YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Subhas Chandra Bose Centenary College
• Name of the Head of the institution	Dr. Supam Mukherjee
• Designation	Teacher-in-Charge
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9732564404
• Mobile No:	9434222716
• Registered e-mail	scbccollege@gmail.com
• Alternate e-mail	supammukherjee@gmail.com
• Address	P.O+Lalbagh, Dist-Murshidabad
• City/Town	Murshidabad
• State/UT	West Bengal
• Pin Code	742149
2.Institutional status	
• Type of Institution	Co-education
• Location	Semi-Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**University of Kalyani**	
• Name of the IQAC Coordinator	**Dr. Subarna Bandyopadhyay**	
• Phone No.	**9732564404**	
• Alternate phone No.	**7908019425**	
• Mobile	**9732564404**	
• IQAC e-mail address	**iqac.scbcc@gmail.com**	
• Alternate e-mail address	**iqacscbcc2022@gmail.com**	
3.Website address (Web link of the AQAR (Previous Academic Year)	www.scbcc.ac.in	
4.Whether Academic Calendar prepared during the year?	**Yes**	
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.scbcc.ac.in/academic_calendar.php	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.25**	**2022**	**29/03/2022**	**28/03/2027**

6.Date of Establishment of IQAC	**22/04/2010**

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
0	**0**	**0**	**0**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	**2**	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been	**Yes**	

uploaded on the institutional website?		
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

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

Initiative to complete the NAAC accreditation process successfully.
Made the feed back collection process and action taken as per feed back in most effective way.

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
As this academic session was during pandemic situation, IQAC inspired the academic departments to provide academic supports to the students in online mode.	**Students from lower income groups instead of several problems could have the idea of their curriculum in online mode.**
Successful implementation of NLIST like resource as e facility on behalf of library was another initiative.	**Students are becoming aware about e resources and utilizing them, though their massive level participation is still needed.**

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

Name	Date of meeting(s)
Nil	**Nil**

14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-21	17/02/2022

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

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

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

20.Distance education/online education:

Extended Profile

1.Programme

1.1   **452**

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

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **3072**

Number of students during the year

File Description	Documents
Data Template	View File

2.2   **1071**

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   **629**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **17**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **20**

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	**452**

File Description	Documents
Data Template	[View File](#)

2.Student	
2.1 Number of students during the year	**3072**

File Description	Documents
Data Template	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**1071**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**629**

File Description	Documents
Data Template	[View File](#)

3.Academic	
3.1 Number of full time teachers during the year	**17**

File Description	Documents
Data Template	[View File](#)

3.2 Number of Sanctioned posts during the year	**20**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**31**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**15.9112**
4.3 Total number of computers on campus for academic purposes	**22**

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

Subhas Chandra Bose Centenary College, affiliated to Kalyani University, follows the university curriculum. The current syllabi for every Honours & General subject are recommended by the UG Council of the affiliating University. Through teaching the prescribed syllabi, the college takes a holistic approach towards the overall development of the students.

TEACHING PLAN: Every department devises tentative teaching plans at the beginning of each academic session. For the annual system prevailing before the CBCS (implemented from 2018-19) the whole teaching days were divided into three modules of approx. 60 teaching days.

Academic Calendar : The IQAC of the college prepares an academic calendar before the commencement of the academic session in

accordance with the academic calendar of the affiliating University.

Academic Routine : The routine sub-committee frames the routine for Hons. and General programmes and the routine is displayed on the Central Notice Board as well as the Departmental notice boards.

Evaluation Blueprint: On completion of the third module, pre-examination mock test was conducted on the entire syllabus.

In CBCS, the evaluation of students is based on continuous assessment.

The Covid-19 pandemic has compelled the college to conduct evaluations online. In cases when conducting only one internal assessment was possible.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

The academic calendar is prepared by the University at the beginning of Session/ Semester and the college follows accordingly. All faculties give preference to completion of the prescribed syllabus in the specified time. Semester end tests are compulsory for every student to appear and their progress is closely monitored. All the teaching and evaluation activities follow an academic calendar.

The institution strictly adheres to the academic calendar for the conduction of CIE. Unit tests, class tests, and pre-final test exams were conducted in the annual system prevailing before the CBCS was implemented in 2018-2019. I

The Covid-19 pandemic has compelled the college to conduct evaluations online. In cases when conducting only one internal assessment was possible, evaluation was done on the basis of the ratio of the scores of the conducted assessment.

At the beginning of the session, the academic sub-committee prepares the academic plans, which the Teacher-in-Charge ratifies. The plans are implemented passionately and properly. Results are prepared by the Departments and are displayed on the Departmental Departments are given autonomy in choosing the form of evaluation. Departments organize classroom seminars, workshops and paper presentation activities to evaluate the students' attainment.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	http://scbcc.ac.in/academic_calendar.php

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	No File Uploaded
Any additional information	No File Uploaded

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

19

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)

0

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

SCBC College incorporates cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the curriculum within the University prescribed framework. The compulsory undergraduate courses include "Environmental Science" of 4 credit under the Ability Enhancement Compulsory Course (AECC). In Environmental Science, students learn about ecology, natural resources, conservation, biodiversity, management of the environment, human population, social issues, etc. In 2017, under the guidance of the IQAC, the Eco-Club named 'Arcadia' was founded with the principal objectives of creating awareness about environment among students and conservation of natural resources, proper waste management and segregation of waste, creating awareness among students about environment .The College has established a Women Cell named "Pratyayee" to focus on a vision of gender equity. International Women's Day is celebrated every year. Students of Philosophy study about Indian and Western ethics in Semester III. Here they study the concepts related with Karma, dharma and purusartha, pañca??la and brahmavih?rabh?van? from Buddhist ethics, anuvrata, mahavrata and triratna from Jaina ethics and Joga ethics. In Western Ethics they study nature and scope of moral philosophy, Teleological Ethics, Deontological Ethics, Practical Ethics, Virtue Ethics. Students of Sanskrit study Essentials of Indian Philosophy and teachings of the Gita. i

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	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	**No File Uploaded**
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	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

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

1.4.2 - Feedback process of the Institution may be classified as follows	**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://www.scbcc.ac.in/naac.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2232

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

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

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

1008

File Description	Documents
Any additional information	[View File](#)
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

Special Programs for Advanced Learner:

- High-performing students are identified on the basis of internal assessment, university examination, involvement in the classroom.
- Advising to participate in group discussions, technical quizzes to develop analytical and problem solving abilities in them and thereby, to improve their presentation skills. Provide opportunities to develop their creativity by participating and organizing intercollegiate as well as national-level symposiums. Encourage them with extra care to obtain University ranks.
- The advanced learners participate in seminars, workshops, literary competitions at District and State levels.
- The college is under free Wi-Fi for students.

Special Programs for Slow learners:

- Department-specific activities like heritage walks, museum visits, one-day field trips, study tours, long excursions which are part of the curriculum are organized.
- Faculty members do periodic interaction with parents about the performance of slow learners. Departments conduct remedial classes for students who are slow.
- Extra classes are organized to clarify doubts, re-explaining the critical topics for improving performance.
- A Parent-teacher meeting is organized in different departments to clarify the student's present academic conditions.

File Description	Documents
Link for additional Information	https://www.scbcc.ac.in/p_gallery.php
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
3072	**17**

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

Learning through Experiments& Observations: The College has two well-equipped(language labs & geography labs) laboratories for students to do experiments as a part of their curriculum. Outdoor experiments and observations are also regularly arranged for the students of Geography.

Study tour/ Field tour: Departments like Geography arrange educational/field tours for landscape studies and socio-economic study. Students of History, Political Science visit historical places and conduct cross-cultural and multicultural studies. The students remain eagerly waiting for such trips as learning through direct experience is a great pleasure to them.

Geo-informatics Laboratory: Provide information about spatial analysis of both physical and social features of the earth in micro, meso, and macro scales. It helps the students become moreefficient in the field of Geospatial Mapping and analysis the Geographical Facts.

Participative Learning Mock-Teaching, Seminar, Debates & Quizzes: Students deliver lectures and seminars department wise, take part in seminars, workshops, etc. organized by other colleges and universities, NGOs, etc. Participation in debates, extempore,

power-point presentation, speeches, enables the students to learn new things.

Sports Activity: The students regularly participate in different inter-college sports competitions (arranged by the University)and achieve success every year.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	https://www.scbcc.ac.in/about.php

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

- **The traditional method of classroom lectures (chalk and talk) has undergone a sea change in the last five years. The lecture method is presently supplemented by audio-visual aids.**
- **2 ICT classrooms at present in our college are equipped with projectors, and many of the teachers present their topics of discussion in the classroom through power-point presentations and slide shows.**
- **The geography department has its own well-equipped classroom with projectors.**
- **The college has a seminar room with well equipped.**
- **The college has a language lab and geography lab with the proper software.**
- **For the large classrooms, particularly for the social science and language classes, sound systems and microphones have been provided so that the teacher becomes perfectly audible to even the students sitting in the rear part of the room away from the lecture dais.**
- **The college has developed 2 large rooms into two different e-classrooms (Virtual classroom) with different types of modern teaching aids such as smart-board, audio-visual system, etc. to provide the students of the college with a better teaching-learning atmosphere.**
- **All the students and teachers at present are internet and computer literate. This changed perspectivehas made the teaching-learning scenario more innovative.**

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

17

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

17

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	[View File](#)
List of the faculty members authenticated by the Head of HEI	[View File](#)

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

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

1	

File Description	Documents
Any additional information	View File
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

122.41

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.

Presently at the U.G. level, two types of systems (CBCS and non-CBCS) are running in the college. In the old system (non-CBCS) the students have to appear in the University Examinations as Part- I Examination at the end of 1st year, Part-II Examination at the end of 2nd year, and Part-II Examination at the end of 3rd or final year. The choice-based credit system (CBCS) was introduced in the U.G. section from the 2018-2019 academic session. The University Examinations are now held at the end of each semester. The college has a transparent and continuous internal assessment system. 20% marks in each paper are awarded through internal assessment while the remaining 80% are awarded by University appointed examiners on the basis of the performance of students in semester-end examinations. University guidelines are strictly adhered to with respect to the evaluation process.Here are 15 marks for internals and 5 marks for assignments/class tests/seminars, In total 20 marks for Internals and 80 marks for externals.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.scbcc.ac.in/notice.php

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

Anyone who is not satisfied with his / her performance in a university examination can avail of the mechanism to check or ask for a re-evaluation. This is an inherent feature of the system of examination currently in vogue. The students can ask for photocopies of their answer sheets by depositing the required fees with the university under the provision of the RTI (Right to Information) act. Also, a student aggrieved with his / her result can ask for an entire review of the answer script. In the case of University examinations, most of the issues are addressed by the Controller of Examination of the University of Kalyani.A grievance redressal cell is also running in our college.If an examinee, after the declaration of university result is not satisfied with the marks awarded he/she can apply either for review or for RTI within a stipulated period of time as set by the university—generally within a month from the declaration of the result of the concerned examination.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.scbcc.ac.in/committee.php

2.6 - Student Performance and Learning Outcomes

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

Program outcomes and course outcomes for all programs offered by the institution are stated and displayed on the college website. The primary objective of a specific course is communicated and explained to the students by the faculty members at the beginning of the session. The website of the college is comprehensive and is maintained by IT professionals. The courses taught in the college, the facilities provided to the students, and the teaching faculties available are given on the website. Regular updates are also provided to all concerned in relation to the courses.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://www.scbcc.ac.in/
Upload COs for all courses (exemplars from Glossary)	View File

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

The college evaluates the POs and COs in every academic session/semester. Attention is given to the proper completion of the syllabus of each and every programme and course. The teachers of the respective departments are given their academic assignments at the beginning of the session/semester. The total number of teaching days in a semester/session is calculated and the classes are allotted in the routine in such a way that the courses may be taught to the students conforming to the time frame. Each department takes different initiatives (both curricular and co-curricular) so that the learning objectives of each course (paper-wise) be achieved. The class tests taken periodically are there to evaluate the outcomes of the courses. By studying the results of the students (percentage of successful and unsuccessful students) in the Mid-Term Tests and End-Term/semester, the institution evaluates the outcomes of different programmes and courses. Course wise performance of students are discussed, analyzed and recorded in the meeting of the Academic Affairs Committee and IQA.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://www.scbcc.ac.in/course.php

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

629

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	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://www.scbcc.ac.in/naac.php

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)

00

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

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

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

00

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

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

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

6

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

3.2 - Research Publications and Awards

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

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

14

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

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

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

00

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

3.3 - Extension Activities

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

Subhas Chandra Bose Centenary College had a glorious history in terms of Extension activities by different segments of the institution. The NSS and Eco Club unit of the institution made a great contribution regarding this matter. The NSS unit of the institution started its journey in the year of 2005. The NSS unit of the institution also does not pause their activities in COVID-19 pandemic situation. Indeed they maintain a significant relation cum interaction with the local people of college surroundings with providing some necessary goods in pandemic situations. On the other hand, Eco- Club also plays a vital role in increasing consciousness about different environmental issues not within the students but also within the local people also. Two major programs were conducted by the unit in the year 2018 and 2000 respectively. In the year 2018, a field program was conducted by Eco club, entitled "Field Measurement and Best Management practices for the Environmental Hazards". Organizing Blood Donation camp, observing Voter's day, awareness webinars to stop the spread of COVIDon behalf of NSS and waste management practice on behalf of Eco-club are the initiatives within and beyond the compound during 2020-2021.

File Description	Documents
Paste link for additional information	https://www.scbcc.ac.in/activities.php
Upload any additional information	No File Uploaded

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

01

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

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

32

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

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

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

2056

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

3.4 - Collaboration

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

3

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

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

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

2

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has a total campus area of 177587.09 Sq feet. in which an area of 15139.30 sq feet has an well-constructed college building. We have 31 clean classrooms; out of which exclusively 2 rooms are equipped with ICT facility for convenient screening of PowerPoint presentations, short films and documentaries to improve and boost the classroom experience. Faculty members are provided with adequate assistance for convenient use of the LCD facility for teaching .There is a dedicated ICT enabled digitalized seminar hall room available in the Institute for better teaching-learning and conducting academic as well as cultural programme. We have a language laboratory to cater the need of language group students as well as to enchance better understanding. There is also a Geography laboratory for the use of the students of the said discipline. 1. Seminar Room: We have 1 well-equipped seminar room. 2. Tutorial Spaces: Our classrooms are the main tutorial spaces. 3. Our institute has an exquisite garden whichis maintained by the NSS unit. 4.Animal House: Nil 5. Specialized facilities and equipment for teaching, learning and research etc.Black- board-25 White-board- 2 LCD projectors:3 Smart classroom Digital camera:2 Black & White printer: 6 Printer-Scanner: 4 Desktops: 20

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.scbcc.ac.in/about.php

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

The institution provides facilities for sports, games (indoor, outdoor, etc.,) and cultural activities. The institution has a playground dedicated to games like football, volleyball and indigenous games like kabaddi etc. We have a table-tennis board set, a Carom board and Chess board to engage our students to indoor games. A well-equipped gymnasium with 4 Station Multi Gym, Motorized Trade Mill, Multi Bench, Sit Up Bench, Exercise Magnetic Bike, Preacher Curl Machine etc is inside the college campus,Yoga-centre with a 10 yoga mats. The institution holds annual sports every year in order to promote physical health and health

awareness among students. Our institution has an well- functioned Cultural Committee, who regularly organize cultural programmes on International Language Day, Rabindra Jayanti, Independence Day and other cultural activities like recitation, drama, dance-drama etc. Extempore, debates and quiz competitions are organized on regular basis to develop the skill of public speaking and communication skill among students. Department of Sanskrit has organized workshops on Spoken Sanskrit. The primary healh kit (first-Aid-Box), Nakpin vending machine in Girls' Common Room, Environmental awarenwss steps organized by Eco-club and NSS through the use of waste management and vermicompost kit are our assets.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.scbcc.ac.in/about.php

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

03

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

03

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.scbcc.ac.in/about.php
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)

5.5

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

4.2 - Library as a Learning Resource

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

The library is equipped with ILMS. The institutional library is well-managed through KOHA version: 19.11.11.000. It is now under OPAC.Our library has a vast collection of books which are neccessary for UG syllabus of the affiliated university and also we have vast number of books which can be used for referance purpose. our students and teachers can borrow books and journals as per their need from the library. From February2021 after the installation of KOHA all the transactionof Booksare done in online mode. the process is now going to maintained in automated way. Our membership in NLIST will certainly provide the scope of e-resources before our teachers and students. Lack of staffs in library hampers the integrated library management to run smoothly.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	http://scbcc-opac.blacloud.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	D. Any 1 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0.4039

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

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

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

236

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

4.3 - IT Infrastructure

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

There is an annual budget allocation for procurement, upgradation, deployment and maintenance of the computers and their accessories. Maintenance of computers and their accessories are done from the funds available in the college. The administrative works and admission system is thoroughly done online. There is a digital

office management system which is used. There are 2 classrooms and 1 seminar hall which is ICT enabled for better upgradation of the education process of the institution. It has a number of computers with wifi facility In order to emphasize on the ICT enabled teaching-learning process and to make it more effective and student- centric the Institute is aiming at making all the rooms digitalized where the teaching-learning method can make more interactive. The library management system is also being digitalized with the help of KOHA. Our language lab is also equipped with desktops and Wi-Fi connection.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.scbcc.ac.in/about.php

4.3.2 - Number of Computers

37

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

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

2.12

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

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

The institution has ways of maintaining and utilizing physical, academic and support facilities – laboratory ,library, sports complex, computers, classrooms etc which are as follows: Academic Facilities: The college has a building with 31 classrooms, 1 seminar room, 1 student common room ,Principal's Chamber, Staff room, Offices, Library and a play ground and toilet facilities for students and teachers. Building infrastructure: The Institution is fully government aided. A constant effort is made to provide a dedicated and secure space for types of equipment and tools. There is a maintenance committee to look after the maintenance, repair and constructional work. Computer & IT infrastructure-Maintenance and up gradation is looked after by a maintenance committee from time to time under AMCfor computers,a central facility like the Wide Area Network (WAN), Close Circuit TV (CCTV) etc. are renewed regularly to ensure their good service. Furniture related items-There is staff to look after the maintenance. Play Ground: The ground and Gymnasium are under the maintenance of the department of Physical Education. Library: The college has a well-stocked and digitalized library with around 21000 books in hard- copy. Students can borrow books as per their need and well system management is followed.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.scbcc.ac.in/about.php

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

870

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	[View File](#)
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

00

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**B. 3 of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

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

156

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

156

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

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

20

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)

`Subhas Chandra Bose Centenary College has a very active and dynamic Student's Union. It maintains a good relationship between students and administration. It serves as a unifying force that honors each individual and values.`

`Aims & Objectives of the Students' Union:`

`1.To promote discipline and decorum in the college`

`2.To develop social harmony among all students and to work towards`

their cultural and academic

development.

3.To help in organizing various cultural programme, sports and game.

4.To help close and cordial relations between students and teachers of the college.

5.To meet, discuss and make representation to the college authorities on matters concerning the

common interest of the students.

Constitution:

The Students' Union constitutes the following office bearers with a teacher as the President of respective sub-committees:

President

General Secretary

Assistant General Secretary

Cultural Secretary

Game Secretary

Students Welfare Secretary

But there is no student election in the colleges of West Bengal since five years. So students are not holding these posts in our college now. But the students play their role as a student coordinator. The Union plays a vital role to encourage the common students to express themselves.

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

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

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

0

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

Recently an Alumni Association has been formed to formally connect with the former students centrally. Although alumni meet is being arranged every session since 2017 on departmental level to foster a sense of community among the ex-students and current students. In a meeting of Academic Council and IQAC on 15th December, 2015 it was being decided that initially the students would organize Alumni meet at departmental level and the members would work as a contact point for alumni or prospective students who had no knowledge of the association and its activities. The participation of these students throughout these sessions encouraged the institution to work on central alumni association. Teaching and non teaching staff maintains a good relationship withthe former students.Occasional seminars, Lecture-demonstrations, theatre workshops are conducted by the Alumni under the supervision of College authority. This engaged Alumni community enriches the institution and curriculum by providing valuable feedback and also guide the current students through interaction. Finally a central meet was organized virtually on 30th May 2021with more than 100 registered members. The institution is working on the process of getting the association officially registered so that it can create opportunities for the students.

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

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

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Institution within a developing district of West Bengal started its journey with several challenges, but its aim and performance so far with best practicing initiatives may be discussed as follows: Vision To carry the light of higher education within the reach of all to empower the learners from the marginal background to be the part of national development as embedded in logo of the college. Mission In order to accomplish the vision the institution has promulgated the Mission Statements as –

- **To impart sound and meaningful higher education to the learners.**
- **To expand the facility of higher education to all eligible students of the society.**
- **To facilitate them achieve successful professional career.**
- **To expand the horizon of education through introduction of new pedagogical praxis.**
- **To produce intellectually sound, morally upright socially concerned students to be of service to the**

nation.

- **To make the mission and vision true the Institution extends its activity in each and every sector with proper**

File Description	Documents
Paste link for additional information	https://www.scbcc.ac.in/committee.php
Upload any additional information	**No File Uploaded**

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

The Institution practices a systematic hierarchy to manage the tasks. Governing Body is the topmost body within the Institution, it looks after all the needs and tries to satisfy the grievance occurred within the students and employees with its best efficiency. Under the leadership of the Teacher-in-Charge the IQAC as the core planner of the Institution observes all the needs, makes proposals and tries its level best to convey the message before the Governing Body to make the proposals, plans and demands feasible. The demands and needs from the very grass root level is placed before the IQAC by the students' union from the end of the students, from teachers' council in cases of demands placed by the teachers, by staff council for the needs placed by the employees for both teaching and nonteaching members, academic needs placed by the departments through academic heads. In case of financial decision it is both the Governing Body and the Finance sub-committee who depends on each other's decision. We may consider the implementation of new Choice Based Credit System that is running within the college from the Academic Session 2018-19 like any other colleges within the University of Kalyani, and may show the systematic implementation of the process in a successful manner as a result of decentralized and participatory management.

File Description	Documents
Paste link for additional information	https://www.scbcc.ac.in/committee.php
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

We may here consider the case study of the ICT rooms which were of a long demand within the Institution. Due to lack of facility of Projector and facilities of well-equipped class room innovative

practices for teaching-learning process getting hampered. In the discussion of Academic sub-committee all the academic departments raised the need of ICT rooms. It was during February 2015 demands for ICT were raised from various academic departments before the Teacher-in-charge through the IQAC. In the IQAC meeting on 30.03.2015 the issue of ICT room was discussed. Then the demand was placed before the Governing Body and considering the financial condition of the College fund the demand was accepted on 23.05.2015 in the GB Meeting. The Body in its decision supported the issue. Next the process of ICT rooms started. Two of the class rooms in the 2nd floor of the college were selected for ICT. We choose The complete process ran through the steps of tendering, selection of quotation, work order, progress of work and completion of work. In March 2017 the dream of ICT for the Institution became true.

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

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

Here we may mention the strategies followed in admission, examination, appointment procedure for casual staffs and the service rules those are followed and reflects the administrative process. In students' admission procedure the college strictly maintains the rules as per the Higher Education Department, Government of West Bengal and the rules of the University of Klayani. In cases of cut off mark for honors subjects, the seat capacity as per reservation policy We strictly follow the guideline of the Higher Education department, Government of West Bengal. The admission schedule, process of registration is followed as per the instructions provided by the University of Kalyani. All the internal decisions in issues related to admission process and schedule is strictly monitored by the Admission sub-committee as a sub-committee under Academic sub-committee. Issues related to Examination procedure is strictly followed by the instructions provided by the University of Kalyani. The examination sub-committee within the institution selects at least two coordinators for each examination, they prepare the

invigilators' list.

The reqruitment process in teaching and non-teaching posts

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.scbcc.ac.in/images/Organogram_of_college_administration-converted.pdf
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	D. Any 1 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

Major welfare measures taken for the teaching and non-teaching staffs may be discussed under following heads: Employees Cooperative Credit society: Present number of members in SCBC College Lalbagh ECCS Ltd is 23 including the teaching and non-teaching staffs. It was formed on 02.05.2013 under the registration number 19/MSD of 2013-14, date: 20.03.2014.

This ECCS which is running under the Murshidabad District Central Cooperative bank is really the place of assurance for the employees of the college during financial need. Inclusion of the State Aided College Teachers is under procedure which will make

the ECCS as the scope of dependence and assurance for a larger number of employees.

Provision of Maternity leaves and Child Care leaves for the female faculties as per their need: The female faculties as per their need are provided permission to avail maternity leave and child care leave as per Government Order, considering their need as well as maintaining the academic demands of the students during their leave period the leaves are sanctioned.

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

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

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

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

00

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

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

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

03

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

Performance Appraisal System is the analysis to make performance at better level. The teaching faculties have to pass through self appraisal system at annual basis for their promotional work under Career Advancement Scheme. As per UGC prescribed norms the

teaching faculties have to prepare their self appraisal report with proper evidence under the supervision of IQAC and then they could proceed for promotion. Annual Internal Academic Audit which is submitted by each of the Academic departments before the IQAC is the department level appraisal monitored by the IQAC. Feedback collected from the students is a significant part of appraisal, where students share their views on participation of teaching faculties in academic fields and beyond. We could not yet started appraisal from the end of students for individual teachers, but the authority will surely introduce the process such that the teaching faculties could share their knowledge with best initiative to the students and concentrate on students' demands. For the non-teaching staffs no such appraisal system yet has been started.As per the service rule of the Government of West Bengal aftercompletion of scheduled periods of 10 years or 20 years based on their work experience the promotional papers are preceded.

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

6.4 - Financial Management and Resource Mobilization

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

Internal Financial Audit: Any systematic internal financial audit is not done, but record keeping by the accountant and bursar is separately maintained and in regular interval tally of the accounts from both end is done. Before any Governing Body meeting the accountant has to show so far income-expenditure amount and finance committee and purchase committee are the other steps to tally the income with expenditure and prepare budgets.

The Institution continues external financial audits regularly. Under the guidance of the Department of Higher Education and Department of Finance, Government of West Bengal the external audit is done by the Government recognized auditors. To make the audit process smooth all the relevant documents are preserved time to time and are placed before the auditor, the documents include tender, quotation, work order, receipt, documents as per in case

of online or offline transaction.

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

For mobilization of fund and optimum utilization of resources the following steps are taken: Decision taken under IQAC:The IQAC as the representative all the academic departments, cells and committees prepares the plan to cope with the demands from every section of the Institution and places the appeal before the GoverningBody through the Teacher-in-Charge on required issues. Recommendation by Governing Body:Demands as placed by the IQAC through the Teacher-In- Charge before Governing Body is discussed and decisions are taken whether the demands are legitimate or not and in case of approving any demand or project the existing fund condition is judged. In cases where internal fund is not enough to complete any project or scheme procedures are taken to apply for Government grants under particular schemes. Approval by finance and purchase committee:The finance and purchase committee under the leadership of bursar and advice of the accountant makes further strategies. Covering the above mentioned phaseslist of

priority works are prepared.

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

6.5 - Internal Quality Assurance System

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

The IQAC as the key planner and with the role of an effective connector is involved in several academic initiatives including:

- Effective teaching-learning process:
- Teaching-learning is the centre event of any academic institution, to make it effective in our Institution the

IQAC inspires in:

- Proper utilization of the faculty resources through the effective time-table and its adjustment or

changes whenever required.

- Framing an effective academic calendar with assistance from the academic sub-committee and its

true implementation.

- Direct the departments in using modern teaching facilities like use of ICT and open resources.
- Structured process of internal assessment and its review.
- Analysis of University results at department level.
- Initiative for remedial and tutorial classes.
- Innovative practices like students' interaction through quiz competition, department level topic

wise seminar presentation, extempore.

- To reveal the innovative power within the students through model competition, creative

presentation in photo gallery, wall magazine.

  • Mobilize the students in practical oriented study through
    field survey, educational tour,

interviewing the community.

  • Inspire direct student participation in activities like
    forestation, cleaning the campus, making

awareness on environmental issues.

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

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

Institutional reviews and reforms in teaching-learning process are among the topmost priority jobs of the IQAC, which may be reflected in following events:

  • Feedback collection and its analysis:

Students are the lifeline of an educational institution.

  • Moderation of time table

Lesson plan by the academic departments and its implementation

  • Remedial classes
  • Importance on ICT based classes
  • Field trip/ educational tour
  • Students' seminar presentation
  • Could solve the problems at maximum level as per the
    direction by the IQAC after analysis of students'

demands.

Though the Institution has to follow the syllabus followed by the University of Kalyani, but view of the faculties on syllabus, its implement in real life were viewed from the stand point of the faculties and few initiatives like

Select the specialized teachers for specialized portion. For Skill Enhanced Courses (SEC) to prioritize the portions with scope of application in real world use of innovative techniques .

Inspire and facilitate improved teaching-learning process: Here also in fact a review is done under the supervision of IQAC and it is the Internal Annual Academic Audit for each of the academic departments. Recommendation before Governing Body for the demand of faculties. Need of equipments specially laboratory based departments like Geography

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.scbcc.ac.in/meeting.php
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Preface of Pratayee Gender Sensitization Cell

The Subhas Chandra Bose Centenary College has established a Women Empowerment Cell named "Pratyayee" to focus on a vision of "gender equity" and to sensitize all issues related to women. The cell has been working since 2016 to empower girl students and also equipping them with skills and tools that will enable them to succeed and prove themselves as a worthy and contributing member of the society.

Year of establishment: 2016

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/	**B. Any 3 of the above**

power efficient equipment

File Description	Documents
Geo tagged Photographs	[View File](#)
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

Management of the degradable and non-degradable waste

Rotary Drum Composting

The disposal of solid waste is a big challenge both in the rural and the urban areas. The waste generation in India is 400-600 gram/capita/day. India is the second largest producer of fruits and vegetables in the world with 221.431 million metric tonnes. Due to the huge production of waste, the availability of land for landfilling is increasing. Landfilling requires a large area of land which is very costly and that land can be used for other purposes. When these wastes, with huge organic content, are disposed of in open dumps or in landfills, they pose a significant environmental problem by emitting greenhouse gases, and also lead to leachate production. Moreover, this open dumping is becoming impractical due to public consciousness, and also expensive due to transportation and unavailability of lands. Therefore, vegetable waste with high organic content and rich nutrient content can be successfully recycled through vermicomposting and composting processes, as compared to many other technologies.

Objectives

1. Lessens the amount of solid waste propel to landfills.
2. Help to enhance the income of the trash collectors (HAWKER),
3. Improvement and maintaining an environment friendly college campus.

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

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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

C. Any 2 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 energy initiatives are confirmed through the

E. None of the above

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	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	B. Any 3 of the above

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

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

- **The college has an Equal Opportunity Cell (EOC) which looks**

after the welfare of differently abled students. Equal Opportunity Cell (EOC), established in Subhas Chandra Bose Centenary College in 2010 under the merged scheme(memo no- FMSWK-034/09-10) to aid and advise the students belonging to marginalized sections including Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Communities (OBCs), minority communities, disabled students etc. The EOC is dedicated towards ensuring that students from different communal, regional and religious spectrums are able to access our resources and infrastructures with safety and dignity irrespective of their caste, creed and physical obstacles.

- Students may select the suitable options for them and contact the Students' Support Cell of the College and the college concerned non-teaching staff room.

- We promotes cultural plurality and inclusivity on campus. In an effort to unite all cultures, many events are organised to promote cultural diversity. While organizing cultural programs in the college, we provide equal space to all students in showcasing the cultural activities of their respective communities. As a result, it strengthens cultural harmony in the institution.

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

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

- Every year "National Voters Day" is also celebrated on 25 January to encourage youth to participate in the electoral process. To spread awareness among the youths so that they can cast their votes to a responsible person and participate in the development of the country.

- Voter Awareness Programme

- A bicycle rally with new voters was held on Tuesday morning at the initiative of the block administrator and the college to encourage voting. The importance of voting as an Indian citizen is encouraged in many ways so that voters are not influenced by another person.

Responsibility as citizens during COVID situation

- **NSS Unit and teachers were encouraged to undertake Janta Curfew pledge during lockdown 2020 to show their responsibility as citizens. They gave messages to local peoples and citizens from all background to stay at home and fight against pandemic situation.**
- **The most important humanitarian activity performed by the unit is annual organising blood donation camp.**
- **Another most important humanitarian activity performed by the NSS unit is last year publication of enthusiastic volunteers name as blood donor.**
- **The college with its NSS Units renders national service by organising 'Safe Drive Save Life' programmes as road-safety awareness programmes.**

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	**C. Any 2 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	[View File](#)
Any other relevant information	**No File Uploaded**

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

- **Independence Day and Republic Day are celebrated in the college by hoisting the Indian flag and by organising kite-flying events particularly on 15th August every year.**
- **International Mother Language Day is observed on 21st February to promote the preservation and protection of our mother language.**
- **International Women's Day is celebrated on 8th March. On this occasion, the faculty members of our institution celebrated to bring awareness about the significance of the day among the students.**
- **The Sanskrit Department of S.C.B.C. College had celebrated Sanskrit Day with a great success on the honour of Guru-disciple relationship on the full moon day in Sravan mash (Sravana purnima).**
- **National Youth Day is celebrated every year on 12th January to commemorate the birth of Swami Vivekananda.**
- **International Yoga Day is celebrated every year on 21st June to mark the practice of self-discipline and tradition of well-being continuing for thousands of years in India.**
- **The Eco-club (Arcadia),share their message on World Environment Day is observed every year on 5th June.**

- **The college actively participates in the Swachh Bharat Abhiyaan by ensuring proper sanitation facilities, dustbins on the campus, and hygiene in the toilets.**

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

7.2 - Best Practices

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

1st Institutional best practice

BEST PRACTICE - 1

Title: Recycle of Single Use Plastic in vicinity of College Campus

Objectives:

1. **Try to make a plastic free heritage campus**
2. **Grow awareness among domestic tourist as well as local people**
3. **Institutional accountability toward society**
4. **Try to keep hygienic environment at Government as well as Railway station at Lalbagh, Murshidabad.**

BEST PRACTICE - 2

Title: Promotion of Sustainable Environment

Objectives of the Practice

Environment sustainability is of utmost importance in the light of increasing environmental degradation; and the same can be accomplished with the implementation of eco-friendly facilities and practices. The objectives of promoting environment sustainability are:

- **To reduce overall carbon and ecological footprints, to find innovative ways to reduce pollution, to promote the sustainable use of natural resources by implementing simple**

everyday practices to larger, innovative ones.

- To nurture generations of students who are sensitive to environmental concerns. The need of the present times is to educate the youth and the public about sustainability. The efforts of each of us can bring about significant positive changes in the pollution levels and ensure healthier lives for all of us.
- To maintain a waste-free, pollution-free, healthy, and eco-friendly green campus

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

Inclusivity on campus and beyond is the priority and thrust area in which the college has been making strides. S.C. Bose Centenary College, therefore, not only promotes inclusivity in principle but also implements inclusive education on the campus through various practices in teaching learning processes and co/extra-curricular activities. Inclusive education entails ease of access to the teaching-learning ecosystem, regardless of cognitive or disability challenges, and equal opportunities for holistic development among students of diverse capacities and different backgrounds.

Practices that promote inclusivity in campus and beyond are:

- Educational Practices
- Community Involvement
- Collaborative Practices
- Supplementary Aids and Services
- Education for Sustainable Development (ESD)

Furthermore, the college also works for strengthening the environment of inclusivity in college at all levels viz. ecology, economic and social, as the inclusivity should be practised in various dimensions.

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

The IQAC of S.C.Bose Centenary College has identified the broad objectives which the College should strive to achieve during the next academic year,which are enumerated as under:

1. To be able to enhance the greennary of the college.
2. To enhance the activities of the "Recycle Plasic to Make Murshidabad Fantastic" project which is intended to make better platic free heritage town.
3. To create an enabling environment for holistic development of Students, Faculty and Support Staff;
4. To facilitate continuous upgradation and updation of Knowledge & Use of Technology, by Faculty and Students;
5. To fulfil its Social Obligations, in the manner of providing formal & informal education, dissemination of Knowledge, organizing programmes and activities for the benefit of the Community and Other Stakeholders;
6. To create awareness and initiate measures for Protecting and Promoting Environment;
7. To encourage and facilitate Research Culture, to promote Research by students and Faculty and Consultancy by Faculty;
8. To reduce drop out