouraged to organise more student and faculty webinars whereby students can get to interact eminent experts from across the country and beyond. Departments have been advised to encourage more students to avail of the swayam platform through college Local chapter of NPTEL

File Description	Documents
Paste link for additional information	http://apccollege.ac.in/index.php?option=com_content&view=article&id=53&Itemid=0
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)

B. Any 3 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

In order to create healthy work environment Acharya Prafulla Chandra College practices gender sensitization in a systemic way.

A cell for gender sensitization and prevention of sexual harassment has been constituted in accordance with the Vishaka guidelines. Seminars and workshops on gender sensitization are held on a regular basis. Canteens , common rooms and corridors have boards which focus on awareness of gender equity ,human rights.

Observation of International women's day each year.

Interdisciplinary special lectures arranged to disseminate knowledge on curricular-based gender issues.

The college has installed sanitary napkin vending machines both on capus and in the ladies' hostel.

The creation of Women's cell for the redressal of grievances of female students as well organization of awareness programs on the issue.Closed circuit cameras have been installed to ensure safety and security especially of girl students.

The college is planning to introduce self defense courses for girls.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
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

1. Solid waste management: Biodegradable and nonbiodegradable products are collected in green and blue coloured bins respectively. The non-biodegradable wastes are disposed through municipality vans as solid waste. Land filling is also done by a part of the solid waste.

2. Liquid waste management: The liquid waste is managed through drainage into the nearby high drain.

3. E-waste management: The damaged items generated from electronic, electrical devices and computers are stored in a room and cleared on a regular interval by approved vendors and sold out as scraps to the vendors.

4. Waste recycling system: The college carries out recycling

of rain water through a rainwater harvesting system called "Neeradhar". The recycled water is used in toilets.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	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

A. Any 4 or all 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:

A. Any 4 or All of the above

- 1.Restricted entry of automobiles**
- 2.Use of bicycles/ Battery-powered vehicles**
- 3.Pedestrian-friendly pathways**
- 4.Ban on use of plastic**
- 5.Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

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

A. Any 4 or all of the above

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

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

B. Any 3 of the above

copies of reading material, screen reading

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).

Cultural, religious, linguistic and communal harmony:

The college strictly follows the reservation policies stipulated by the Government for appointment of Teaching and Non-Teaching Staff and admission of students. The college has an Equal Opportunity Cell for students of backward classes. There is an anti-ragging cell in the college to look after the security of students in respect of mental harassments. The college makes continuous efforts to maintain unity in diversity which is reflected in various traditions, religions, languages and festivals. The college celebrates Independence Day, Republic Day, college foundation day, Birthday of Acharya Prafulla Chandra Roy, saraswati puja, Rastriya Akta Diwas every year. Vasantotsav is celebrated every year to inculcate the spirit of unity in diversity. Flex boards on environmental awareness, social harmony, unity, and moral values are displayed in the campus.

Socioeconomic Diversities

The college is involved in the welfare of financially challenged children of a local village adopted by NSS unit. To prevent cases of drop-outs due to financial reasons, provisions for financial help for the needy students in the form of concession Programme have been made. A considerable number of students are granted concession in their tuition

fees every year.

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

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

As mentioned in our vision statement , our aim is to create a technologically superior and ethically strong human resource for the nation who may go on to become global leaders by making a difference to the world at large. The college braids ways of being, knowing and doing into course structure and co-curricular activities that imbibe in the students a respect for the constitution as well as their values, rights, duties and responsibilities as citizens of this great country.

The college celebrates Independence Day, Republic Day, National Youth Day, Constitution Day, (Rastriya Ekta Diwas) every year to inculcate the responsibilities and duties of a good citizen.

Celebration of International Mother Language Day promotes the ideas of preservation and protection of all languages.

International Women's Day is celebrated to sensitize all stakeholders about gender issues.

Birthdays of our national heroes - Mahatma Gandhi, Netaji Subhas Bose, Rabindranath Tagore are celebrated to instil in students a sense of pride in our rich legacy.

The Political Science department arranges the Youth Parliament programme.

Various outreach activities organized by NSS serve instill the spirit of service to the society

Seminars on Intellectual Property Rights and Patent Policy are organized by the IQAC to make the employees aware of

their rights and duties.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

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

National and International commemorative days and festivals are celebrated following a well-planned calendar. Programmes organised on the festivals and commemorative days instil the spirit of patriotism and integrity towards the Nation among the stakeholders. The college pays tribute to our national

heroes on their birth and death anniversaries. The events are celebrated through lecture, rally or the competitions like elocution, singing, poster and wallpaper etc. International Commemorative Days - International Women's Day • World Environment day • International Yoga Day • International Mother Language Day National Commemorative Days - • National Youth Day Republic Day • National Book Day, Rabindra Jayanti, Independence day, birthday of Netaji Subhash Chandra Bose.

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

7.2 - Best Practices

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

1. Title of the practice: Students' benefit scheme (benevolent fund, Medhabritti Prokolpo, Endowment Funds), Medicinal Garden.
2. Objectives of the Practice: Students' benefit scheme is for the help of economically backward and meritorious students. Medicinal plant garden provides the knowledge of medicinal value for exact identification of the species specified for particular disease.
3. The context: A considerable number of students in our college come from economically backward section. It is our responsibility to prevent dropout of students for economic reasons. Our country has a very rich heritage of medicinal plants. Students need to be acquainted with the medicinal values of these plants.
4. The Practice: Applications are invited from willing students and funds are disbursed on the basis of their economic conditions and merit. A committee comprised of teaching staffs looks after the matter. Species are purchased and planted on a regular basis for enrichment of medicinal plant garden. Students are encouraged to nurture the garden and get information about the medicinal values of these plants.

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. Medicinal plant garden has 52 species with highly important medicinal values.
6. **Problems Encountered and Resources Required:** It is not always possible to help the economically backward students upto their need due to shortage of funds. In the lockdown period proper maintenance of medicinal plant garden was not possible.

File Description	Documents
Best practices in the Institutional website	http://apccollege.ac.in/index.php?option=com_content&view=article&id=245&Itemid=0
Any other relevant information	http://apccollege.ac.in/index.php?option=com_content&view=article&id=246&Itemid=0

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

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.

The installation of two pairs of Sanitary Napkin Vending Machines and Incinators has been done in 2019 to cater to the emergencies of the burgeoning number of girl students. This is undoubtedly the immediate reason behind the installation. However, this initiative indirectly addresses the issue of menstrual hygiene, clear knowledge about it and its management.

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

7.3.2 - Plan of action for the next academic year

1. Strengthening of the placement and research wings
2. Career counselling of the students
3. Enrichment of medicinal plant garden
4. Upgradation of library and laboratories
5. Organisation of programmes to train students about "earn while you learn".