



YEARLY STATUS REPORT - 2022-2023

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	Newtown, P.O. & Dist. Alipurduar
• City/Town	Alipurduar
• State/UT	West Bengal
• Pin Code	736121
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• 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.	03564255551				
• Alternate phone No.	03564251962				
• Mobile	9830269927				
• IQAC e-mail address	iqacapdgirlscollege@gmail.com				
• Alternate e-mail address					
3. Website address (Web link of the AQAR (Previous Academic Year))	https://alipurduargirlscollege.org/userfiles/file/AQAR%202021%20-%202022.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://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	
Institutional 1	Renovation/Development of Drinking Water Facility	CSR Wing of P.C. Chandra Group	2022	100000	
8. Whether composition of IQAC as per latest NAAC guidelines			Yes		

<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	8
<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 	No File Uploaded
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)	
1. Memorandum of Understanding with Centre for Language, Translation and Cultural Studies, Netaji Subhas Open University for introduction of Certificate Course in Communicative English.	
2. Proposal was sent to NAAC for financial assistance to conduct a seminar in the College. The proposal was accepted by NAAC and financial assistance was granted.	
3. Organisation of Internship Training Programme for the students.	
4. Add - On Course in Healthy Living and Mental Well Being.	
5. Collaboration with NGOs to organise awareness programmes for the students.	
6. Memorandum of Understanding with Asutosh College, Kolkata,	
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 Awareness Programmes on Employability	1. Programmes were held to sensitize students about recruitment as Agniveervayu. 2.

	Awareness Programmes on job in Government Sector was organised in association with RICE Group, 3. To cater to the creative needs of the students film makers were invited and special lectures were organised on film making.
2. Organisation of Internship Training Programmes	2. Internship Training Programmes were organised in collaboration with TATA Consultancy Services and Mahindra Pride Classroom.
3. Introduction of Certificate Course in Communicative English	3. Memorandum of Understanding with Centre for Language, Translation and Cultural Studies, Netaji Subhas Open University for introduction of Certificate Course in Communicative English.
4. Introduction of Add - On Course in Healthy Living and Mental Well - Being	4. 40 students have enrolled for the Add - On Course in Healthy Living and Mental Well Being
5. Counselling Session for healthy mental health of students	5. Counselling session was organised with FPAI, Kalchini Branch
6. Organisation of Programmes on Gender Equity	6. Special Lectures and Awareness Programmes were organised
7. Academic and Administrative Audit	7. Academic and Administrative Audit was conducted and the reports are available in the college website
8. Green Audit	8. Green Audit was conducted and the report is available in the college website
9. Special Lectures under Faculty Exchange Programme	9. Dr. Somnath Das of Asutosh College addressed the students with his Special Lecture on 19/05/2023

13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Governing Body	16/10/2023
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
Yes	22/12/2022
15. Multidisciplinary / interdisciplinary	
<p>Bengali, English, Sanskrit, Education, History, Philosophy, and Political Science are among programs of study offered by the college. A student chooses two additional courses pertinent to their Honours subject while earning the B.A. Degree. This combining several subjects enables them to learn from one another. In order to highlight the interdisciplinary nature of the subjects Inter Departmental lectures are organised for the students. Teachers from other colleges are also invited to address the students on topics of multi disciplinary nature.</p>	
16. Academic bank of credits (ABC):	
<p>Creation of ABC ID is mandatory for the students enrolling in the institution. Students are made to create their ABC ID at the time of admission. All the students have their unique ABC IDs. The Admission Committee designates members from the staff to guide students regarding creation of ABC ID.</p>	
17. Skill development:	
<p>Add - On Courses in Life Skill Training, Dance and Healthy Living have been introduced with the aim of developing skills of the students. The college intends to start another course in Computing and IT Skills along with a Certificate Course in Communicative English. Internship Training programmes are also organised for personality enrichment and soft skill training.</p>	
18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture,	

using online course)

Value Added Courses are organised in Philosophy, Human Rights, Eco Consciousness. These courses include topics which are not otherwise included in the syllabus. This in a way helps students to integrate their existing knowledge with the Indian Knowledge System. They understand about the Indian values and traditions.

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

At the start of each semester, students are given a detailed explanation of the requirements of their course. Students are continually evaluated throughout the semester to determine their levels of learning. The affiliated university holds examinations at the conclusion of each semester. The students' performance paints a picture of their comprehension and clarity in relation to the course they are pursuing.

Teachers don't just stick to the chalk and talk approach. Instead, they promote original thought. Discussion and debate among the students are encouraged. There are special lectures planned. There is film screening. Students in some courses go on field trips and prepare reports based on their field trip. This improves the students' capacity to combine their concepts and experiences.

20.Distance education/online education:

The college offers education in the Distance Mode under Netaji Subhash Open University and Indira Gandhi National Open University.

The college also has a channel on youtube where recorded class lectures are uploaded for the benefit of the students.

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

1390

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

285

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

0

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	122
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	1390
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	360
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	285
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	12
File Description	Documents
Data Template	View File

3.2	0
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	43
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	8
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

Academic Calendar prepared following the guidelines of the University of North Bengal and College Time Table are meticulously maintained for effective curriculum delivery. The calendar allows enough time for holding special lectures, conducting regular classes, and planning student-related events. The routine committee, which is made up of the Teacher Council Secretary, the IQAC Coordinator, and one senior teacher, formulate the schedule for each semester. Once it is complete, the Routine is posted on the college website and notice board. Teachers keep an academic diary to monitor their compliance with the curriculum. The Departmental Head assigns the syllabus after consulting with the Departmental teachers. Students' performance is tracked and graded frequently. Their progress is evaluated based on their performance, and their strengths and limitations are identified.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://alipurduargirlscollege.org/userfiles/file/2022%20-%2023%201-3-5%20-%20AoC%20Routine.pdf

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

The beginning of each semester is when the academic calendar for a period of six months is created. The teachers are informed of the academic schedule that the IQAC Coordinator developed in collaboration with the Principal. They plan their departmental operations while paying attention to the schedule. The students are given enough time for continual evaluation. The daily performance in class, participation, and readiness to speak are used to evaluate students. When evaluating students, the students' attendance is also taken into account.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://alipurduargirlscollege.org/userfiles/file/ACADEMIC%20CALENDAR%20Session%202022%20-%2023%20First%20Half%20-%201.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	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	
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)	
5	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
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	
142	
1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year	

72

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

To educate students about gender, professional ethics, and value-related concerns, awareness programs are regularly held. The college also has an ECO Club that organises activities on environmental topics. Efforts are made to connect the lectures and awareness campaigns as much as feasible with the academic programs. Topics like gender, values, and sustainable development are especially covered in subjects like Education. Indian Value System is taught through philosophy. Students learn about the hazard we face relating to environmental issues from the Course on Environmental Studies. Subjects like English address issues on Gender Studies.

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	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	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

73

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
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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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://alipurduargirlscollege.org/feedback-mechanism.html

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

144

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

Through quizzes, tutorials, interactive lessons, and student seminars, teachers regularly evaluate their students' progress. These evaluations are used to categorize students into advanced and slow learners. Remedial lessons are set up for slow learners and advanced learners are encouraged to engage in peer tutoring. Special Lectures are organised on a regular basis. These lectures give students a chance to interact with academicians other than their teachers which help in enhancing their knowledge base. Some Departments also organise workshops. Special consideration is given to students with disabilities so that they are able to continue their academic path. These students are given additional study resources so that they can learn at their own pace.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1390	23

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

Active engagement by students in the teaching-learning process is constantly encouraged. All Departments often host student seminars

to help students become confident public speakers. Students are encouraged to work on community development projects and learn as they go. There are special lectures planned. In some academic programs, students are required to prepare lesson plans and execute them in schools of the neighbourhood. Students are also shown films about social issues to make the teaching and learning process more engaging. Learning by rote is discouraged. The library's resources should be utilized as much as possible by students.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.youtube.com/watch?v=rhZOHiWxiZ0

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

The college features one audio visual room where teachers can use a smart board to lecture in addition to playing YouTube videos. Teachers use powerpoint presentations to instruct with the use of two projectors. Depending on the situation, a single portable projector is used in each classroom. Through the Audio-Visual Room, special lectures are organized in offline, online, and mixed modes. Additionally, the college offers free wifi, which is accessible by both students and teachers. Two desktop computers are available for students to use in the library's reading room. Through those PCs, individuals can conduct searches for open access articles, reference materials, etc.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://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

18

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	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

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

110

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.

The college regularly reviews and evaluates the students based on the directives it has got from the University of North Bengal. On a regular basis, internal assessments are conducted in the form of student seminars, oral exams, and class quizzes. Students are occasionally required to engage in extempores, and their performance is assessed. An examination committee has been established, and when organizing and carrying out internal assessments, it adheres to the guidelines established by the University of North Bengal governing internal assessment. The window of time for internal assessments is specified in the academic calendar clearly. The University is informed about the students' performance, which is then reflected in their marksheets. With the academic calendar created at the start of each semester, the Departments create its own schedule for carrying out the internal assessment. After doing one or two tasks from the syllabus, students are evaluated, 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

Regular internal assessments are done, and the results are communicated to the students. Each student's performance is assessed, and they are each given feedback on it. Additionally,

teachers urge their students to talk to them about their performance. They can speak with the IQAC Coordinator if they have any questions or are confused. The college has a grievance redressal cell that, if necessary, can also handle problems with internal evaluation. However, the college has not yet received any complaints regarding internal evaluation.

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 syllabus for each subject includes a specific reference to the expected course outcomes. At the start of each semester, students are given a description of the course objectives. The lecturers also go into great depth with the students on the expected course outcomes. The College website includes a clear and detailed description of the course outcomes. It is anticipated that students will comprehend and realize those expectations to the greatest extent possible.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://alipurduargirlscollege.org/bengali-honours-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 gather at the start of each semester to divide and assign items from the syllabus among themselves. Then, teachers create a lesson plan. The teachers keep an academic diary that includes information on the lessons they have been teaching. The performance of the pupils in their internal assessments and final exams is also noted and assessed. Students receive further instruction in accordance with their performance. After three years of graduation, the college also keeps track of

students who choose to continue their studies or pursue any other type of career. Students are asked for their opinions on how the curriculum is transacted. The College website makes available the actions performed as a result of their comments.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://alipurduargirlscollege.org/userfiles/file/Student%20Feedback%20on%20Curriculum%20Transaction%202022%20-%202023.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

285

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	https://alipurduargirlscollege.org/userfiles/file/ANNUAL%20REPORT%20-%202023.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)

<https://alipurduargirlscollege.org/userfiles/file/SSS%20-%202022%20-%202023.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)**1.5**

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****00**

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

5

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

6

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

To help them become more aware of the concerns of society, students are encouraged to take part in community activities. This promotes their overall development and fosters a spirit of

humility in them. Students are urged to take part in activities including doing surveys in nearby forest settlements, playing with the children there, and socializing with people who live in disadvantaged areas. They become more conscious of their role as citizens of the nation and the state of the community as a whole as a result. The following activities were completed this year.

1. Distribution of clothes

2. Distribution of Academic Materials

3. Survey in the villages of Andu and Kurmai In Dakshin Barajhar Forest

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

00

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

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

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

9

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

473

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

3

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

5

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

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

The institution now provides 17 classrooms, 1 seminar room, and a library with a stack room, a computer lab, and a mini auditorium. The auditorium is used by the students for practice of indoor games like kho kho, yoga and also cultural programmes. The 02 classrooms have been allocated to each department for academic purposes. A common room and a room for the student union are also included.

All the rooms are used for classes. In the Audio-Visual Room, special lectures and awareness programs are organized. There are blackboards and whiteboards in every classroom. LAN connectivity, an overhead projector, a PC, and a Smart Board are all included in the audio-visual room's setup.

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 projector.

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 features a field where it organizes events like shot put, discus throw, javelin throw, kho kho, and others. The College provides sports equipment. The college has a table tennis board and a carrom board to encourage indoor games. Students from the college frequently take part in athletic events held by the University of North Bengal and nearby Colleges.

Some Add On Courses like Physical Well Being and Mental Health, Life Skill Training, Training in Dance are conducted in the auditorium.

Throughout the year, students take an active part in cultural events. Every year, a cultural event is organized before Durga Puja along with an annual cultural program. Girls are encouraged to perform in settings other than colleges. They receive instruction from college instructors for dance or song performances, and they are encouraged to represent their institution to the general public. Students' performances are taped and posted on the college's YouTube account. Then, for inspiration and appreciation, these videos are shown to other pupils.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://youtu.be/GK58Ap2v1CI

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	https://youtu.be/KPAa9aDx-OA
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)

3.2

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

4.2 - Library as a Learning Resource

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

The library uses OPAC (Online Public Access Catalog). The mechanism for ordering and lending books has also been digitized. It employs the KOHA program. For the librarian, there is one computer with a printer. For the students, there are two more PCs. For the benefit of both students and faculty, a link to OPAC has now been added to the college website. Additionally, the College has Inflibnet registration for enhanced access to e-resources. Each member of the teaching staff has a unique ID.

Students must submit an application to the librarian in order to access the online resources. Upon receiving such applications, accounts are made for them to facilitate access. The library also

offers teachers and students reprographic services.

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)

0.42

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

52

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

The overall number of computers available for academic use has been increased to seven in order to provide better academic support. For both students and teachers, there is a wifi facility. The bandwidth purchased for the purpose guarantees continuous access to the internet throughout the college hours. Software is frequently updated. The accounting software is updated frequently and maintained current in addition to its academic use. On every computer is an anti-virus program. The primary server is also connected to the computers in the office, audio-visual room, and library through local area network.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.youtube.com/watch?v=KPAAa9aDx-0A

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

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)

4.83

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

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

There is a Campus Development Committee and a Library Committee to examine issues pertaining to campus planning and expansion of the infrastructure for academic support. Both the Committees convene periodically to check on the state of the existing facilities and consider how to upgrade them.

Each academic session begins with the creation of a plan of action. The Finance Department creates a budget based on this Plan of Action. The budget and the plan are presented to the Governing Body for endorsement. 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	View File
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

1176

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

45

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=ZmexhGRkYw c
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	
197	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
197	
File Description	Documents
Any additional information	View File
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	B. Any 3 of the above

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

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

6

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

15

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

3

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

5.3 - Student Participation and Activities

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

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

3

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 promotes student involvement in a variety of co-curricular and extra-curricular activities. A student representative is allowed on the college's governing body to guarantee their participation in administrative tasks. The General Secretary of the student union represents the students in the Governing Body by default. According to the rules established by the University of North Bengal and the Department of Higher Education, Government of West Bengal, the student's union is formed through elections. To oversee co-curricular and extracurricular activities, committees are established. Teachers and at least one student selected by the Student Union make up all of these committees.

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

8

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 institute's goal is to provide students with the necessary skills and information to enable them to take on any challenge. The College has established various committees to give students a variety of opportunities. These committees plan a variety of events and programs under the direction of teachers. Students can develop their potential by taking part in various activities and programs. Students are involved in the program planning so they can gain practical event management experience. The management system of the college is effective. The Principal, IQAC, and the Governing Body collaborate to carry out the quality policy. The teacher's council is consulted while forming committees. Every instructor is a part of at least two committees. By examining every area, from admission to the planning of programs and events, these committees make sure the institute runs smoothly. The principal meets with the teachers on a regular basis to explore methods to improve the teaching and learning process. They are also joined by the coordinator of the IQAC and the secretary of the teachers' council. New teaching techniques are promoted for teachers to use. The college is dedicated to its purpose of

ensuring students' overall development.

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.

The Principal makes all decisions after meeting with the Governing Body, which is made up of officials from the government, university, and college employees. Committees are created to ensure efficient administration. The Committees look at issues such to admission, exams, campus development, libraries, grievance redress, and schedule creation, to name a few. The committees are made aware of their tasks and duties.

The Principal develops strategies and suggestions for improving the institute while working closely with these groups. However, the Governing Body must first accept all of these plans and recommendations before they can be put into action. The Department Heads who are in charge of academic activities meet with the Principal on a regular basis. Every month, the Head of the Departments, the Coordinator of the IQAC, the Secretary of the Teacher Council, and the Principal get together to discuss the academic activities and make plans for future ones.

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

In addition to the fulfillment of the curriculum, activities to enhance academics are chosen by the IQAC in cooperation with the Principal, Committee Conveners, and Head of the Departments. The girls' abilities are being developed, and efforts are being made

to foster both critical and creative thinking in them. Students are encouraged to take part in group discussions, extempores, and debates. There are also organized special lectures and awareness programs. Teachers regularly evaluate students to gain a thorough understanding of their strengths and faults. In order to stay current, teachers take refresher courses and short-term courses. The college continually expands its infrastructural facilities to maintain standards.

Each year, audits of the administrative, academic, financial, and green systems are performed. The budget is created by the Finance Committee at the start of each session and approved by the Governing Body. The responsibility for determining the needs for infrastructure and creating plans for timely upgrades belongs to the Campus Development Committee. The Library Committee maintains track of the books it buys each year and also keeps an eye on how well the current stock is being used.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://alipurduargirlscollege.org/institutional-development.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.

Every unit at the college has complete freedom to experiment and plan thanks to its democratic organizational structure. To maintain peace and unity in its many cells, the plans are carried out while the hierarchy is upheld and the code of conduct is put into practice. The Principal, IQAC, and Teacher Council are the highest decision-making bodies, after the Governing Body. The institution's operating policies are developed by a number of committees, and they must first have the Principal's and Governing Body's approval before being put into effect. The West Bengal College Service Commission, sends recommendations for the employment of teaching staff. 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	http://alipurduargirlscollege.org/support-services.php
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.
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	https://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

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

5

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

8

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	View File
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 Principal and the IQAC Coordinator nominate 3-5 students from each Department. Based on their attendance and academic performance, students are nominated who are intended to be representatives of their class. They are given a semi-structured

questionnaire that asks them questions about the department's teachers. The teacher's aptitude for teaching, the students' level of engagement, the preparation for class, class participation, and other factors are all included. Students are asked to deliberate on these issues among themselves before rating the teachers' instructional skills.

The anonymity of these surveys allows for unrestricted expression from the pupils. Based on the feedback, the Principal and the Coordinator of the IQAC have one-on-one meetings with each teacher to go over the students' reactions to their performance over the course of the year.

The Department of Higher Education, Government of West Bengal, has approved the Performance Based Appraisal System that the institution uses. The PBAS format must be completed by the instructor at the conclusion of each academic term. The number of classes they were assigned, the number of classes they attended, the method of instruction, the overall number of student seminars organized, the overall number of special lectures organized, the participation of teachers in courses and seminars, and participation in administrative and academic bodies are all documented in the format and kept 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

Annual audits are carried out. An audit company chosen by the West Bengal government's Department of Higher Education conducts the external audit. Visitors from the chosen company stop at the college to look over the records and documents. Based on their observations, they write an audit report. The audit report is sent to the Department of Higher Education, Government of West Bengal, and the hard copy of the report is kept on file at the college. Auditor observations are published on the Uchchashiksha webpage, which is run by the West Bengal government. The College has not

yet encountered any audit objections. The College is not, however, free to select audit companies for external 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)

1

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
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

A budget is prepared by the Finance Committee at the start of each session. The Governing Body is presented with the budget for approval. Purchases are accomplished by requesting quotes from business houses. The Purchase Committee sorts and assesses the quotes before issuing a work order to the company that was determined to be qualified. The Principal, a representative from the governing body, a teacher representative, accountant, and cashier make up both the purchase committee and the finance committee. The software developed by the Kolkata-based company Infonetics is used to generate reports in the fully automated finance sector. Vouchers serve as the foundation for every transaction. Cheques must be used for payments over Rs. 5000, and the college principal must approve them. Payments above Rs. 10000/- are first approved by the Finance Committee.

File Description	Documents
Paste link for additional information	https://alipurduargirlscollege.org/annual-budget.html
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 conducted in the year 2022 - 2023

Awareness Programmes on Employability and Career Opportunities were organised on a regular basis in collaboration with RICE Education Group, Indian Air Force for recruitment as Agniveervayu, Board of Practical Training, Eastern Region.

Internship and Employability Training Programmes in collaboration with Mahindra Pride Classroom and TATA Consultancy Services.

Promotional programmes on Gender Equity - 'Voices of Diversity' and 'Empowering Women: The Way Ahead - A Discussion on Gender Issues'.

Thalassemia Awareness and Testing Camp.

Film Making as a career opportunity was introduced to the students with programmes by Sourav Sarkar and Snehamay Ghosh

Special Lecture on Intellectual Property Rights by Professor Rajendra Dhar Dubey.

MoU with Centre for Language, Translation and Cultural Studies, NSOU for introduction of Certificate Course in Communicative English.

Introduction of Add- On Courses on Charvaka Philosophy, Rural Development, Healthy Living & Mental Well Being, Eco - Consciousness, Training in Contemporary Dance Forms.

Academic Audit was conducted externally by Professor (Dr) Rajendra Dhar Dubey, Coordinator of the Internal Quality Assurance Cell, Cooch Behar Panchanan Barma University. The Inspector of Colleges,

University of North Bengal conducted the administrative audit. Green Audit was conducted by Environment Safety and Health Audit Agency (ESHAA).

File Description	Documents
Paste link for additional information	http://alipurduargirlscollege.org/userfiles/file/IQAC%20Annual%20Report%20-%20Session%202022%20-%202023.pdf
Upload any additional information	View File

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

Reviewing the teaching and learning process is aided by the student feedback mechanism and the teacher feedback/suggestion system. At the conclusion of each academic year, feedback from both students and teachers evaluating the curriculum and its implementation is gathered.

Teachers are urged to download the feedback form from the college website and feel free to share any ideas they may have. The Principal, IQAC Coordinator, and Secretary of the Teacher Council then collaborate to analyze their feedback.

At the Teacher Council Meeting at the start of each academic year, teachers are informed of the analysis of their feedback and the next steps.

Heads of the Departments are informed about the feedback received from the students. The Principal, IQAC Coordinator, Teacher Council Secretary and the Head of the Departments analyse the feedback of the students and decide on the further course of action.

File Description	Documents
Paste link for additional information	http://alipurduargirlscollege.org/userfiles/file/Student%20Feedback%20on%20Curriculum%20Transaction%202022%20-%202023.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)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://alipurduargirlscollege.org/userfiles/file/IQAC%20Annual%20Report%20-%20Session%202022%20-%202023.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

For programs connected to gender equity, an annual action plan is outlined at the start of the session. In light of this, initiatives are being made to organize programs in cooperation with various non-profit organizations to sensitize the girls. Programmes on Mental Health are organised along with the Add - On Course in Mental Health and Well Being. Students are encouraged to express their views. Utmost efforts are made to understand their

emotional turmoils and confusion, if any.

The college also has 02 nos. sanitary napkin vending machines and incinerators for convenience of the staff and the students. Students are also educated on the rights and status of members of LGBTQ communities, as this is an urgent need. Therefore, an awareness programme was organised with representatives from the NGO called Bridge to create awareness about the LGBTQ community. The video recordings of these problems are made available in the Youtube channel, College website and also circulated in the Whatsapp Group of the students.

File Description	Documents
Annual gender sensitization action plan	http://alipurduargirlscollege.org/promotion-of-gender-equity-igac.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	b. Common Rooms, e. Special Lectures and 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

C. Any 2 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 keeps its grounds tidy. The trash is divided into biodegradable and non-biodegradable groups. These are then placed into distinct, color-coded containers. The

municipality receives the container with the non-biodegradable rubbish after that. The necessity of reducing plastic consumption and restraining the propensity to carelessly discard food wrappers is stressed among students. The college campus generates degradable waste, largely leftover food from the canteen, which is frequently collected and dumped in a designated pit where it is processed into organic manure and used for the campus's medicinal plant garden.

Liquid Waste Management: The college's septic tank was constructed in accordance with government-specified guidelines. Due to a lack of funding, there is no mechanism for recycling liquid waste as of now.

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

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

B. Any 3 of the above

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

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

C. Any 2 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. Provision for enquiry and information : Human assistance, reader, scribe, soft copies

B. Any 3 of the above

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	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File
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).	
<p>We always urge students to retain their native culture, customs, and other uniquely fostered behaviors from the ages because our community is multilingual and multiethnic. The college hosts cultural events honoring various dates and the birthdays of national heroes. Our pupils are required to perform cultural programs in regional and local languages for these programs. The college adheres to the principle of treating all communities with the utmost respect, especially the underprivileged and minority communities. As a result, our cultural programs act as a hub for blending various aspects of cultural diversity, which is a hallmark of Indian nationalism.</p>	
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	
<p>We do value our constitution from the bottom of our hearts as cognizant citizens of India. This fundamental principle is constantly fostered, and we consciously work to spread it among the student body in a variety of ways. In our college, November 26 is observed as Constitution Day each year. The Preamble of the</p>	

Constitution is read aloud by the teachers and students, who then swear an oath to defend its principles. Our constitution asks its citizens to be obedient to other people in addition to granting us rights regarding our social security. As a result, we educate our pupils about our constitutional obligations as well as our rights.

The institution gives the Independence Day and the Republic Day the utmost prominence. The raising of the national flag is followed by cultural activities that emphasize 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

B. Any 3 of the above

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

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

Commemorative Days organised by the Institution

1. Flag Hoisting on Independence Day
2. Flag Unfurling on Republic Day
3. International Yoga Day
4. International Mother Language 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. Education and Social Empowerment Project, (ESEP-AMM)
2. Institutional Cooperation with Business Establishments to Support College Students' Internship Programs, (CBE - AMM)

The details of both the practices have been made available in the College website. The link to the details of the practices is as follows:

<http://alipurduargirlscollege.org/userfiles/file/Best%20Practices%202022%20-%202023.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 consistently shown consideration and reciprocity for the needs of its students. Apart from offering them a top-notch education, the college also prioritizes their well-being. The college has an obligation to inform them about health issues and to take preventative measures to keep them healthy. The ladies must be in good physical and mental health when they embark on their college journey because they are in the late adolescent stage of life. When the females experience problems like despair, discomfort, and personality disorders, it's a time of stress and strain.

According to the institution, it is the responsibility of the establishment to give assistance in these areas so that the students can become self-assured and aware citizens. Consistent awareness campaigns are organized in association with multiple non-governmental organizations. Examples include, the Thalasemia Testing Camp, and the Mental Health Issues Discussion. Add On Courses are also offered to provide the girls training in yoga and self defense techniques and also life skills.

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

1. Introduction of Certificate Course in Communicative English
2. Introduction of Add - On Course in IT and Computing Skills
3. Continuation of collaboration with organisations for providing Internship Training to students
4. Organisation of a NAAC sponsored seminar
5. NAAC Peer Team Visit