YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	Alipurduar Mahila Mahavidyalaya
• Name of the Head of the institution	Dr. Amitabh Roy
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03564251962
• Mobile No:	9434449856
• Registered e-mail	apdgirlscollege@gmail.com
• Alternate e-mail	apdgirlscollege@ymail.com
• Address	Loharpool, Newtown
• City/Town	Alipurduar
• State/UT	West Bengal
• Pin Code	736121
2.Institutional status	
• Type of Institution	Women
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**University of North Bengal**	
• Name of the IQAC Coordinator	**Dr. Ritwika Laskar**	
• Phone No.	**03564251962**	
• Alternate phone No.		
• Mobile	**9830269927**	
• IQAC e-mail address	**iqacapdgirlscollege@gmail.com**	
• Alternate e-mail address	**apdgirlscollege@gmail.com**	
3.Website address (Web link of the AQAR (Previous Academic Year)	https://assessmentonline.naac.gov.in/public/index.php/hei/generateAqar_PDF/MTgzMjU=	
4.Whether Academic Calendar prepared during the year?	**Yes**	
• if yes, whether it is uploaded in the Institutional website Web link:	http://alipurduargirlscollege.org/userfiles/file/ACADEMIC%20CALENDAR%20Session%202022%20-%202023%20First%20Half%20-%201.pdf	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C**	**1.99**	**2019**	**26/03/2019**	**25/03/2024**

6.Date of Establishment of IQAC	**31/01/2015**

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
Nil	**Nil**	**Nil**	**Nil**	**Nil**

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	12	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

1. Organisation of Awareness Programmes on Employability and Career Opportunities along with organising Internship Programmes.
2. Participation of College in "Azadi ka Amrit Mahotsav" Celebration.
3. Introduction of Value - Added Courses.
4. Introduction of Life Skill Training Course.
5. Formation of Research Cell.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
1. Continuation of Online Awareness Programmes on Employability and Career Opportunities	10 Awareness Programmes on Employability and Career Opportunities were organised on a regular basis. 03 students completed Internship Programme from Post Office Payments Bank, Alipurduar.
2. Organisation of Lectures on Gender Equity	02 lectures were organised on Gender Equity.
3. Organisation of Lectures on Intellectual Property Rights	01 lecture was organised on Intellectual Property Rights.
4. Introduction of Value Added Courses	03 Value Added Courses were introduced.
5. Introduction of Life Skill Training Course	01 Life Skill Training Course was introduced.
6. Renewal of Quality Control Certification	Quality Control Certification (ISO) was renewed.
7. Continuation of Online Repository of Classes	Besides classes held in the online mode, classes taken in the classroom were also recorded and uploaded in the Youtube channel and college website.
8. Formation of Research Cell	A Research Cell was formed with teaching staff holding Ph.D degree.

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	21/02/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
Yes	08/01/2022

15.Multidisciplinary / interdisciplinary

The College runs General Degree Courses namely Bengali, English, Sanskrit, Education, History, Philosophy and Political Science. While pursuing Honours in one Course, a student chooses two other courses which are related to their Honours discipline. This amalgamation of subjects help them in drawing knowledge from one subject and relate it with other. For. Eg. While studying Courses like Bengali and Education, a student gets an idea about their inter disciplinary nature because both these subjects deal with evolution of Bengali language, Bengal Renaissance and contribution of missionaries in development of mother tongue of Bengal.

Similarly, subjects like History and Political Science inform about world politics and how it affected economic developments worldwide. Teachers from different Departments addess the students. Special Lectures are organised by inviting teachers not only from similar discipline but also related disciplines.

16.Academic bank of credits (ABC):

Students have been made aware of the benefits of Academic Bank of Credits. They have been encouraged to create their accounts and preserve documents using Academic Bank Credit. Special drive was given to download Digilocker App and create ABC ID among the enrolled students. As a follow up measure, the college asked them to fill in Google Form giving information related to their Academic Bank of Credit ID. The future benefit of their academic pursuits through ABC ID was communicated to them by the faculty members. The dream of making digital India can become successful through such efforts - students were being informed about that.

17.Skill development:

To enhance the abilities of the students, Life Skill Training Courses have been introduced for their benefit. These Courses include training in Yoga and Karate as a form of self - defense. The Physical Education department has been asked to look into the potential students after holding with them interactive sessions during beginning of the academic session. The importance of Yoga is narrated as a medium of meditation and helpful to developing skills. Karate is seen as a self defence mechanism, immensely important in today's world.

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

For appropriate integration of knowledge, Value Added Courses have been introduced. The syllabi for these courses have been framed by the teachers of the college. Students from Semester VI are mainly enrolled in these courses. The motto behind introduction of such courses are - making students aware of the Indian traditional value system, developing in them a sense of human rights etc. Indian philosophy with its store house of knowledge is the main focal point of the college in introducing the course. The department of Political Scince is teaching a short Value added course in Human Rights which imparts necessary knowledge about basic human rights and social responsibility.

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

Students are clearly explained about the demands of their course at the beginning of each semester. Through out the semester students are continuously assessed to check their levels of understanding about Course. At the end of the semester, examination is conducted by the affilaiting university. The performance of the students give us a picture about their understanding and clarity regarding the course they are pursuing.

Teachers do not restrict themselves to only chalk and talk method. Instead, they encourage creative thinking. Students are encouraged to discuss and debate. Special Lectures are organised. Movies are screened. In some courses students are taken on Field Trips and asked to prepare Reports based on their Field trip. This enhances the ability of the students to integrate their ideas and experiences.

Employability is a key factor in today's social scenario. Every individual wants to get engaged in a fruitful job. The college also wants to help students in developing themselves so that they are able to secure a job for themselves. With this aim, the college has introduced a self - finacing BBA programme in Aviation, Tourism and Hospitality Management. This Course provides options for internship followed by placements.

20.Distance education/online education:

The College offers education in the distance mode through Indira Gandhi Open University and Netaji Subhas Open University.

Online classes that were held during lockdown were recorded and made

available in the college youtube channel and college website. When colleges reopened after lockdown, it was seen that for some students who resided in remote areas, coming to college everyday was becoming difficult. There were also some whose parents had lost job owing to the lockdown. For them coming to college everyday was not viable. Therefore, it was decided that classes that were being held in the college would be recorded and made available in the youtube channel as well as college website. Therefore, those students who could not afford to come to college everyday would not miss out on lessons and can follow them at their own pace.

Extended Profile

1.Programme

1.1	122
Number of courses offered by the institution across all programs during the year	

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

2.Student

2.1	1377
Number of students during the year	

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

2.2	360
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	389
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	**12**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**00**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	**17**
Total number of Classrooms and Seminar halls	

4.2	**712497**
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	**7**
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

An academic calendar is prepared at the beginning of each semester keeping in mind the guidelines prescribed by the University of North Bengal. The calendar keeps enough room for delivery of regular classes, holding special lectures, organising student related activities - both curricular and extra - curricular. The time table

for each semesteris formulated by the routine committee which includes the Teacher Council Secretary, IQAC Coordinator and one senior teacher. The Routine, once finalised is made available in the college notice board and college website. The teachers mainly stick to the time table and the academic calendar.

Teachers mainatin academic diary to keep a track of their progress with syllabus. Allotment of syllabus is done by the Head of the Department in consultation with the Departmental teachers. Students are evaluated continuously and their performance is recorded. Based on their performance, their progress is analysed and their strengths and weaknesses are determined. Remedial classes are held for slow and weak learners before their examination.http://alipurduargirlscollege.org/class-routine-library.html

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	http://alipurduargirlscollege.org/class-routine-library.html

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

The academic calendar is prepared for a period of 6 months at the beginning of each Seemster. The academic calendar that is prepared by the IQAC Coordinator in consultation with the Principal is shared with the teachers. They prepare their Departmental activities adhering to the calendar. Enough scope is given for continuous assessment of the students. Students are assessed based on their daily performance in class, participation and eagerness to communicate. Attendance of the students is also taken into consideration while evaluating the students.Special Lectures are organised by inviting Professors from nearby colleges and universities.

At the end of 6 months, the calendar is prepared again for the next semesters.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	http://alipurduargirlscollege.org/userfiles/file/Academic%20Calendar%202021%20-%202022%20-%20II-IV-VI.pdf

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

9

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

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

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

4

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

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

91

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

55

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

Awareness programmes are organised on a regular basis to make students aware about issues related to gender, professional ethics and values. The College also has an ECO Club which organises talks on issues related to environment. Efforts are made to relate the lectures and awareness programmes with the courses of study as much as possible.

Subjects like Education specifically include topics on Gender, Values and Sustainable Development. Philosophy teaches the students about the Indian Value System. The compulsory paper of Environmental

Studies make them aware about the threat, we are facing related to the environmental issues. The lessons taught in Sanskrit Literature are linked towards Indian traditional values. Gender issues are dealt in both English literature and Political Science. The present trends related to these issues are being referred to while deliberrating lectures of the subjects mentioned above.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

4

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

78

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	**C. Any 2 of the above**

File Description	Documents
URL for stakeholder feedback report	[View File](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View File](#)
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	[View File](#)
URL for feedback report	http://alipurduargirlscollege.org/userfiles/file/Action%20Taken%20Report.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

781

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

197

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

Students are assessed continuously through class tests, tutorials, interactive sessions and student seminars. On the basis of these assessments, advanced and slow learners are identified. Remedial classes are organised for slow learners and advanced learners are engaged in peer tutoring. English and Bengali languages are used for interacting with students and explaining their course material. Students are encouraged to be more interactive than being mere passive learners.Each Department prepares its own schedule for conducting remedial class. Special Lectures are organised for the benefit of the students. Some of the Departments like, Sanskrit organise workshops for the benefit of the students.

Students with Disabilities are given special attention so that they are able to follow their course of study. The students who need amanuensis for appearing in examinations are given importance and the institution try arrange that.

File Description	Documents
Link for additional Information	https://www.youtube.com/watch?v=QO6LDNmgAS0
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
1377	22

File Description	Documents
Any additional information	No File Uploaded

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

Students are always encouraged to participate actively in the teaching - learning process. Student seminars are organised regularly by all the Departments so that students learn to speak without any hesitation.Students are encouraged to undertake community development work and learn while completing the work. Special Lectures are organised. In some courses of study students are made to perform role plays based on their syllabus of study. Students are taught to prepare lesson plans and execute it in nearby schools. Movies on social issues are also shown to the students to make the teaching learning process more interesting.

Rote learning is discouraged. Students are encouraged to use the resources availablein the library as much as possible.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.youtube.com/watch?v=Fi_QN-jIeTM

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

The College has one Audio Visual Room which enables the teachers to

teach using smart board and show tutorials on youtube. There are two projectors which are used by teachers to teach using powerpoint presentations.One portable projector is used in any class room according to the need. Special Lectures are organised in offline, online and blended mode through the Audio - Visual Room.

The College also provides free wifi facility which can be accessed by both students and teachers. There are two Desktop Computers kept in the Reading Room of the Library for the use of students. they can search for open access journals, reference books etc through those computers.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://alipurduargirlscollege.org/ict-enabled-classroom-infrastructural-academic-support-facilities.html

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

10

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

12

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

4

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

98

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.

Based on the guidelines received from the University of North Bengal, the college assesses and evaluatesthe students on a regular

basis. Internal assessmentsin the form of class tests, oral tests and student seminars are held on a regular basis. Sometimes, students are also made to participate in extempores and they are evaluated on the basis of their presentation. An examination committee has been constituted which adheres to the rules and regulations laid down by the University of North Bengal regarding internal assessment while planning and conducting the internal assessments. The Academic Calendar clearly mentions the period during which internal assessments can be held.The performance of the students are recorded and the same is intimated to the University which in turn is reflected in their marksheets. Each department prepares its own schedule for conducting the internal assessment keeping in mind the academic calendar prepared at the beginning of each semester. Students are assessed after completion of one or two toipcs from the syllabus and their performance is also discussed with them.

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

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

Internal Assessment is conducted on a regular basis and students are informed about their performance. Performance of each student is evaluated and they are also informed about the same. Students are also encouraged to discuss their performance with the teachers. Incase of any query or confusion they can consult the IQAC Coordinator.

The college has a Grievance Redressal Cell which, if needed, can also address issues related to internal assessment. However, till date the college has not received any grievance related to internal assessment.

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

2.6 - Student Performance and Learning Outcomes

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

The intended Course Outcomes are explicitly mentionedin the syllabus of each subject.The Course Objectives are explained to the students at the beginning of each semester. The intended Course Outcomes are also discussed withthem in details by the teachers.

The Course Outcomes are clearly mentioned in details in the College website. Efforts are made and it is expected that students will internalize the expected outcomes and realise those as much as possible.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://alipurduargirlscollege.org/course-outcome.html
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 Departmental teachers meet at the beginning of each Semester to allocate and distribute among themselves topics from the syllabus. Teachers then prepare a teaching plan. Academic Diary with details regarding topics taught in class is maintained and regularly updated by the teachers. Performance of the students in internal assessments and semester end examinations are also recorded and evaluated. Based on their performance, students are provided further guidance. The college also keeps a record of students opting for higher education or any kind of vocation after completion of three years of graduation.

Students are asked to provide feedback regarding transaction of syllabus. Action taken on the basis of their feedback is made vailable in the College website.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://alipurduargirlscollege.org/userfiles/file/Student%20Feedback%20-%20Syllabus%20Transaction%202021%20-%202022.pdf

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

359

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	**No File Uploaded**
Paste link for the annual report	http://alipurduargirlscollege.org/userfiles/file/Report%20-%202022.pdf

2.7 - Student Satisfaction Survey

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

http://alipurduargirlscollege.org/userfiles/file/Student%20Satisfaction%20Survey%202021%20-%202022%20-%20SSS.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)

120000

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

3.1.2 - Number of 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

1

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	[View File](#)
Paste link to funding agency website	https://icssr.org/eastern-regional-centre-kolkata

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

0

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

2

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

5

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

Students are encouraged to participate in community activities so that they are sensitized towards the needs of the society. This hepls in their all round development and also inculcates in them a sense of humility. Students are encouraged to participate in activities like distribution of mid day meals, spending time with choldren in neighbourhood schools, interacting with residents of marginalised areas. This makes them aware of the condition of the community at large and their responsibilty as citizens of the country.

During thisyear the following activities were carried out.

1. Distribution of clothes at Santhal Basti, Alipurduar on

23/01/2022.

2. Distribution of Teaching Learning Material and Mid Day Meal at Kalkut FVP School, Alipurduar on 12/04/2022.

3. Door to Door Survey (Oraon, Santhal, Asur and Munda Community) regarding status of physical facilities for students in the schools of that area.

4. Survey in Kalkut Basti, Alipurduar regarding development and features of Self - Help Groups in that area.

File Description	Documents
Paste link for additional information	http://alipurduargirlscollege.org/photo-gallery/community-initiative.html
Upload any additional information	View File

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

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

0

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

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

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

7

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

641

File Description	Documents
Report of the event	View File
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

1

File Description	Documents
e-copies of linkage related Document	View File
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

3

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.

At present, the institution has 17 classrooms, 1 seminar hall, 1 library with stack room, computer laboratory and a mini auditorium. Each department has been assigned 02 classrooms for their academic work. There is also a Common Room, and a Student Union Room. However, the electrification of the mini auditorium is pending. Prayer has been sent to the Zilla Parishad for completing the electrification work. Classes are held in all the rooms. Special Lectures and Awareness Programmes are organised in the Audio - Visual Room. All the classrooms have black board/white board. The Audio - Visual Room is equipped with a desktop, Smart Board, overhead projector and LAN Connection.Wifi facility has been made available for free for all the students and teachers. In order to facilitate teaching - learning there are 7 computers for academic work,2 over head projectors and 1 portable projetor.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.youtube.com/watch?v=xW0vpw-Fj_I

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

The College has its own field to facilitate games like Badminton, Kho Kho, Kabaddi, Shot Put, Discus Throw, etc. Sports equipments are

provided by the College. To facilitate indoor games, the college provides a table tennis board and a carrom board. Students from the college regularly participate in sports activities organised by the University of North Bengal as well as neighbouring Colleges. Students are also trained in Yoga which is an important aspect of thr Physical Education Course of study. The Physical Education teacher trains the students in Yoga.

Students actively participate in cultural activities through out the year. The Cultural Committee organises programmes to celebrate days of cultural significance. The College provides the musical instruments needed by the girls to put up their performance. One cultural program prior to Durga puja and anAnnual Cutural Programme are organised every year on principle. Girls are also motivated to perform outside their college premise. Teachers from the college train them for dance or song performances and they are encouraged to represent their college to the community at large.

The performance of the students are recorded and uploaded in the Youtube channel of the college. These videos are then circulated among other students for motivation and appreciaion.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.youtube.com/watch?v=nynrE9Yi6xY

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

1

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

2

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://alipurduargirlscollege.org/ict-enabled-classroom-infrastructural-academic-support-facilities.html
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)

157545

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 OPAC (Online Public Access Catalog) enabled. Along withthis the book requisition and lending system has also been digitized. There is 1 computer with printer for the librarian. There are 2 more computers for the students. The link to OPAC has also been made available in the college website for the benefit of the students and the teachers. The College is also registered with Inflibnet for better access to e- resources. Separate ids have been created for all the teaching staff and students who wish to access the e - resources have to apply to the librarian. On receipt of such applications, their accounts are created for ease of access. The library also provides reprographic service for the teachers and the students.

From the next session, the College intends to shiftto KOHA.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	http://alipurduargirlscollege.org/library.html

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

B. Any 3 of the above

File Description	Documents
Upload any additional information	**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)

0.69

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

40

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

In order to ensure better academic support, the total number of computers for academic usage has been increased to 7. Wifi facility is made available for the students and the teachers. The bandwidth purchased for the purpose ensures availability of internet facility without any interruption through out the college hours. Softwares are updated regularly. Along with the academic purpose, the software used for accounting is continuously updated and kept up - to - date. Anti Virus has been installed on all the computers. The computers in the office, audio - visual room and the library are also connected to the main server through local area network.

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

4.3.2 - Number of Computers

12

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	**C.10 - 30MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

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

437912

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 College has a dedicated Campus Development Committee and Library Committeeto look into matters related to campus development and augmentation of academic support facilities.Both the Committees meet at regular intervals to inspect the condition of the existing facilities and think of ways to improve them wherever necessary. A Plan of Action is drawn at the beginning of each academic session. Based on this Plan of Action a budget is prepared by the Finance Committee. The plan as well as the budget is placed before the Governing Body for approval.

The Plan of Action drawn by these Committees and the details of Action Taken for each academic session is made available in the college website.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://alipurduargirlscollege.org/infrastructural-academic-support-facilities.html

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

1093

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

20

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	**D. 1 of the above**

File Description	Documents
Link to institutional website	https://www.youtube.com/watch?v=qI1W7VyYT-I
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
827

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year
827

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student	**B. Any 3 of the above**

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

2

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

27

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.

2

File Description	Documents
e-copies of award letters and certificates	[View File](#)
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 College encourages participation of its students in various co - curricular and extra - curricular activities. To ensure their engagement in administrative activities there is a provision of student representative in the Governing Body of the college. The General Secretary of the student's union automatically becomes the student's representative in the Governing Body. The student's union is formed through election following the guidelines laid by the University of North Bengal and Department of Higher Education, Government of West Bengal. Committees are formed to manage the co - curricular and extra - curricular activities. All these committees comprise ofteachers and at least one student chosen by the Student's Union.

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

3

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

The Alumni Association is yet to be registered. However, the College has formed a cell which records data of all out going students so that they can be contacted later whenever required

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 mission of the institute is to equip students with relative knowledge and competence so that they are able to face any challenge. In order to provide students with varied experiences, the College has formed different committees. These committees under the convenership of teachers arranges various activities and programmes. Students, by participating in these activities and programmes are able to nurture their potential. Students are involved in arrangement of the programmes so that they get a hand - on experience about how to conduct events.

The college has an efficient management system. The Governing Body, the Principal, the IQAC work together for implementation of quality policy. Committees are constituted in consultation with teacher's council. All the teachers are members of atleast 2 committees. These committees ensure smotth functioning of the institute by looking into every aspect starting from admission to organisation of activities and events. The principal along with the Coordinator of the IQAC and Secretary of Teachers' Council meet the techaers at regular intervals and discuss with them ways of making teaching

learning process more creative and more effective. Teachers are encouraged to try new methds of teaching.

The college is committed to its mission of ensuring all round development of students.

File Description	Documents
Paste link for additional information	http://alipurduargirlscollege.org/mission-vision.html
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.

All the decisions are taken by the Principal after consulting his fellow teachers and the Governing Body comprising of representatives from the Government, University and staff of the College. To ensure effective administration, Committees are formed. The Committees look into matters related to admission, examination, campus evelopment, library, redressal of grievances, drawing of time table, to name a few. The committees are informed about their duties and responsibilities.The Principal, in continuous consultation with these committees draws plans and proposals for the betterment of the institute. However, all these plans and proposals are implemented only after being approved by the Governing Body. The Principal holds regular meetings with the Head of the Departments who are responsible for academic activities.The Principal, Coordinator of the IQAC and Teacher Council Secretary and the Head of the Departments meet once every month to review the academic activities and plan for further activities.

File Description	Documents
Paste link for additional information	http://alipurduargirlscollege.org/support-services.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

Activities to support academics, besides compeltuon of syllabus, are decided by the IQAC in consultation with the Principal, Committee Conveners and Head of the Departments. The major focus is on developing the abilities of the girls and making them think creatively as well as critically. Students are encouraged to participate in debates, extempores and group discussions. Special Lectures and Awareness Programmes are alsoorganised.Students are assessed continuously so that teachers have a clear idea about their strengths and weaknesses. Teachers particpate in Refresher Courses and Short Term Coursesto keep themselves updated. In order to maintain standards, the college regularly augments its infrastructural facilities. Administrative Audit, Academic Audit, Financial Audit and Green Audit are conducted annually. The Finance Committee prepares the budget at the beginning of each session which is then approved by the Governing Body. The Campus Development Committee is incharge of looking into the infrastructural requiremnts and drawing plans for its timely upgradation. The Library Committee keeps a stock of the books purchased every year and also monitors conditon of the existing books.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File]()
Paste link for additional information	http://alipurduargirlscollege.org/iqac.html
Upload any additional information	No File Uploaded

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

The college maintains absolute transparency in its functioning. It has a democratic set up where every department and every unit is given full freedom to function. However, in order to implement any plan, a hierarchy is maintained. The Governing Body is the highest decision making body followed by the Principal, IQAC and Teacher Council.

The policies for running the institution are drawn by various committees which have to be approved by the Principal and the Governing Body before implementation. Recommendation for appointment

of teaching and non - teachingstaff is sent by West Bengal College Service Commission under the Government of West Bengal. The College authority provides appointment letter based on the recommendations. Service rules laid down by the Government of West Bengal and Service Condition as mentioned in the statutes of University of North Bengal are meticulously followed.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://alipurduargirlscollege.org/organogram.html
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	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
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 institution offers the following welfare measures:

1. General Provident Fund for Teaching and Non - Teaching Staff.

2. Initiation of Health Scheme.

3. Leave Facility as approved by University Leave Rules.

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4. Maternity Leave and Child Care Leave.

5. Festival Bonus for Non - Teaching Staff and State Aided College
Teachers.

6. A dedicated committee to look into promotion of teaching and non
- teaching staff.
```

File Description	Documents
Paste link for additional information	http://alipurduargirlscollege.org/welfare-schemes-for-teachers.html
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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

2

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

6

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

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

3 - 5 students are nominated from each Department by the Principal and the Coordinator of the IQAC. These students are supposed to be representtaives of the class. Students are nominated on the basis of their attendance and class performance. They are provided with a semi - structured questionnaire which includes questions about the the teachers of their Department. Questions includeteacher's ability

to teach, ability to keep the students engaged, preparation for class, activeness in class and so on. Students are asked to discuss these questions among themselves and then rate the teachers for their teaching ability. These questionnaires are kept anonymous so that students can express themselves freely. Based on the feedback the Principal and the Coordinator, IAQC meet each teacher individually and discuss the response of the students reagrding their performance through out the year.The institution follows the Performance Based Appraisal System approved by the Department of Higher Education, Government of West Bengal. The institution also administers a PBAS format to be filled in by the teacher at the end of each academic session. The number of classes allotted to them, the number of classes taken by them, mode of teaching, total number of student seminars organised, total number of special lectures organised, participation of teachers in courses and webinars, participation in administrative and academic bodies are all recorded in the format and preserved by the institution.

File Description	Documents
Paste link for additional information	http://alipurduargirlscollege.org/performance-appraisal-system-iqac.html
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

Audits are conducted annually. External Audit is conducted by audit firm appointed by the Department of Higher Education, Government of West Bengal. Representtaives from the appointed firm visit the college to check the records and verify documents.

They prepare an audit report on the basis of their obsrrvations. The hard copy of the report is preserved in college and a copy of the audit report is submitted to the Department of Higher Education, Government of West Bengal.

Observations made by the auditors are made available in the Uchchashiksha portal maintained by the Government of West Bengal.

Till date the College has not received any audit objection.

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)

1

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

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

The Finance Committee prepares a budget at the beginning of each session. The budget is placed before the Governing Body for its approval. Purchases are made by drawing quotation from firms. The quotations are sorted and evaluated by the Purchase Committee and Work Order is issued to the firm found eligible by the Committee. Both the Purchase Committee and Finance Committee comprise of the Principal, Representtaive from the Governing Body, Teacher Representative, Accountant and the Cashier.

The Finance section is completely automated where reports are generated using the software prepapred by a Kolkata based firm Infonetics. Each and every transaction is supported by vouchers. Payments above Rs. 5000/- are made vide cheques and approved by the Principal of the college.

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

Activities of the IQAC during the session 2021 - 2022.

1. Organisation of Awareness Programmes on Career Opportunities and Employability. Arrangement of Internship Programme for the students.

2. Organising Special Lectures on Gender Equity and Intellectual Property Rights.

3. Organisation of Health related Awareness Programmes.

4. Organisation of Special Lectures and Seminars on Mental Health Issues.

5. Renewal of Quality Control Certification (ISO).

6. Completion of Academic and Administrative Audit.

7. Completion of Student Satisfaction Survey.

File Description	Documents
Paste link for additional information	http://alipurduargirlscollege.org/userfiles/file/IQAC%20Annual%20Report%20-%20Session%202021%20-%2022.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

The student feedback mechanism and the teacher feedback/suggestion system help in reviewing the teaching learning process.Based on the feedback the Principal and the Coordinator, IQAC meet each teacher

individually and discuss the response of the students reagrding their performance through out the year. Students are evaluated continuously. Their performance is recorded by the teachers and analysed periodically. Weak Learners, thus identified are given special attention by the teachers. Teachers maintain academic diary. Each Department conducts regular meetings to analyse their teaching method. The Principal and the Coordinator, IQAC meet the teachers and discuss their problems, if any and also consider suggestions made by them to adhere to he Course Objectives and Course Outcomes.

File Description	Documents
Paste link for additional information	http://alipurduargirlscollege.org/userfiles/file/Student%20Feedback%20-%20Syllabus%20Transaction%202021%20-%202022.pdf
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	http://alipurduargirlscollege.org/userfiles/file/IQAC%20Annual%20Report%20-%20Session%20 2021%20-%2022.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

An annual action plan is chalked out in the beginning of the session for programmes related to Gender Sensitization. Accordingly, efforts are being made to organise programmes in collaboration with various Non Government Organizations and other reputed organisations in order to sensitize the students in a befitting manner. As a Girls College, the authority always triesto provide its utmost support to the girl students attaining early youth in their hours of need. Apart from physical infrastructure like installation of Sanitary Napkin Vending Machine, Incinerator; we also organise Mental Health Sessions regularly. It helps immensely to understand their emotional turmoils and confusing state of mind. As a need of the hour, students are also made aware about the rights and position of people from LGBTQ communities.

File Description	Documents
Annual gender sensitization action plan	http://alipurduargirlscollege.org/promotion-of-gender-equity-iqac.html
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	[Counselling, Availability of Common Room, Awareness Programmes](#)

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management: The college maintains cleanliness . The waste is segregated into two categories- bio degradable and non- bio degradable. These are then put into separate containers which are colour coded.The container with non biodegradable waste product is then handed over daily to the Municipality. Students are made aware about the need to reduce the use of plastics and curb the tendency to throw food wrappers indiscriminately everywhere. The degradable items generated in the campus, primarily leftover food items from the college canteen, is collected regularly and put in a dedicated pit, to process it as organic manure that is then used for the medicinal plant garden maintained in the college campus.

Liquid Waste Management: The college has a septic tank built according to government specified standards.There is no provision for recycling of liquid waste as of now owing to paucity of funds. E - Waste Management: The e-waste generated in the college campus is collected and kept separately, before being handed over to the vendor who supplies electronics and electrical appliances to the college.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	http://alipurduargirlscollege.org/photo-gallery/geo-tagged-photos.html
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	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	B. Any 3 of the above

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

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5.	C. Any 2 of the above

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).

As a place of multi linguistic and multi ethnic population, we always encourage our students to uphold their indigenous culture, customs and other specifically nurtured practices from the ages. Cultural programmes are held in the college celebrating different occasions and birthdays of national icons. In these programmes our studentsare asked to perform cultural programmes in regional and local languages. Utmost respect to individual communities specially the backward and minority communities is the mantra the college believes in. Accordingly, our cultural programmes serve as the melting pot to mix several facets of cultural diversities which is a trademark of Indian Nationalism.

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

As a conscious citizen of India, we do value our constitution from

the core of our heart. This basic value is always nurtured well and we consciously try to propagate it through various ways into the students communities. 26th November is celebrated as the Constitution Day in our college every year. The teachers along with students read out the Preamble of the constitution and take the oath to uphold the constitutional values. Our constitution not only gives us rights for our social security; it also asks its citizen to be dutiful to fellow beings. Therefore, we make our students aware about the contitutional duties along with the rights given to us. The Independence Day and The Republic Day are given utmost importance in the institution. The National Flag is hoisted along with Speech by the Principal and Faculty members followed by cultural events focusing on Unity in Diversity.

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	D. Any 1 of the above

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

festivals

The institution realises the need to instil in the minds of the students values necessary in a true citizen. Therefore, it tries to organise programmes on days of specific significance. Respect for persons with disability, the importance of physical fitness, environmental awareness, need for a healthy mind are some of the issues discussed with the students. Accordingly, commemorative days are observed and celebrated.

Events organised :

World Mental Health Day

International Day of Persons with Disability

International Women's Day

World Environment Day

International Yoga Day

Independence Day

Republic Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
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.

The two best practices successfully implemented are as follows:-

1. Institutional Collaboration with Corporate Houses to facilitate Internship Programme for the Students of the College

2. Online Repository of Academic Material and Activities of the College.

The details of both the practices have been made available in the College website.

The link to the details of the practicesis as follows:

http://alipurduargirlscollege.org/userfiles/file/Best%20Practices%20 2021%20-%2022%20-%20final.pdf

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

The College has always been sensitive and reciprocative towards the need of the students.Along with providing them with quality education, the college also believes in looking into their welfare. It is the responsibility of the college to make them aware about health issues and also take precautions to prevent them from falling ill.

The girls when they start their journey in college are at the stage of late adolescence, where they need to be physically as well as mentally healthy. It is a period of stress and strain when the girls suffer fromissues like depression, discomfort and personality problems. The college believes that it is the duty of the authority to stretch their helping hand in these regards in order to make them confident as well as a conscious citizen.

Regular awareness programmes are arranged in collaboration with several NGOs like Cancer Awareness Programme, Campaign on Menstrual Health & Hygene, Vaccination Camp forCovid, Thalasemia Testing camp and also Discussion on Mental Health Issues. All these efforts were made to face the relevant issues discussed above. The students are reponsive in these sessions and they participate with great enthusiasm.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

Plan of Action for the academic year 2022- 23

1. Continuation of programmes related to various career opportunities.

2. Continuation of Repositiry of Online Classes

3. Construction of a Disable Friendly Toilet in the ground floor of the College building.

4. Beautification of the garden by installation of steel railing and painting of boundary wall of the garden.

5. Activation of solar panels.

6. Subscription to KOHA.

7. Formation of a Research Cell.