



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution

**GANDHI CENTENARY B.T. COLLEGE,
HABRA**

- Name of the Head of the institution **DR. RAJIB MUKHOPADHYAY**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **03216237199**
- Mobile No: **9051167912**
- Registered e-mail **gcbtcollegehabra@gmail.com**
- Alternate e-mail **mukhrajib68@gmail.com**
- Address **P.O- Habra- Prafullanagar, Dist-
North 24 Parganas,**
- City/Town **Ashokenagar**
- State/UT **West Bengal**
- Pin Code **743268**

2.Institutional status

- Type of Institution **Co-education**
- Location **Semi-Urban**
- Financial Status **Self-financing**

- Name of the Affiliating University **WBUTTEPA**
- Name of the IQAC Coordinator **Pankaj Kumar Jana**
- Phone No. **03216237199**
- Alternate phone No. **9433470340**
- Mobile **9433470340**
- IQAC e-mail address **pkjana62@gmail.com**
- Alternate e-mail address **mukhrajib68@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

<https://www.gcbtcollege.in/agarss/docs/AQAR-20-21.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

https://www.gcbtcollege.in/institutionalcalendar/Institutional_calendar_21_22.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	Not applicable	2007	31/03/2007	30/03/2012
Cycle 2	B	2.26	2016	16/09/2016	15/09/2021

6. Date of Establishment of IQAC

13/01/2014

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional 1	Building Constriction	Department of Higher Education Govt. of W.B.	18.01.2019 to 17.01.2022	1500000

8. Whether composition of IQAC as per latest

Yes

NAAC guidelines

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

9.No. of IQAC meetings held during the year 1

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **No**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

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)

Encouraging faculty members to conduct classes through online mode and also to upload online sturdy materials to college website till the month of Oct-2021

Initiation for repairing and upgradation of Computer system, short throw projector and other ICT equipment for physically presence students in the college from the month of Nov-2021 instead of online classes.

Initiatives are taken for the sanitization of the college buildings and cleaning of college campus.

installation of fire safety measures and to obtain fire safety certificate

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
Infrastructural development	Extension of college building utilizing the state Govt. grant received
Encouraging faculty members to participate in faculty development programme	Perticipation of two faculty members in online Refresher course.
to aquaire fire safety certificate from competent authority	completion of the work on installation of fire safety measure and the certificate has been provided

13. Whether the AQAR was placed before statutory body? Yes

- Name of the statutory body

Name	Date of meeting(s)
IQAC	12/12/2022

14. Whether institutional data submitted to AISHE

Part A**Data of the Institution**

1.Name of the Institution	GANDHI CENTENARY B.T. COLLEGE, HABRA
• Name of the Head of the institution	DR. RAJIB MUKHOPADHYAY
• Designation	Principal
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• City/Town	Ashokenagar
• State/UT	West Bengal
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• Location	Semi-Urban
• Financial Status	Self-financing
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• Name of the IQAC Coordinator	Pankaj Kumar Jana
• Phone No.	03216237199

• Alternate phone No.	9433470340				
• Mobile	9433470340				
• IQAC e-mail address	pkjana62@gmail.com				
• Alternate e-mail address	mukhrajib68@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://www.gcbtcollege.in/aqarsrdocs/AQAR-20-21.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.gcbtcollege.in/institutionalcalendar/Institutional_calendar_21_22.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	Not applicable	2007	31/03/2007	30/03/2012
Cycle 2	B	2.26	2016	16/09/2016	15/09/2021
6.Date of Establishment of IQAC			13/01/2014		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Institutional	Building Constriction	Department of Higher Education Govt. of W.B.	18.01.2019 to 17.01.2022	1500000	
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	1	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No	
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to aquaire fire safety certificate from competent authority	completion of the work on installation of fire safety measure and the certificate has been provided
13.Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
IQAC	12/12/2022
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-22	28/11/2022
15.Multidisciplinary / interdisciplinary	
College has taken attempted of converting it into a multidisciplinary intuition. Proposal for introducing M.Ed course has been adopted by college GB, work for infrastructure development is in process.	
16.Academic bank of credits (ABC):	
Factually member is encouraged to design their curricular activity within the framework approved by the affiliating body. College is ready for introduction Academic Bank of credit system if instructed by the affiliation body.	
17.Skill development:	
Development of micro teaching skill in simulated mode is practice through deferent cycles. Development of Skill for classroom	

teaching is also practice a exhaustively during internship program student activity on performing art , Craftwork are also increase.

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

Instruction are delivered in classroom in bilingual mode. Activities on Indian art and Indian culture tradition are practice as curricular and extracurricular activities.

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

Continues monitoring of students performers by teacher is encouraged. Emphasis are also on - Seminar presentation, Classroom assessment , Group dictation , Individual / Group project etc.

20.Distance education/online education:

Online mode of instruction is followed during lock down period for the purpose of teaching-leaening and evaluation.on line study materials are also uploaded to college web site for students' access.

Extended Profile

1.Programme

1.1	1
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	100
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	14
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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 Number of outgoing/ final year students during the year		38
File Description		Documents
Data Template	View File	
3.Academic		
3.1 Number of full time teachers during the year		8
File Description		Documents
Data Template	View File	
3.2 Number of Sanctioned posts during the year		13
File Description		Documents
Data Template	View File	
4.Institution		
4.1 Total number of Classrooms and Seminar halls		17
4.2 Total expenditure excluding salary during the year (INR in lakhs)		30.64
4.3 Total number of computers on campus for academic purposes		30
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

Curriculum delivery is as per the academic calendar of university, as well as in view of the institutional calendar. In the context of prevalent pandemics, institution followed on-line mode for this purpose 50 % of the session . Other 50 % of the session going on off-line mode.

Total no of subject taught-

1. General Courses
2. Bengali Method
3. English Method
4. Mathematic Method
5. Physical Science Method
6. Life Science Method
7. History Method
8. Geography Method
9. Education Method
10. Art Education Method

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.gcbtcollege.in/instcalendar/Institutional_calendar_21_22.pdf

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

Academic calendar of the affiliating university is followed for conducting continuous internal evaluation and the schedule (on line based CIE) is uploaded to college web-site.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.gcbtcollege.in/noticedocs/Semester-I-2021%20Examination%20Notice%20Dated%2008.02.pdf

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

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
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

1

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

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

0

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

0

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

1.3 - Curriculum Enrichment

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

Issues (professional ethics, gender, environment and sustainability) are compulsory components of the curriculum (course 1.2.3 2nd half, 1.4.6, 1.4.11 respectively) and these are integrated in a judicious manner during curricular transaction by teachers.

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

1

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	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

100

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

1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken
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File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://www.gcbtcollege.in/ContactUs.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

100

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

43

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

'Catering of students' diversity in form of individualising instruction, organising remedial classes, assigning critical activities for advanced learners, providing students opportunity of seminar presentation- group discussion etc.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
100	13

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

Individual project, assignment-term papers, seminar presentation, peer group activities etc. are used in classes.

File Description	Documents
Upload any additional information	View File
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

ICT enabled classrooms; smart classrooms etc. are used for taking classes by faculty members.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

13

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	View File

2.4 - Teacher Profile and Quality

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

8

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	No File Uploaded

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

5

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

147

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.

Transparency in the internal assessment is ensured through uploading the guidelines to college web-site,

The assessment is done as per university instruction.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.gcbtcollege.in/noticedocs/Semester-I-2021%20Examination%20Notice%20Dated%2008.02.pdf

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

Provision is there in college web-site for lodging complaints. Grievances and complaints are collected from site, examined and addressed to the affiliating body for resolution.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.gcbtcollege.in/ContactUs.php

2.6 - Student Performance and Learning Outcomes

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

Action plans on stated programme and course out comes of programmes are prepared by IQAC, discussed in IQAC meetings, actions are taken on those and the entire scenario is displayed in college web-site to aware all in general, and in particular to teachers and students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.gcbtcollege.in/iqac_agar_docs/Programme Outcome and Course Outcome.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

Through proper planning and effective execution by several extension and outreach activities by utilising feedback obtained from various stakeholders.

Attainment through

1. By following academic calendar of university for effective transaction of curriculum.
2. Ensuring ideal environment for teaching-learning-research.
3. Organising research and extension activities.
4. Implementing effective evaluation system, feedback mechanism.
5. Adopting suitable measure for ensuring a quality management in the institution to achieve a quality target.

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

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

45

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)

https://www.gcbtcollege.in/igac_agar_docs/SSS_21-22.pdf

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

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

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

0

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

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

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year	
3	
File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File
3.2 - Research Publications and Awards	
3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year	
3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year	
1	
File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File
3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year	
3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year	
0	
File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File
3.3 - Extension Activities	
3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to	

social issues, for their holistic development, and impact thereof during the year

Extension activities are carried in form of organising on line and offline programme on COVID-19 awareness for sanitizing students and contemporary social issues.

On line and offline programme on COVID-19 awareness

On line and offline programme on community outreach activities

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

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

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

0

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

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

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

2

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 last year (Data Template)	View File

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

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

89

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)	View File

3.4 - Collaboration

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

2

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

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

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

0

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

1. ICT enabled classrooms
2. Smart Classrooms
3. Well -equipped laboratories
4. Enriched college library
5. Spacious auditorium
6. Computer Laboratory
7. Psychology Laboratory
8. Seminar Room
9. Boys 'hostel & Girls' hostel
10. Well - equipped Gymnasium, etc.

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

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

Cultural activities named -

1. 'BANAMAHOTSAV ' Programme
2. Observation of College Foundation Day.
3. Celebration of Gandhi Jayanti.
4. Sarad Utsav.
5. Celebration of Teachers' Day
6. Intra college co-curricular activities -like Debate, Extempore competition etc. In the context of Prevalent pandemic situation a number of such activities were organized in the online mode.
7. College has the provision of organization of indoor and outdoor games and sports activities. But this could not be done due to pandemic situation, 2021-22.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.gcbtcollege.in/instcalendar/Institutional calendar 21 22.pdf

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

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

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)

14.48

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

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

An automated library is one where a computer system is used to manage one or several of the library's key functions, such as acquisition, serial control, cataloging, circulation and the public access catalog. Automated library system centers on library automation package. Such automation packages are called library management software. (LMS) or integrated library management software (ILMS).

Library automation software as application software performs day-today library activities through human intervention. Library automation packages are develop in view of the two most essential activities of any library- housekeeping activates and information retrieval. This are accessible through LAN or WAN and also over

internet. Modern library automation systems are www. Compatible and accessible through internet, intranet and extranet for information retrieval as well as data entry activates.

The ILMSS presently follow a modular approves for the housekeeping operations. Generally the whole package is divided into several modules for is operational sub system. Modules are divided into sub modules and its sub models supports varies facilities to carry out tasks related to the procedure.

Our library subscribe customized KOHA - an open source library management software.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://www.gcbtcollege.in/Library.php

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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
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)

0.005

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

13

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

4.3 - IT Infrastructure

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

Modern teaching learning processes are updated through ICT facilities. The ICT facilities include Computer, overhead projectors, Copying facilities, Virtual class-room , web camera, Laptops, sound system, short through projector , CCTV, Biometric attendance equipment's, including Internet connection (Unlimited downloading facilities) from Alliance Broadband Services Pvt. Ltd. The class rooms and auditorium are connected with internet facilities and suitable with the uses of Information and Communication Technology.

Students use ICT at the computer lab and when they use library for searching e- resources and downloading it. Students are provided Wi- Fi facilities in their personal handsets excluding the uses of computer in the college premises.

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

4.3.2 - Number of Computers	
30	
File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File
4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS
File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File
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)	
5.40	
File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
Our physical and academic infrastructure and support facilities like (College building, both boys hostel building and girls' hostel building, playground, greenery large campus area, library, laboratories, classrooms', etc.) maintained properly.	

For necessary up gradation of availed infrastructural facilities the proposal is placed before concerned sub committees, (Like building subcommittee, including IQAC) for detailed discussion and necessary action to be taken.

Generally, the expenses meet from the college fund. Very often Govt. aids are availed for such purposes.

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

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

31

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

3

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	Nil
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	
5	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
5	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student	B. Any 3 of the above

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

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

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

3

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

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

5.2.2.1 - Number of outgoing student progression to higher education

1

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

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	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.

0

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)

Institution encourages students' participation in co-curricular activities like- vocal and instrumental music, dance, debate, quiz, publication of magazine etc. different student committees are formed under mentorship of teachers, students representation in college governing body and various other statutory/non statutory bodies like -college hostel committee, college IQAC, as per exiting govt. norm is also encouraged. in the context of prevalent lock down, outdoor games and sports activities could not have been arranged.

File Description	Documents
Paste link for additional information	https://www.gcbtcollege.in/instcalendar/Institutional_calendar_21_22.pdf
Upload any additional information	View File

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

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

10

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

Alumni association has its active role; its registration process is going on. Their participation in different college activities, IQAC meetings is encouraged. Their feedback on various aspects of institutional activities, curriculum etc. are collected, data analysed and implemented for institutional development.

File Description	Documents
Paste link for additional information	https://www.gcbtcollege.in/AlumniRegistration.php
Upload any additional information	No File Uploaded

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

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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

Gandhi centenary B.T. College, Habra has a rich past, a glorious present and a bright future. It aims at providing quality education to the students in order to ensure their acquired skill, knowledge and experiences more relevant to the global needs and emphasises upon the values, academic excellence, self-discipline, development of scientific temper, leadership quality, tolerance, commitment, etc.

Activities of the institution are in tune with its mission and vision. All the stakeholders are made aware of these through orientation programme, various meetings and also uploading to college web site. These are reflected in curricular, co-curricular, and outreach activities. All these are planned in a way to ensure our progress for rural growth, national integration, peace and prosperity.

File Description	Documents
Paste link for additional information	https://www.gcbtcollege.in/Objectives.php
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.

The administration is democratic in nature and decentralised to a large extent. Day to day activities are looked upon mostly by the head of the instruction. Various committees are assigned specific responsibilities and work effectively under the supervision of the head of the institution.

Over all policy for institutional development is planned by the Governing Body. The spirit of participatory management is encouraged and all the components perform individual activities with freedom, flexibility in order to attain a common goal- (The goal of quality enhancement of the institution.)

File Description	Documents
Paste link for additional information	https://www.gcbtcollege.in/igac_agar_docs/Different_Committees_Formed.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Institutional perspective plan is deployed in the following aspects-

1. **ADMISSION-** According to the order of the Higher Education Department, Government of West Bengal, admission process is conducted using on line mode and standalone basis. The college follows the University guidelines also.

2. **TEACHING-LEARNING EVALUATION-** In the prevalent context of pandemics, teaching learning and evaluation process have been conducted through online mode. On line study materials are uploaded by faculty members to college website for students' access. Innovative Lectures were recorded by the faculty members

and uploaded YouTube and Google classroom.

3. **INFRASTRUCTURAL DEVELOPMENT-** Utilising the state govt. building grant received in 2020-21, College building is extended in this session. New classrooms, and laboratories have been constructed in the 1st floor of the existing building.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://www.gcbtcollege.in/noticedocs/1St%20Admission%20List-2021-23-.pdf
Upload any additional information	View File

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.

For being a Govt.- aided institution, its administration is controlled by the Governing Body. Different committees formed operated effectively both on their own and in conjunction with others, with flexibility and an environment that allowed them to experiment with innovative concepts and take initiative in accordance with mission and vision of the institution. The West Bengal College Service Commission has responsibility to recommend name of new assistant professors for appointment. Appointment and service rule is according to the guidelines of the Department of Higher Education, Govt. of West Bengal.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.gcbtcollege.in/GoverningBody.php
Upload any additional information	View File

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

C. Any 2 of the above

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

6.3 - Faculty Empowerment Strategies

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

Provision as follows:-

1. Group Insurance facilities for TS & NTS
2. Interest free refundable Puja advance facilities for NTS
3. Interest free refundable medical loan facilities for NTS

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)	View File

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)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

2

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

Yearly submission of Performance Appraisal of faculty members is the essential part of his/her next promotion. The Performance Appraisal systems should be submitted by the incumbent to the college IQAC. Through proper investigation IQAC provides a necessary feedback for modification.

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

Institution has provision of external financial audit mechanism; this is done by external auditor, appointed by the department of Higher Education, Govt. of W.B.

Institution does not have the provision of internal audit. Institution keeps all the financial transaction well documented. Preparation of all the financial statements, keeping record on Balance Sheet, Receipt and Payment A/C, Income- Expenditure A/C, etc. are emphasised on. Audit report is placed to Finance Committee for detailed analysis and the observation is reported to the college Governing Body for their ratification.

The College is yet to receive name of the external auditor from the Dept. of Higher Education, Govt. of W.B. for the F.Y2021-22

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)

0

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

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

The institution always ensures that the funds/resources are collected on timely basis and are utilized in the best possible way by ensuring judicious investments and restricting to budgeted expenditure. The main sources of receipts are fees collected from students, grants from the State Government and the UGC, interest on fixed deposits, income from sale scraps etc. Fee collection is done in a systematic way within a time frame with due consideration of students' individual problem. There is provision of student fund in this regard in institutional budget. A budget is prepared in the month of February for the following financial year and every possible effort is made to adhere to the budget. The budget is approved by the finance committee and finally to the college G.B. All purchases are made after inviting requisite number of quotations and their proper scrutiny. All the expenditures are checked and approved by concerned committees. Internal checks and controls are very much in place which ensures transparency in financial resource.

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

The institution's mission is to ensure quality enhancement in the fields of teaching-learning-evaluation-research-collaboration.

In the context of prevalent pandemics, on-line based teaching[1]learning and evaluation related activities are emphasised upon. Classes taken by faculty members using Google-Meet and Skype platforms. IQAC, has its role by arranging the necessary technical support for organising these classes.

IQAC has its concern to mental and physical health related hazards of students in the context of pandemics and various on-line induction programmes with students in this regard have been organised by the faculty members and the Principal under the banner of college IQAC for developing students' awareness on COVID protocols.

File Description	Documents
Paste link for additional information	https://www.gcbtcollege.in/IOAC.php
Upload any additional information	View File

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

The regular meetings of the IQAC internally as well as with the principal and different committees are conducted to ensure stock taking and earmarking of the scopes of improvement in all possible spheres of campus life. Regular feedback obtained from different stakeholders help in proper identification of the target areas. IQAC in this regard emphasises upon surveying students; satisfaction as per NAAC guideline.

File Description	Documents
Paste link for additional information	https://www.gcbtcollege.in/ContactUs.php
Upload any additional information	View File

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.gcbtcollege.in/igac_agar_docs/SSS_21-22.pdf
Upload e-copies of the accreditations and certifications	View File
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

The institution encourages promotion of the feeling of gender equality. Internal co plaint cell of the institute works towards creating awareness and addressing women's issues. There is a separate Girls' Hostel, Girls' Common Room etc. Gender related issues are also included in the curriculum and emphasis is laid upon by the faculty members while transacting the curriculum both in theory and practicum.

File Description	Documents
Annual gender sensitization action plan	To organise expert talk on related issues.
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	The following measures taken- 1. Formation of internal Complaint Cell, 2. Establishment of Girls' Common Room . 3. Provision of Girls' Hostel. 4. Classroom discussion on Gender related issues.

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	View File

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

The institution takes leading role in managing the waste. The segregation of solid waste is carried out. Paper, cardboard, plastics, and other dry garbage are isolated from other types of waste. Organic wastes, such as leftover food, fruit peels, and other organic scraps, are also collected separately in bins. The College separates out dated computers, batteries, and wires for E-waste Management and disposes of them on a regular basis. College campus is declared as the plastic free zone.

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

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

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

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

A. Any 4 or All of the above

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

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

E. None of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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

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

D. Any 1 of the above

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

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

For national integrity the institute observes the 'Independence Day'(15th August every year), 'Republic Day'(26th January every

year), 'Netaji Birth Day' (23rd January every year) , etc. Moreover, the college observes Gandhi Birth Day (2nd October every year) by reading important portions of the holy books- the Gita, the Bible & the Koran for keeping communal harmony. A common kitchen is organised in the same day for eradication of un-touchability . The day is also observed with the 'Safai Avijan' for cleaning the college campus. Observation of these promotes students' feeling of socio-cultural harmony and integration and the value of work culture.

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	View File

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

The principal gives an orientation lecture on the day of initiation of new classes explaining fundamental principles and ethos of the institution.. The speech focuses on how important it is to maintain harmony among all differences while encouraging a scientific attitude, humanism, and inquisitive spirit. On special occasions like Republic Day and Independence Day observation, lectures on fundamental rights duties of citizen, spirit of the republic country are organised by students and staff members.

The Institution allows trying to keep the greenery environment in its large campus. The institute organizes for plantation program for transplanting new baby plants every year through the "BANAMAHOTSAB'' Program, medicinal plants as re available in college herbal garden. Students take care of these under the supervision of mentor teachers, which helps to promote their spirit of a responsible citizen to keep environment greener and cleaner

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

<p>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</p>	<p>D. Any 1 of the above</p>
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File Description	Documents
Code of ethics policy document	No File Uploaded
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	View File

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

Days of national Importance like Independence Day, Republic Day, Birth day of Netaji , Mahatma Gandhi and Sardar Ballav Bhai Patel (as vigilance day), Teachers Day etc. are observed for 2021-22session. All these are organised through both on line mode and offline mode.

Days of international importance like - International Language Day, World Environment Day, etc. have also been observed both on virtual mode and offline mode.

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	View File

7.2 - Best Practices

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

i. Workshop on Micro Teaching in simulated mode- through teachers' discussion, students' activity, recording of student activity, proper feedback and re teaching for quality improvement.

ii. Completion of Fire Safety related works and collection of Fire Safety Certificate from the competent Authority (Govt. of W.B.).

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

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

Being the Pandemic year, the year 2020-2021, & partially 2021-22 emphasis is given to teaching-learning and evaluation through on line and offline mode where necessary. For this purpose on line classes have been conducted by faculty members on Google-meet, Skype platforms. From Nov-2021 offline classes are started. As per instruction of affiliating university, exams were conducted through offline mode, evaluation have also been done by the faculty members through offline mode. Faculty members are now encouraged to take classes and teaching learning evaluation through offline mode as prior to COVID 19 pandemic.

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

7.3.2 - Plan of action for the next academic year

1. Enhancement of the quality of feedback system from various stakeholders.
2. To renovate smart Class Room.
3. To renovate other ICT enabled classrooms.
4. Initiation of M. Ed. course.
5. Participation in NIRF system in next academic year.