



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		ASUTOSH COLLEGE
Name of the head of the Institution		Prof. Apurba Ray
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03324554504
Mobile no.		9903889424
Registered Email		mail@asutoshcollege.in
Alternate Email		tgbrc@yahoo.com
Address		92, S. P. Mukherjee Road
City/Town		Kolkata
State/UT		West Bengal
Pincode		700026
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Tathagata Ray Chaudhuri
Phone no/Alternate Phone no.	03324554504
Mobile no.	9831162419
Registered Email	mail@asutoshcollege.in
Alternate Email	tgbrc@yahoo.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	_https://asutoshcollege.in/new-web/aqar.html
4. Whether Academic Calendar prepared during the year	No

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	A	3.22	2017	23-Jan-2017	22-Jan-2022

6. Date of Establishment of IQAC	01-Oct-2009
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Departmental IQAC Unit	01-Apr-2019 1	29
IQAC meeting for Departmental Cluster Formation	14-Aug-2019 1	17
IQAC Cluster Meeting	19-Aug-2019 1	32

IQAC MEETING	03-Aug-2018 1	18
IQAC MEETING FOR AWARENESS OF NEW NAAC FORMAT	11-Oct-2018 1	18
A ONE DAY INTERNATIONAL SEMINAR PRISM ; Probing the Role and Impact of Social Media on Major Aspects of Contemporary Life	22-Feb-2019 1	130
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
ASUTOSH COLLEGE	RUSA	RUSA	2018 730	20000000
ASUTOSH COLLEGE	DST FIST	DST	2017 1825	11000000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

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10. Number of IQAC meetings held during the year :

6

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

1. Making the teachers acquainted with the values of institutional accreditation and the new method of NAAC accreditation. 2.Making arrangement for sending important notifications through SMS to all the stakeholders of the college regularly. Important notifications are also displayed within the college at different locations in all the campuses 3.One faculty each from the 25 departments have been allotted to collect and preserve the data for their

respective departments. A cluster of 5 departments were made with one cluster in charge to check, verify and arrange the data. 4. A team of 10 faculty members have been made for online entry and verification of data of Departments. 5. A One Day International Seminar PRISM: Probing the Role and Impact of Social Media on Major Aspects of Contemporary Life was organised on 22nd February 2019 in collaboration with Departments of Bengali, English, History, Journalism and Mass Communication and Philosophy.

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

Plan of Action	Achivements/Outcomes
Application to RUSA	A grant of Rs2 crore has been approved by RUSA. The First installment of Rs crore has been received. . Infrastructural enhancement of the Humanities block and ACTC building of the College has been initiated procurement of state of the art laboratory equipment, and sport equipment, increasing stock of library books have been initiated.
Technology upgradation & Computerization.	ICT and computational facilities has been enhanced. Computerisation of accounts department is under progress.
Submission of research projects	Proposals for a number of MINOR and MAJOR research projects were submitted.
DST-FIST programme	A sanction of Rs 1.10 crore was received from DST . The First Instalment was received.
To take feedback from the students/guardians	A process of online feedback in addition to offline feedback system is being initiated.
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14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission	21-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	1 Upgrading of the college website is in process. 2. Communication of important information to stakeholders through website and conventional notices. 3. Regular exercise of e tendering through Govt. Portal. 4. Grievance cell receives complaints and suggestions from the students and accordingly address the issues. 5. Placement Cell regularly organizes different events for the placement of the students .

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The curriculum is implemented at the UG level in accordance with the recommendations of the University of Calcutta. At the PG level, the curriculum till 2018-2019, was devised as per the advise of the PG Board of Studies and expert committee, constituted and endorsed by the University of Calcutta. From 2019-2020 session, under the directive of the University, no separate syllabus was framed and the PG departments followed the same syllabus as taught at the PG level of the University of Calcutta. For effective implementation of the curriculum, at the beginning of each session, the newly-inducted students are introduced to the overall vision and mission of the institution through an orientation programme. Subsequently, the respective departments distribute the academic calendar outlining the detailed syllabus as also the overall pattern of examination, the number of lectures allotted for each unit/module. At the beginning of each academic session till 2017-2018 and subsequently from 2018-2019 at the commencement of each semester, the departments hold meetings with their respective faculties for syllabus allotment where exhaustive discussions on teaching methodologies are undertaken. Classes are held regularly as per a master routine. Remedial classes for the academically weaker students belonging to the various categories, as per the UGC guidelines, are also held. Under the annual system, regular evaluations, in the form of mid-term and selection tests, helped the teachers and the students alike to assess their progress. Under the semester system, regular class tests enable the teachers to gauge the academic growth of the students. Library support effectively supplements the class lectures. The college boasts of an academically-rich and fully-automated Central Library with a spacious reading room and lending facilities. The departmental libraries, under an assigned faculty member from each department, complement the richness and diversity of the Central Library. Classroom lectures essentially follow the chalk and talk method. Each department is equipped with LCD projectors, laptops and foldable screens with pedestals for PowerPoint presentations, if required. Faculties make good use of these for effective lecture demonstrations. The students of the science departments benefit from practical and demonstrative teachings in

well-equipped laboratories. During Laboratory and Demonstration classes 'one to one' interaction and hands-on training of the students are undertaken.

Extension lectures by eminent personalities from the concerned fields also enrich the understanding of the students. Film shows and video clippings on themes pertaining to the syllabus, followed by question-answer sessions, often arranged by departments like English, break the monotony of classroom lectures and energise and inspire the students to think out of the box. Students are encouraged to think independently, raise questions and engage in debates and discussions amongst themselves as also in meaningful dialogues with the faculty members. They are also encouraged to participate in seminars and conferences within and outside the college. Some departments regularly hold paper presentation sessions by the students to help them have a better grip over the subject. Field-based excursions and educational tours enable the students to have a hands-on experience, both at the UG and the PG levels.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	Nil	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	ALL COURSES	17/07/2018
BSc	ALL COURSES	17/07/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
INDUSTRIAL SAFETY MANAGEMENT	17/07/1993	67
TRAINING COURSE FOR WBCS EXAMS	17/07/1993	3
TRAINING COURSE FOR CSIR NET EXAMS	17/07/1993	14
TRAINING COURSE FOR SET EXAMS	17/07/1993	2
TRAINING COURSE FOR SCHOOL SERVICE COMMISSION	17/07/1993	2

EXAMS		
TRAINING COURSE FOR COMBINED EXAMS	17/07/1993	1
EXPORT IMPORT MANAGEMENT	17/07/2010	2
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Botany: Study of Plant Diversity of Araku Valley	34
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>Most of the departments of this institution have recently introduced a system of obtaining feedback from all kinds of stakeholders. Feedback from Parents/Guardians is received during Parent-teacher meetings and parents are encouraged to meet teachers to discuss student progress as and when required. Feedback forms for students are distributed from the departments. . The feedback forms are collected by the departments and necessary steps taken after discussion in the Departmental Meetings. The Class Representatives also remain in close contact with the department and communicate the feedback from the students. Feedback regarding curriculum is discussed and sometimes communicated to the University through the institutional Head and Board of Studies Members. Feedback regarding academic and developments issues is discussed in Academic Council, Teachers' Council and IQAC meeting and necessary steps taken. A online Feedback system for all stakeholders as per format and proposal of IQAC is in the process of Implementation.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Bengali (Hons.)	125	942	102
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2125	140	140	Nil	44

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
114	88	43	31	7	8
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Student Mentoring includes • Curriculum-based teaching and evaluation implemented in the classroom chiefly through ? conventional lecture-mode and chalk-and-duster method ? audio-visual presentations using LCD projector and screen/ laptop • Encouraging co-curricular activities among students through ? participation of students in intra- and inter-college competitions, seminars, workshops ? organising student-centric cultural activities in college ? social outreach activities of the NSS unit, Women’s Empowerment Cell, Healthcare unit ? the Adventure Camp unit organises camps for interested students to give them valuable experiences of outdoors life including activities like rock climbing, day and night trekking, bird watching, yoga. • Offering career counselling through a dedicated Cell • Providing placement opportunities through a Placement Cell Curriculum-based teaching and evaluation mainly depend on the specifications and requirements of Calcutta University to which the college is affiliated. Besides these, however, different departments and units of the college have devised their own strategies for student mentoring/ guidance. These include • setting tutorial assignments and subsequent evaluation (in all departments) • facility for remedial coaching for students who require it (all departments) • interactive sessions and group discussions, including peer group assessment • career counselling sessions for all students across departments (the career counselling unit of the college offers its services to all final year students of the college) • industry/ field visits (for e.g., the dept. of Psychology regularly organises visits to psychiatric rehabilitation centres the departments of Physics and Electronics organise visits to institutes like the Meteorological Centre, Kolkata, Variable Energy Cyclotron Centre, Kolkata the department of History organises excursions to places of historical interest, and museums) to increase exposure of students to varied experiences • student seminars/ workshops/ extension lectures/ exhibitions/ quiz competitions (almost all departments organise these at regular intervals) • the department of Psychology offers one – to – one counselling on personal problems, effective time management strategies, strategies for enhancement of memory, improving presentation skills, optimising learning strategies • Awareness camps regarding social and health issues are organised by departments like Philosophy, Biochemistry and the NSS unit. • The department of Mass communication Journalism encourages the students to go for internship with professional bodies and media houses. Fact-checking workshops with Google initiatives are also conducted. • Some departments have Wall Journals/ Magazines which give students scope to hone their writing skills and creativity.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2265	140	1 : 16

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned	No. of filled positions	Vacant positions	Positions filled during	No. of faculty with

positions			the current year	Ph.D
120	83	37	1	40

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr.Sajal Bhattacharjee	Associate Professor	Shiksha Ratna Award
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	HONS	3	25/04/2019	25/06/2019
BA	HONS	3	25/04/2019	25/06/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The system of CIE followed by the different departments of the college, are conducted keeping in mind the academic calendar and requirements of Calcutta University, the affiliating university. These are not, strictly speaking, reforms, but in addition to the terminal/ annual evaluation processes of the University, and are conducted to monitor academic progress, increase the level of confidence among students while preparing them for formal academic evaluation at the University level and also to understand and address the needs of less meritorious students. The various ways in which CIE is operative in the college include • Class tests and tutorials • Home Assignments • Syllabus-oriented Term papers and Project preparation • Syllabus-related paper presentations • Group discussions • Facilitating internship in departments like Journalism and Mass Communication • Compulsory field work for students of Botany, Geography, Geology, Microbiology, and Zoology • Report writing based on educational excursions in departments like History, Philosophy • Conducting mock interviews and viva voce examinations

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Since the college is not an autonomous institution, all academic departments follow the respective guidelines of the Boards of Study of the University of Calcutta to which the college is affiliated. The schedule of Internal Assessment and Practical examinations for laboratory-based subjects is drawn up by the college administration in accordance with the Academic Calendar of Calcutta University.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
PLSA	BA	Political Science (Hons)	48	45	93.75

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

NOT APPLICABLE

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Interdisciplinary Projects	730	West Bengal DST	6.99	0
Minor Projects	730	UGC Minor	1.8	0
Major Projects	730	West Bengal DST	4.95	0
Major Projects	730	West Bengal DST	7	0
Major Projects	1095	SERB, DST (India)	1.46	0
Major Projects	1095	Indian Space Research Organization (ISRO)	18.27	0
Major Projects	1095	INDIAN COUNCIL FOR SOCIAL SCIENCE RESEARCH (ICSSR)	30	0
Major Projects	1095	DST SERB	20.78	0
Major Projects	730	West Bengal DST	4.74	0

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative

practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Understanding of the Application of SPSS in Research Programme	Geography	14/02/2019
Special Lecture Series, 2019 Techniques and investigations in Contemporary Geography	Geography	18/04/2019
Understanding the application of SPSS: A statistical tool in research programme	Botany, Microbiology, Geography	14/02/2018
ORIENTATION PROGRAMME FOR CURRICULUM OF 2ND SEM 2019	Psychology	14/07/2018
WORKSHOP ON ROMANTICISM	Psychology	24/09/2018
ORIENTATION PROGRAMME FOR CURRICULUM OF 2ND SEM 2019	Psychology	16/02/2019
Prob Stat Meet, 2018	Statistics	10/01/2018
Prob Stat Meet, 2019	Statistics	27/02/2019
Post Graduate Centenary Celebration Lecture Series # 02	Zoology	28/03/2019
One day workshop on Financial Management Mock Stock Game	BBA	02/02/2019
Extension lecture on Business Ethics To determine the role of SEBI in Corporate Governance	BBA	23/03/2019
A One-day students seminar on Economics and Business Ethics	BBA	29/03/2019
DSLR Film Making Creativity in Advertising	Communicative English	22/03/2018
Special Lecture	Communicative English	15/03/2019
Special lecture: Feminism and related issues	English	11/04/2019
Probing the role and impact of social media on major aspects of contemporary life.	History	22/02/2019
Students Seminar: Caste and Politics in India	Political Science	30/04/2019
Concept of newer approach to build healthier India	Biochemistry	31/08/2018

Understanding the application of SPSS: A Statistical tool in Research Programme	Botany	14/02/2019
Paper Presentation by the Students	Economics	20/01/2018
Program On Soldering	Electronics	11/01/2018
One day workshop on Understanding Ecological Methodologies for Documentation of Biodiversity with the Aim of its Conservation	Environmental Science	10/02/2018
Special Lecture Series	Environmental Science	05/04/2019
Special Lecture Series, 2018 "Terrain Analysis-Theory and Practices" by Prof. Srikumar Chattopadhyay	Geography	07/03/2018
Special Lecture Series, 2018 "Techniques in Geomorphology with special reference to Landslide" by Prof. Sunil Kumar De	Geography	17/04/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NA	NA	Nil	NA
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NA	NA	NA	NA	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Mathematics	6	3

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Communicative English	2

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	Nil	0	NA	Nil

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	Nil	Nil	Nil	NA

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	38	40	24	94
Presented papers	33	32	10	2
Resource persons	1	2	5	3

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
SEMINAR ON BASIC SCIENCES	RESEARCH SCHOLARS ASSOCIATION IICS	7	80
2ND ADVENTURE CLUB	ADVENTURE CLUB ASUTOSH COLLEGE AND NSS UNIT	4	27
SEMINAR ON AIR POLLUTION AND CLIMATE CHANGE	THE TELEGRAPH	5	112
AWARENESS	NSS UNIT AND	4	325

PROGRAMME TO FIGHT DENGUE	STUDENTS UNION ASUTOSH COLLEGE		
SEMINAR	RESEARCH SCHOLAR ASSOCIATION IICS	5	120
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
OUTSTANDING CONTRIBUTION TO THE ACADEMIC FIELD	SHIKSHA RATNA AWARD	GOVERNMENT OF WEST BENGAL	Nil
EDUCATION	MOTER TERESA INTERNATIONAL AWARD	MOTER TERESA INTERNATIONAL COMMITTEE	Nil
2ND WORLD CLEAN ENVIRONMENT SUMMIT	WORLD ECOLOGICAL RESTORATION AWARD	IBRF AND CONFEDERATION OF INDIAN UNIVERSITIES	Nil
EDUCATION EXCELLENCE AWARD	EDUCATION EXCELLENCE AWARD	ZEE 24 GHANTA	Nil
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
CANCER AWARENESS	CHITTARANJAN CANCER HOSPITAL	SEMINAR ON CANCER AWARENESS	4	175
BLOOD DONATION	PEOPLES BLOOD BANK	BLOOD DONATION CAMP	25	326
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
COLLABORATIVE RESEARCH WORK	DR PRABIR RUDRA	NA	365
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant

Job training	Industrial training at United Exploration India Pvt. Ltd.	United Exploration India Pvt. Ltd.	02/05/2018	22/05/2018	7
Job training	Job training at SRK Consulting	SRK Consulting	14/05/2018	01/06/2018	2
Job training	Industrial training at Tata Steel	Tata Steel	30/05/2018	19/06/2018	4
Job training	Job training at Geovale Services	Geovale Services	11/06/2018	29/06/2018	4
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nil	NA	Nil
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
91	56.25

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Campus Area	Newly Added
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Classrooms with Wi-Fi OR LAN	Existing

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
KOHA	Fully	17.05	2001

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	55026	9300000	1651	740000	56677	10040000
Reference Books	1376	Nil	Nil	Nil	1376	Nil
e-Books	3135809	5900	Nil	Nil	3135809	5900
Journals	708	500000	120	35000	828	535000
e-Journals	6237	5900	Nil	Nil	6237	5900
CD & Video	20	Nil	Nil	Nil	20	Nil
Library Automation	1	Nil	Nil	Nil	1	Nil
Others (specify)	2303	Nil	103	Nil	2406	Nil

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NA	NA	Nil

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	408	62	16	20	19	40	241	80	13
Added	50	0	3	0	1	0	0	20	0
Total	458	62	19	20	20	40	241	100	13

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NA

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
5	4.58	25	26.14

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

• **Laboratories:** Maintenance of laboratories is the responsibility of individual departments, with the non-teaching members of these departments providing necessary support in maintaining a stock register which is regularly updated, monitoring usage of equipment, and ensuring clean and hazard-free environment and fire-fighting facilities • **Library:** the college has a Central Library as well as dedicated Seminar Libraries for each department, with both lending and Reading Room facilities. The Central Library is located in the Main Building, but has two additional sections in the ACTC Building (Reading Room only) and in the Centenary Building (both lending and reading). The Library is maintained by its staff comprising Librarians (2), and support staff. There is also a Library Committee, of which the librarians are ex officio members, and which meets periodically to review activities and suggest improvements for providing better service • **Sports Complex:** the college has its own tent in the Kolkata Maidan (one of two colleges in Kolkata to have their own sports tent) to compensate for the lack of open grounds in its main campus located in the heart of the city. The Bhasa campus, located in the suburbs, has spacious grounds for outdoor sports. Both the Maidan Tent and the Bhasa campus are well-equipped with sports equipment like cricket and football, and boxing gear, and body fitness equipment. The Students' Common Room in the Main Building is also equipped with facilities for indoor games like carrom and table tennis. A Sports Committee comprising teaching and non-teaching staff and students supervises all sporting activities in the college, including Annual Sports. • **Computers and Peripherals:** the various academic departments are responsible for maintenance of departmental computers and peripherals, while those in use in the Office and Accounts, and IT sections are maintained by the IT section staff. For purchase of hardware and software, requisitions are submitted by departmental heads to the Vice-Principal's office, which then arranges procurement of the same. AMCs are made for hardware maintenance. • **Classrooms:** classrooms, corridors and staircases undergo periodic inspection by the Building Development Committee which arranges for renovation and repair work as and when necessary, after due process of submitting report to the administration.

<https://asutoshcollege.in/new-web/maintaining-institutional-facilities.html>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
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Financial Support from institution	NIL	0	0
Financial Support from Other Sources			
a) National	NIL	Nil	0
b) International	NIL	Nil	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
SOFT SKILL DEVELOPEMENT	17/07/2019	2498	ASUTOSH COLLEGE
REMEDIAL COACHING	17/07/2018	1546	ASUTOSH COLLEGE
LANGUAGE LABORATORY	17/07/2018	248	ASUTOSH COLLEGE
PERSONAL COUNSELLING	17/07/2018	1520	ASUTOSH COLLEGE
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	CAREER COUNSELLING	15	1156	15	10
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
5	133	27	NA	Nil	Nil
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of	Programme	Department	Name of	Name of
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	students enrolling into higher education	graduated from	graduated from	institution joined	programme admitted to
2018	10	BA (Major)	Communicative English (Major)	Jadavpur University, Vidyasagar University, Coventry University, Birmingham U K	Comperative Literature, Linguistics, Masscom Journalism, English, Human Resource Management
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	8
SLET	2
GATE	5
CAT	2
GRE	2
TOFEL	5
Any Other	1
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Posto Theke Pasta	College/Institutional	34
Lalon Theke Lennon	College/Institutional	270
Badminton League College/Institutional One hundred and twenty-five	College/Institutional	125
Common Room Carnival	College/Institutional	65
Annual Inter-College Fest - UDAAN	Intercollege	130
Annual Sports - KRIRA	College/Institutional	150
Asutosh Soccer League	College/Institutional	337
Asutosh Premier League	College/Institutional	350
Take: Film Festival	College/Institutional	65
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NIL	Nil	Nil	Nil	NA	NA
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students' Union of the college works continuously for the benefit of the students throughout the year and materialises several activities within and outside the campus. All major activities organised and led by the Students' Union are as follows: Cultural Activities: • Organisation of 'Lalon Theke Lennon', a musical programme beyond the borders. Its insistence to celebrate and promote music across political and national boundaries makes it inviting among all. • Organisation of 'Posto Theke Pasta', the food festival. • Arrangement for 'Take: Film Festival', a very interesting endeavour cherishing the creative talents of film-bent minds. • Other than 'Common Room Carnival', 'Annual Inter-College Fest', arranged by the said representation, plays the most fascinating role in creating a fine interchange of thoughts and ideas. • The most mind-storming activity organised by the Union comes from the 'Street Play'. The enthusiasm of the audience is noticeable. • Organisation of Nabin Baran Utsav, a cultural activity to welcome the newly admitted students • Observation of the International Mother Language Day on 21st February to promote awareness of linguistic and cultural plurality. • Celebration of Tagore's Birth and Death Anniversary to commemorate the relevance and genius of our world's poet. • Observation of Basanta Utsav, a Bengali cultural festival of joy overcoming restrictions. Sports Activities: • 'Asutosh Premier League', 'Asutosh Soccer League' and 'Badminton League' are some mind-broadening activities organised by the Union. It goes with what Vivekananda once stated: 'the activity of the mind is not possible without physical activity.' • Organisation of the Annual Sports of the College Other Activities: • Collaborated with People's Blood Bank, Blood Donation Camp was organised for the welfare of the society, where three hundred and twenty-five students were actively involved. • Seminar on Cancer Awareness: Collaboration and Participation of Cancer Awareness with Chittaranjan Cancer Hospital. One hundred and seventy-five students coordinated by four teachers participated in it. Representatives of the student council have extended generous support to the society and families of students' faraway parts of the district during the time of lockdown due to the Covid pandemic.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The College has an Alumni Association, established in the year 2010 and registered under the West Bengal Society Registration Act, 1961 (Registration No.72752). Its registered office is at 92, S.P. Mukherjee Road, Kolkata 700026. The management and control of the society is regulated by an Executive Committee The aims and objectives of the Association whose members exceed 500, are primarily to give suggestions and support for the improvement of the College and bring about social welfare through different programmes

5.4.2 – No. of enrolled Alumni:

530

5.4.3 – Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

NIL

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The primary objective of Asutosh College (estd. 1916) is to make institutionalised education available to all, without discriminating on the basis of caste, religion, socio-economic background or physical ability. Educational services/ practices are continuously evolving to cope with modern socio-economic and cultural demands, and for effective functioning of the institution so that it may continue to offer quality service to society, the college which has 28 departments offering regular undergraduate courses, including vocational courses, and 6 postgraduate courses, spread across three campuses, one semi-urban, has adopted, among other strategies, the following two decentralised and participative management practices: a. Formed a set of sub-committees with members drawn from both teaching and non-teaching staff of the college under the aegis of the IQAC to coordinate various academic/ curricular, co-curricular, and administrative functions and activities b. Appointed Campus-in-charge for the different campuses/ buildings of the college.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Completely online process of admission to both UG and PG programmes ? Standard Govt. rules observed strictly for reserved categories.
Industry Interaction / Collaboration	? Placement Cell organises camps interviews by companies like Tata Consultancy Services, Cognizant, among others, and career counselling workshops/ sessions ? Industrial visits are organised to give students a real feel and broaden their horizon.
Human Resource Management	? Facilitating the participation of faculty members in Orientation and Refresher Courses, short term courses, and workshops ? Organising seminars and interactive sessions to generate awareness about issues like thalassemia, diabetes and breast cancer, the role of the social media in today's world, its inherent dangers, cybercrime, sexual harassment, problems of social acceptance of the LGBT community ? Fully functional Grievance

Redressal, Anti-Ragging, Prevention of Sexual Harassment Cells ? Appointment of a trained nurse to address emergency medical needs and monitor general health parameters like blood pressure and blood sugar levels of staff members

Library, ICT and Physical Infrastructure / Instrumentation

? Renovation and upgrading of two of the college buildings (Humanities Block and the ACTC Building) with RUSA 2.0 Grant funds ? Completion of the construction of Girls' and Boys' Hostels in the second campus at Bhasa, with UGC and state funding ? Re-stocking the Central library and departmental libraries through regular procurement of books and journals with college funds as well as the DST-FIST and RUSA 2.0 grants ? Procurement of laboratory equipment under DST-FIST and RUSA 2.0 grants ? Construction of Solar Power panel in collaboration with and financial support of WBREDA, on the terrace of the college Main Building, with generation capacity of 2.5MW ? The Main Building, Humanities Block, ACTC are Wi-fi-enabled campuses ? Developing the Second Campus into an entirely Green Campus. ? On the Anvil: construction of a ten-storied Academic Block (partially funded by the RUSA 2.0 grant) in the 2nd campus.

Research and Development

The college ? Motivates faculty members to present papers in different seminars and conferences, at the state, national, and international levels ? Encourages teaching staff to publish research-oriented work in recognised peer-reviewed academic publications, including books and journals with high impact factor ? Permits and encourages faculty members to act as M. Phil/ Ph. D. Supervisors ? Explores possibilities of sponsoring research projects from funding agencies like the UGC, DBT, ICSSR, ISRO, and others).

Examination and Evaluation

? The institution follows the University-approved Choice Based Credit System under the Semester setup introduced from the 2018-2019 academic session ? Examination and evaluation comprise end-semester Theory and Practical examinations conducted by the University of Calcutta, and Internal Assessment conducted by the respective departments comprising internal examination, project with viva voce/ tutorial, and percentage of attendance

	<p>for classes held during a semester in the different Core/ Elective courses. ?</p> <p>Currently, the last batch of the earlier 3-Year degree course who are on the verge of completing their graduation, are examined and evaluated through mid-term examinations, selection tests, both conducted by the respective departments, and the Final B.A./ B. Sc. examinations conducted by the affiliating university</p>
Teaching and Learning	<p>? Regular re-stocking of the departmental libraries with books bought with special grants under schemes like DST-FIST and RUSA2.0. ?</p> <p>Access to online learning resources through internet ? Organising extension lectures, student seminars and paper presentation sessions Organising industry visits and educational excursions</p>
Curriculum Development	<p>As such, the college does not enjoy the freedom of curriculum designing or syllabus making since it is affiliated to the University of Calcutta. It can only enhance the curricular programme through ? Field study, Industry visit, educational excursion at both UG and PG levels ? Project submission, seminar presentation and paper-reading sessions by students Conducting soft skills development courses</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	? Dissemination of information through SMS
Administration	? For purchases made through Govt. grants e-tendering is made through Govt. portal ? Vice-Principal and Bursar equipped with digital signatures for processing of govt. grants through PFMS ? Submission of superannuation documents through e-pension portal of the state govt.
Finance and Accounts	? Fully computerised Office and Accounts section ? Receiving of Salary funds from Govt. Treasury through HRMS portal
Student Admission and Support	? Online admission including payment gateway ? Maintenance of student database through college-designed software ? Dissemination of information via sms notification to all students

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Dr. Nandan Ghosh	Global Differential Geometry Summer School and Workshop, Senegal Hosted by the International Centre for Theoretical Physics	NA	94000
2018	Dr. Arnab Kr Ghoshal	5th International Conference on Innovations in Computer Science and Engineering UGC sponsored	NA	16104
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	WORKSHOP ON UNDERSTANDING THE APPLICATION OF SPSS A STATISTICAL TOOL IN RESEARCH PROGRAMME 1	NIL	14/02/2019	15/02/2019	35	2
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration

Short-term Course on Modern Biology	1	06/10/2018	12/10/2018	06
3-Day Faculty Development Programme on Data Analysis	1	03/01/2018	05/01/2018	03
UGC-sponsored Interdisciplinary Refresher Course in Computer Science and Technology	2	31/12/2018	21/01/2019	18
Refresher Course in Sociology	1	01/02/2018	22/02/2018	19
Refresher Course in Economics	1	02/02/2018	22/02/2018	18
Refresher Course in Mathematical Science and Computing (UGC)	1	24/07/2018	13/08/2018	18
Refresher Course on Disaster management: Water and Environmental Sanitation (UGC-sponsored)	1	07/01/2019	30/01/2019	19
Short-term Course on Stress Management and Counselling	1	03/01/2019	09/01/2019	06
Inter-disciplinary Refresher Course on Advances in Instrumentation and Automation: Role of ICT	1	03/12/2018	22/12/2018	18
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	Nil	Nil	2

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Group Insurance Policy , Group Provident Fund loan facility, Co-Operative loan facility , Study Leave, Leave for Faculty Development Programme. Tea Club facility, Festival Allowance	Group Insurance Policy , Group Provident Fund loan facility, Co-Operative loan facility , Medical Insurance On-campus residential facilities for caretakers. Free accommodation for watchmen, Festival Allowance	Financial Assistance, instalment facility and half and full waiver of admission fees for needy and meritorious students. A number of training programmes, diploma programmes and Add-on courses for job and examination-oriented training and teaching. Psychotherapy unit for student counselling and support. Anti-Ragging Cell, Sexual Harassment Redressal Cell actively functional. Hostel facility, Canteen facility, Cheap Store Facility for the Students.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal audit is done regularly.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NA
No file uploaded.		

6.4.3 – Total corpus fund generated

900000

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	N.A.	Yes	IQAC
Administrative	Yes	Nil	Nil	Nil

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Parent Teacher meeting in most departments. Communication of results to Parents. Mechanism of feedback from parents being initiated

6.5.3 – Development programmes for support staff (at least three)

NIL

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Proceedings initiated for the introduction of PG courses Applying successfully for DST-FIST and RUSA 2.0 grants initiatives for Consultancy by the college

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Probing the Role of Social Media in Contemporary Life (PRISM) College-funded, in collaboration with the depts. Of Bengali, English, History, Journalism Mass Comm., and Philosophy	22/02/2019	22/02/2019	22/02/2019	75

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Seminar	23/08/2018	23/08/2018	20	10
Talk	11/04/2019	11/04/2019	30	21

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

1. The College has set up solar panels on the roof tops of the buildings in the main campus and the energy generated is being used to run small instruments in the laboratories as well as for partial lighting of the campus. 2. Use of solar energy in place of conventional power sources has been initiated by setting up a solar energy harvesting unit at the Bhasa campus, developed and maintained by faculty members of the college. 3. Vinyl stickers at all campus for promoting

awareness against pollution, wastage of water and electricity. 4. College has implemented a project for Rain Water Harvesting. Rain water will be collected from the rooftop of college and used after filtration. A rain water harvesting unit is also being set up at the Bhasa second campus. 5. There is no open space in the main campus to maintain greenery but we have placed potted plants in the staircases and corridors utilizing the limited space that is available. The Centenary Building too has potted plants on the premises. A small garden is maintained in the ACTC building. In the Bhasa campus 600 saplings have been planted with the help of NCC units

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	25
Provision for lift	Yes	25
Ramp/Rails	Yes	25
Braille Software/facilities	Yes	4
Rest Rooms	Yes	27
Scribes for examination	Yes	4

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	Nil	05/04/2019	1	SPECIAL LECTURE ON ENVIRONMENT AWARENESS	WATER POLLUTION	80
2018	1	1	27/08/2018	1	DENGUE AWARENESS	DENGUE	120
2019	1	1	04/04/2019	1	AWARENESS ON PREVENTIVE MEASURES FOR FIGHTING DENGUE AND CHICKEN GUNJIYA	DENGUE AWARENESS	74
2019	1	1	04/03/2019	1	AWARENESS ON GANGA POLLUTION	POLLUTION	20

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
ACADEMIC CALENDAR FOR STUDENTS	17/07/2018	A code of conduct for students is mentioned in the Academic Calender
PROSPECTUS FOR STUDENTS TEACHERS AND STAKEHOLDERS	17/07/2018	The college rules and regulations are mentioned in the Prospectus

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
CELEBRATION OF INDEPENDENCE DAY	15/08/2018	15/08/2018	537
CELEBRATION OF BIRTH ANNIVERSARY OF SWAMI VIVEKANANDA	11/01/2019	11/01/2019	343
CELEBRATION OF BIRTH ANNIVERSARY OF NETAJI SUBHAS CHANDRA BOSE	23/01/2019	23/01/2019	431
CELEBRATION OF REPUBLIC DAY	26/01/2019	26/01/2019	531
CELEBRATION OF SARASWATI PUJA	10/02/2019	11/02/2019	1131
OBSERVATION OF BHASA SAHID DIBAS (INTERNATIONAL MOTHER LANGUAGE DAY)	21/02/2019	21/02/2019	324
CELEBRATION OF AMBEDKAR JAYANTI	14/04/2019	14/04/2019	341
CELEBRATION OF RABINDRA JAYANTI	07/05/2019	07/05/2019	546
CELEBRATION OF BIRTH ANNIVERSARY OF SIR ASUTOSH MUKHERJEE	29/06/2019	29/06/2019	643
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. The College has set up solar panels on the roof tops of the buildings in the main campus and the energy generated is being used to run small instruments in the laboratories as well as for partial lighting of the campus. 2. Use of solar energy in place of conventional power sources has been initiated by setting up a solar energy harvesting unit at the Bhasa campus, developed and maintained by faculty members of the college. 3. College has implemented a project for Rain Water Harvesting. Rain water will be collected from the rooftop of college and used after filtration. A rain water harvesting unit is also being set up at the Bhasa second campus. 4. There is no open space in the main campus to maintain greenery but we have placed potted plants in the staircases and corridors utilizing the limited space that is available. The Centenary Building too has potted plants on the premises. A small garden is maintained in the ACTC

building. In the Bhasa campus 600 saplings have been planted with the help of NCC units 4. All toxic and hazardous chemicals are dumped and stored till arrangements are made for their safe and suitable disposal instead of being drained out through the regular drainage system. The laboratories are fitted with fume cupboards and exhaust fans to control spread of gas fumes. Microbial culture used for practical classes are heat-killed through autoclaving by teachers and laboratory staff before dispersal. 5. The College has taken all possible measures to check the emission of carbon dioxide through the following: The use of coal as fuel in the canteen has been banned and replaced by gas. Incandescent bulbs are being replaced by tube lights and CFLs. Air conditioners and other cooling machines are properly maintained so that emission levels are minimized. Generators installed are of low carbon-emitting make. 6. The Second Campus of Asutosh College at Bhasa is in the process of being developed the administration has ensured that it develops into a GREEN CAMPUS. The initiatives taken for the Bhasa Green Campus include: Solar Light Harvesting unit, Biogas Unit, Rain water Harvesting Unit, Medicinal Plant Garden and Aquaculture Unit. 7. Vinyl stickers at all campus for promoting awareness against pollution, wastage of water and electricity.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

TITLE: INDIGENOUSLY DEVELOPED ONLINE ADMISSION PROCESS Objective: Complete Online Admission Process has been initiated to reduce the hassles, human errors and labour involved in the Manual Process. Context: Asutosh College attracts students from all over the state and outside and even from other Asian countries. The earlier manual process of admission of students to the undergraduate courses demanded huge manpower engaged in the distribution, receiving and sorting of forms, followed by manual calculations, merit list preparation and publication, followed by admission form distribution, verification and finally, admission. The whole process was lengthy and elaborate taking more than a month to complete, and handling the huge amount of data, even to the best of one's capability, involved the risk of unforeseen human errors. Realizing that only a complete on-line admission process could eliminate both needless labour and human errors, Asutosh College became one of the first Colleges of the state to implement the system, partially in the initial years (2016, 2017 ??), and then entirely, from 2018(?). However, the uniqueness of the Online System of Admission of Asutosh College lies in the fact that when most other colleges outsourced the process of online Admission to some agency, the College went on to develop its own software for the purpose. Accordingly, the authorities resolved to set up a separate Asutosh College Information Technology Section (ACITS) which developed indigenous software and data management programs for admission and other needs, chiefly administrative, of the institute. ? Practice ? As soon as the results of different 2/ Higher Secondary-level examinations are published, all admission related notifications are uploaded in the college website, www.asutoshcollege.in ? The students need to fill in and submit the form online with all necessary information. ? Applicants deposit the requisite application fees to the selected bank using a system-generated bank voucher with fixed account number and account name. ? The system confirms the submission of the application form through SMS and email. The applicant can also check the status of the application through the unique ID number generated by the system during submission of online application. ? Application forms are processed and merit lists prepared by the software developed for the purpose and different category-wise merit lists are published and uploaded in the website within 24 hours of the last date of submission of application forms. ? Selected candidates willing to take admission are then required to generate admission form and respective bank voucher(s) from the college website again by entering the unique

application ID. ? Verification of original documents is then completed by the college authorities and the requisite fees deposited at the selected bank through bank voucher(s). ? The online system registers the name of the student and generates College Roll No and identity card immediately after admission so that the student may join classes and all other academic activities. Evidence of Success: ? The Online Admission process and the online system developed by the ACITS has been a great success as is evident from the following observations: ? The process has increased the number of applicants from distant areas and other states substantially. ? The college has been able to handle more than 70000 application efficiently without any waste of manpower, time, and revenue. ? The process has become almost error-proof as all data is handled and then processed by the system with minimal human intervention. ? The online method has made the admission process completely transparent as the lists containing all relevant details regarding eligibility criteria for all courses/subjects as well as academic details of all applicants are available in the public domain. ? The college is perhaps the only college in the state which has developed a system software indigenously for online admission instead of outsourcing the process to an agency. Resources Required The college authorities did not need any external resources as the faculty members indigenously developed the software for the process. Problems encountered and possible solutions: ? There were some reservations, about turning the all-important Admission Process completely online. ? It was argued, not without some justification, that students in remote areas would find it difficult to access the internet and hence it would be inadvisable to turn the entire admission process online. ? However, it was decided after several meetings, both with the staff and the student representatives that if helpdesk facilities to assist applicants in the filling up and submission process could be arranged for in the college, it would be equivalent to collecting and submitting the same in the college itself, but in a digitally seamless way. ? The college authorities made a dry run of the arrangements with sample data including setting up email and call support facilities regarding queries and clarifications. TITLE: ADMINISTRATIVE EMPOWERMENT Objective: The college aims to improve efficiency of the administrative staff by introducing administrative empowerment. Context: The number of students in the college has increased over time but the number of administrative staff has not increased proportionately. For effective functioning of the college it was necessary to empower the administrative staff to handle the extra workload effectively. Practice: The college has taken a number of steps for administrative empowerment: ? Training the administrative staff to effectively use software ? Initiating full computerisation of the Office and Accounts sections. ? Installing advanced software solutions for administrative automation. ? Setting up administrative calendar at the beginning of each session. ? Facilitating verbal and non-verbal training schedule for the administrative staff. ? Introducing benefits such as arranging for food and remuneration for extra hours at the workplace. Evidence of Success: Today, with limited administrative resources, we are able to handle additional workload for increased number of students effectively. Resources Required: No resources required except cooperation and extra time involvement from all members of staff, thus making us self-reliant. Problems encountered: A general resistance to change initially which was taken care of later.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://asutoshcollege.in/new-web/best-practices.html>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

• Asutosh College, affiliated to the University of Calcutta, is one of the most well-known landmarks on the educational landscape of Kolkata. Founded in 1916 by one of the pioneers of modern education in India, Sir Asutosh Mookerjee, the college, was set up initially to cater to the educational needs of South Calcutta/Kolkata. • Asutosh College which began its journey as an Intermediate-level college in pre-independent India, is today a centre of Postgraduate studies and research, with B. Voc. and Community College schemes reinforcing its reputation as an institution that promotes education for all. It currently runs Undergraduate courses in twenty-six (26) subjects, including Business Administration, six (6) Postgraduate courses, besides courses under B. Voc. scheme, and various training courses. • As the college has grown in academic and curricular dimensions and in keeping with the demands of an age of information, duly equipped with its digital dimension in the form of a website designed and maintained by its own Computer Science and IT departments. • The college itself is spread across two main campuses - the First, comprising the Main Building on 92, S. P. Mukherjee Road, with two ancillary units, the Asutosh College Training Centre (ACTC) and the Humanities Block on the adjacent Basanta Bose Road, and the newly inaugurated Centenary Building on Kalighat Road and the Second or suburban campus in Bhasa, South 24 Parganas. • The highly appreciable performance of the college students in the university examinations is a testimony to the institution's effective teaching-learning set-up, which incorporates time-tested methods with more modern ICT-enabled teaching methods followed by evaluation. At the same time, a research-friendly atmosphere prevails in the campus with the administration actively encouraging faculty involvement in the research projects and in organizing of seminars, conferences, and workshops for students and staff. • The college has an active Placement Cell which arranges campus interviews and recruitment by the industry

- The college also provides support to students in times of mental crises, through a Psychotherapy Unit.
- The college encourages active involvement in sports. The lack of grounds on the main campus has been overcome by having its own 'tent' and sports unit in the Kolkata Maidan.
- In the cultural field too, our students have been consistently performing well and winning in inter-college events organized by other institutions in the city.
- The NSS and NCC units, which are actively engaged in extension activities related to social upliftment and personality development.
- The college also has an Eco Club. The Main Building is partially powered by a solar unit. A solar power generation unit, Biogas plant, rain water harvesting unit etc in the Bhasa campus makes it a "Green Campus".
- There has also been a continuous infrastructural development- automated central and departmental libraries, INFLIBNET facility, smart ICT-enabled classrooms, computer terminals/ laptops with Internet access, Wi-Fi enabled campus, 24 hours uninterrupted power supply, CCTV surveillance, gymnasium facilities, Boys' and Girls' Hostel.
- The Principal is aided by the various bodies of the college, the Governing

Provide the weblink of the institution

<https://asutoshcollege.in/new-web/uniqueness.html>

8.Future Plans of Actions for Next Academic Year

2018-2019 The major plan on the anvil for 2018-19 was to apply for the RUSA 2.0 grant for which the college was eligible due to its securing A grade in the 2016-17 NAAC appraisal. • RUSA 2.0 Grant (Infrastructural) application formalities completed by newly-constituted RUSA Committee soft and hard copies of Application form along with DPR (Detailed Project Report) submitted to RUSA Regional Office Grant sanctioned and amount received in RUSA-devoted bank account RUSA 2.0 committee to supervise execution of project and utilization of financial grant. • Purchase of the departmental seminar libraries books and journals utilizing RUSA 2.0 grant. • Refurbishing laboratories of science departments

utilizing DST-FIST and RUSA 2.0 financial grants through purchase of new and advanced instruments after mandatory e-tendering process. • Plan initiated to set up a formal career counselling and training programme for final semester students of the college. • Proposal for launching a short-term soft skills (communication skills, computer literacy) development course for college students formation of committee to execute the plan, design the course, and conduct classes. • Pursuing status of application for opening PG courses in Chemistry and Botany. • Directing all departments to arrange for extension lectures and student seminars at regular intervals. • Plan initiated to acquire premises adjacent to the College Main Building in order to set up a research facility.