



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution		EGRA SARADA SHASHI BHUSAN COLLEGE
• Name of the Head of the institution	DR. DIPAK KUMAR TAMILI	
• Designation	PRINCIPAL	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	03220-244073	
• Mobile No:	9434014248 / 9734673568	
• Registered e-mail	info@egrassbcollege.ac.in	
• Alternate e-mail	tamilidk@gmail.com	
• Address	AT. + P.O. - EGRA, DIST. - PURBA MEDINIPUR.	
• City/Town	EGRA	
• State/UT	WEST BENGAL	
• Pin Code	721429	
2.Institutional status		
• Affiliated / Constitution Colleges		
• Type of Institution	Co-education	
• Location	Rural	

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	VIDYASAGAR UNIVERSITY				
• Name of the IQAC Coordinator	DR. ALOY CHAND BISWAS				
• Phone No.	03220-244073				
• Alternate phone No.	NIL				
• Mobile	9434453667				
• IQAC e-mail address	iqacegrassbcollege@gmail.com				
• Alternate e-mail address	info@egrassbcollege.ac.in				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://egrassbcollege.ac.in/wp-content/uploads/2022/08/AQAR-2020-2021-final-submission-3.41-p.m.-on-31.08.2022.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://egrassbcollege.ac.in/wp-content/uploads/2022/01/Academic_Calendar_for_2021-22.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.06	2008	16/09/2008	15/09/2013
Cycle 2	B	2.32	2015	01/05/2015	30/04/2020
6.Date of Establishment of IQAC			23/02/2009		
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	
NA	NA	NA	NA	NIL	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		

<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File	
9.No. of IQAC meetings held during the year	4	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
To organize regular meetings of IQAC.		
To prepare and submit AQAR to NAAC for the year 2019-2020.		
To organize COVID Vaccination Camp at the College campus on 04.10.2021 and 30.12.2021.		
Holding Staff Orientation Programme on 'College Automation' on 31.03.2022 in collaboration with Dept. of B. Voc. and Computer Science.		
To organize Community Development Programme, viz. Awareness Programme on Cyclone and Bio-Diversity Conservation in collaboration with ECO Club on 22.04.2022 in Rampur Primary School, Digha.		
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	
1. To organize Awareness Programmes by various stakeholders of the college.	1. Awareness Programme on 'Cyclone Awareness and Biodiversity Conservation' is organized by IQAC and ECO Club in Rampur Primary School on	

	22.04.2022. In this Awareness Programme 60 students, 05 Teaching and Non-teaching staff and 10 local guardians participated.
2. To organized training programmes for staff, teachers and students	2. Dept. of B. Voc. And that of Computer Science in collaboration with IQAC organized and orientation programme on College Automation on 31.03.2022 and 92 teaching and non-teaching staff of the college remain present in this programme. The College Library in collaboration with IQAC organized 'Orientation Programme for Library Usage and Services' on 19.04.2022 and 20.04.2022. A total no. of 121 participants on 1st Day and 75 participants on 2nd day remained present in this programme.
3. To hold Seminars / Workshops / Symposia etc.	3. Dept. of Botany organized a two days workshop on "Bacterial Fertilizer and Vermicompost" on 18.04.2022 and 19.04.2022. 62 participants took part in the workshop. The Dept. also hold a National Seminar on "Modern Approaches of Plant Taxonomy in Present Scenario of Research Field" on 22.06.2022 and 120 participants participated in the Seminar. The Dept. of Sanskrit also hold a Seminar on "Value Added Education as Revealed in the VEDA" on 12.04.2022 in which 134 participants participated.
4. To arrange more ICT based Classrooms in the college.	4. Tools and instruments have been already purchased and works are going on accordingly.
5. To complete the process of Library Automation.	5. It an ongoing process.

6. To purchase more text books / research books / journals for the college library	6. A total no. of 436 books and 04 journals are purchased for the college library in this year.
7. To undertake extensive activities / community development programmes.	7. IQAC collaborates with ECO Club and N.S.S. units of the college to organize various community development programmes. Awareness Programme on 'Cyclone Awareness and Biodiversity Conservation' is organized by IQAC and ECO Club in Rampur Primary School on 22.04.2022. In this Awareness Programme 60 students, 05 Teaching and Non-teaching staff and 10 local guardians participated.
8. To open Research Centre in the College.	8. The Research Centre on Coastal Environmental Studies has been opened in the College w.e.f. 2021-2022 under the approval of Vidyasagar University.
9. To organize awareness programmes in collaboration with N.S.S.	9. Thalassemia Detection Camp was held on 30/11/2021 organized by NSS in collaboration with IQAC in the college campus. Number Of beneficiaries is 174.
10. To update the college website.	10. College website is regularly updated as and when required.
11. To take steps for CAS promotion of Teaching and Non-teaching staff of the college whose promotions are lying due till date.	11. CAS promotion for Dr. Sunil Kumar Yadav, Dept. of Commerce from Stage - I to Stage - II and for Dr. Padip Mondal, Dept. of Physics from Stage - I to Stage - II have been done during this year.
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Governing Body	31/01/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-2022	20/01/2023

15. Multidisciplinary / interdisciplinary

The college as an educational institution always promotes multidisciplinary / interdisciplinary courses for the learners keeping itself confined within the scopes and options of the curricula framed by the affiliating University, i.e. Vidyasagar University. In this college the students belonging to honours category of language and literature groups can choose a subject of social sciences as elective / generic subject or vice-versa. Similarly a student belonging to honours category of Bio Sciences can opt for a subject of Pure Science as elective / generic subject or vice-versa. The college has setup a very good example of multidisciplinary approaches by offering scope to the students of Bengali (PG) to choose Zoology as their CBCS paper or vice-versa. The students of Sanskrit (Hons.) have to study a large portion of Philosophy as a paper on 'Ontology'. Even a paper CC-10 of the subject covers 'Sanskrit and World Literature'. Similarly the students of English (Hons.) have to study a whole paper on Classical Indian Literature in Sem. - VI. Besides the present curricula of V.U. have made English / Bengali (AECC Elective) and Environmental Studies (AECC 2) as compulsory subjects for all the students of BA, BSC & BCOM courses in Sem. - I and Sem. - II. This is how the multidisciplinary / interdisciplinary approaches have been reflected in the curricula of V.U. as well as in the options offered by the college to its students.

16. Academic bank of credits (ABC):

Since the affiliating University, i.e. Vidyasagar University has not yet introduced any 'Academic Bank of Credits (ABC)' System, the college has no scope to take any individual decision in this regard.

17. Skill development:

As initiatives to introduce subjects/programs as skill development in the present context of job markets, the college has started B. VOC programs w.e.f. 2018 with financial support from UGC.

Under this program two three years degree courses- one on 'Software Development' and the other on 'Theatre Studies' are introduced. Besides one Certificate Course on 'Greenhouse Technology' is also introduced under this program. Another regular degree program on 'Computer Science' is also introduced in the college w.e.f. 2017.

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

Generally the students of this college come from Indian background with basic knowledge in their regional language/mother tongue. Therefore apart from the subjects of language and literature, all other subjects are either taught in Bengali or in bilingual mode. Most of the science subjects are taught in bilingual mode. Hons. course in Bengali language and literature is purely taught in Bengali language. For the students of Sanskrit language and literature the teaching- learning process is mostly run in Sanskrit with occasional use of Bengali as a need -based communication tool. Even in classes for English language and literature, Bengali is sometimes used by the teachers as a need- based communication tool for the better acquisition of knowledge in the subject.

Sanskrit is the oldest and original language of mankind. It is taught in this college at the UG level of studies under CBCS pattern. The paper on 'Sanskrit and World Literature' (CC10) of Sanskrit Hons. Course makes the students aware of the past glory of India. Besides the students of the subject become acquainted with the past glory of India, its cultural heritage and its rich traditions through observance of Sanskrit Day, Guru-Purnima etc.

For the students of Philosophy (Hons. & Genl.), Indian Philosophy refers to philosophical traditions of the Indian subcontinent. It shows the unity in diversity. Paper CC1, CC3, CC7, CC11, CC12 and DSE 3C offer ancient Indian culture, language, social class, cast, religion, morality. Vedanta Darshana focuses on the aim of life. Practical Vedanta helps to follow the right path of life. Contemporary Indian philosophers try to solve different problems of our daily life. These all are very helpful for our students to understand their motherland.

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

Egra S. S. B. College is recognized as a general degree college. Yet keeping in mind the necessity of OBE at present scenario, the college has introduced several Hons. courses in Science subjects. After graduating with Science subjects, the students can get better job opportunities in the job market. Keeping in harmony with the

demands of computer / software knowledge in the present job market, the college has introduced General Course in Computer Sciences in 2017. The college has started programmes like Bachelor of Vocational Education with financial support from UGC w.e.f. 2018. Under this B.Voc. Programme three years degree programmes on Software Development, Theatre Studies and a certificate course on Green House Technology are presently introduced. Persons engaged in various professions can gather higher education / degrees for better career / promotion from the Distance Learning Programmes run by the college under NSOU and Rabindra Bharati Distance Education Course (PG). These are the initiatives already taken by the college as an approach to introduce OBE for its learners.

20.Distance education/online education:

For a long past the college has been delineating some courses through ODL mode. The college has been running a centre for Distance Education (UG + PG) under Netaji Subhas Open University (NSOU) for the last 20 yrs. With the increasing demands of distance education in the locality, the student-strength of NSOU centre has also increased in course of time. Presently the number of students studying from the study centre of NSOU is 4247.

The college has also opened a branch of Rabindrabharati Distance Education Course (PG) under the aegis of DDE of Rabindrabharati University (RBU) w.e.f. 2016-2017. Presently the student-strength of this branch is 30.

The college has setup a virtual class room in the campus as an impetus to online distance teaching-learning venture. But it is to be noted that online ODL is still a distant reality to most of the students of this locality, as it is interior village dominated areas where Smart Phones, Laptops, Cyber Cafes and other modern technological tools are beyond the catch of the people of the locality from the financial point of view.

Extended Profile

1.Programme

1.1 36

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

File Description	Documents
Data Template	View File

2.Student2.1 **4011**

Number of students during the year

File Description	Documents
Data Template	View File

2.2 **3168**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 **696**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic3.1 **88**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **00**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1	36
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	4011
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	3168
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	696
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	88
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	00
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	No File Uploaded
4.Institution	
4.1	38
Total number of Classrooms and Seminar halls	
4.2	16569235.00
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	47
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

Revision and Up-gradation of the UG and PG syllabi under V.U. are done time to time as and when the University deems it required. The draft syllabi of all the subjects taught at UG and PG levels are supplied to the constituent colleges and PG departments for consideration. Later workshops are arranged at the University level and our teacher-colleagues participate in such workshops to finalize the syllabi by recommending necessary changes/modifications in the draft syllabi. Once the syllabi are finalized and circulated to the UG and PG departments of the Colleges, the departments divide the syllabus content among the teaching staff of the departments in a well-balanced manner depending upon experience, availability, paper specialization of the teaching staff of the respective departments. At the beginning of each academic session, syllabi are distributed among the teachers of the Deptts. A well balanced class-routine is prepared with adequate thrust on Hons. / Core papers. Besides traditional lectures and seminars, facilities of ICT-based classroom teaching

is provided by various departments of the college. To complete the syllabi in time, UGC-guidelines regarding workload is strictly followed. Not only that, additional classes for individual teachers are allotted in the routine only with the sole intention to complete the syllabi in time.

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)

Egra SSB College follows the academic calendar of Vidyasagar University. The institution address to the academic calendar of university along with Internal Evaluation system. Along with the regular studies, college makes arrangement of Internal Assessment on syllabus for the students. Such assessments are made on each prescribed paper. Both honours and general students are asked to sit in examination. Teachers make the question papers and evaluate the same in the college. The first assessment covers the 50% of the syllabus and the second covers the rest. It comes more beneficial to the students for completion of the course and marks securing. The internal assessment helps to give credit in the final assessment. Also, it reduces the burden and tension related to the final examination. In addition, it acts as a link which provides data related to students' performance. This gives teachers an opportunity to evaluate the students.

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

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

B. Any 3 of the above

**UG/PG programs Design and Development
of Curriculum for Add on/ certificate/
Diploma Courses Assessment /evaluation
process of the affiliating University**

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

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

00

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)	No File Uploaded

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)

01

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

15

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

00

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

In the academic year 2021-22, Sanskrit dept. Arranged a Seminar on the subject named as "Value-added Education as revealed in the Vedas" on 12.04.2022. Vedas are the source of human civilization before the war of Mahabharata, the whole world was flooded with Vedic Culture. Value-added teaching is reflected in the every word of the Vedas. The present CBCS syllabus provide a subtle portion of the Vedic teaching to the students. Hon'ble speaker Prof. Dr Tarak nath Adhikari, HOD of the Sanskrit department and Dean of Faculty of Rabindra Bharati University, Kolkata, explained elaborately the teachings of the Satyakama Jabala, Sage Yajnavalka-Maitreyi and many others which are focused in the Vedas. Students, scholars and teachers have gotten a chance to make themselves enlighten with the ethical education of Vedas.

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

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

03

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

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

109

File Description	Documents
Any additional information	View File
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

C. Any 2 of the above

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

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	View File
URL for feedback report	https://docs.google.com/spreadsheets/d/1un9E-DEHm0mqnYGAGAgCm02MweIJpt72/edit?usp=share_link&ouid=109669097427063127496&rtpof=true&sd=true

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

6704

File Description	Documents
Any additional information	View File
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

1057

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

As per previous system of our college, the institution each and every year arrange different special programmes for advanced learners as well as slow learners. This year also are arranged different schedules and charts, department-wise for the purposes. Basically the selection procedure has been conducted by the concerned departments along with IQAC opinion. Programme wise [BA / BSC / BCOM Hons., BA / BSC / BCOM General, PG (Bengali & Zoology) and B.Voc.] students are frequently asked and examined by the faculty and they prepare a list for their advancement or weak points. The Principal of our institution has made a schedule for each and every department. As per leisure period, concerned faculties have taken these classes and discussed with students carefully.

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
4011	88

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

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences. On regular basis different departments have taken different students-centric appraisal for students. Moreover, Science Depts. including Zoology, Botany, Geography, Nutrition, Commerce etc. have taken problem solving steps. Some departments also conducted experimental learning along with local authority and small scale industries. By this way our students get extra knowledge and hands-on-experience through this programme.

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

Effective Teaching and Learning is an adopted process at our college to conduct classes or practical classes. We have several ICT enabled class rooms at our college in different departments. Concerned teachers have used ICT classes through .ppt presentation, graph drawing, use of templates, photography etc. By this way our students have completed their syllabus. Moreover 20 (twenty) faculty members regularly use this technology for their students' benefits.

File Description	Documents
Upload any additional information	No File Uploaded
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

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

2.4 - Teacher Profile and Quality

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

26

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

14

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

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.

As per syllabus of Vidyasagar University, Internal Assessment is a compulsory method of students' assessment. As per prescribed syllabus we have taken two internal assessments for each of the Hons. papers and one for each of the general papers during each semester. The credited marks of this process is 10 per paper. This examination is conducted through written examination with proper question pattern. Our teachers' council and examination cell have framed a schedule for this examination. Department-wise evaluation process has been done by the faculty.

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

A Continuous Internal Evaluation (CIE) prevails upon at the College as per directives of Vidyasagar University. Each department of the College generally holds two Internal Assessments for each paper under Hons. Course and one internal assessment for each paper under general courses of study. The students are always encouraged to take the internal assessment seriously, since marks scored in such assessment are added to their final result cards issued by the University. Besides departments of science stream undertake project works among their students. Such project works prepare the students to a large extent for their final University Exam. Moreover such works signify the progressive level of academic upliftment of a student in his/her preparation for final annual / year end examination. For grievances related to internal

examinations the students require to address their issues either to the Principal or the Head of the department in writing. The Principal / The Head of the Dept. takes requisite actions for the early redressal of such grievances. If a student cannot appear in Internal Exam. due to unavoidable reasons, substitute tests or assessment of that student are arranged.

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

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.

Student Performance and Learning Outcomes Mechanism of Communication of

1. PSOs and Cos 1. PSOs and COs of Egra Sarada-Shashi Bhusan College are partly communicated to the teachers and the students of the college through the college prospectus published every year as and when the admission process of the college for 1st Semester or First Year courses of Studies starts. Details of admission related matters of the college are furnished in the college prospectus which acts indeed as a guide book for the new students intending to get admission. Subject bunching, fees-structure, availability of subjects of study, scope for extension activities, hostel facilities available at the college etc. are duly furnished in the college prospectus.

2. Another very strong mechanism of communication to different stakeholders is the website of the college which is used by Egra S. S. B College to its optimal point of usage. Details of courses offered by various departments of the college are clearly mentioned with scope and opportunities for the admission seekers at the college. Department profiles are also duly uploaded in the websites so that the admission seekers can directly communicate with the staff of each department for their necessary counselling.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://egrassbcollege.ac.in/programme-outcomes-programme-specific-outcomes-courseoutcomes/
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

Since ours is an undergraduate college and the students after passing out from here go to elsewhere for higher studies, there is a very little scope to evaluate the course outcomes and the programme outcomes in perspectives of the outgoing students.

File Description	Documents
Upload any additional information	No File Uploaded
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

774

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://egrassbcollege.ac.in/wp-content/uploads/2022/02/SSS_Report%20Sheet,%202021-2022.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)

Nil

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

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

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

00

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

07

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

3.2 - Research Publications and Awards

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

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

10

File Description	Documents
Any additional information	View File
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

13

File Description	Documents
Any additional information	View File
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

The college has four NSS units (Unit I, II, III & IV) under the guidance of four Programme Officers to undertake various programmes / activities in the neighbourhood like awareness rallies on various issues of social and national importance. NSS volunteers of the college arranged online conferences and offline awareness rallies to make the neighbouring people aware of keeping Covid-positive patients in Home Isolation and other preventive measures like wearing masks, keeping physical distance, washing hands etc. Besides celebration of days/programmes of national importance- Republic Day, Independence Day, Vivekananda Birth Day, International Yoga Day, World AIDS Day & National Youth Day has also been undertaken.

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

00

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
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

13

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	View File
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

1128

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
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

05

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	View File

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

00

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Our institution has the adequacy of infrastructure and physical facilities for teaching-learning as per the minimum specified requirement by statutory bodies. This Institution has classrooms having at least 200 student accommodations with stereo-sound system for teaching learning process. There are rooms comparatively small to conduct (Hons.) classes with specific students who are able to listen to the lecture of the teachers without any trouble. Again there are seminar halls of conducting Departmental seminars, meeting, discussion etc. For all the practical subjects there are laboratories for practical experiments on science subjects with some other faculties. Again our institution has adequate computing equipments with physical facilities for teaching learning process as per the minimum specified requirements.

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.

Our Institution has adequate facilities for cultural activities that take place round the year-such as Freshers' welcome, final year farewell, celebrations of the birthday of Vivekananda, Vidyasagar etc., celebration of the National important days, like-15th August, 23rd January, 26th January etc. again dramatization of One-act-plays by the 'Theatre-Studies' group is also presented sometimes. Regarding games and sports there are indoor and outdoor items that are played in separate stadium thoroughly with competitive spirits. After completion of the sports' competition prize distribution ceremony also takes place officially in glorious manners. There is also a gymnasium inside the college campus. Several students take part in these events and under proper care and supervision of teachers the students are guided and trained. They also perform their skill in the stadium in front of a huge audience and win credit for their well-trained performance. In several events, the students of our institution take part in the inter-college competitions in various places and win medals in individual and group efforts.

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

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

42

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

42

File Description	Documents
Upload any additional information	View File
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)

7.40

File Description	Documents
Upload any additional information	View File
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)

Koha is an open source integrated Library Management Software (LMS), used world-wide by public, school and special libraries. It consists of the following features -

- Online Public Access Catalogue (OPAC) module which provides a simple and clear interface for library users to perform tasks such as searching for and reserving items and suggesting new items.
- Full catalogue module which enables library staff to capture details of all library items. It is MARC compliant, and also z39.50 compliant, meaning data entry and exchange will be greatly simplified.
- Circulation module which fully automates borrowing and item management, integrating with the OPAC so users can see which items they have outstanding, for example.
- Acquisitions module which assists librarians with both acquisitions and more generally with budget management. Serials management and reporting modules perform functions that their names would suggest.

Koha is designed to work on Linux, but will work on Windows with the installation of a series of additional modules. It is operable in English, Spanish, Arabic and French with other languages being developed and translated by the community members. It is released

under a GNU General Public License (GPL).

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://essbcl.blacal.in/

4.2.2 - The institution has subscription for the B. Any 3 of the above following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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)

2.50

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

3

File Description	Documents
Any additional information	View File
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

Institution frequently updates its IT facilities including Wi-Fi. Now-a-days the demand of IT facilities in education system is too much robust. We can't imagine education without IT facilities. This Institution also has IT facilities. There are 35 computers for the students who can access computer with internet facilities and almost all departments have its own computer for their staffs. Besides, Wi-Fi facility was introduced in the college. IT facilities are frequently updated from day to day. Students can access internet in their phone through college Wi-Fi in the class room and in certain areas in college campus. Not only this, many departments introduce classrooms with ITC-enabled facilities for teaching-learning. In the Covid-19 period, college introduced online based teaching-learning by online platforms. College library also has the access of ILMS and the subscription of e-journals, Shodhganga Membership, e-books etc for teachers and students who can access them in the computers or mobiles. The college also has its own website where all can find all the information about the college.

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

4.3.2 - Number of Computers

35

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

4.3.3 - Bandwidth of internet connection in A. ? 50MBPS

the Institution

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)**

165.69

File Description	Documents
Upload any additional information	View File
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.

Procedures and policies for maintaining and utilizing physical, academic and support facilities are followed as per decisions of various sub-committees formed by the governing Body of the college e.g. Finance Sub-committee, Departmental Sub-committee, Laboratory Sub-Committee, Building Sub-Committee, and Library Sub-Committee etc. All procedures and policies are framed with prior or post approval of the Finance Sub-Committee and finally approved by the Governing Body of the College.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://egrassbcollege.ac.in/meeting-resolution-2021-2022/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

836

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 benefitted 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

141

File Description	Documents
Upload any additional information	View File
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

D. 1 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
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

00

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

00

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

A. All of the above

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

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

2

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

96

File Description	Documents
Upload supporting data for student/alumni	View File
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

03

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.

00

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

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

The students' Council exists in our college in the name of the Students' Union which is a very strong organ of the college administration. The General Secretary (G.S.) of the Students' Union is a member of the Governing Body of the College which is the Highest Powerful body of college administration. The opinions and the suggestion of the G.S. in the GB meetings are taken care of. The G.S. of the Students' Union is a member of IQAC. Apart from the academic and the cultural programmes of the college, the Students' Union organizes different programmes every year. The Students' Union of our college organizes Freshers' Welcome Ceremony and Raksha Bandhan every year in the college with every pomp and grandeur in the month of August / September. The G.S. of the Students' Union is a member of some other subcommittees of the college - Academic Subcommittee, Library Sub-Committee, Admission Sub-Committee etc. In all such bodies the opinions and suggestions of the G.S. are very important, as he /she is the spokesperson of the whole students' community of the college. The G.S. generally voices out the opinions of the students of the college.

File Description	Documents
Paste link for additional information	http://egrassbcollege.ac.in/wp-content/uploads/2023/03/Sub-Committees-formed-by-the-G.B.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

07

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
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

Egra Sarada Shashi Bhusan College Alumni Association is official alumnus society of Egra S.S.B. College, Egra, West Bengal. This Association is Govt Registered (Reg No: S/2L39370- 2014-15 under Certificate of Registration of Societies, West Bengal Act XXVI of 1961) Society and started its journey in 2014. The purpose of the association is to foster a spirit of loyalty and to promote the general welfare of our organization. Alumni association exist to support the parent organization's goals, and to strengthen the ties between alumni, the community, and the parent organization. Alumni Association was founded with the vision to maintain a life-long connection between the Institute and its alumni. In collaboration with an extremely dedicated life members and volunteers, the Alumni Association works to connect alumni, support students and build an unforgettable Institute experience through a diversity of events, programming and services. Egra S.S.B. College Alumni Association has at present more than five hundred life members and more than fifty annual members. The number of involved alumnus is too large to count as huge number of students is leaving the college every year after their graduation. Prof. Bimal Narayan Nanda is the President, Prof. Sougata Sahoo is the Secretary, Mr. Uday Sankar Paul is the Treasurer of the Association.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1UBj3XF191M_yXJrAuQ5Zw-cwveuDlykm/view?usp=share_link
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	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

The vision of this institution is to render our college into a centre of quality learning and our mission is to shape our students into smart, responsible and sincere citizens by imparting both material and moral education. Considering the changing scenario and the growing needs of the day, we are also very keen to introduce different types of traditional and non-traditional courses, different job oriented courses and vocational training in our institution to ensure their future and make them free from poverty, unemployment and social injustice. We also aim-

- To spread Higher Education amongst the new-generation-students year after year, especially of neighboring rural students.
- To equip and empower students by providing relevant knowledge competence and creativity for their establishment / placement and to face the future challenges especially for our nation.
- To create atmosphere for research work in different fields of knowledge.
- To encourage the students to participate in sports and other activities for building good health and moral values.
- To encourage creative works of all types by students and staff of the college and to publish the outcome of such

works those are fundamental in nature.

- To encourage the students in nation building activities.

File Description	Documents
Paste link for additional information	https://egrassbcollege.ac.in/mission-and-vision/
Upload any additional information	View File

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

Following are the decentralization initiative taken during the year:

- Formation of different academic and administrative bodies.
- Formation of different committees and sub-committees for smooth administration.
- Implementation of MIS, LMS and Students' portal for different administrative and academic activities.
- Introduction of different career oriented certificate courses.
- Student-teacher and parent-teacher interactions through meetings.
- Strengthening the Alumni association of the college.

Active functioning of the NSS units in its adopted villages and inside the college and its adjacent areas.

File Description	Documents
Paste link for additional information	https://egrassbcollege.ac.in/organogram/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Curriculum Development and Academic Calendar: The College has little scope of framing curriculum as it is done by Vidyasagar University to which it is affiliated. As for the academic calendar the institution follows the calendar prepared by the Vidyasagar

University.

Teaching and Learning: Remedial classes for weak students are arranged. Topics and assignments for teaching are allotted as per specialization of teachers. Feedback is taken and analyzed properly as far as possible.

Examination and Evaluation: Regular internal tests for both UG and PG courses as stipulated by the university are conducted.

Research and Development: Various departments of the college have organized departmental seminar/invited lectures to inculcate the research motivation and culture among the staff and students. Preparation for establishing Research Centre for offering PhD courses is in process.

Library, ICT and Physical Infrastructure / Instrumentation: Searching e-resources through NLIST programme of INFLIBNET has been installed. KOHA software is installed for complete digitization of all library related works.

Admission of Students: The entire admission procedure has been conducted through online mode with the help of very user friendly software through Infotech Lab Pvt. Ltd.

Administration and Finance: The matter of administration and finance is looked after through different bodies and sub-committees of the college from time to time.

Industry Interaction / Collaboration: For the financial session the college has collaborated with Self Reliant Marketing Ltd. for certificate course in Mushroom Cultivation and with Kajla Janakalyan Samity for a skill development course on Vermi Compost, Nutrition Garden and Bacterial Fertilizer.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://egrassbcollege.ac.in/wp-content/uploads/2022/01/Academic_Calendar_for_2021-22.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.

The institution strictly follows Government's and affiliating university's orders and statutes in terms of implementing policies, administrative setup, appointment and service rules, procedures, etc. from time to time. The principal is the head of the institution and communicates with all teaching staff through the Secretary of Teachers' Council and with non-teaching staffs through the Head Clerk. For decision making there is the Governing Body and it implements its recommendations through the convener of different sub-committees. The IQAC looks after the NAAC related matters and recommends at regular intervals for implementations eyeing towards periodic improvements.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://egrassbcollege.ac.in/organogram/
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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
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

The institute has facilitated Staff Credit Co-operative society

and Free health check up at regular intervals for both the teaching and non-teaching staff. Induction programmes are also organized for staffs from time to time towards achieving better work output. It is also taken care of that staffs are availed with different Govt. facilities meant from them from time to time.

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

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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

01

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	View File
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

05

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
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 institution on regular basis conducts academic and administrative audit to manage and maintain its Performance Appraisal System for teaching and non- teaching staff.

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

All bills and payment vouchers are checked by the Bursar and then signed by the Accountant and finally goes to Principal for payment order. Internal Audit is done at the time of submission of Utilization Certificate against UGC / Govt. Grant. The detail of Income and Expenditure is presented to the Chartered Accountant. Statutory Audit is done regularly.

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)

00

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

1. Fees charged as per the university and government norms from students of various granted and self financed courses.
2. The College receives salary grant from the State Government. For this, we prepare and send pay packet of the estimated salary grant required to the state government at regular interval. This grant includes salaries of the Full Time Permanent teachers and nonteaching staff as well as part-time teachers working on granted posts.
3. The Purchase Committee takes care that purchases are done properly and in accordance with the rules.
4. Different sub-committees take a review of the mobilization of funds and the utilization of these sources periodically in their meetings.
5. Regular internal audits and external audits from the government make sure that the mobilization of the resources is being done properly.
6. The Library Advisory Committee takes care that the resources in library are utilized optimally.
7. To ensure the optimum utilization of resources, the Principal issues directions.

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

Flowing are the recommendations of the IQAC towards institutionalizing the quality assurance strategies and processes during the session of 2021-2022:

1. To allot at least one class room with UT facilities for each of the departments of Humanities group.

2. To offer scope to the departments which have not yet organized any seminar/ workshop or undertaken any educational excursion, to do so at the earliest.
3. To organize training programmes for staff / teachers / students of the college.
4. To undertake more extensive activities / community development programmes.
5. To consider the matter of introducing honorarium for allotment of contingency funds for IQAC activities.
6. To introduce more Certificate/ Diploma courses in the college.
7. To consider the matter related to long absence of some of the IQAC members in the meetings of the body.
8. To consider the matter related to Re-constitution of the sub committees of the college like Cultural Sub-Committee, Sexual Harassment Cell, Anti Ragging Cell and Grievance Redressal Cell.
9. To publish a book on the project works submitted by the students of the Dept. of the Bengali (PG)

File Description	Documents
Paste link for additional information	Nil
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

At regular interval course outcome is collected from teachers and feedbacks are collected from students and parents and are analyzed duly for proper remedy and further improvement, if possible.

File Description	Documents
Paste link for additional information	Nil
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://egrassbcollege.ac.in/notice-category/meeting-reso/
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
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 college has taken adequate measures for maintaining gender equity in the campus. The Governing Body which is the highest decision making body of the college has formed two powerful sub-committees - 1) Women's Cell, 2) Sexual Harassment Cell to check and control all types of violation in gender equity within the campus. The members of the two cells always keep a strong vigil over the peaceful maintenance of gender equity. Any kind of breach in this regard is strongly dealt with by the two mentioned cells as well as by the Governing Body of the college. At different times of the academic year gender sensitization programmes are arranged in the college.

The KANYASHREE PRAKALPA as introduced by the Govt. of West Bengal is fruitfully implemented in this college.

File Description	Documents
Annual gender sensitization action plan	<a href="https://egrassbcollege.ac.in/administratio
n/administrative-subcommittees/">https://egrassbcollege.ac.in/administratio n/administrative-subcommittees/
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	A. Formation of two sub-committees - 1) Women's Cell, 2) Sexual Harassment Cell. B. Separate Common Rooms. C. Toilets and Bathrooms with adequate security. D. Ramps for differently able girl students.

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

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 has taken up some effective measures for different types of waste management within the campus. The institution has signed a MOU with the local Municipality (Egra Municipality) in this regard. With the help of the Municipality Sanitary Department the college has setup two types of containers with different volumes (100 ltrs. / 60 ltrs. / 40 ltrs. / 20 ltrs.) in all the floors of the academic / administrative buildings for solid waste (both degradable and non-degradable types of waste). After collection of the solid wastes from the college campus in those containers, these are to be collected on daily basis by the local Municipality from the campus following the above mentioned MOU for necessary recycling.

For liquid waste management (wet waste management) with help of the local Municipality on the basis of the terms and conditions laid down in the mentioned MOU, the college has setup a pipe line for accumulation of the liquid waste from various departments of

the college into a deep covered pit dug out in the campus. Those liquid wastes accumulated in the covered pit will be collected by the Municipality Dept. for necessary recycling from time to time.

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	No File Uploaded

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

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:

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 with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
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 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

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

C. Any 2 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).

Egra S. S. B. College is always ready with efforts and initiatives in providing an inclusive environment in its campus. To maintain tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic diversities, the students as well as all the stake holders of the college including its teaching and non-teaching staff are always active enough. As a part of those efforts the college has introduced under the direct supervision of Dept. of Botany a certificate course on Mushroom Cultivation keeping in mind the socio-economic condition of the locality. The local community will be fully benefited by this effort.

Another such effort from the college has been taken to organize a workshop and training programme on Vermi Composting. It is a community development project taken up by the college in collaboration with Kiran Enterprise, a local NGO, with sole aim to stand beside the students as well as the people of the locality across all social diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	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 Department of Sanskrit, Egra S. S. B. College organized a State level Seminar on "Value-Added Education as Revealed in the Veda", on 12.04.2022. Vedas are the source of human civilization before the war of Mahabharata, the Whole world flooded with Vedic culture. Value-added teaching is reflected in the every word of the Vedas. The present CBCS syllabus provides a subtle portion of the Vedic teaching to the students. Students, Scholars and Teachers have gotten a chance to make themselves enlighten with the ethical education of Vedas. In this programme 147 participants remain present.

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

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

4. Annual awareness programmes on Code of Conduct are organized

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

Egra S. S. B. College celebrates / organizes national and international commemorative days, events and festivals round the year to promote wide scale awareness among different stakeholders of the college. The college holds all such programmes some times through its N.S.S. Units and sometimes through its departments. Students as well as the teaching and non-teaching staff of the college actively participate in all such programmes to give those a grand show. During 2021-2022 the college has celebrated as many as eight days of National and International importance.

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.

Best Practice - 01-Awareness Programmed on Cyclones and Bio-diversity Conservation

This is to state that A.J.C Bose Eco Club of Egra S.S.B College , Egra, Purba Medinipur has organized an awareness programme on "Cyclones and Bio-diversity conservation" in collaboration with IQAC of the college at Rampur Primary school on 22/04/2022. In this programme 60 students, 5 teachers and non teaching staff and 10 guardians of the locality remain present. The School authority is very grateful to the college authority in this regard.

Best Practice No. 2 -Field Survey for Folk craft

Panchmura is a village, which is located at a distance about 40 km from Bishnupuri, which is a town under Bankura district(West Bengal). It is known for its Traditional Terracotta Horse and Mansha chali (the Snake Goddess), and other Handicrafts. Bishanupur becomes the principle centre of culture and art during the patronage of Malla king Veer Hambir and his successors Raja Raghunath Singha and Veer Singha. Most of the exquisite terracotta temples for which this town is famous were built during this period. Originally Horses, elephants, Manasi Chali (the Snake Goddess) and Shashti (the guardian deity of children) were produced for ritualistic purpose. People offered Horses and elephants as a token of their devotion to Dharma Thakur, Manasa chali and numerous other village deities.

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

7.3 - Institutional Distinctiveness

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

Form Waste To Wealth : Vermicomposting

Vermicomposting has recently been recognized as one of the most appropriate methods to stabilize organic waste. In terms of a system for waste management, vermicomposting is sustainable, economically viable, and without detrimental effects to human health or to the environment. It can replace the environmentally hazardous manures.

In this process good quality compost production in ambient temperature can be done in short time. The earthworms being voracious eaters consume the bio-degradable matter and give out a part of it as excreta or vermicastings. We have introduced a 12 chambered vermicomposting unit in the campus of our college during 2020-2021. The project has been running very successfully since 2020-2021 by using *Eisenia fetida* as earthworm of choice. The chambers of the units are kept shallow to avoid heat built-up that can kill earthworms. A moderate temperature is maintained to enable the earthworms to transform the materials into composts at ease.

Organic wastes from both the hostels and common water hyacinth from our college pond is used as raw materials for composting. The students of the hostels successfully maintained a rooftop vegetable garden and using the vermicompost as organic manure. These final products can be sold to the local farmers at a considerable rate. The students can also learn the art of business by selling the manure to the farmers through the process of vermicomposting.

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

Revision and Up-gradation of the UG and PG syllabi under V.U. are done time to time as and when the University deems it required. The draft syllabi of all the subjects taught at UG and PG levels are supplied to the constituent colleges and PG departments for consideration. Later workshops are arranged at the University level and our teacher-colleagues participate in such workshops to finalize the syllabi by recommending necessary changes/modifications in the draft syllabi. Once the syllabi are finalized and circulated to the UG and PG departments of the Colleges, the departments divide the syllabus content among the teaching staff of the departments in a well-balanced manner depending upon experience, availability, paper specialization of the teaching staff of the respective departments. At the beginning of each academic session, syllabi are distributed among the teachers of the Deptts. A well balanced class-routine is prepared with adequate thrust on Hons. / Core papers. Besides traditional lectures and seminars, facilities of ICT-based classroom teaching is provided by various departments of the college. To complete the syllabi in time, UGC-guidelines regarding workload is strictly followed. Not only that, additional classes for individual teachers are allotted in the routine only with the sole intention to complete the syllabi in time.

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)

Egra SSB College follows the academic calendar of Vidyasagar University. The institution address to the academic calendar of university along with Internal Evaluation system. Along with the regular studies, college makes arrangement of Internal

Assessment on syllabus for the students. Such assessments are made on each prescribed paper. Both honours and general students are asked to sit in examination. Teachers make the question papers and evaluate the same in the college. The first assessment covers the 50% of the syllabus and the second covers the rest. It comes more beneficial to the students for completion of the course and marks securing. The internal assessment helps to give credit in the final assessment. Also, it reduces the burden and tension related to the final examination. In addition, it acts as a link which provides data related to students' performance. This gives teachers an opportunity to evaluate the students.

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

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

00

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)	No File Uploaded

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)**

01

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

15

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

00

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

In the academic year 2021-22, Sanskrit dept. Arranged a Seminar on the subject named as "Value-added Education as revealed in the Vedas" on 12.04.2022. Vedas are the source of human civilization before the war of Mahabharata, the whole world was flooded with Vedic Culture. Value-added teaching is reflected in the every word of the Vedas. The present CBCS syllabus provide a subtle portion of the Vedic teaching to the students. Hon'ble speaker Prof. Dr Tarak nath Adhikari, HOD of the Sanskrit department and Dean of Faculty of Rabindra Bharati University, Kolkata, explained elaborately the teachings of the Satyakama Jabala, Sage Yajnavalka-Maitreyi and many others which are focused in the Vedas. Students, scholars and teachers have gotten a chance to make themselves enlighten with the ethical education of Vedas.

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

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

03

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

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

109

File Description	Documents
Any additional information	View File
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**

C. Any 2 of the above

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

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	View File
URL for feedback report	https://docs.google.com/spreadsheets/d/lu n9E-DEHm0mqnYGAGAgCm02MweIJpt72/edit?usp=share_link&ouid=109669097427063127496&rtp of=true&sd=true

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

6704

File Description	Documents
Any additional information	View File
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

1057

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

As per previous system of our college, the institution each and every year arrange different special programmes for advanced learners as well as slow learners. This year also are arranged different schedules and charts, department-wise for the purposes. Basically the selection procedure has been conducted by the concerned departments along with IQAC opinion. Programme wise [BA / BSC / BCOM Hons., BA / BSC / BCOM General, PG (Bengali & Zoology) and B.Voc.] students are frequently asked and examined by the faculty and they prepare a list for their advancement or weak points. The Principal of our institution has made a schedule for each and every department. As per leisure period, concerned faculties have taken these classes and discussed with students carefully.

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
4011	88

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

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences. On a regular basis, different departments have taken different student-centric appraisals for students. Moreover, Science Depts. including Zoology, Botany, Geography, Nutrition, Commerce etc. have taken problem solving steps. Some departments also conducted experimental learning along with local authority and small scale industries. By this way, our students get extra knowledge and hands-on-experience through this programme.

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

Effective Teaching and Learning is an adopted process at our college to conduct classes or practical classes. We have several ICT enabled class rooms at our college in different departments. Concerned teachers have used ICT classes through .ppt presentation, graph drawing, use of templates, photography etc. By this way, our students have completed their syllabus. Moreover, 20 (twenty) faculty members regularly use this technology for their students' benefits.

File Description	Documents
Upload any additional information	No File Uploaded
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

77

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

2.4 - Teacher Profile and Quality

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

26

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

14

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

88

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.

As per syllabus of Vidyasagar University, Internal Assessment is a compulsory method of students' assessment. As per prescribed syllabus we have taken two internal assessments for each of the Hons. papers and one for each of the general papers during each semester. The credited marks of this process is 10 per paper. This examination is conducted through written examination with proper question pattern. Our teachers' council and examination cell have framed a schedule for this examination. Department-wise evaluation process has been done by the faculty.

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

A Continuous Internal Evaluation (CIE) prevails upon at the College as per directives of Vidyasagar University. Each department of the College generally holds two Internal Assessments for each paper under Hons. Course and one internal assessment for each paper under general courses of study. The students are always encouraged to take the internal assessment seriously, since marks scored in such assessment are added to their final result cards issued by the University. Besides departments of science stream undertake project works among their students. Such project works prepare the students to a large extent for their final University Exam. Moreover such works signify the progressive level of academic upliftment of a

student in his/her preparation for final annual / year end examination. For grievances related to internal examinations the students require to address their issues either to the Principal or the Head of the department in writing. The Principal / The Head of the Dept. takes requisite actions for the early redressal of such grievances. If a student cannot appear in Internal Exam. due to unavoidable reasons, substitute tests or assessment of that student are arranged.

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

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.

Student Performance and Learning Outcomes Mechanism of Communication of

1. PSOs and Cos 1. PSOs and COs of Egra Sarada-Shashi Bhusan College are partly communicated to the teachers and the students of the college through the college prospectus published every year as and when the admission process of the college for 1st Semester or First Year courses of Studies starts. Details of admission related matters of the college are furnished in the college prospectus which acts indeed as a guide book for the new students intending to get admission. Subject bunching, fees-structure, availability of subjects of study, scope for extension activities, hostel facilities available at the college etc. are duly furnished in the college prospectus.

2. Another very strong mechanism of communication to different stakeholders is the website of the college which is used by Egra S. S. B College to its optimal point of usage. Details of courses offered by various departments of the college are clearly mentioned with scope and opportunities for the admission seekers at the college. Department profiles are also duly uploaded in the websites so that the admission seekers can directly communicate with the staff of each department for

their necessary counselling.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://egrassbcollege.ac.in/programme-out-comes-programme-specific-outcomes-courseoutcomes/
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

Since ours is an undergraduate college and the students after passing out from here go to elsewhere for higher studies, there is a very little scope to evaluate the course outcomes and the programme outcomes in perspectives of the outgoing students.

File Description	Documents
Upload any additional information	No File Uploaded
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

774

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://egrassbcollege.ac.in/wp-content/uploads/2022/02/SSS_Report%20Sheet,%202021-2022.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)**

Nil

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

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

00

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

07

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

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

10

File Description	Documents
Any additional information	View File
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**

13

File Description	Documents
Any additional information	View File
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

The college has four NSS units (Unit I, II, III & IV) under the guidance of four Programme Officers to undertake various programmes / activities in the neighbourhood like awareness rallies on various issues of social and national importance. NSS volunteers of the college arranged online conferences and offline awareness rallies to make the neighbouring people aware of keeping Covid-positive patients in Home Isolation and other preventive measures like wearing masks, keeping physical distance, washing hands etc. Besides celebration of days/programmes of national importance- Republic Day, Independence Day, Vivekananda Birth Day, International Yoga Day, World AIDS Day & National Youth Day has also been undertaken.

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

00

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
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

13

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	View File
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

1128

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
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

05

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	View File

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

00

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Our institution has the adequacy of infrastructure and physical facilities for teaching-learning as per the minimum specified requirement by statutory bodies. This Institution has classrooms having at least 200 student accommodations with stereo-sound system for teaching learning process. There are rooms comparatively small to conduct (Hons.) classes with specific students who are able to listen to the lecture of the teachers without any trouble. Again there are seminar halls of conducting Departmental seminars, meeting, discussion etc. For all the practical subjects there are laboratories for practical experiments on science subjects with some other faculties. Again our institution has adequate computing equipments with

physical facilities for teaching learning process as per the minimum specified requirements.

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.

Our Institution has adequate facilities for cultural activities that take place round the year-such as Freshers' welcome, final year farewell, celebrations of the birthday of Vivekananda, Vidyasagar etc., celebration of the National important days, like-15th August, 23rd January, 26th January etc. again dramatization of One-act-plays by the 'Theatre-Studies' group is also presented sometimes. Regarding games and sports there are indoor and outdoor items that are played in separate stadium thoroughly with competitive spirits. After completion of the sports' competition prize distribution ceremony also takes place officially in glorious manners. There is also a gymnasium inside the college campus. Several students take part in these events and under proper care and supervision of teachers the students are guided and trained. They also perform their skill in the stadium in front of a huge audience and win credit for their well-trained performance. In several events, the students of our institution take part in the inter-college competitions in various places and win medals in individual and group efforts.

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

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

42

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

42

File Description	Documents
Upload any additional information	View File
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)

7.40

File Description	Documents
Upload any additional information	View File
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)

Koha is an open source integrated Library Management Software (LMS), used world-wide by public, school and special libraries. It consists of the following features -

- Online Public Access Catalogue (OPAC) module which provides a simple and clear interface for library users to perform tasks such as searching for and reserving items and suggesting new items.
- Full catalogue module which enables library staff to capture details of all library items. It is MARC compliant, and also z39.50 compliant, meaning data entry

and exchange will be greatly simplified.

- Circulation module which fully automates borrowing and item management, integrating with the OPAC so users can see which items they have outstanding, for example.
- Acquisitions module which assists librarians with both acquisitions and more generally with budget management. Serials management and reporting modules perform functions that their names would suggest.

Koha is designed to work on Linux, but will work on Windows with the installation of a series of additional modules. It is operable in English, Spanish, Arabic and French with other languages being developed and translated by the community members. It is released under a GNU General Public License (GPL).

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://essbcl.blacal.in/

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

B. Any 3 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)

2.50

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

3

File Description	Documents
Any additional information	View File
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

Institution frequently updates its IT facilities including Wi-Fi Now-a-days the demand of IT facilities in education system is too much robust. We can't imagine education without IT facilities. This Institution also has IT facilities. There are 35 computers for the students who can access computer with internet facilities and almost all departments have its own computer for their staffs. Besides, Wi-Fi facility was introduced in the college. IT facilities are frequently updated from day to day. Students can access internet in their phone through college Wi-Fi in the class room and in certain areas in college campus. Not only this, many departments introduce classrooms with ITC-enabled facilities for teaching-learning. In the Covid-19 period, college introduced online based teaching-learning by online platforms. College library also has the access of ILMS and the subscription of e-journals, Shodhganga Membership, e-books etc for teachers and students who can access them in the computers or mobiles. The college also has its own website where all can find all the information about the college.

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

4.3.2 - Number of Computers**35**

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)****165.69**

File Description	Documents
Upload any additional information	View File
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.

Procedures and policies for maintaining and utilizing physical, academic and support facilities are followed as per decisions of various sub-committees formed by the governing Body of the college e.g. Finance Sub-committee, Departmental Sub-committee, Laboratory Sub-Committee, Building Sub-Committee, and Library Sub-Committee etc. All procedures and policies are framed with prior or post approval of the Finance Sub-Committee and finally approved by the Governing Body of the College.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://egrassbcollege.ac.in/meeting-resolution-2021-2022/

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

836

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**141**

File Description	Documents
Upload any additional information	View File
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

D. 1 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
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**00****5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year****00**

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	View File
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

2

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**

96

File Description	Documents
Upload supporting data for student/alumni	View File
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**

03

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.**

00

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

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

The students' Council exists in our college in the name of the Students' Union which is a very strong organ of the college administration. The General Secretary (G.S.) of the Students' Union is a member of the Governing Body of the College which is the Highest Powerful body of college administration. The opinions and the suggestion of the G.S. in the GB meetings are taken care of. The G.S. of the Students' Union is a member of IQAC. Apart from the academic and the cultural programmes of the college, the Students' Union organizes different programmes every year. The Students' Union of our college organizes Freshers' Welcome Ceremony and Raksha Bandhan every year in the college with every pomp and grandeur in the month of August / September. The G.S. of the Students' Union is a member of some other subcommittees of the college - Academic Subcommittee, Library Sub-Committee, Admission Sub-Committee etc. In all such bodies the opinions and suggestions of the G.S. are very important, as he /she is the spokesperson of the whole students' community of the college. The G.S. generally voices out the opinions of the students of the college.

File Description	Documents
Paste link for additional information	http://egrassbcollege.ac.in/wp-content/uploads/2023/03/Sub-Committees-formed-by-the-G.B.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**

07

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
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

Egra Sarada Shashi Bhusan College Alumni Association is official alumnus society of Egra S.S.B. College, Egra, West Bengal. This Association is Govt Registered (Reg No: S/2L39370-2014-15 under Certificate of Registration of Societies, West Bengal Act XXVI of 1961) Society and started its journey in 2014. The purpose of the association is to foster a spirit of loyalty and to promote the general welfare of our organization. Alumni association exist to support the parent organization's goals, and to strengthen the ties between alumni, the community, and the parent organization. Alumni Association was founded with the vision to maintain a life-long connection between the Institute and its alumni. In collaboration with an extremely dedicated life members and volunteers, the Alumni Association works to connect alumni, support students and build an unforgettable Institute experience through a diversity of events, programming and services. Egra S.S.B. College Alumni Association has at present more than five hundred life members and more than fifty annual members. The number of involved alumnus is too large to count as huge number of students is leaving the college every year after their graduation. Prof. Bimal Narayan Nanda is the President, Prof. Sougata Sahoo is the Secretary, Mr. Uday Sankar Paul is the Treasurer of the

Association.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1UBj3XF191M_yXJrAuO5Zw-cwveuDlykm/view?usp=share_link
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	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

The vision of this institution is to render our college into a centre of quality learning and our mission is to shape our students into smart, responsible and sincere citizens by imparting both material and moral education. Considering the changing scenario and the growing needs of the day, we are also very keen to introduce different types of traditional and non-traditional courses, different job oriented courses and vocational training in our institution to ensure their future and make them free from poverty, unemployment and social injustice. We also aim-

- To spread Higher Education amongst the new-generation-students year after year, especially of neighboring rural students.
- To equip and empower students by providing relevant knowledge competence and creativity for their establishment / placement and to face the future challenges especially for our nation.
- To create atmosphere for research work in different fields of knowledge.
- To encourage the students to participate in sports and other activities for building good health and moral

values.

- To encourage creative works of all types by students and staff of the college and to publish the outcome of such works those are fundamental in nature.
- To encourage the students in nation building activities.

File Description	Documents
Paste link for additional information	https://egrassbcollege.ac.in/mission-and-vision/
Upload any additional information	View File

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

Following are the decentralization initiative taken during the year:

- Formation of different academic and administrative bodies.
- Formation of different committees and sub-committees for smooth administration.
- Implementation of MIS, LMS and Students' portal for different administrative and academic activities.
- Introduction of different career oriented certificate courses.
- Student-teacher and parent-teacher interactions through meetings.
- Strengthening the Alumni association of the college.

Active functioning of the NSS units in its adopted villages and inside the college and its adjacent areas.

File Description	Documents
Paste link for additional information	https://egrassbcollege.ac.in/organogram/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Curriculum Development and Academic Calendar: The College has little scope of framing curriculum as it is done by Vidyasagar University to which it is affiliated. As for the academic calendar the institution follows the calendar prepared by the Vidyasagar University.

Teaching and Learning: Remedial classes for weak students are arranged. Topics and assignments for teaching are allotted as per specialization of teachers. Feedback is taken and analyzed properly as far as possible.

Examination and Evaluation: Regular internal tests for both UG and PG courses as stipulated by the university are conducted.

Research and Development: Various departments of the college have organized departmental seminar/invited lectures to inculcate the research motivation and culture among the staff and students. Preparation for establishing Research Centre for offering PhD courses is in process.

Library, ICT and Physical Infrastructure / Instrumentation: Searching e-resources through NLIST programme of INFLIBNET has been installed. KOHA software is installed for complete digitization of all library related works.

Admission of Students: The entire admission procedure has been conducted through online mode with the help of very user friendly software through Infotech Lab Pvt. Ltd.

Administration and Finance: The matter of administration and finance is looked after through different bodies and sub-committees of the college from time to time.

Industry Interaction / Collaboration: For the financial session the college has collaborated with Self Reliant Marketing Ltd. for certificate course in Mushroom Cultivation and with Kajla Janakalyan Samity for a skill development course on Vermi Compost, Nutrition Garden and Bacterial Fertilizer.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://egrassbcollege.ac.in/wp-content/uploads/2022/01/Academic_Calendar_for_2021-22.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.

The institution strictly follows Government's and affiliating university's orders and statutes in terms of implementing policies, administrative setup, appointment and service rules, procedures, etc. from time to time. The principal is the head of the institution and communicates with all teaching staff through the Secretary of Teachers' Council and with non-teaching staffs through the Head Clerk. For decision making there is the Governing Body and it implements its recommendations through the convener of different sub-committees. The IQAC looks after the NAAC related matters and recommends at regular intervals for implementations eyeing towards periodic improvements.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://egrassbcollege.ac.in/organogram/
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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
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

The institute has facilitated Staff Credit Co-operative society and Free health check up at regular intervals for both the teaching and non-teaching staff. Induction programmes are also organized for staffs from time to time towards achieving better work output. It is also taken care of that staffs are availed with different Govt. facilities meant from them from time to time.

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

00

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

01

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	View File
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

05

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
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 institution on regular basis conducts academic and administrative audit to manage and maintain its Performance Appraisal System for teaching and non- teaching staff.

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

All bills and payment vouchers are checked by the Bursar and then signed by the Accountant and finally goes to Principal for payment order. Internal Audit is done at the time of submission of Utilization Certificate against UGC / Govt. Grant. The detail of Income and Expenditure is presented to the Chartered Accountant. Statutory Audit is done regularly.

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)**

00

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

1. Fees charged as per the university and government norms from students of various granted and self financed courses.

2. The College receives salary grant from the State Government. For this, we prepare and send pay packet of the estimated salary grant required to the state government at regular interval. This grant includes salaries of the Full Time Permanent teachers and nonteaching staff as well as part-time teachers working on granted posts.

3. The Purchase Committee takes care that purchases are done properly and in accordance with the rules.

4. Different sub-committees take a review of the mobilization of funds and the utilization of these sources periodically in their meetings.

5. Regular internal audits and external audits from the government make sure that the mobilization of the resources is being done properly.

6. The Library Advisory Committee takes care that the resources in library are utilized optimally.

7. To ensure the optimum utilization of resources, the

Principal issues directions.

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

Flowing are the recommendations of the IQAC towards institutionalizing the quality assurance strategies and processes during the session of 2021-2022:

1. To allot at least one class room with UT facilities for each of the departments of Humanities group.
2. To offer scope to the departments which have not yet organized any seminar/ workshop or undertaken any educational excursion, to do so at the earliest.
3. To organize training programmes for staff / teachers / students of the college.
4. To undertake more extensive activities / community development programmes.
5. To consider the matter of introducing honorarium for allotment of contingency funds for IQAC activities.
6. To introduce more Certificate/ Diploma courses in the college.
7. To consider the matter related to long absence of some of the IQAC members in the meetings of the body.
8. To consider the matter related to Re-constitution of the sub committees of the college like Cultural Sub-Committee, Sexual Harassment Cell, Anti Ragging Cell and Grievance Redressal Cell.
9. To publish a book on the project works submitted by the students of the Dept. of the Bengali (PG)

File Description	Documents
Paste link for additional information	Nil
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

At regular interval course outcome is collected from teachers and feedbacks are collected from students and parents and are analyzed duly for proper remedy and further improvement, if possible.

File Description	Documents
Paste link for additional information	Nil
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://egrassbcollege.ac.in/notice-category/meeting-reso/
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
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 college has taken adequate measures for maintaining gender equity in the campus. The Governing Body which is the highest decision making body of the college has formed two powerful sub-committees - 1) Women's Cell, 2) Sexual Harassment Cell to check and control all types of violation in gender equity within the campus. The members of the two cells always keep a strong vigil over the peaceful maintenance of gender equity. Any kind of breach in this regard is strongly dealt with by the two mentioned cells as well as by the Governing Body of the college. At different times of the academic year gender sensitization programmes are arranged in the college.

The KANYASHREE PRAKALPA as introduced by the Govt. of West Bengal is fruitfully implemented in this college.

File Description	Documents
Annual gender sensitization action plan	https://egrassbcollege.ac.in/administrati on/administrative-subcommittees/
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	A. Formation of two sub-committees - 1) Women's Cell, 2) Sexual Harassment Cell. B. Separate Common Rooms. C. Toilets and Bathrooms with adequate security. D. Ramps for differently able girl students.

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	C. Any 2 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	
<p>The institution has taken up some effective measures for different types of waste management within the campus. The institution has signed a MOU with the local Municipality (Egra Municipality) in this regard. With the help of the Municipality Sanitary Department the college has setup two types of containers with different volumes (100 ltrs. / 60 ltrs. / 40 ltrs. / 20 ltrs.) in all the floors of the academic / administrative buildings for solid waste (both degradable and non-degradable types of waste). After collection of the solid wastes from the college campus in those containers, these are to be collected on daily basis by the local Municipality from the campus following the above mentioned MOU for necessary recycling.</p> <p>For liquid waste management (wet waste management) with help of the local Municipality on the basis of the terms and conditions laid down in the mentioned MOU, the college has setup a pipe line for accumulation of the liquid waste from various departments of the college into a deep covered pit dug out in the campus. Those liquid wastes accumulated in the covered pit will be collected by the Municipality Dept. for necessary recycling from time to time.</p>	

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	No File Uploaded

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	View File
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

D. Any 1 of the above

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

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	View File
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

C. Any 2 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).

Egra S. S. B. College is always ready with efforts and initiatives in providing an inclusive environment in its campus. To maintain tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic diversities, the students as well as all the stake holders of the college including its teaching and non-teaching staff are always active enough. As a part of those efforts the college has introduced under the direct supervision of Dept. of Botany a certificate course on Mushroom Cultivation keeping in mind the socio-economic condition of the locality. The local community will be fully benefited by this effort.

Another such effort from the college has been taken to organize a workshop and training programme on Vermi Composting. It is a community development project taken up by the college in collaboration with Kiran Enterprise, a local NGO, with sole aim to stand beside the students as well as the people of the locality across all social diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	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 Department of Sanskrit, Egra S. S. B. College organized a State level Seminar on "Value-Added Education as Revealed in the Veda", on 12.04.2022. Vedas are the source of human civilization before the war of Mahabharata, the Whole world flooded with Vedic culture. Value-added teaching is reflected in the every word of the Vedas. The present CBCS syllabus provides a subtle portion of the Vedic teaching to the students. Students, Scholars and Teachers have gotten a chance to make themselves enlighten with the ethical education of Vedas. In this programme 147 participants remain present.

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

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

4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 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

Egra S. S. B. College celebrates / organizes national and international commemorative days, events and festivals round the year to promote wide scale awareness among different stakeholders of the college. The college holds all such programmes some times through its N.S.S. Units and sometimes through its departments. Students as well as the teaching and non-teaching staff of the college actively participate in all such programmes to give those a grand show. During 2021-2022 the college has celebrated as many as eight days of National

and International importance.

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.

Best Practice - 01-Awareness Programmed on Cyclones and Bio-diversity Conservation

This is to state that A.J.C Bose Eco Club of Egra S.S.B College, Egra, Purba Medinipur has organized an awareness programme on "Cyclones and Bio-diversity conservation" in collaboration with IQAC of the college at Rampur Primary school on 22/04/2022. In this programme 60 students, 5 teachers and non teaching staff and 10 guardians of the locality remain present. The School authority is very grateful to the college authority in this regard.

Best Practice No. 2 -Field Survey for Folk craft

Panchmura is a village, which is located at a distance about 40 km from Bishnupuri, which is a town under Bankura district (West Bengal). It is known for its Traditional Terracotta Horse and Mansha chali (the Snake Goddess), and other Handicrafts. Bishanupur becomes the principle centre of culture and art during the patronage of Malla king Veer Hambir and his successors Raja Raghunath Singha and Veer Singha. Most of the exquisite terracotta temples for which this town is famous were built during this period. Originally Horses, elephants, Manasi Chali (the Snake Goddess) and Shashti (the guardian deity of children) were produced for ritualistic purpose. People offered Horses and elephants as a token of their devotion to Dharma Thakur, Manasa chali and numerous other village deities.

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

7.3 - Institutional Distinctiveness

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

Form Waste To Wealth : Vermicomposting

Vermicomposting has recently been recognized as one of the most appropriate methods to stabilize organic waste. In terms of a system for waste management, vermicomposting is sustainable, economically viable, and without detrimental effects to human health or to the environment. It can replace the environmentally hazardous manures.

In this process good quality compost production in ambient temperature can be done in short time. The earthworms being voracious eaters consume the bio-degradable matter and give out a part of it as excreta or vermicastings. We have introduced a 12 chambered vermicomposting unit in the campus of our college during 2020-2021. The project has been running very successfully since 2020-2021 by using *Eisenia fetida* as earthworm of choice. The chambers of the units are kept shallow to avoid heat built-up that can kill earthworms. A moderate temperature is maintained to enable the earthworms to transform the materials into composts at ease.

Organic wastes from both the hostels and common water hyacinth from our college pond is used as raw materials for composting. The students of the hostels successfully maintained a rooftop vegetable garden and using the vermicompost as organic manure. These final products can be sold to the local farmers at a considerable rate. The students can also learn the art of business by selling the manure to the farmers through the process of vermicomposting.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Plan of Action for 2022-2023

1. To increase and upgrade the use of ICT in teaching learning process.
2. To purchase more Research Books and Journals in the library.
3. To develop and upgrade Research Centre of the college.
4. To take initiatives for Green Audit in the campus.
5. To introduce more Certificate Courses for the college.
6. To accelerate the process of CAS-Promotion remaining due for both teaching and non-teaching staff of the college.
7. To take steps for submission of AQAR for 2021-2022 and SSR of the college to NAAC.
8. To enhance the activities of ECO-Club to promote public awareness regarding several community development programmes
9. To introduce skill based and career oriented courses.
10. To make the Alumni Association of the college more active.
11. To transmit knowledge through holding seminars and workshops
12. To hold awareness programme on Community development issues.
13. To expedite the automation process of the College Library.
14. To make the students aware of Career Counselling Programmes.
15. To organize different programmes for students / staff of the college.
16. To take steps for increasing community development programmes.
17. To encourage the faculties to be engaged in research works.
18. To arrange for campus placement programme for our students.
19. To arrange the workshop on role of NSS to promote a healthy social life for our students and NSS volunteers.
20. To strengthen the Physical Education section of the college.