



YEARLY STATUS REPORT - 2021-2022

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	Associate Professor and Teacher-In-Charge
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	
• Mobile No:	9434222716
• Registered e-mail	scbccollege@gmail.com
• Alternate e-mail	iqac.sbcc@gmail.com
• Address	LALBAGH, MURSHIDABAD, WEST BENGAL
• City/Town	LALBAGH
• State/UT	WEST BENGAL
• Pin Code	742149
2.Institutional status	
• Affiliated / Constitution Colleges	
• 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.					
• Mobile					
• IQAC e-mail address	iqac.scbcc@gmail.com				
• Alternate e-mail address	scbcccollege@gmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	https://www.scbcc.ac.in/images/AQAR2020-21.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.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			20/04/2010		
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	
<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)		
IQAC successfully completed the NAAC accreditation process of the Institution.		
It contributed in improving teaching-learning environment by introducing innovative and participatory learning.		
It plays the role of a thread between academic and administrative units.		
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	
Completing the NAAC accreditation of the Institution.	Successfully achieved B grade.	
13.Whether the AQAR was placed before statutory body?	No	
<ul style="list-style-type: none"> Name of the statutory body 		
Name	Date of meeting(s)	
Nil	Nil	

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022	17/02/2022

15. Multidisciplinary / interdisciplinary

Interdisciplinary activities are part of the best practices of the Institution. All the Literature subjects often arranges interdisciplinary classes together. Arrangement of interdisciplinary seminars, special lectures, faculty exchange programmes are part of the initiatives of multidisciplinary approach.

16. Academic bank of credits (ABC):

Academic sub-committee arranges meeting frequently to have an account on

- completion of syllabus
- performance of the students through internal assessment
- yearly analysis of success rate in final year results.

17. Skill development:

Skill development of students, specially for them who are studying in Humanities stream is a special responsibility of the Institution, in this regard skill development programmes by Language Lab, spreading knowledge on basic computer skills by Department of Geography are some important steps.

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

The Institution is infact fortunate that it has the scope to teach four different literatures. Study of classical languages like Sanskrit, two important Indian languages including Bengali and Urdu, the most communicative foreign language English are studied here. Besides the practice of such languages integration of knowledge through studies on ethical values by department of Philosophy and History are other important features for the Institution. Though online courses highlighting on above mentioned issues still have to start.

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

To focus on outcome based education the students are inspired to choose skill enhancement courses in such a way that they could use their knowledge in future world of competetion. Inspiring students

in programmes like tourism oriented study, practicing Remote Sensing and GIS techniques are some steps in this regard.

20.Distance education/online education:

The college provides the opportunity of Masters degree under DODL, University of Kalyani and under Netaji Subhas Open University.

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	5676
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	865
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		
File Description	Documents	
Data Template	View File	
4.Institution		
4.1	31	
Total number of Classrooms and Seminar halls		
4.2	40	
Total expenditure excluding salary during the year (INR in lakhs)		
4.3	20	
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		
<p>Subhas Chandra Bose Centenary College, affiliated to University of Kalyani, follows the CBCS curriculum. The IQAC of the college prepares an academic calendar before the commencement of the academic session following the academic calendar of the affiliating University. Information regarding the commencement of the academic session, working days, and list of holidays can be accessed from the Academic Calendar, college website and notice boards. The college prepares the class routine for Honours and General programmes, which is displayed on the Central Notice Board, respective Departmental notice boards.</p> <p>Every department develops tentative teaching plans at the commencement of each academic session. The departments have taken</p>		

classes in blended mode during the later phase of the pandemic. Teachers have used Google Meet and similar platforms to take classes online. The IQAC has collaborated with various departments to arrange seminars, webinars and special lectures by inviting academicians of repute. The college has 2 ICT-enabled classrooms that are frequently used by various departments to conduct classes interactively. The students are systematically evaluated through written class tests, oral interactions, Internal Assessments and Theory examinations. Student performance is evaluated at the Departmental level and, after each University examination, by the academic sub-committee.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.scbcc.ac.in/academic_calendar.php

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

The institution strictly adheres to the academic calendar for the conduction of CIE. In CBCS, the evaluation of students is based on continuous assessment. 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.

Each semester assessment is divided into three (3) components, viz. C1, C2 and C3. After completion of C1 and C2 internal assessments are held. The college is trying to incorporate both formative and summative models of evaluation. Following CBCS, University of Kalyani assigns a sizable part of the assessment upon the colleges. The process of Internal assessment is continuous. Students are evaluated on the basis of Class tests, Attendance, Tutorials and research-oriented term papers.

The institution is evolving approaches of formative assessment through learner-centric methods. This reduces the dependance on rote learning and encourage an autonomous learning process. Formative assessment is done through informal techniques such as group work, quizzes, class discussions and open book tests. These enable both teachers and students to assess the extent of learning while

identifying and rectifying the shortcomings.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.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	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

19

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

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

0

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

SCBC College integrates cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics

into the curriculum within the University prescribed framework. Environmental Studies, a compulsory course for UG

students comprises topics like Ecology and Ecosystems, Biodiversity and Conservation, Natural Resources, Environmental Pollution, Human Communities and the Environment, Environmental Policies and Practices. Under the guidance of the IQAC, the Eco-Club named 'Arcadia' was founded with the primary objectives of creating awareness about environment among students and conservation of natural resources, motivating students to keep their surroundings clean, imparting knowledge about proper waste management and segregation of waste, creating awareness among students about environment, bio-diversity and climate change, teaching skills to the students to identify and solve environmental problems. SCBC College has established a Women Empowerment Cell named "Pratyayee" to focus on a vision of gender equity. "Pratyayee" strives to inform the Students about various movements, gender rights, legal rights of women, gender and society, gender and the nation and women's representation in the decision making process, gender, and economy. To make the learning more effective gender sensitization programmes are conducted by the college. Awareness of the same is created among students by incorporating relevant topics in the different subjects.

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

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

2

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	View File
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

384

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

B. Any 3 of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
---	---

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://www.sbcc.ac.in/images/feedback.pdf

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	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

723

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

The department organizes an orientation program for the parents and the students at the commencement of the new batch every year. The program would help students and parents to get familiarized with the

institution, curricular and co-curricular activities, facilities, rules, and regulations, etc. Before the commencement of classes, the differential requirements of students are identified and addressed at the earliest by way of a strategic approach. Every year students are given personality development programs that involve bridge programs like, communication skills, personality development, time management, and motivational sessions. 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. Take up competitive exams like WBCS, RAIL, and training for TCS other MNCs, etc. The advanced learners participate in seminars, workshops, literary competitions at District and State levels. The college is under free Wi-Fi for students. Departments conduct remedial classes for students who are slow.

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
5676	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

The institution endeavors to involve the students directly in all the phases of their studies to make learning student-centric as far as practicable.

Experiential Learning& Problem-solving methodologies:

- Learning through Experiments& Observations
- 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.
- Career-oriented courses (COP):: Training programs such as TCS, RAIL, BANK, WBCS are arranged at different times to extend self-employed opportunity to students.
- Skill development:: The language laboratory aims to develop the language skills of all students and to promote experimental learning. Training programs on Computer languages and software is arranged to develop IT-based skill.
- Mock Parliament:The students in the last few years have regularly participated in mock parliament competitions (sponsored by the Govt. of West Bengal), and have achieved great success.
- Sports Activity

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

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

The lecture method is presently supplemented by audio-visual aids. TwoICT 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 perspective has made the teaching-learning scenario more innovative. Students are encouraged to use e-resources such as e-books, e-journals, and other related e materials

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

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

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	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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

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

9

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

128

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The 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. The internal assessment is carried out through a mechanism specified by the University of Kalyani. 5% of the marks are awarded on the basis of attendance and are calculated as per university rules. The ratio of weightage between the semester-end examination and internal assessment shall be 80:20. This should be highlighted in the Course/Syllabus outline of each program. The College authority shall formulate its own method of Internal Assessment as per UGC guidelines, which shall be communicated to the students at the beginning of the Course. Generally, there should be two examinations in the 9th week and 16th week of the course. University guidelines are strictly adhered to with respect to the evaluation process.

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

The college has an in-built mechanism to deal with examination-related grievances that are transparent, time-bound, and efficient. Grievances related to the internal evaluation are sorted out departmentally. Answer scripts are given back to the students with necessary comments either by the Head of the department or by the respective teachers. After checking their scripts the students understand their drawbacks if any. In case of grievance, they report the same to the respective teachers if they so desire or to the Head of the department for necessary redressal. 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. Each semester consists of a continuous evaluation process through class performance, seminar (PowerPoint presentation), extra-curricular activities as well as semester-end examination. During grievance redressal, the weak points of examinees are also pointed out by the concerned teachers so that they can improve their performance in the future. In case, a student fails to appear at any of the internal tests the concerned head of the department conducts his/ her test separately.

File Description	Documents
Any additional information	No File Uploaded
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/index.php#_in_academic_and_then_department
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. 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 IQAC. The Students' Council also organizes various programmes such as Fresher's Welcome, Annual Exhibition, Blood Donation Camp, Farewell function, Cultural Competition, etc.

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

865

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/images/feedback.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)

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

04

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

3.2 - 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**

12

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**

04

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

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 .Organizing Blood Donation camp,Thalassemia Test , Awareness programmes like Swachh

Bharat, Aids, Dengue to stop the spread on behalf of NSS and Environment Awareness programme on behalf of Eco-club are the initiatives within and beyond the compound during 2021-2022.

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

10

File Description	Documents
Reports of the event organized	View File
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**

752

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**

06

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**

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.

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 43 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 enhance better understanding. There is also a Geography laboratory for the use of the students of the said discipline.

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.

Yes, 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. We also have an well-equipped 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. The institution has students who have represented the institution to the national level. Our institution has an well- functioned Cultural Committee who regularly organize cultural programmes on International Language Day, RabindraJayanti, 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. A part of cultural committee looks after the publication of College Magazine every year and all the departments regularly publish their departmental wall-magazine.

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.

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

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)**27.56**

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.

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	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0.7

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

1180

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

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 Wi-Fi facility In order to emphasize on the ICT enabled teaching-learning process. 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	Nil

4.3.2 - Number of Computers	
41	
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	A. ? 50MBPS
File Description	Documents
Upload any additional Information	View File
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)	
65	
File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
Academic Facilities: The college has a building with 43 classrooms, 1 seminar room, 1 student common room ,Principal's Chamber, Staff room, Offices, Library and a play ground for sports and cultural activities. The building has separate toilet facilities for staff	

and students . For smooth functioning of the institution under the guidance of the head of the institution various committees have been formed to look after the various academic and literary activities.

- **Building infrastructure:** The Institution is fully government aided. There is a maintenance committee to look after the maintenance, repair and constructional work related to the building. Construction, repair and maintenance of the main building and physical infrastructures like water, power supply is looked after . All work is done through web tender& e-tender .
- **Common Room:** The College has common rooms for girl students with napkin vending machine facility.
- **Computer & IT infrastructure-Maintenance and up gradation** is looked after by a maintenance committee from time to time. Annual Maintenance Contracts (AMC) for computers used in different departments as well as those used as a central facility like the Wide Area Network (WAN), Close Circuit TV (CCTV) etc.
- Furniture related items
- Play Ground
- Library maintenance are other steps.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.scbcc.ac.in/images/Organogram_of_college_administration-converted.pdf

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

3579

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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

0

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**

C. 2 of the above

File Description	Documents
Link to institutional website	https://www.scbcc.ac.in/english.php#
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

191

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

191

File Description	Documents
Any additional information	View File
Number of students benefitted 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	View File
Upload any additional information	View File
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**

29

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

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

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

The students of Subhas Chandra Bose Centenary College are part of various decision making bodies and actively work under the umbrella of institution. Some conscious and focused students from the departments are selected in the decision making committee of IQAC. These student representatives take part in the meetings and various activities. There are also student representatives in cultural, sports, library, anti-ragging committee, minority cell, grievance cell committee. These students actively engage in meetings and various activities of the committees. The college has active student's Union. It maintains an active relationship between students and administration. They organize various activities connected to student welfare. These student bodies of the institution work actively on the opportunities, strengths, weaknesses and challenges.

File Description	Documents
Paste link for additional information	https://www.scbcc.ac.in/structure.php
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

17

File Description	Documents
Report of the event	View File
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

There is no registered alumni association of the College, the Institution is with the initiative to complete the process. Alumni engagement in seminars, special lectures, journal publications are some initiatives on behalf of the College to be attached with the alumni.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	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

Vision

To carry the light of higher education within the reach of all and 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 empower the student to be self reliant and to achieve excellence so that they can derive the benefit of national development.
- To support them to become ideal and responsible citizens of the country.
- To produce intellectually sound, morally upright socially concerned students to be of service to the nation.

To make the mission and vision successful the strategies adapted by the Institution are:

- Prepared a true teaching-learning environment.
- Make the students eligible for future through their participation in NSS units, Career Counselling Cell, Eco-club.
- True scope for modern education through introducing ICT facilitated class rooms, educational tour, field work orientated studies.

File Description	Documents
Paste link for additional information	https://www.scbcc.ac.in/activities.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 smoothly controls a strategy wise planning and its implementation in most decentralized manner. The Governing Body is

at the top of the administration which controls each unit of the College. In Governing Body there is representation of Teaching and Non-Teaching faculties, Government nominee from locality and university nominees. Such a strong unit controls the complete administrative system maintaining a proper higherarchy. Here all the cells and academic as well as administrative departments have representatives from teaching and non-teaching faculties and in most of the cases students' representation is must. Such departments, committees and cells through the IQAC make the communication with the Teacher-In-Charge and the Honourable Teacher-In-Charge has to perform the most important job of communicating the Governing Body with such smallest units. In such way a model decentralization and proper participatory management is practiced within the Institution.

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

The Institution with its limited opportunity always tries to utilize its existing resources in most systematic way. To complete each academic and administrative processes in a strategic manner the flow maintained is as follows-a) demand is raised from the students or other stake holders, b) through the IQAC the demand is placed before the Teacher-In-Charge, c) The Honourable Teacher-In-Charge and other committee members take decisions of sanctioning the demands, in major cases permission from Governing Body is needed.

Such an example for this Institution is the upgradation of the College Library. Considering the demands placed by the students and academic departments repeatedly the members of Library Committee through the IQAC placed their demands before the Teacher- In-Charge. The Teacher-In-Charge after approval from the Governing Body decided for tender to complete the work. After selecting the quotation from the legitimate group the work order was placed. The finance committee monitored the complete process from the beginning to the end.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://www.sbcc.ac.in/images/strategic_planning_and_deployment_converted.pdf
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.

Appointment and service rules of the Full time teaching faculties is controlled by West Bengal College Service Commission, as per the recommendation by the WBCSC the College Governing Body issues the appointment letter. The leave rules for the full time teaching faculties (UGC scale) is followed as per the instruction of DPI, Govt. of West Bengal. For the SACT (State Approved College Teachers) appointment and leave rules are followed as per the instruction of DPI, Govt. of West bengal.

For permanent Non-teaching faculties appointment is based upon interview after advertisement for application. The post sanctioning and leave rules monitoring is controlled by DPI, Govt. of West Bengal. The casual non-teaching faculties are appointed based upon interview after accepting application through advertisemnet and their leave and service rules are monitored by College Governing Body.

File Description	Documents
Paste link for additional information	https://www.sbcc.ac.in/committee.php
Link to Organogram of the Institution webpage	https://www.sbcc.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

C. Any 2 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 College has taken initiative to support the teaching and non-teaching staffs by several welfare measures. College Employees' Cooperative Society is the best step in this regard. Through this cooperative the staffs could avail emergency financial support. Every year a number of staffs apply for Short Term and Middle Term loans and after consideration by the board their application is granted. Along with such support bonus for Casual Staffs during festivals is another initiative.

Along with the above mentioned measures granting the leaves for emergency leaves specially for the female staffs are other steps towards humanterian behaviour. The staff council and Teachers' Council in a regular interval continues meetings to take welfare measures for them.

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

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

09

File Description	Documents
IQAC report summary	View File
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 teaching faculties have to run through Self Appraisal System under Career Advancement Scheme following the prescribed format by Govt. of West Bengal. The full time teaching faculties have to prepare self appraisal report mentioning their participation in direct teaching hours, other academic activities where they participated, their research activities and all the out reach programmes in which they are involved.

For non teaching staffs also to attain their 10/20 years benefits after completion of the mentioned time they have to submit the self appraisal report forwarded by the Head of the Institution before the Directorate of Public Instructions, Govt. of West Bengal.

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

The external audit is done under the supervision of the auditor nominated by the Higher Education department, Government of West Bengal. For this College presently External Audit upto the Financial Year 2020-21 is complete. Internal audit is maintained by the Accountant and the Burser under the supervision of the Teacher-In-

charge. The financial sub-committee and the purchasing sub-committee are the other pillars to maintain the internal audit.

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

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 funds and optimum utilization of resources the strategies adapted in the Institution are

- Placing demands from the Academic departments or Administrative units to the Teacher-In-Charge through the IQAC.
- For demands with huge financial demand permission is under the supervision of the Governing Body.
- For both the major and minor demands finance committee after their consideration recommend for final procedure.
- The purchasing committee monitor the complete procedure.
- All the above mentioned processes are directly monitored by the Governing Body, The Teacher-In-Charge, the Finance sub-committee and the Purchasing sub-committee.

File Description	Documents
Paste link for additional information	https://www.scbcc.ac.in/images/Organogram_of_college_administration-converted.pdf
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 think tank of the Institution plays most important role in

- Policy making
- Its implamentation
- Collecting demands from each corner of the Institution
- Making strategies to solve the demands.

for instance we may highlight on issues like accepting demands from each corner of the Institution to upgrade the library and facilitate in modernizing the library, in this regards setting strategies for modernizing the library, communicating with the finance sub-committee, fulfilling the demands of all academic departments by upgrading the library are the evedences in this regard.

The IQAC takes equal important role in extensive activities also, the works performed by NSS, Eco-club, Women Cell and Career Counselling Cell like units are all monitored by the IQAC. So, in brief IQAC is the thread among all the units of the Institution.

File Description	Documents
Paste link for additional information	https://www.scbcc.ac.in/images/strategic_planning_and_deployment_converted.pdf
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

Teaching learning process improvement and monitoring on outcome from the programmes are monitored by the IQAC through following steps:

- regular meeting with the Academic sub-committee highlighting on issues like completion of syllabus, analysis of results by the students in University Exams, procedures for internal assessments and remedial measures taken by the departments, scope of the students in future placement.
- after discussion with IQAC members strategies are fixed for innovative learning, facilities needed to improve learning.
- promote the Academic departments in adopting initiatives like educational tours, field based studies, special lectures, interdisciplinary study like issues.
- inspire the Career Development Cell in facilitating the students for future world of competetion.

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://www.sbcc.ac.in/meeting.php
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

1. Preface of Pratayee Gender Sensitization Cell

The Subhas Chandra Bose Centenary College has established a Women Empowerment Cell named "Pratayee" 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.

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	https://www.sbcc.ac.in/pratayayee.php

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

B. Any 3 of the above

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

The Institution implements effective waste management through waste segregation and recycling of the waste. Students and faculties were also actively involved by knowing their perspective about the waste management techniques in the campus.

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.

Solid waste management

Segregation Steps

The Institution implements solid waste management by enforcing the waste segregation rules. Dustbins are placed in every floor, in front of laboratory, staff room, and at different locations in the campus. Sweepers are allotted to each floor who manages all the waste generated in the campus. All waste/garbage from college campus are segregated at source and disposed of in the following manner.

E-waste management

The Institution has undertaken a number of e-waste management initiatives with the objective of creating an eco-friendly environment. E-waste such as LED Bulbs, CFL Bulbs, Tube Light, Computers and its components are upgraded regularly to continue usage and to avoid its wastage and sold to proper recycling agencies/vendors.

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

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

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

- 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 following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None 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	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment

D. Any 1 of the above

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

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).

Subhas Chandra Bose Centenary College has executed numerous actions to make the college an inclusive environment, which promotes tolerance and harmony towards cultural, regional, linguistic, communal socio-economic, and other diversities in the institution. Many students get admitted to the college, who belong to a different religion, linguistic community, and socio-economic background

Measures for equal opportunities

- The 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.
- Teachers take remedial classes, wherever required, to assist weak students. This helps students enhance their academic performance.
- Mentor-mentee meetings are held regularly and students are encouraged to share their problems -academic or personal - with their mentors. Dedicated teacher-mentor are assigned for outstation students.

- 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.

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

- National Voters Day
- The college with its NSS Units renders national service by organising 'Safe Drive Save Life' programmes as road-safety awareness programmes.
- Another most important humanitarian activity performed by the NSS unit is last year publication of enthusiastic volunteers name as blood donor. We provide 30 blood donors every year to meet the requirement of blood bank at Lalbagh Sadar Hospital especially at a time when blood banks in the district are struggling to maintain sufficient stock during Covid pandemic situation.
- Blood Donation
- The most important humanitarian activity performed by the unit is annual organising blood donation camp. In this activity of the NSS unit we are supervised by Lalbagh Sub-division Hospital. Involvement of students and teachers make the activity successful.
- Programmes instilling citizens' responsibilities
- It was the pleasure for the College and specially for the Department of Political Science that they got the opportunity to organize the district level Youth Parliament Programme. It was organized in the current year.
- Every year "National Voters Day" is also celebrated on 25 January to encourage youth to participate in the electoral

process.

- Participation in Youth Parliament competition

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

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

A. All 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.
- The Sanskrit Department of S.C.B.C. College had celebrated

Sanskrit Day

- 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), NSS and all the faculty members of our college, celebrates World Environment Day 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.

Some others are as follows:

- 1st July National Doctors' Day
- 11th July World Population Day & Awareness Camping Programme
- 20th August Sadbhavana Diwas
- 31st October National Unity
- 1st December World Aids Day
- 10th December Human Rights Day
- 24th March World TB Day.

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**

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

1. 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.

Our initiative has been called differently in different places

a) Recycle Plastic to make Hazarduary Fantastic!-At Hazarduary Campuss

b) Recycle Plastic to make Station Fantastic!-At Murshidabad Railway Sation

c) Recycle Plastic to make Hospital Fantastic!-At Lalbagh sadar Hospital

d) Recycle Plastic to make Motijhil Fantastic!-At Lalbagh Motijhil Park

e) Recycle Plastic to make College Fantastic!-At Our college premises

BEST PRACTICE - 2

1. Title: Promotion of Sustainable Environment

1. 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 nurture generations of students who are sensitive to environmental concerns.

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	View File

7.3 - Institutional Distinctiveness

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

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.

Educational Practices

- Departmental seminars have been organized in each department during the mid of semester.
- GIS Laboratory for practical hub for mapping, analysis using some open source GIS software like QGIS, Google Earth.
- Mentor-mentee meetings are held regularly and students are encouraged to share their problems -academic or personal - with their mentors. Dedicated teacher-mentor are assigned for outstation student.
- 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.
- Exhibition: Academic Exhibitions are annually arranged to promote innovations, participative learning, and the ability to accept challenges.
- Cultural competition: Various cultural and academic competitions (recitation, song, debate essay writing, etc.) are also organized by which the students get the scope of

participative learning.

- **Sports Activity:** The students regularly participate in different inter-college sports competitions.

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

1. Promotion of gender equity related action work.
2. Installation of On-grid solar based electricity unit.
3. E-waste management through innovative ways.
4. Beyond the campus environmental promotional activities.
5. Introduction new Add-on courses beyond the Degree Course syllabi.