



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>ASUTOSH COLLEGE</b>
• Name of the Head of the institution	<b>PROF APURBA RAY</b>
• Designation	<b>PRINCIPAL ( IN CHARGE)</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>03324554504</b>
• Mobile no	<b>9903889424</b>
• Registered e-mail	<b>mail@asutoshcollege.in</b>
• Alternate e-mail	<b>tathagataray.chaudhuri@asutoshcollege.in</b>
• Address	<b>92, SHYAMAPRASAD MUKHERJEE ROAD</b>
• City/Town	<b>KOLKATA</b>
• State/UT	<b>WEST BENGAL</b>
• Pin Code	<b>700026</b>
<b>2.Institutional status</b>	
• Affiliated /Constituent	<b>AFFILIATED</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Urban</b>

• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	UNIVERSITY OF CALCUTTA
• Name of the IQAC Coordinator	TATHAGATA RAY CHAUDHURI
• Phone No.	03324554504
• Alternate phone No.	03324554504
• Mobile	9831162419
• IQAC e-mail address	iqac@asutoshcollege.in
• Alternate Email address	tathagataray.chaudhuri@asutoshcollege.in
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://asutoshcollege.in/new-web/aqar.html">https://asutoshcollege.in/new-web/aqar.html</a>
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://asutoshcollege.in/new-web/academic-calendar.html">https://asutoshcollege.in/new-web/academic-calendar.html</a>

**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	A	3.22	2017	23/01/2017	22/01/2022
Cycle 1	C++	66.75	2002	01/10/2002	30/09/2007

**6.Date of Establishment of IQAC**

01/10/2009

**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
ASUTOSH COLLEGE	RUSA 2.0	RUSA	2018, 730 DAYS	20000000
ASUTOSH COLLEGE	DST-FIST	DST	2017, 1826 DAYS	11000000

<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>	
<b>9. No. of IQAC meetings held during the year</b>	<b>4</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<ul style="list-style-type: none"> <li>• Enhance quality teaching in the online platforms—through Google Meet, Google classroom. Initially started with WA/ Telegram/YouTube channel.</li> <li>• Further enrichment of research facilities, - DST FIST grant was sanctioned earlier. A dedicated research unit was established. The College website was newly designed; all information was made available in the College website.</li> <li>• YAAS and Covid relief fund was planned and executed.</li> <li>• IQAC had proposed a production cell which included department of Chemistry and Bio-chemistry; under their supervision sanitizers were made and distributed among people in the college neighbourhood.</li> </ul>		
<b>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</b>		

Plan of Action	Achievements/Outcomes
Imparting quality education in online platform	Dedicated Google Meet based classrooms for students
Effective and efficient conduction of all Examinations in online mode	Successfully completed all UG & PG examinations of the same and submitted marks to affiliating University within given time
Perform social responsibility during Covid lockdown.	Provided food, shelter emergency medical assistance, blood medicine, oxygen etc.
YAAS relief	Relief materials were provided to the YAAS affected people of South 24 Parganas and in around Kolkata.
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
<b>Name</b>	<b>Date of meeting(s)</b>
<b>GOVERNING BODY OF ASUTOSH COLLEGE</b>	<b>28/02/2022</b>
<b>14. Whether institutional data submitted to AISHE</b>	
<b>Year</b>	<b>Date of Submission</b>
<b>2019-2020</b>	<b>24/06/2020</b>

## Extended Profile

### 1. Programme

1.1 37

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

File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**2.1 2017

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2 1294

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

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 3589

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

**3.Academic**3.1 194

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 120

Number of sanctioned posts during the year

## Extended Profile

### 1. Programme

1.1	<b>37</b>
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2. Student

2.1	<b>2017</b>
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	<b>1294</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	<b>3589</b>
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 3. Academic

3.1	<b>194</b>
Number of full time teachers during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

3.2	120
Number of sanctioned posts during the year	
File Description	Documents
Data Template	No File Uploaded
<b>4.Institution</b>	
4.1	69
Total number of Classrooms and Seminar halls	
4.2	299.07684
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	349
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

- Curriculum implemented at Undergraduate level is in accordance with the recommendations of the University of Calcutta.
- At PG level, 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.
- College organizes orientation program for effective implementation of curriculum
- Departments provide academic calendar.
- Classes are held regularly as per a master routine.
- Remedial classes and regular class tests are held.
- Library effectively supplements the class lectures.
- Classroom lectures follow the chalk and talk method along with ICT enabled platforms. Because of the pandemic curriculum delivery was done through online/digital platforms.

- Departments are equipped with LCD projectors, laptops and portable screens for PowerPoint presentations and display of audio-visual contents.
- Extension lectures by eminent personalities from the concerned fields also enrich the understanding of students.
- 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.
- Students participate in seminars/webinars, conferences/e-conferences within and outside college.
- Some departments regularly hold paper presentation sessions by the students.
- Extension lectures (online), Field-based excursions and educational tours were organized.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

- Departments follow the academic calendar for both Undergraduate and Postgraduate Courses
- As part of the CBCS System, University examinations are held twice every year, as ODD and EVEN Semester Examinations.
- Each Core Course, Skill Enhancement Course, Discipline Specific Course, Generic Elective and AECC have Internal Evaluation
- The system of CIE is followed by the college, and is conducted keeping in mind the academic calendar and requirements of Calcutta University.
- 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

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

**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	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

## 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)

3

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

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

3773

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

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

The diversity, Professional ethics, Gender Ethics, Human Values, Environment inclusivity lessons are imparted to the students through various disciplinary courses under the University of Calcutta.

1. English (U.G.) - (CC11, GE3/CC3) - Women's Writing-

<https://asutoshcollege.in/new-web/pdf/syllabus/3-English.pdf> 2. Environmental Science (U.G.) - (CC1, CC 3, CC4, CC5 and others) - <https://asutoshcollege.in/new-web/pdf/syllabus/17-ENVIRONMENTAL-SCIENCE-UG.pdf> 3. Environmental Science (P.G) - ENV C14, ENV C 15, ENV C25, ENV C32, ENV C41, ENV C45 [https://asutoshcollege.in/new-web/pdf/syllabus/PG-SYLLABUS\\_ENVIRONEMNTAL-SCIENCE.pdf](https://asutoshcollege.in/new-web/pdf/syllabus/PG-SYLLABUS_ENVIRONEMNTAL-SCIENCE.pdf) 4. Environmental Studies (U.G - Enhancement Compulsory Course-2) 5. History (U.G.) - DSE-A-1 - <https://asutoshcollege.in/new-web/pdf/syllabus/5-HISTORY.pdf> 6. Journalism and Mass Communication (U.G.) - CC-10,CC-12, DSE-A-5- <https://asutoshcollege.in/new-web/pdf/syllabus/6-JOURNALISM-AND-MASS-COMMUNICATION.pdf> 7. Political Science (U.G.)- DSE 5A, CC1, C4, CC 5, CC 2, DSE 6B/ DSE B6 2B, PLSG CC4 - <https://asutoshcollege.in/new-web/pdf/syllabus/8-POLITICAL-SC.pdf> 8. Philosophy (U.G.) - CC12, CC14, DSE A 1 - <https://asutoshcollege.in/new-web/pdf/syllabus/7-PHILOSOPHY.pdf> 9. Sociology (U.G.) - CC2, CC4, CC 7, SEC A2 <https://asutoshcollege.in/new-web/pdf/syllabus/10-SOCIOLOGY.pdf>

Department of Journalism and Mass Communication & IQAC organised a National Level Webinar on 'The Role of Civil Society Organisations and Media in Promoting Child Rights' on 19th September 2020 in Collaboration with West Bengal Commission for the Protection of Child Rights.

Female students of Asutosh College receive "Kanyasree" scholarship given by the West Bengal Government.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

23

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

779

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 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**

A. All of the above

File Description	Documents
URL for stakeholder feedback report	<a href="https://cloud.asutoshcollege.in/WebFront/fbhome.html">https://cloud.asutoshcollege.in/WebFront/fbhome.html</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	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	<a href="#">View File</a>
URL for feedback report	<a href="https://cloud.asutoshcollege.in/WebFront/fbhome.html">https://cloud.asutoshcollege.in/WebFront/fbhome.html</a>

## 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 students admitted during the year

2017

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 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

618

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 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

**Response:**

The college organizes orientation program at the commencement of session for newly admitted students. The wide range of continuous assessments (e.g. Home and Class Assignments, Class Tests) enables effective assessment of learning levels of students. Slow and advanced learners are identified for each subject separately by respective teacher for all semesters.

#### Advanced Learners:

Advance learners are identified based on performance in various examinations of previous semesters and internal examinations. They are guided as follows:

- Motivating students for better performance in higher studies.
- Advanced learners are encouraged to participate in state and national level conferences, competitions to showcase their talents and skills.
- Special career guidance for higher studies by Training and Placement cell.
- Academic presentations are held, where the students get the opportunity to present innovative ideas.

#### Slow Learners:

Following measures are taken for these students:

- Remedial classes conducted with appropriate focus on the subject.
- Individual academic counselling done by concerned subject teacher.
- Students study groups formed for peer-to-peer learning.
- Courses in soft skills offered to improve reading and writing skills in English.
- Extra reading materials and video lectures from web provided to improve basic understanding of the subject.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
2017	194

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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

### Response:

The College makes constant efforts to enrich its students to realize their potential and evolve them as transforming agents of society. Some very effective methods are adopted by the college in this process:

- The teaching and learning improvement cell encourages the students to combine theoretical with practical knowledge, through visits to other university campuses.
- Management communication Cells conducts industrial visits regularly.
- The Research and Skill Development Cell and various PG departments help the students to conduct independent research in survey methods, data collection, and social outreach to give them some idea of the actual working environment.

Students also intern with various companies and leading research institutes to gain hands

on experience and prepare themselves as professionals. Field trips to biodiversity parks,

nature club participation, etc. are organized to endorse grass root level understanding of

concepts.

- Special lectures/seminars/webinar/conferences are organized along with short-duration add-on certificate courses that are conducted to encourage and motivate students to bridge

the gaps between theoretical and practical knowledge and give students a competitive edge.

- Special care is taken to prepare the students for competitive examinations like JAM /GATE /NET /SET etc. Use of ICT & E-resources by students is encouraged.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="https://asutoshcollege.in/new-web/class-room.html">https://asutoshcollege.in/new-web/class-room.html</a>

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

Teachers of the College make the best use of the technology in their teaching process. Teachers use ICT and various other digital tools (e.g. pen-tab) for better understanding of topics.

- The College has a Wi-Fi Enabled Campus which helps the teachers and students to learn from online resources along with text books. The college has several ICT Enabled Classrooms with Desktops, Laptops, and Projectors which helps in the e-learning process.
- Some teachers use and share E-books which are very useful for the students as they save the cost of buying the physical books. Teachers use microphones to communicate with students in large which enables students to find the books easily. This provides easy access to all the books from anywhere.classrooms.
- The college has well equipped computer labs.
- The college has an online centralLibrary anddepartmental seminar libraries
- The Department of Psychology developed a Psychology Lab to emphasize training in applied psychology.
- Because of the pandemic, teachers use modern e-learning tools sch as Google Meet, Zoom, college website, WhatsApp etc. platforms. Besides e-books in the e-classrooms, educational podcasts and videos, such as Ted Talks, YouTube Content, etc are also used during lectures.

Link for webpage for supporting docs:

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



File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 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

194

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

194

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 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

110

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)	<a href="#">View File</a>

### 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

2016

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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 rigorously maintains the University of Calcutta's evaluation guidelines. All official notices about such examinations are posted on the college's official website. The college authority forms a committee to be in charge of creating a subject-wise exam timetable for the departments. The examination method involved the setting of question papers, the assessment of answer scripts within a given time frame, and the submission of results. The grades for attendance and tutorials are also uploaded by the professors. In case of any error in this process, the college authority and all the departments also ensure immediate action. The correct information is forwarded to the University within stipulated time as per University notifications.

Due to the COVID - 19 pandemic in 2020-21, the full internal assessment evaluation was done online. Teachers used email or Google Classrooms to complete assessments. Apart from a ten-mark

internal test conducted by following the guidelines of University of Calcutta, students are regularly assessed through online projects, quiz sessions, and presentations. Remedial steps are also taken by the teachers for the weaker students.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

The college ensures that all students are treated equally and impartially in all aspects, evaluation and assessment. The students report all examination-related grievances to the Head of the concerned Department. The majority of examination-related complaints are received after the University of Calcutta announces the results. Steps are promptly taken to correct errors. The respective HODs extend their sincere effort regarding submission of the correct information to the University of Calcutta. When there are concerns with erroneous award lists, the college authorities contact the affiliating university and work out a solution. Relevant documents/testimonials are provided by the students to the college authority for a faster solution. All internal examination-related issues are monitored on a regular basis and a close and continuous communication is maintained with the University of Calcutta. Furthermore, if a student raises any concerns about the conduct of an internal examination, the professors pay special attention to the student's complaints.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Programme/course outcomes for each department/ subject forms an integral part of the vision and mission of the college.

The college ensures outcome based learning intended to suit the

present day interests of the students. Programme/ course outcomes can successfully guide students to choose the right path in higher studies and career path in academia or professional/ technical jobs.

The programme/course outcomes are communicated to the students through college/departmental prospectus, principal's address to students and parents etc.

The details of the programme/course outcome are communicated to the students through their orientation programme so that students know the objectives of the programmes and can decide which programme suits them best. Special lectures and classroom discussions are also arranged to enhance their understanding of the programme/course outcome.

The teachers and other concerned stakeholders are also made aware of the programme/course outcomes. Departments organize regular workshops, seminars, lecture series and conferences to communicate the career prospects of the programmes offered by the college.

The programme/course outcome along with the syllabus of each department is available on the college website.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The college ensures successful evaluation of performance of students through various methods for measuring the attainment of each of the Program Outcomes and Course Outcomes.

Each department designs their academic curriculum in accordance with the programme/course outcome. Interactive- participative learning, extra classes for slow learners are regularly organised by the departments. Development of analytical thinking, writing and oratory skills are encouraged in classes. Evaluation of these skills are done through appropriate tools like Group Discussion, Laboratory Experiments, Viva voce, Objective tests, Home

assignments etc.

Complementary learning plans are also executed through special seminars/webinars, student paper / powerpoint presentation, debate, quiz competition, field work, poster designing, documentary/film show etc.

The college offers various certificate courses to develop job oriented skills and knowledge among the students.

The success of programme depends on student's performance in various examinations such as university examinations, internal examinations, projects, home assignments etc. Throughout the year the faculty records the performance of each student on each programme outcome. Also, remedial coaching is provided to slow learners to synchronise the learning of all students.

Average attainment in Evaluation Process: Students under university examination are evaluated for 65% of total marks and institution for 35% marks as internal assessment.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 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

3075

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

## 2.7 - Student Satisfaction Survey

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

<https://cloud.asutoshcollege.in/WebFront/home.html>

## 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)**

29.8

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

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

4

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

5

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2020-2021/3/3-1-3_Funding%20Agency%20URL_2020-21.pdf">https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2020-2021/3/3-1-3_Funding%20Agency%20URL_2020-21.pdf</a>

## 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge. With the fast-changing technological arena the college has also transformed in terms of information communication, introduced automation in official work, encouraged speedy, file processing systems to make our teaching more supportive, more challenging and more rewarding for our students.

During the pandemic, our institution has hosted paperless International and National webinars, workshops, career-counselling and training programmes to reach our learner community and tried to keep them academically awake along with the faculty members who have tried their level best to adopt with new normal and update their digital acquaintance.

In this period different departments used various meeting apps like GMeet, Zoom, Team link, Microsoft teams, Skype, Google classroom etc. Learning resources shared through WhatsApp, Telegram, YOUTUBE links, videos for online mode of teaching and used software packages like GNU 8085, C, Dev C++, IDLE (python 3.6) for conducting practical classes to demonstrate practical knowledge and facilitate hands-on practice. Some have created personal or departmental Blogs and websites to reach out learners.

Our faculty members got trained themselves in MOOCs, Moodle based open learning platforms and also participated in e-learning courses through SWYAM-ARPIT etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://asutoshcollege.in/new-web/pdf/AOAR-Supporting-Documents/2020-2021/3/3-2-1_Innovative%20Ecosystem_2020-21.pdf">https://asutoshcollege.in/new-web/pdf/AOAR-Supporting-Documents/2020-2021/3/3-2-1_Innovative%20Ecosystem_2020-21.pdf</a>

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

2

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

2



File Description	Documents
URL to the research page on HEI website	<a href="https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2020-2021/3/3-3-1_PhD%20Registered_2020-21.pdf">https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2020-2021/3/3-3-1_PhD%20Registered_2020-21.pdf</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

119

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

48

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

## 3.4 - Extension Activities

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

Asutosh College believes in moulding minds of the futures of the

nation through its holistic and inclusive approach and giving back to the society. As the world was trying to grapple with the new normal, the college, shifted to the online mode of functioning so that the extension and outreach activities, as well as sensitizing students to social issues and encouraging them to be a part of the social cause, could continue uninterrupted. The highlights of the time-frame were:

- Fund collection and distribution of relief materials by students, faculties and alumni of the department of Geology in May-June 2020 after the cyclone Amphan
- Covid-19 Relief distribution (May-September 2020)
- Active participation by the department of Zoology in World Environment Day, 5 June 2020
- Opening up of the college classrooms as safe-home for those in the neighbourhood affected by cyclone Yaas (May 2021)
- Blood Donation Camp, 15 May 2021
- Sanitization of vaccination centres in the neighbouring Bhawanipore area, June 2021
- Faculties and students of department of Environmental Science collecting funds and distributing food and necessary items to the slum-dwellers affected by the pandemic, June 2021
- Webinar on Community Outreach Programme by Environmental Science department (23-24 July 2021)
- Active participation by the department of Zoology in WWF-launched Project ECHO (15 October 2020–28 July 2021)
- Career Counselling and Training Programme (November 2021)
- Funds collected and handed over to an orphanage at Patharpratima by the faculties, students and alumni of department of Geology (December 2021)
- Vaccination drive for students of the college (throughout 2021)

File Description	Documents
Paste link for additional information	<a href="https://asutoshcollege.in/new-web/pdf/AOAR-Supporting-Documents/2020-2021/3/3-4-1_Extension%20Activities_2020-2021.pdf">https://asutoshcollege.in/new-web/pdf/AOAR-Supporting-Documents/2020-2021/3/3-4-1_Extension%20Activities_2020-2021.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

1

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 3.4.3 - 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

#### 3.4.3.1 - 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

39

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

#### 3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

892

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

12

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

4

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

## 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.

To ensure and sustain quality in higher education, infrastructural facilities have always been considered as an important area of concern of this institution. The institution is constantly in a process of augmenting effective utilization of available space, its maintenance and proper cleanliness. College administration makes optimum effort to be alert and aware of the new and innovative ways to accommodate the students to provide maximum academic facilities within a defined area line. The college has two campuses: The first campus is in 92, SP Mukherjee Road, Kolkata 700026 which comprises of Main Building, Asutosh College Training Centre, Humanities Building, Centenary Building and Research Centre. The second campus is located in Diamond Harbour Road, Bhasa, South 24 Parganas, 743503. All the adequate infrastructure and physical facilities for teaching learning has been spread through these two campuses. The college has ample classrooms, professors' room, non-teaching staff room, washrooms for students, male, female faculty members and physically handicapped washrooms, laboratories for required subjects, central library, seminar libraries, archive, seminar hall, student's common room, computer laboratory, Office of IGNOU study centre, IT office, solar plant, rain harvesting plant and hostel for male and female students.

Details of Classroom:

Asutosh College Main Building: 33

Asutosh College Training Centre: 16

Asutosh College Centenary Building: 6

Asutosh College Humanities Building: . 9

Asutosh College Bhasa Campus: . 5

Supporting Documents:

Labortories: 48

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for additional information	<a href="https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2020-2021/4/4.1.1.20-21%20The%20Institution%20has%20adequate%20infrastructure%20and%20physical%20facilities%20for%20teaching-%20learning.%20viz.,%20classrooms,%20laboratories,%20computing%20equipment%20etc.pdf">https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2020-2021/4/4.1.1.20-21%20The%20Institution%20has%20adequate%20infrastructure%20and%20physical%20facilities%20for%20teaching-%20learning.%20viz.,%20classrooms,%20laboratories,%20computing%20equipment%20etc.pdf</a>

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

We have a history of outstanding performance in sports and games. We have a tent in Kolkata Maidan with an area of 850 square feet with wash room, changing room, garden, refrigerator facilities. We have outdoor games facility like cricket and football. Students' Common Room have many indoor game facilities for recreation and refreshment of students which include table tennis, badminton, Carrom, Boxing. We have physical exercise facility within our campus named as Syamaprasad Gymnasium equipped with the necessary instruments. This gymnasium is affiliated to multiple associations like Ministry of Youth Affairs & Sports. The gym is equipped with leg press old model, wall fixed deeping parallel bar, horizontal chinning bar, roman chair and many more. Apart from yoga, there is ample scope of meditation and body building.

Asutosh College has a vibrant Cultural Unit that provides a platform both to the students and the staff (teaching and non-teaching) for displaying their creativity and talents. The Cultural Unit organizes different programmes and activities on various occasions and encourages students and staff to actively participate in them. The activities of the Cultural Unit are collectively performed both by the students and the staff (teaching and non-teaching) of the College.

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for additional information	<a href="https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2020-2021/4/4.1.2%202020-2021%20The%20Institution%20has%20adequate%20facilities%20for%20cultural%20activities,%20sports,%20games%20(indoor,%20outdoor),%20gymnasium,%20yoga%20centre%20(3).pdf">https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2020-2021/4/4.1.2%202020-2021%20The%20Institution%20has%20adequate%20facilities%20for%20cultural%20activities,%20sports,%20games%20(indoor,%20outdoor),%20gymnasium,%20yoga%20centre%20(3).pdf</a>

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

34

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for additional information	<b>Nil</b>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

50.00911

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Upload audited utilization statements	<b>No File Uploaded</b>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

Name of ILMS software :Asutosh College Library System

Nature of automation (fully or partially) : Partial

Version : N.A.

Year of Automation: 2012

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="https://cloud.asutoshcollege.in/lib_opaq.aspx">https://cloud.asutoshcollege.in/lib_opaq.aspx</a>

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

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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)

1.82035



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)	<a href="#">View File</a>

#### 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

15

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

26 class rooms are equipped with LCD Projector and WiFi enabled internet and cable based LAN services. The seminar Room is equipped with 77 inch diagonal original Smart Board with different management software for interactive presentation, recording, backup etc. and Wi-Fi enabled internet and cable based LAN services. Audience can use their Personal Digital Assistant (PDA), Laptops, Net-books etc for direct interactions. Smart Class Rooms are specially equipped with Smart Interactive Projector where whole wall is working as an interactive for communications and presentations. Different management softwares are used for recording, editing, backup, restoring etc. The college library is fully digitalized library system connected with the Asutosh College on-line Digital Library Management System. Reading section is equipped with WiFi internet enabled Laptops digital reading, searching, demanding books, journals etc. With the help of net connected printing and copier services any one can get photocopy or printout. The College Office is also fully equipped with desktop computers, printers and internet services and connected with different web based applications available from the college IT- Section.

**Number of classes with projector facilities: 34**

**Number of classrooms with WIFI facilities: 34**

**Number of seminar halls with ICT facilities: 2**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2020-2021/4/4.3.1.20-21%20Institution%20frequently%20updates%20its%20IT%20facilities%20including%20Wi-Fi.pdf">https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2020-2021/4/4.3.1.20-21%20Institution%20frequently%20updates%20its%20IT%20facilities%20including%20Wi-Fi.pdf</a>

#### 4.3.2 - Number of Computers

**349**

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution **B. 30 - 50MBPS**

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)**

**42.17574**

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

**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. AMC's 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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://asutoshcollege.in/new-web/maintaining-institutional-facilities.html">https://asutoshcollege.in/new-web/maintaining-institutional-facilities.html</a>

## 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

662

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 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**

19

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**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**

A. All of the above

File Description	Documents
Link to Institutional website	<a href="https://asutoshcollege.in/new-web/certificate-course.html">https://asutoshcollege.in/new-web/certificate-course.html</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

1332

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

1332

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

45

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

## 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

320

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

## 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

16

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

## 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.**

21

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	<a href="#">View File</a>

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 )

**Metric Number 5.3.2 - Students' representation and engagement in various administrative, co-curricular and extracurricular activities**

Asutosh College has a vibrant Cultural Unit that organizes events throughout the year, and in turn, enables students to be exposed to the rich and diverse cultural heritage of India, provides a platform both to the students and the staff (teaching and non-teaching) for displaying their creativity and talents.

The College has a Students' Common room where students can emerge in co-curricular activities at their will. The Students' Union organizes various cultural programmes and competitions in the form of debate, drama, music, elocution, drawing, short story writing, etc. Newspapers and magazines displayed here provide opportunities for the students to brush up their current information. College Social and Freshers' Welcome constitute a part of the cultural activities of the students of Asutosh College.

Asutosh College follows the Calcutta University Statute, like any other college, to form a democratically elected Students' Union. General Secretary of the students' union Sri Uttaran Banerjee is a member of the Governing body of the College as Students'



representative. The constructive relationship between the union and the administration fosters a healthy atmosphere conducive to serious studies and research. The Students' Union functions to ensure discipline in the college. Critical inputs are carefully heeded by the Students' Union and it co-operates with the administrative body of the college to provide all-round development of the students. Asutosh College has a long history of social service in different forms.

The following programmes are being held annually:

Independence Day (15th August), Netaji's Birth Day (23rd January), Republic Day (26th January), Bhasa Dibas (21st February), Earth Day (22nd April), Rabindra Jayanti (9th May), Najrul Jayanti (26th May), World Environment Day (5th June), Asutosh Mukherjee Birth Anniversary (29th June), College Foundation Day (17th July), Teachers' Day (5th September) etc.

File Description	Documents
Paste link for additional information	<a href="https://asutoshcollege.in/new-web/">https://asutoshcollege.in/new-web/</a>
Upload any additional information	<a href="#">View File</a>

### 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

37

File Description	Documents
Report of the event	<a href="#">View File</a>
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)	<a href="#">View File</a>

## 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

**Contribution from Alumni Association through financial and other services:**

- Alumni members serve as governing body representatives to support the efforts of the college and bring about social welfare through different programmes.
- Alumni and faculty of Asutosh College, Dr Sudip Mandal (Department of Bengali), Dr Arijit Chatterjee (Department of Environmental Science) helped needy people, who were affected by natural disasters such as Super Cyclone 'Amphan' and Cyclone 'Yaas' through financial donation at different locations of Sundarbans (Gosaba, Patharpratima, Sagar Islands and Bali islands), West Bengal.
- Alumni members joined hands with current students to extend generous support to the distressed during the time of lockdown due to the Covid pandemic. A control room by students worked tirelessly throughout the 2nd wave of the Covid outbreak (Apr to June 2021).
- Dr Sayanti Kar (Department of Environmental Science, Faculty and Alumni) along with a few ex-students, distributed relief and food amongst children, disabled and elderly persons dwelling in roadside or in slum areas in Kolkata and in Nayachar, Mahishadal, Purba Medinipur during June, 2021. The BDO of Mahishadal agreed and appointed a Nodal officer for the distribution of coupons based on requirements among villagers.
- Association encourages and promotes close relations among the alumni themselves.

File Description	Documents
Paste link for additional information	<a href="https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2020-2021/5/5.4.2%20Alumi%20Declaration%20final.pdf">https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2020-2021/5/5.4.2%20Alumi%20Declaration%20final.pdf</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year A. ? 5Lakhs (INR in Lakhs)**

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

Asutosh College, established in 1916, today a leading educational institution in Kolkata and West Bengal, currently has 28 departments offering regular undergraduate, vocational, and certificate courses, and 6 postgraduate courses. Inclusiveness and holistic education determine the institution's policy-making. In keeping with the evolving nature of educational services/practices, especially in the current COVID-19 pandemic situation when on-campus activities remain suspended, the college has undertaken the following: Enhanced the functioning of the IT section to face the challenges of the online system; Administration had initiated the college's official YouTube channel and Facebook page in the early phase of the lockdown to facilitate interaction for academic and co-curricular needs amongst students, teachers, and staff. Revamped the college website making it more extensive and user-friendly Following are the steps taken for a decentralized and participative management: Existing number of committees and cells increased to coordinate various academic/ curricular, co-curricular, and administrative activities; Brainstorming sessions with staff and students during the pandemic to make the online teaching-learning experience more effective and participative; Facilitating online extension activities like organizing webinars and online sessions at a time when mental health is also under threat.

File Description	Documents
Paste link for additional information	<a href="https://asutoshcollege.in/new-web/vision-mission.html">https://asutoshcollege.in/new-web/vision-mission.html</a>
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.

Decentralization and participative management practices are a part

and parcel of the administrative strategies of the college which is reflected in the following:

a) Strengthened the activities of the sub-committees whose members are drawn from both teaching and non-teaching staff of the college, and students' union. The IQAC coordinates various academic/ curricular, co-curricular, and administrative functions and activities.

b) The committees have the autonomy to make decisions in their designated area of work.

c) The college has also appointed Campus-in-charge for the different campuses/ buildings of the college.

File Description	Documents
Paste link for additional information	<a href="https://asutoshcollege.in/new-web/important-cell-committee.html">https://asutoshcollege.in/new-web/important-cell-committee.html</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Asutosh College acquired an adjacent property in 2020 for establishing a dedicated research centre for both science and humanities. The aim of this centre is to create an environment conducive to research activities for faculty members and research students. The objective of this research centre will be to focus on local economy by highlighting regional resources and improving the health, environment, well-being and quality of life for the people of West Bengal and the world. The intent is also to create an ambience for pursuing fundamental research in different disciplines of science and humanities and to give exposure to the students through various research trainings. The expertise of our teachers and the diversity of the subjects they teach will be an advantage for interdisciplinary research in the coming years.

The principal aims of this centre are to

- Encourage and facilitate interdisciplinary research (both funded and non-funded) among the faculty members;
- Encourage UG/PG students to handle sophisticated instruments and

carry out experiments under 'Skill-based' module of the CBCS syllabus;

- Extend infrastructural facilities to the Masters' degree interns pursuing projects;
- Run workshops and hands-on training courses on interdisciplinary areas of research.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="https://asutoshcollege.in/new-web/research-center.html">https://asutoshcollege.in/new-web/research-center.html</a>
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.

#### Governing Body:

The Governing Body as per the guidelines of the Statute of the University of Calcutta for constituent colleges has 15 members. Present Governing Body, formed in 2016, consists of the President and Secretary as office bearers. There are 4 Teacher Representatives, 2 Non-Teaching Staff Representatives and 1 Student Representative.

#### Administrative Set Up:

President and Secretary form the nucleus of the administration with final authority in all financial matters. Principal manages day-to-day running of the College along with Bursar, HODs, IQAC Coordinator, Teachers' Council Secretary and Head Clerk. Additionally, there are other Convenors and Coordinators assisting the core team in various college affairs.

#### The Functions of Various Bodies:

The Finance and Building Sub-Committees are decision-making bodies with respect to finance, building construction, renovation and maintenance. There are two Councils: Teaching and Non-Teaching Staff.

**Appointment and Service Rules:**

Service Rules are guided by the Calcutta University First Statutes (latest edition), Constitution of the college and the rules of the state Government as applicable.

The recruitment and the service/promotion rules for the teaching and non-teaching staff are followed as per their respective G.O. Nos. and eligibility criteria are as per the UGC rules and regulations.

File Description	Documents
Paste link for additional information	<a href="https://asutoshcollege.in/new-web/governing-body.html">https://asutoshcollege.in/new-web/governing-body.html</a>
Link to Organogram of the institution webpage	<a href="https://asutoshcollege.in/new-web/pdf/Organogram.pdf">https://asutoshcollege.in/new-web/pdf/Organogram.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

**6.3 - Faculty Empowerment Strategies**

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution has effective welfare measures for both teaching and non-teaching staff and are listed below:

**Welfare measures for Teaching staff:**

- Health Scheme by Govt. of West Bengal (West Bengal Health Scheme: WBHS)
- Membership and loan facility from College Cooperative Credit Society Ltd.
- Group insurance

**Welfare measures for Non-Teaching staff:**

- Membership of Group Insurance
- Employees' Provident Fund Organization
- Employees' state insurance corporation (ESIC)
- Ex Gratia Payment for college appointed non teaching staff
- Membership and loan facility from College Cooperative Credit Society Ltd.
- Contribution of winter garments

File Description	Documents
Paste link for additional information	<a href="https://asutoshcollege.in/new-web/staff-welfare-committee.html">https://asutoshcollege.in/new-web/staff-welfare-committee.html</a>
Upload any additional information	<a href="#">View File</a>

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

0

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

**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**

**1**

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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**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**

**48**

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

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

**Appraisal for the teaching staff:**



Performance appraisal system for the full time (substantive post) teaching staff at Asutosh College is governed by UGC- Career Advancement Scheme (CAS) Guidelines. This is based on the Performance Based Appraisal Scheme proforma submitted by the faculty seeking promotion. The proforma considers an individual teacher's teaching -learning related contributions, research related activities, examination and evaluation related engagements, support in administrative tasks. On successful performance in each of the stipulated criterion, promotion is granted to the faculty member

#### Appraisal for the non -teaching staff

The non-teaching staff of Asutosh College is diverse and play a very crucial role in smooth functioning of the college. Every year, the departmental heads fill up an appraisal form to measure the performance of the non-teaching staff associated with the concerned department. Thereafter the ones who do not fare well, are talked to separately, motivated and trained to perform better. The good performers are publicly acknowledged.

File Description	Documents
Paste link for additional information	<a href="https://asutoshcollege.in/new-web/CAS-Promotion-Related-Orders.html">https://asutoshcollege.in/new-web/CAS-Promotion-Related-Orders.html</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

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

The Institution conducts two-way audit system that is internal and external financial audits regularly. Every year the Accounts are audited by Professional Auditors.

The two internal auditors are:

(1) Murarka & Associates, 691 Rajdanga Main road, Kolkata-700107

(2) R. K. Basu, 42/54 New Ballygunge Road, Kolkata-700084.

The External Auditor is C.A. appointed by the State Government of West Bengal.

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)

0.25

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

The college generates revenue in both traditional and non-traditional ways. It not only offers traditional UG and PG programmes but also offers certificate courses and professional training-based courses beyond college hours and on non-working days. Additionally, it receives funds from the UGC and the State government. The human resources of the college include substantive faculty members, SACTs, and permanent and casual non-teaching staff members. Mobilization of funds is essential for staff recruitment, employee and student welfare, sustaining research, and infrastructural upgrading (such as enabling ICT and air-conditioning the classrooms, and installing fire-fighting systems in two buildings). Thus, the funds of the college are utilised under three major heads:

1. Sustenance of human resources;
2. Technological development of the college;
3. Infrastructural development of the college.

File Description	Documents
Paste link for additional information	<a href="https://asutoshcollege.in/new-web/certificate-course.html">https://asutoshcollege.in/new-web/certificate-course.html</a>
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

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

The IQAC plays active role in assuring quality in almost all processes and strategies of the college. The two such practices that have evolved significantly are:

1. The departments are continuously encouraged by the IQAC to organize seminars/talks by experts of various fields in respective subjects. The departments are also helped by the IQAC to select seminar topics. Under the umbrella of IQAC, organization of seminars for benefit of both students and teachers is a regular happening in the college. In this time of pandemic, the departments have organized many webinars with guidance and assistance from the IQAC and it has managed to host recordings of all these webinars on YouTube.
2. The career advancement of teachers is a mandatory exercise. This is directly related to the betterment of the academic ambience of the college. IQAC proposed a committee of able and senior teachers, and the college administration has endorsed the proposal. Now the committee checks the career advancement related documents, their organization etc. to make the applications flawless. The IQAC finally checks the applications before they are submitted. This exercise has drastically reduced the delays in career advancement of teachers of the college.

File Description	Documents
Paste link for additional information	<a href="https://asutoshcollege.in/new-web/IQAC-committee.html">https://asutoshcollege.in/new-web/IQAC-committee.html</a>
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of

operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The faculty members of each department meet at the beginning of each academic session for term-wise allocation of syllabus assignments, contents, fixing dates for the term-end tests and preparing the academic calendar of that session. Since the inception of the CBCS system introduced by CU at UG level, college follows Continuous Evaluation System through Internal

Assessment, Tutorial and Project Work. The departments organized students' seminars, quiz contests, poetry/drama workshops in online mode. Heads of the Departments took care of day to day student support as and when needed. Regular reports are prepared and submitted to IQAC.

Technology-enabled Teaching Learning process practised in college. LCD projectors and overhead projectors are used for teaching regularly. Almost all the Honours departments organized State/National Level webinars. The departments also arrange e-classes for the Honours students. Multiple choice questions are also set in the class tests to encourage the students to read the text books thoroughly.

File Description	Documents
Paste link for additional information	<a href="https://asutoshcollege.in/new-web/seminar-workshop-organising-central-committee.html">https://asutoshcollege.in/new-web/seminar-workshop-organising-central-committee.html</a>
Upload any additional information	No File Uploaded

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

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://asutoshcollege.in/new-web/aqar.html">https://asutoshcollege.in/new-web/aqar.html</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

The importance of gender sensitization in institutions has been recognized as an important part in all policies outlining quality education and creating a healthy work as well as educational space for teachers and students. Asutosh College being a co-educational institution, has worked rigorously towards initiating measures for promotion of gender equity. The institution supports gender diversity and seeks to create an inclusive space for third genders. Measures like formal introduction of the third gender option in college forms, conduction of Annual Sensitization workshops, uploading of Special lectures on gender sensitization in the college website and meetings with representatives of the Students' Union regarding gender equity have been implemented. The formation of Women's Cell for the redress of grievances of girl students have served an important purpose of providing a platform for girl students to freely participate, voice their opinions and express their issues, which has actively favored promotion of gender equality. To ensure safety and security, CCTV cameras have been installed in the college. Separate Common Room facility is also setup for them. The institution proposed setting up of a Day Care Centre for addressing the child care crisis and provides Child Care Leave, Maternity/Paternity Leave as per Government Order.

File Description	Documents
Annual gender sensitization action plan	<a href="https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2020-2021/7.1.1/7-1-1%202020-21%20Annual%20Gender%20Sensitization%20Action%20Plan.pdf">https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2020-2021/7.1.1/7-1-1%202020-21%20Annual%20Gender%20Sensitization%20Action%20Plan.pdf</a>
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	<a href="https://asutoshcollege.in/new-web/AQAR-Supporting-Documents-Criterion-7-20-21.html">https://asutoshcollege.in/new-web/AQAR-Supporting-Documents-Criterion-7-20-21.html</a>

**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**

**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**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 is collected on a daily basis from various sources and is separated as dry and wet waste. Color coded dustbins are used for different types of wastes. Daily garbage is collected by housekeeping personnel and handed over to authorized personnel of KMC. All wastewater lines from toilets etc. are connected with municipal drainage mains. Waste material like plastic, papers are collected and sold out to vendors. Efforts have taken to produce compost manure from the waste from other sources and efficiently run by the students. Manure is used for the purpose of organic gardening. Waste related to life science departments of our college are autoclaved and discarded.**

**The waste chemicals mixed water from laboratory passes through concealed pipeline & recycled water is used for the watering trees or non-potable usage.**

The E-waste collected is stored and disposed every year accordingly. Empty toners, cartridges, outdated computers and electronic items are sold as scrap to ensure their safe recycling. Old monitors and CPUs are repaired and reused.

Under the financial support of SERB Scientific Social Responsibility Policy and Asutosh College research Centre, 25 college and school students were selected and organized a one-day training for solid waste management and recycling.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

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

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

### 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**

**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

**A. Any 4 or all of the above**



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

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).

Asutosh College embraces, all irrespective of caste, creed, race, religion and language scrupulously avoids any measures that has the least potential of fostering the sense of 'otherness'- culture or otherwise. It is just as well to mention a few scenarios that emphasize the ideal.

The classes, dormitories and playgrounds are indeed an eclectic mix of various strata of the society. However, their diverse economic backgrounds do not stand in the way of their uniform sense of belonging to Asutosh College as children of the same family. The student functions held in Asutosh College are opportunities to bring in close juxtaposition the talents from diverse cultures. The dance dramas, musical fusions etc. performed by boys are veritable examples of seamless harmony arising out of the potpourris of cultures. The Community kitchen and dining are the two important components to instil among the stakeholders to overcome the barrier. Bhasa Dibos on 21st February is observed in such a way in the college that all linguistic groups get the opportunity to express their own linguistic glory. The overarching inclusive environment of Asutosh College, stressing as it does on the essential human nature, drowns every conceivable difference traceable to ethnicity of students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

Asutosh College observes Republic Day, Independence Day, Netaji Jayanti, Birthday of Sir Asutosh Mukherjee, Birthday of B.R. Ambedkar every year. Political Science Department organises Youth Parliament programme. Student also participate in inter-college competitions on Mock Parliament conducted by the Higher Education Department, Govt. of West Bengal. Moreover, students are made aware about their responsibilities as voters and responsible citizen. An add-on Certificate Course may be introduced on 'Civic Rights and Duties' in near future. The college is looking forward for a team formation for monitoring food quality in the college canteen and vendor carts outside the college and adopting a village/a local slum and help free Education of the Children.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2020-2021/7.1.9/7-1-9%202020-21%20Constitutional%20Obligations.pdf">https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2020-2021/7.1.9/7-1-9%202020-21%20Constitutional%20Obligations.pdf</a>
Any other relevant information	<a href="https://asutoshcollege.in/new-web/AQAR-Supporting-Documents-Criterion-7-20-21.html">https://asutoshcollege.in/new-web/AQAR-Supporting-Documents-Criterion-7-20-21.html</a>

**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**

**A. All of the above**

**4. Annual awareness**

**programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

A number of national and international commemorative days, events and festivals are observed by Asutosh College every year. Some of the programs celebrated during 2020-2021 are briefly described here after.

- 29 June, 2020: The Vice-Principal, Prof. Apurba Ray, offered floral tribute to Sir Asutosh Mookerjee on his Birth Anniversary.
- 23 January, 2021: Subhash Chandra Bose Jayanti Celebration
- 26th January, 2021: Republic Day Celebration
- 21st February, 2021: International Mothers' Language Day
- 5 June, 2021: World Environment Day
- 29th June, 2021: Birth Anniversary of Sir Asutosh Mookerjee Celebration
- July 1, 2021: Doctors' Day Celebration By Asutosh College Students Union
- 15th August, 2021: Independence Day Celebration
- 5th September, 2021: Teachers' Day Celebration
- Street Dog Feeding Campaign

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
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.

### 1. Title of the Practice:

Job-oriented courses

### 2. Objectives of the Practice

Students' training

### 3. The Context

Asutosh College Training Centre (1991) and B. Voc. courses (2014)

### 4. The Practice

- Training centre; unique concept for general degree college
- B. Voc. was the first vocational degree course under University of Calcutta
- Participation of industry experts
- Establishment of laboratories

### 5. Evidence of Success

- Students' employment
- UGC has approved M. Voc. in 2020 in two disciplines currently taught in B. Voc.

### 6. Problem Encountered and Resources Required

- Infrequent communication gaps with industry partners.
- Lack of fund to establish sophisticated laboratories.

**1. Title of the Practice:**

Aquaculture and integrated farming project

**2. Objectives of the Practice**

- Maximize yield
- Training of agrarian youth

**3. The Context**

- The Project initiated in 2009 to make the area productive and train rural youth

**4. The Practice**

- Integrated Farming System to maximize the utilization of nutrients of each system and minimize the negative effect on environment.
- Farm is also used as an exhibit to learners from surrounding areas.

**5. Evidence of Success**

- Fish & Duck culture, periodic harvesting
- Production of consumable vegetables
- Successful training

**6. Problem encountered and resources required**

- Depth of pond
- Funds

File Description	Documents
Best practices in the Institutional website	<a href="https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2020-2021/7.2/7-2%2020-21%20Best%20Practices.pdf">https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2020-2021/7.2/7-2%2020-21%20Best%20Practices.pdf</a>
Any other relevant information	<a href="https://asutoshcollege.in/new-web/aquaculture-and-integrated-farming-project.html">https://asutoshcollege.in/new-web/aquaculture-and-integrated-farming-project.html</a>

**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

A distinctive feature of our institution is Sparsha, the Asutosh College Retired Teachers' Wellness and Well-being Cell, a unit of the Tea Club, itself a unique feature of the college which was established in the late 1980s to facilitate informal interaction between teachers over a cuppa and light refreshments in a relaxed atmosphere in the Professors' Room. The Tea Club Annual get-together, organised every year on 24 December former teachers reunite with current teachers.

The deep bond that teachers share with the institution must not be severed at their retirement from service. In fact, it ought to be nurtured even more after that. With this aim of reaching out to our retired colleagues in their times of need, the Tea Club formed a dedicated cell, Sparsha, the Asutosh College Retired Teachers' Wellness and Well-being Cell in 2017. A dedicated team from the unit maintains year-round contact with retired teachers, enquiring after their needs, especially medical ones, making arrangements accordingly. Some of the initiatives launched in this regard are:

- Medical check-up
- Enquiring their well-being through telephone
- Home delivery of essential medicines at a discounted rate
- Home delivery of essential supplies during the lockdown because of the pandemic.

## 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

- Curriculum implemented at Undergraduate level is in accordance with the recommendations of the University of Calcutta.
- At PG level, 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.
- College organizes orientation program for effective implementation of curriculum
- Departments provide academic calendar.
- Classes are held regularly as per a master routine.
- Remedial classes and regular class tests are held.
- Library effectively supplements the class lectures.
- Classroom lectures follow the chalk and talk method along with ICT enabled platforms. Because of the pandemic curriculum delivery was done through online/digital platforms.
- Departments are equipped with LCD projectors, laptops and portable screens for PowerPoint presentations and display of audio-visual contents.
- Extension lectures by eminent personalities from the concerned fields also enrich the understanding of students.
- 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.
- Students participate in seminars/webinars, conferences/e-conferences within and outside college.
- Some departments regularly hold paper presentation sessions by the students.
- Extension lectures (online), Field-based excursions and educational tours were organized.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

- Departments follow the academic calendar for both Undergraduate and Postgraduate Courses
- As part of the CBCS System, University examinations are held twice every year, as ODD and EVEN Semester Examinations.
- Each Core Course, Skill Enhancement Course, Discipline Specific Course, Generic Elective and AECC have Internal Evaluation
- The system of CIE is followed by the college, and is conducted keeping in mind the academic calendar and requirements of Calcutta University.
- 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

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

### 1.1.3 - Teachers of the Institution

A. All of the above



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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

### 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

#### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

37

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

3

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

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

3773

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

The diversity, Professional ethics, Gender Ethics, Human Values, Environment inclusivity lessons are imparted to the students through various disciplinary courses under the University of Calcutta.

1. English (U.G.) - (CC11, GE3/CC3) - Women's Writing- <https://asutoshcollege.in/new-web/pdf/syllabus/3-English.pdf>
2. Environmental Science (U.G.) - (CC1, CC 3, CC4, CC5 and others) - <https://asutoshcollege.in/new-web/pdf/syllabus/17-ENVIRONMENTAL-SCIENCE-UG.pdf>
3. Environmental Science (P.G) - ENV C14, ENV C 15, ENV C25, ENV C32, ENV C41, ENV C45 [https://asutoshcollege.in/new-web/pdf/syllabus/PG-SYLLABUS\\_ENVIRONEMNTAL-SCIENCE.pdf](https://asutoshcollege.in/new-web/pdf/syllabus/PG-SYLLABUS_ENVIRONEMNTAL-SCIENCE.pdf)
4. Environmental Studies (U.G - Enhancement Compulsory Course-2)
5. History (U.G.) - DSE-A-1 - <https://asutoshcollege.in/new-web/pdf/syllabus/5-HISTORY.pdf>
6. Journalism and Mass Communication (U.G.) - CC-10,CC-12, DSE-A-5- <https://asutoshcollege.in/new-web/pdf/syllabus/6-JOURNALISM-AND-MASS-COMMUNICATION.pdf>
7. Political Science (U.G.)- DSE 5A, CC1, C4, CC 5, CC 2, DSE 6B/ DSE B6 2B, PLSG CC4 - <https://asutoshcollege.in/new-web/pdf/syllabus/8-POLITICAL-SC.pdf>
8. Philosophy

(U.G.) - CC12, CC14, DSE A 1 - <https://asutoshcollege.in/new-web/pdf/syllabus/7-PHILOSOPHY.pdf> 9. Sociology (U.G.) - CC2, CC4, CC 7, SEC A2 <https://asutoshcollege.in/new-web/pdf/syllabus/10-SOCIOLOGY.pdf>

Department of Journalism and Mass Communication & IQAC organised a National Level Webinar on 'The Role of Civil Society Organisations and Media in Promoting Child Rights' on 19th September 2020 in Collaboration with West Bengal Commission for the Protection of Child Rights.

Female students of Asutosh College receive "Kanyasree" scholarship given by the West Bengal Government.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

23

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

<b>779</b>	
File Description	Documents
Any additional information	<b>No File Uploaded</b>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>
<b>1.4 - Feedback System</b>	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>A. All of the above</b>
File Description	Documents
URL for stakeholder feedback report	<a href="https://cloud.asutoshcollege.in/WebFront/fbhome.html">https://cloud.asutoshcollege.in/WebFront/fbhome.html</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://cloud.asutoshcollege.in/WebFront/fbhome.html">https://cloud.asutoshcollege.in/WebFront/fbhome.html</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	

**2.1.1.1 - Number of students admitted during the year**

2017

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**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**

618

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**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

**Response:**

The college organizes orientation program at the commencement of session for newly admitted students. The wide range of continuous assessments (e.g. Home and Class Assignments, Class Tests) enables effective assessment of learning levels of students. Slow and advanced learners are identified for each subject separately by respective teacher for all semesters.

**Advanced Learners:**

Advance learners are identified based on performance in various examinations of previous semesters and internal examinations. They are guided as follows:

- Motivating students for better performance in higher studies.
- Advanced learners are encouraged to participate in state and national level conferences, competitions to showcase

their talents and skills.

- Special career guidance for higher studies by Training and Placement cell.
- Academic presentations are held, where the students get the opportunity to present innovative ideas.

**Slow Learners:**

Following measures are taken for these students:

- Remedial classes conducted with appropriate focus on the subject.
- Individual academic counselling done by concerned subject teacher.
- Students study groups formed for peer-to-peer learning.
- Courses in soft skills offered to improve reading and writing skills in English.
- Extra reading materials and video lectures from web provided to improve basic understanding of the subject.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
2017	194

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

**Response:**

The College makes constant efforts to enrich its students to realize their potential and evolve them as transforming agents of society. Some very effective methods are adopted by the

college in this process:

- The teaching and learning improvement cell encourages the students to combine theoretical with practical knowledge, through visits to other university campuses.
- Management communication Cells conducts industrial visits regularly.
- The Research and Skill Development Cell and various PG departments help the students to conduct independent research in survey methods, data collection, and social outreach to give them some idea of the actual working environment.

Students also intern with various companies and leading research institutes to gain hands

on experience and prepare themselves as professionals. Field trips to biodiversity parks,

nature club participation, etc. are organized to endorse grass root level understanding of

concepts.

- Special lectures/seminars/webinar/conferences are organized along with short-duration add-on certificate courses that are conducted to encourage and motivate students to bridge the gaps between theoretical and practical knowledge and give students a competitive edge.
- Special care is taken to prepare the students for competitive examinations like JAM /GATE /NET /SET etc. Use of ICT & E-resources by students is encouraged.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="https://asutoshcollege.in/new-web/class-room.html">https://asutoshcollege.in/new-web/class-room.html</a>

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

Teachers of the College make the best use of the technology in

their teaching process. Teachers use ICT and various other digital tools (e.g. pen-tab) for better understanding of topics.

- The College has a Wi-Fi Enabled Campus which helps the teachers and students to learn from online resources along with text books. The college has several ICT Enabled Classrooms with Desktops, Laptops, and Projectors which helps in the e-learning process.
- Some teachers use and share E-books which are very useful for the students as they save the cost of buying the physical books. Teachers use microphones to communicate with students in large which enables students to find the books easily. This provides easy access to all the books from anywhere.classrooms.
- The college has well equipped computer labs.
- The college has an online centralLibrary anddepartmental seminar libraries
- The Department of Psychology developed a Psychology Lab to emphasize training in applied psychology.
- Because of the pandemic, teachers use modern e-learning tools sch as Google Meet, Zoom, college website, WhatsApp etc. platforms. Besides e-books in the e-classrooms, educational podcasts and videos, such as Ted Talks, YouTube Content, etc are also used during lectures.

Link for webpage for supporting docs:

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

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 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

194



File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

194

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 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

110

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)	<a href="#">View File</a>

### 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

2016	
File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>
<b>2.5 - Evaluation Process and Reforms</b>	
2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.	
<p>The college rigorously maintains the University of Calcutta's evaluation guidelines. All official notices about such examinations are posted on the college's official website. The college authority forms a committee to be in charge of creating a subject-wise exam timetable for the departments. The examination method involved the setting of question papers, the assessment of answer scripts within a given time frame, and the submission of results. The grades for attendance and tutorials are also uploaded by the professors. In case of any error in this process, the college authority and all the departments also ensure immediate action. The correct information is forwarded to the University within stipulated time as per University notifications.</p> <p>Due to the COVID - 19 pandemic in 2020-21, the full internal assessment evaluation was done online. Teachers used email or Google Classrooms to complete assessments. Apart from a ten-mark internal test conducted by following the guidelines of University of Calcutta, students are regularly assessed through online projects, quiz sessions, and presentations. Remedial steps are also taken by the teachers for the weaker students.</p>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil
2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient	
The college ensures that all students are treated equally and	

impartially in all aspects, evaluation and assessment. The students report all examination-related grievances to the Head of the concerned Department. The majority of examination-related complaints are received after the University of Calcutta announces the results. Steps are promptly taken to correct errors. The respective HODs extend their sincere effort regarding submission of the correct information to the University of Calcutta. When there are concerns with erroneous award lists, the college authorities contact the affiliating university and workout a solution. Relevant documents/testimonials are provided by the students to the college authority for a faster solution. All internal examination-related issues are monitored on a regular basis and a close and continuous communication is maintained with the University of Calcutta. Furthermore, if a student raises any concerns about the conduct of an internal examination, the professors pay special attention to the student's complaints.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Programme/course outcomes for each department/ subject forms an integral part of the vision and mission of the college.

The college ensures outcome based learning intended to suit the present day interests of the students. Programme/ course outcomes can successfully guide students to choose the right path in higher studies and career path in academia or professional/ technical jobs.

The programme/course outcomes are communicated to the students through college/departmental prospectus, principal's address to students and parents etc.

The details of the programme/course outcome are communicated to the students through their orientation programme so that students know the objectives of the programmes and can decide which programme suits them best. Special lectures and classroom

discussions are also arranged to enhance their understanding of the programme/course outcome.

The teachers and other concerned stakeholders are also made aware of the programme/course outcomes. Departments organize regular workshops, seminars, lecture series and conferences to communicate the career prospects of the programmes offered by the college.

The programme/course outcome along with the syllabus of each department is available on the college website.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The college ensures successful evaluation of performance of students through various methods for measuring the attainment of each of the Program Outcomes and Course Outcomes.

Each department designs their academic curriculum in accordance with the programme/course outcome. Interactive- participative learning, extra classes for slow learners are regularly organised by the departments. Development of analytical thinking, writing and oratory skills are encouraged in classes. Evaluation of these skills are done through appropriate tools like Group Discussion, Laboratory Experiments, Viva voce, Objective tests, Home assignments etc.

Complementary learning plans are also executed through special seminars/webinars, student paper / powerpoint presentation, debate, quiz competition, field work, poster designing, documentary/film show etc.

The college offers various certificate courses to develop job oriented skills and knowledge among the students.

The success of programme depends on student's performance in various examinations such as university examinations, internal examinations, projects, home assignments etc. Throughout the year the faculty records the performance of each student on each programme outcome. Also, remedial coaching is provided to slow learners to synchronise the learning of all students.

Average attainment in Evaluation Process: Students under university examination are evaluated for 65% of total marks and institution for 35% marks as internal assessment.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 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

3075

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

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

<https://cloud.asutoshcollege.in/WebFront/home.html>

## 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)

29.8

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

### 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

#### 3.1.2.1 - Number of teachers recognized as research guides

4

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

5

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://asutoshcollege.in/new-web/pdf/AOA-R-Supporting-Documents/2020-2021/3/3-1-3-Funding%20Agency%20URL_2020-21.pdf">https://asutoshcollege.in/new-web/pdf/AOA-R-Supporting-Documents/2020-2021/3/3-1-3-Funding%20Agency%20URL_2020-21.pdf</a>

### 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge. With the fast-changing technological arena the college has also transformed in terms of information communication, introduced automation in official work, encouraged speedy, file processing systems to make our teaching more supportive, more challenging and more rewarding for our students.

During the pandemic, our institution has hosted paperless International and National webinars, workshops, career-counselling and training programmes to reach our learner community and tried to keep them academically awake along with the faculty members who have tried their level best to adopt with new normal and update their digital acquaintance.

In this period different departments used various meeting apps like GMeet, Zoom, Team link, Microsoft teams, Skype, Google classroom etc. Learning resources shared through WhatsApp, Telegram, YOUTUBE links, videos for online mode of teaching and used software packages like GNU 8085, C, Dev C++, IDLE (python 3.6) for conducting practical classes to demonstrate practical knowledge and facilitate hands-on practice. Some have created personal or departmental Blogs and websites to reach out learners.

Our faculty members got trained themselves in MOOCs, Moodle based open learning platforms and also participated in e-

**learning courses through SWYAM-ARPIT etc.**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://asutoshcollege.in/new-web/pdf/AOAR-Supporting-Documents/2020-2021/3/3-2-1_Innovative%20Ecosystem_2020-21.pdf">https://asutoshcollege.in/new-web/pdf/AOAR-Supporting-Documents/2020-2021/3/3-2-1_Innovative%20Ecosystem_2020-21.pdf</a>

**3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year****3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

2

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**3.3 - Research Publications and Awards****3.3.1 - Number of Ph.Ds registered per eligible teacher during the year****3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

2

File Description	Documents
URL to the research page on HEI website	<a href="https://asutoshcollege.in/new-web/pdf/AOAR-Supporting-Documents/2020-2021/3/3-3-1_PhD%20Registered_2020-21.pdf">https://asutoshcollege.in/new-web/pdf/AOAR-Supporting-Documents/2020-2021/3/3-3-1_PhD%20Registered_2020-21.pdf</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>



### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

119

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

48

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

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

Asutosh College believes in moulding minds of the futures of the nation through its holistic and inclusive approach and giving back to the society. As the world was trying to grapple with the new normal, the college, shifted to the online mode of functioning so that the extension and outreach activities, as well as sensitizing students to social issues and encouraging them to be a part of the social cause, could continue uninterrupted. The highlights of the time-frame were:

- Fund collection and distribution of relief materials by students, faculties and alumni of the department of Geology in May-June 2020 after the cyclone Amphan

- Covid-19 Relief distribution (May-September 2020)
- Active participation by the department of Zoology in World Environment Day, 5 June 2020
- Opening up of the college classrooms as safe-home for those in the neighbourhood affected by cyclone Yaas (May 2021)
- Blood Donation Camp, 15 May 2021
- Sanitization of vaccination centres in the neighbouring Bhawanipore area, June 2021
- Faculties and students of department of Environmental Science collecting funds and distributing food and necessary items to the slum-dwellers affected by the pandemic, June 2021
- Webinar on Community Outreach Programme by Environmental Science department (23-24 July 2021)
- Active participation by the department of Zoology in WWF-launched Project ECHO (15 October 2020–28 July 2021)
- Career Counselling and Training Programme (November 2021)
- Funds collected and handed over to an orphanage at Patharpratima by the faculties, students and alumni of department of Geology (December 2021)
- Vaccination drive for students of the college (throughout 2021)

File Description	Documents
Paste link for additional information	<a href="https://asutoshcollege.in/new-web/pdf/AQA-R-Supporting-Documents/2020-2021/3/3-4-1_Extension%20Activities_2020-2021.pdf">https://asutoshcollege.in/new-web/pdf/AQA-R-Supporting-Documents/2020-2021/3/3-4-1_Extension%20Activities_2020-2021.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

#### **3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

1

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**3.4.3 - 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**

**3.4.3.1 - 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**

39

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

892

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.5 - Collaboration****3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

12

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year****3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

4

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

**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.

To ensure and sustain quality in higher education, infrastructural facilities have always been considered as an important area of concern of this institution. The institution

is constantly in a process of augmenting effective utilization of available space, its maintenance and proper cleanliness. College administration makes optimum effort to be alert and aware of the new and innovative ways to accommodate the students to provide maximum academic facilities within a defined area line. The college has two campuses: The first campus is in 92, SP Mukherjee Road, Kolkata 700026 which comprises of Main Building, Asutosh College Training Centre, Humanities Building, Centenary Building and Research Centre. The second campus is located in Diamond Harbour Road, Bhasa, South 24 Parganas, 743503. All the adequate infrastructure and physical facilities for teaching learning has been spread through these two campuses. The college has ample classrooms, professors' room, non-teaching staff room, washrooms for students, male, female faculty members and physically handicapped washrooms, laboratories for required subjects, central library, seminar libraries, archive, seminar hall, student's common room, computer laboratory, Office of IGNOU study centre, IT office, solar plant, rain harvesting plant and hostel for male and female students.

**Details of Classroom:**

Asutosh College Main Building: 33

Asutosh College Training Centre: 16

Asutosh College Centenary Building: 6

Asutosh College Humanities Building: . 9

Asutosh College Bhasa Campus: . 5

**Supporting Documents:**

Labortories: 48

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for additional information	<a href="https://asutoshcollege.in/new-web/pdf/AQA-R-Supporting-Documents/2020-2021/4/4.1.1._20-21%20The%20Institution%20has%20adequate%20infrastructure%20and%20physical%20facilities%20for%20teaching-%20learning.%20viz.,%20classrooms,%20laboratories,%20computing%20equipment%20etc.pdf">https://asutoshcollege.in/new-web/pdf/AQA-R-Supporting-Documents/2020-2021/4/4.1.1._20-21%20The%20Institution%20has%20adequate%20infrastructure%20and%20physical%20facilities%20for%20teaching-%20learning.%20viz.,%20classrooms,%20laboratories,%20computing%20equipment%20etc.pdf</a>

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

We have a history of outstanding performance in sports and games. We have a tent in Kolkata Maidan with an area of 850 square feet with wash room, changing room, garden, refrigerator facilities. We have outdoor games facility like cricket and football. Students' Common Room have many indoor game facilities for recreation and refreshment of students which include table tennis, badminton, Carrom, Boxing. We have physical exercise facility within our campus named as Syamaprasad Gymnasium equipped with the necessary instruments. This gymnasium is affiliated to multiple associations like Ministry of Youth Affairs & Sports. The gym is equipped with leg press old model, wall fixed deeping parallel bar, horizontal chinning bar, roman chair and many more. Apart from yoga, there is ample scope of meditation and body building.

Asutosh College has a vibrant Cultural Unit that provides a platform both to the students and the staff (teaching and non-teaching) for displaying their creativity and talents. The Cultural Unit organizes different programmes and activities on various occasions and encourages students and staff to actively participate in them. The activities of the Cultural Unit are collectively performed both by the students and the staff (teaching and non-teaching) of the College.

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for additional information	<a href="https://asutoshcollege.in/new-web/pdf/AQA-R-Supporting-Documents/2020-2021/4/4.1.2%202020-2021%20The%20Institution%20has%20a%20dequate%20facilities%20for%20cultural%20activities,%20sports,%20games%20(indoor,%20outdoor),%20gymnasium,%20yoga%20centre%20(3).pdf">https://asutoshcollege.in/new-web/pdf/AQA-R-Supporting-Documents/2020-2021/4/4.1.2%202020-2021%20The%20Institution%20has%20a%20dequate%20facilities%20for%20cultural%20activities,%20sports,%20games%20(indoor,%20outdoor),%20gymnasium,%20yoga%20centre%20(3).pdf</a>

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

34

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for additional information	<b>Nil</b>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

50.00911

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Upload audited utilization statements	<b>No File Uploaded</b>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**4.2 - Library as a Learning Resource**

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

Name of ILMS software :Asutosh College Library System

Nature of automation (fully or partially) : Partial

Version : N.A.

Year of Automation: 2012

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="https://cloud.asutoshcollege.in/lib_opaq.aspx">https://cloud.asutoshcollege.in/lib_opaq.aspx</a>

**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**

A. Any 4 or more 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)	<a href="#">View File</a>

**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)**

1.82035



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)	<a href="#">View File</a>

#### 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

15

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

26 class rooms are equipped with LCD Projector and WiFi enabled internet and cable based LAN services. The seminar Room is equipped with 77 inch diagonal original Smart Board with different management software for interactive presentation, recording, backup etc. and Wi-Fi enabled internet and cable based LAN services. Audience can use their Personal Digital Assistant (PDA), Laptops, Net-books etc for direct interactions. Smart Class Rooms are specially equipped with Smart Interactive Projector where whole wall is working as an interactive for communications and presentations. Different management softwares are used for recording, editing, backup, restoring etc. The college library is fully digitalized library system connected with the Asutosh College on-line Digital Library Management System. Reading section is equipped with WiFi internet enabled Laptops digital reading, searching, demanding books, journals etc. With the help of net connected printing and copier services any one can get photocopy or printout. The College Office is also fully equipped with desktop computers, printers and internet services and connected with different web based applications available from the college IT- Section.

Number of classes with projector facilities: 34

Number of classrooms with WIFI facilities: 34

Number of seminar halls with ICT facilities: 2

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://asutoshcollege.in/new-web/pdf/AOAR-Supporting-Documents/2020-2021/4/4.3.1.20-21%20Institution%20frequently%20updates%20its%20IT%20facilities%20including%20Wi-Fi.pdf">https://asutoshcollege.in/new-web/pdf/AOAR-Supporting-Documents/2020-2021/4/4.3.1.20-21%20Institution%20frequently%20updates%20its%20IT%20facilities%20including%20Wi-Fi.pdf</a>

#### 4.3.2 - Number of Computers

349

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

42.17574

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

**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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://asutoshcollege.in/new-web/maintaining-institutional-facilities.html">https://asutoshcollege.in/new-web/maintaining-institutional-facilities.html</a>

**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**

662

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
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)	<a href="#">View File</a>

**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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

19

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**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**

A. All of the above

File Description	Documents
Link to Institutional website	<a href="https://asutoshcollege.in/new-web/certificate-course.html">https://asutoshcollege.in/new-web/certificate-course.html</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

1332

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

1332

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## **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**

**45**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

## 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

320

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

## 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

16

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

## 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.**

21

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	<a href="#">View File</a>

**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 )**

**Metric Number 5.3.2 - Students' representation and engagement in various administrative, co-curricular and extracurricular activities**

Asutosh College has a vibrant Cultural Unit that organizes events throughout the year, and in turn, enables students to be exposed to the rich and diverse cultural heritage of India, provides a platform both to the students and the staff (teaching and non-teaching) for displaying their creativity and talents.

The College has a Students' Common room where students can emerge in co-curricular activities at their will. The Students' Union organizes various cultural programmes and competitions in the form of debate, drama, music, elocution, drawing, short story writing, etc. Newspapers and magazines displayed here provide opportunities for the students to brush up their current information. College Social and Freshers' Welcome constitute a part of the cultural activities of the students of Asutosh College.



Asutosh College follows the Calcutta University Statute, like any other college, to form a democratically elected Students' Union. General Secretary of the students' union Sri Uttaran Banerjee is a member of the Governing body of the College as Students' representative. The constructive relationship between the union and the administration fosters a healthy atmosphere conducive to serious studies and research. The Students' Union functions to ensure discipline in the college. Critical inputs are carefully heeded by the Students' Union and it co-operates with the administrative body of the college to provide all-round development of the students. Asutosh College has a long history of social service in different forms.

The following programmes are being held annually:

Independence Day (15th August), Netaji's Birth Day (23rd January), Republic Day (26th January), Bhasa Dibas (21st February), Earth Day (22nd April), Rabindra Jayanti (9th May), Najrul Jayanti (26th May), World Environment Day (5th June), Asutosh Mukherjee Birth Anniversary (29th June), College Foundation Day (17th July), Teachers' Day (5th September) etc.

File Description	Documents
Paste link for additional information	<a href="https://asutoshcollege.in/new-web/">https://asutoshcollege.in/new-web/</a>
Upload any additional information	<a href="#">View File</a>

### **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**

37

File Description	Documents
Report of the event	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 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

Contribution from Alumni Association through financial and other services:

- Alumni members serve as governing body representatives to support the efforts of the college and bring about social welfare through different programmes.
- Alumni and faculty of Asutosh College, Dr Sudip Mandal (Department of Bengali), Dr Arijit Chatterjee (Department of Environmental Science) helped needy people, who were affected by natural disasters such as Super Cyclone 'Amphan' and Cyclone 'Yaas' through financial donation at different locations of Sundarbans (Gosaba, Patharpratima, Sagar Islands and Bali islands), West Bengal.
- Alumni members joined hands with current students to extend generous support to the distressed during the time of lockdown due to the Covid pandemic. A control room by students worked tirelessly throughout the 2nd wave of the Covid outbreak (Apr to June 2021).
- Dr Sayanti Kar (Department of Environmental Science, Faculty and Alumni) along with a few ex-students, distributed relief and food amongst children, disabled and elderly persons dwelling in roadside or in slum areas in Kolkata and in Nayachar, Mahishadal, Purba Medinipur during June, 2021. The BDO of Mahishadal agreed and appointed a Nodal officer for the distribution of coupons based on requirements among villagers.
- Association encourages and promotes close relations among the alumni themselves.

File Description	Documents
Paste link for additional information	<a href="https://asutoshcollege.in/new-web/pdf/AOAR-Supporting-Documents/2020-2021/5/5.4.2%20Alumi%20Declaration%20final.pdf">https://asutoshcollege.in/new-web/pdf/AOAR-Supporting-Documents/2020-2021/5/5.4.2%20Alumi%20Declaration%20final.pdf</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**      **A. ? 5Lakhs**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>

## 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

Asutosh College, established in 1916, today a leading educational institution in Kolkata and West Bengal, currently has 28 departments offering regular undergraduate, vocational, and certificate courses, and 6 postgraduate courses. Inclusiveness and holistic education determine the institution's policy-making. In keeping with the evolving nature of educational services/ practices, especially in the current COVID-19 pandemic situation when on-campus activities remain suspended, the college has undertaken the following: Enhanced the functioning of the IT section to face the challenges of the online system; Administration had initiated the college's official YouTube channel and Facebook page in the early phase of the lockdown to facilitate interaction for academic and co-curricular needs amongst students, teachers, and staff. Revamped the college website making it more extensive and user-friendly Following are the steps taken for a decentralized and participative management: Existing number of committees and cells increased to coordinate various academic/ curricular, co-curricular, and administrative activities; Brainstorming sessions with staff and students during the pandemic to make the online teaching-learning experience more effective and participative; Facilitating online extension activities like organizing webinars and online sessions at a

time when mental health is also under threat.

File Description	Documents
Paste link for additional information	<a href="https://asutoshcollege.in/new-web/vision-mission.html">https://asutoshcollege.in/new-web/vision-mission.html</a>
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.

Decentralization and participative management practices are a part and parcel of the administrative strategies of the college which is reflected in the following:

a) Strengthened the activities of the sub-committees whose members are drawn from both teaching and non-teaching staff of the college, and students' union. The IQAC coordinates various academic/ curricular, co-curricular, and administrative functions and activities.

b) The committees have the autonomy to make decisions in their designated area of work.

c) The college has also appointed Campus-in-charge for the different campuses/ buildings of the college.

File Description	Documents
Paste link for additional information	<a href="https://asutoshcollege.in/new-web/important-cell-committee.html">https://asutoshcollege.in/new-web/important-cell-committee.html</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Asutosh College acquired an adjacent property in 2020 for establishing a dedicated research centre for both science and humanities. The aim of this centre is to create an environment conducive to research activities for faculty members and research students. The objective of this research centre will be to focus on local economy by highlighting regional resources

and improving the health, environment, well-being and quality of life for the people of West Bengal and the world. The intent is also to create an ambience for pursuing fundamental research in different disciplines of science and humanities and to give exposure to the students through various research trainings. The expertise of our teachers and the diversity of the subjects they teach will be an advantage for interdisciplinary research in the coming years.

The principal aims of this centre are to

- Encourage and facilitate interdisciplinary research (both funded and non-funded) among the faculty members;
- Encourage UG/PG students to handle sophisticated instruments and carry out experiments under 'Skill-based' module of the CBCS syllabus;
- Extend infrastructural facilities to the Masters' degree interns pursuing projects;
- Run workshops and hands-on training courses on interdisciplinary areas of research.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="https://asutoshcollege.in/new-web/research-center.html">https://asutoshcollege.in/new-web/research-center.html</a>
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.

#### Governing Body:

The Governing Body as per the guidelines of the Statute of the University of Calcutta for constituent colleges has 15 members. Present Governing Body, formed in 2016, consists of the President and Secretary as office bearers. There are 4 Teacher Representatives, 2 Non-Teaching Staff Representatives and 1 Student Representative.

**Administrative Set Up:**

President and Secretary form the nucleus of the administration with final authority in all financial matters. Principal manages day-to-day running of the College along with Bursar, HODs, IQAC Coordinator, Teachers' Council Secretary and Head Clerk. Additionally, there are other Convenors and Coordinators assisting the core team in various college affairs.

**The Functions of Various Bodies:**

The Finance and Building Sub-Committees are decision-making bodies with respect to finance, building construction, renovation and maintenance. There are two Councils: Teaching and Non-Teaching Staff.

**Appointment and Service Rules:**

Service Rules are guided by the Calcutta University First Statutes (latest edition), Constitution of the college and the rules of the state Government as applicable.

The recruitment and the service/promotion rules for the teaching and non-teaching staff are followed as per their respective G.O. Nos. and eligibility criteria are as per the UGC rules and regulations.

File Description	Documents
Paste link for additional information	<a href="https://asutoshcollege.in/new-web/governing-body.html">https://asutoshcollege.in/new-web/governing-body.html</a>
Link to Organogram of the institution webpage	<a href="https://asutoshcollege.in/new-web/pdf/Organogram.pdf">https://asutoshcollege.in/new-web/pdf/Organogram.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution has effective welfare measures for both teaching and non-teaching staff and are listed below:

Welfare measures for Teaching staff:

- Health Scheme by Govt. of West Bengal (West Bengal Health Scheme: WBHS)
- Membership and loan facility from College Cooperative Credit Society Ltd.
- Group insurance

Welfare measures for Non-Teaching staff:

- Membership of Group Insurance
- Employees' Provident Fund Organization
- Employees' state insurance corporation (ESIC)
- Ex Gratia Payment for college appointed non teaching staff
- Membership and loan facility from College Cooperative Credit Society Ltd.
- Contribution of winter garments

File Description	Documents
Paste link for additional information	<a href="https://asutoshcollege.in/new-web/staff-welfare-committee.html">https://asutoshcollege.in/new-web/staff-welfare-committee.html</a>
Upload any additional information	<a href="#">View File</a>

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

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

0

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

**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**

1

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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**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**



<b>year</b>	
<b>48</b>	
File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>
<b>6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff</b>	
<b>Appraisal for the teaching staff:</b>	
<p>Performance appraisal system for the full time (substantive post) teaching staff at Asutosh College is governed by UGC-Career Advancement Scheme (CAS) Guidelines. This is based on the Performance Based Appraisal Scheme proforma submitted by the faculty seeking promotion. The proforma considers an individual teacher's teaching -learning related contributions, research related activities, examination and evaluation related engagements, support in administrative tasks. On successful performance in each of the stipulated criterion, promotion is granted to the faculty member</p>	
<b>Appraisal for the non -teaching staff</b>	
<p>The non-teaching staff of Asutosh College is diverse and play a very crucial role in smooth functioning of the college. Every year, the departmental heads fill up an appraisal form to measure the performance of the non-teaching staff associated with the concerned department. Thereafter the ones who do not fare well, are talked to separately, motivated and trained to perform better. The good performers are publicly acknowledged.</p>	

File Description	Documents
Paste link for additional information	<a href="https://asutoshcollege.in/new-web/CAS-Promotion-Related-Orders.html">https://asutoshcollege.in/new-web/CAS-Promotion-Related-Orders.html</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

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

The Institution conducts two-way audit system that is internal and external financial audits regularly. Every year the Accounts are audited by Professional Auditors.

The two internal auditors are:

(1) Murarka & Associates, 691 Rajdanga Main road, Kolkata-700107

(2) R. K. Basu, 42/54 New Ballygunge Road, Kolkata-700084.

The External Auditor is C.A. appointed by the State Government of West Bengal.

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)**

0.25

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

The college generates revenue in both traditional and non-traditional ways. It not only offers traditional UG and PG programmes but also offers certificate courses and professional training-based courses beyond college hours and on non-working days. Additionally, it receives funds from the UGC and the State government. The human resources of the college include substantive faculty members, SACTs, and permanent and casual non-teaching staff members. Mobilization of funds is essential for staff recruitment, employee and student welfare, sustaining research, and infrastructural upgrading (such as enabling ICT and air-conditioning the classrooms, and installing fire-fighting systems in two buildings). Thus, the funds of the college are utilised under three major heads:

1. Sustenance of human resources;
2. Technological development of the college;
3. Infrastructural development of the college.

File Description	Documents
Paste link for additional information	<a href="https://asutoshcollege.in/new-web/certificate-course.html">https://asutoshcollege.in/new-web/certificate-course.html</a>
Upload any additional information	No File Uploaded

#### 6.5 - Internal Quality Assurance System

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

The IQAC plays active role in assuring quality in almost all processes and strategies of the college. The two such practices that have evolved significantly are:

1. The departments are continuously encouraged by the IQAC to organize seminars/talks by experts of various fields in respective subjects. The departments are also helped by the IQAC to select seminar topics. Under the umbrella of IQAC, organization of seminars for benefit of both students and teachers is a regular happening in the college. In this time of pandemic, the departments have organized many webinars with guidance and assistance from the IQAC and it has managed to host recordings of all these webinars on YouTube.
2. The career advancement of teachers is a mandatory exercise. This is directly related to the betterment of the academic ambience of the college. IQAC proposed a committee of able and senior teachers, and the college administration has endorsed the proposal. Now the committee checks the career advancement related documents, their organization etc. to make the applications flawless. The IQAC finally checks the applications before they are submitted. This exercise has drastically reduced the delays in career advancement of teachers of the college.

File Description	Documents
Paste link for additional information	<a href="https://asutoshcollege.in/new-web/IQAC-committee.html">https://asutoshcollege.in/new-web/IQAC-committee.html</a>
Upload any additional information	No File Uploaded

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

The faculty members of each department meet at the beginning of each academic session for term-wise allocation of syllabus assignments, contents, fixing dates for the term-end tests and preparing the academic calendar of that session. Since the inception of the CBCS system introduced by CU at UG level, college follows Continuous Evaluation System through Internal Assessment, Tutorial and Project Work. The departments

organized students' seminars, quiz contests, poetry/drama workshops in online mode. Heads of the Departments took care of day to day student support as and when needed. Regular reports are prepared and submitted to IQAC.

Technology-enabled Teaching Learning process practised in college. LCD projectors and overhead projectors are used for teaching regularly. Almost all the Honours departments organized State/National Level webinars. The departments also arrange e-classes for the Honours students. Multiple choice questions are also set in the class tests to encourage the students to read the text books thoroughly.

File Description	Documents
Paste link for additional information	<a href="https://asutoshcollege.in/new-web/seminar-workshop-organising-central-committee.html">https://asutoshcollege.in/new-web/seminar-workshop-organising-central-committee.html</a>
Upload any additional information	No File Uploaded

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

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://asutoshcollege.in/new-web/aqar.html">https://asutoshcollege.in/new-web/aqar.html</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

The importance of gender sensitization in institutions has been recognized as an important part in all policies outlining quality education and creating a healthy work as well as educational space for teachers and students. Asutosh College being a co-educational institution, has worked rigorously towards initiating measures for promotion of gender equity. The institution supports gender diversity and seeks to create an inclusive space for third genders. Measures like formal introduction of the third gender option in college forms, conduction of Annual Sensitization workshops, uploading of Special lectures on gender sensitization in the college website and meetings with representatives of the Students' Union regarding gender equity have been implemented. The formation of Women's Cell for the redress of grievances of girl students have served an important purpose of providing a platform for girl students to freely participate, voice their opinions and express their issues, which has actively favored promotion of gender equality. To ensure safety and security, CCTV cameras have been installed in the college. Separate Common Room facility is also setup for them. The institution proposed setting up of a Day Care Centre for addressing the child care crisis and provides Child Care Leave, Maternity/Paternity Leave as per Government Order.

File Description	Documents
Annual gender sensitization action plan	<a href="https://asutoshcollege.in/new-web/pdf/AOAR-Supporting-Documents/2020-2021/7.1.1/7-1-1%202020-21%20Annual%20Gender%20Sensitization%20Action%20Plan.pdf">https://asutoshcollege.in/new-web/pdf/AOAR-Supporting-Documents/2020-2021/7.1.1/7-1-1%202020-21%20Annual%20Gender%20Sensitization%20Action%20Plan.pdf</a>
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	<a href="https://asutoshcollege.in/new-web/AOAR-Supporting-Documents-Criterion-7-20-21.html">https://asutoshcollege.in/new-web/AOAR-Supporting-Documents-Criterion-7-20-21.html</a>

**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**

**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**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 is collected on a daily basis from various sources and is separated as dry and wet waste. Color coded dustbins are used for different types of wastes. Daily garbage is collected by housekeeping personnel and handed over to authorized personnel of KMC. All wastewater lines from toilets etc. are connected with municipal drainage mains. Waste material like plastic, papers are collected and sold out to vendors. Efforts have taken to produce compost manure from the waste from other sources and efficiently run by the students. Manure is used for the purpose of organic gardening. Waste related to life science departments of our college are autoclaved and discarded.**

**The waste chemicals mixed water from laboratory passes through concealed pipeline & recycled water is used for the watering**

trees or non-potable usage.

The E-waste collected is stored and disposed every year accordingly. Empty toners, cartridges, outdated computers and electronic items are sold as scrap to ensure their safe recycling. Old monitors and CPUs are repaired and reused.

Under the financial support of SERB Scientific Social Responsibility Policy and Asutosh College research Centre, 25 college and school students were selected and organized a one-day training for solid waste management and recycling.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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**

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

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

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

A. Any 4 or All of the above



File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

### 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**

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

A. Any 4 or all of the above

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

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).

Asutosh College embraces, all irrespective of caste, creed, race, religion and language scrupulously avoids any measures that has the least potential of fostering the sense of 'otherness'- culture or otherwise. It is just as well to mention a few scenarios that emphasize the ideal.

The classes, dormitories and playgrounds are indeed an eclectic mix of various strata of the society. However, their diverse economic backgrounds do not stand in the way of their uniform sense of belonging to Asutosh College as children of the same family. The student functions held in Asutosh College are opportunities to bring in close juxtaposition the talents from diverse cultures. The dance dramas, musical fusions etc. performed by boys are veritable examples of seamless harmony arising out of the potpourris of cultures. The Community kitchen and dining are the two important components to instil among the stakeholders to overcome the barrier. Bhasa Dibos on 21st February is observed in such a way in the college that all linguistic groups get the opportunity to express their own linguistic glory. The overarching inclusive environment of Asutosh College, stressing as it does on the essential human nature, drowns every conceivable difference traceable to ethnicity of students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

Asutosh College observes Republic Day, Independence Day, Netaji Jayanti, Birthday of Sir Asutosh Mukherjee, Birthday of B.R. Ambedkar every year. Political Science Department organises Youth Parliament programme. Student also participate in inter-college competitions on Mock Parliament conducted by the Higher Education Department, Govt. of West Bengal. Moreover, students are made aware about their responsibilities as voters and responsible citizen. An add-on Certificate Course may be introduced on 'Civic Rights and Duties' in near future. The college is looking forward for a team formation for monitoring food quality in the college canteen and vendor carts outside the college and adopting a village/a local slum and help free Education of the Children.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://asutoshcollege.in/new-web/pdf/AOAR-Supporting-Documents/2020-2021/7.1.9/7-1-9%202020-21%20Constitutional%20Obligations.pdf">https://asutoshcollege.in/new-web/pdf/AOAR-Supporting-Documents/2020-2021/7.1.9/7-1-9%202020-21%20Constitutional%20Obligations.pdf</a>
Any other relevant information	<a href="https://asutoshcollege.in/new-web/AOAR-Supporting-Documents-Criterion-7-20-21.html">https://asutoshcollege.in/new-web/AOAR-Supporting-Documents-Criterion-7-20-21.html</a>

**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,**

**A. All of the above**

teachers, administrators and other staff  
**4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

A number of national and international commemorative days, events and festivals are observed by Asutosh College every year. Some of the programs celebrated during 2020-2021 are briefly described here after.

- 29 June, 2020: The Vice-Principal, Prof. Apurba Ray, offered floral tribute to Sir Asutosh Mookerjee on his Birth Anniversary.
- 23 January, 2021: Subhash Chandra Bose Jayanti Celebration
- 26th January, 2021: Republic Day Celebration
- 21st February, 2021: International Mothers' Language Day
- 5 June, 2021: World Environment Day
- 29th June, 2021: Birth Anniversary of Sir Asutosh Mookerjee Celebration
- July 1, 2021: Doctors' Day Celebration By Asutosh College Students Union
- 15th August, 2021: Independence Day Celebration
- 5th September, 2021: Teachers' Day Celebration
- Street Dog Feeding Campaign

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
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.

### 1. Title of the Practice:

Job-oriented courses

### 2. Objectives of the Practice

Students' training

### 3. The Context

Asutosh College Training Centre (1991) and B. Voc. courses (2014)

### 4. The Practice

- Training centre; unique concept for general degree college
- B. Voc. was the first vocational degree course under University of Calcutta
- Participation of industry experts
- Establishment of laboratories

### 5. Evidence of Success

- Students' employment
- UGC has approved M. Voc. in 2020 in two disciplines currently taught in B. Voc.

### 6. Problem Encountered and Resources Required

- Infrequent communication gaps with industry partners.

- Lack of fund to establish sophisticated laboratories.

#### 1. Title of the Practice:

Aquaculture and integrated farming project

#### 2. Objectives of the Practice

- Maximize yield
- Training of agrarian youth

#### 3. The Context

- The Project initiated in 2009 to make the area productive and train rural youth

#### 4. The Practice

- Integrated Farming System to maximize the utilization of nutrients of each system and minimize the negative effect on environment.
- Farm is also used as an exhibit to learners from surrounding areas.

#### 5. Evidence of Success

- Fish & Duck culture, periodic harvesting
- Production of consumable vegetables
- Successful training

#### 6. Problem encountered and resources required

- Depth of pond
- Funds

File Description	Documents
Best practices in the Institutional website	<a href="https://asutoshcollege.in/new-web/pdf/AQA-R-Supporting-Documents/2020-2021/7.2/7-2%202020-21%20Best%20Practices.pdf">https://asutoshcollege.in/new-web/pdf/AQA-R-Supporting-Documents/2020-2021/7.2/7-2%202020-21%20Best%20Practices.pdf</a>
Any other relevant information	<a href="https://asutoshcollege.in/new-web/aquaculture-and-integrated-farming-project.html">https://asutoshcollege.in/new-web/aquaculture-and-integrated-farming-project.html</a>

### 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

A distinctive feature of our institution is Sparsha, the Asutosh College Retired Teachers' Wellness and Well-being Cell, a unit of the Tea Club, itself a unique feature of the college which was established in the late 1980s to facilitate informal interaction between teachers over a cuppa and light refreshments in a relaxed atmosphere in the Professors' Room. The Tea Club Annual get-together, organised every year on 24 December former teachers reunite with current teachers.

The deep bond that teachers share with the institution must not be severed at their retirement from service. In fact, it ought to be nurtured even more after that. With this aim of reaching out to our retired colleagues in their times of need, the Tea Club formed a dedicated cell, Sparsha, the Asutosh College Retired Teachers' Wellness and Well-being Cell in 2017. A dedicated team from the unit maintains year-round contact with retired teachers, enquiring after their needs, especially medical ones, making arrangements accordingly. Some of the initiatives launched in this regard are:

- Medical check-up
- Enquiring their well-being through telephone
- Home delivery of essential medicines at a discounted rate
- Home delivery of essential supplies during the lockdown because of the pandemic.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

The college has taken the following plan of actions for the next academic year:

- Establishment of an active research centre at newly

procured building adjacent to the main building of the college.

- Opening of post-graduate courses in Chemistry and Botany in the coming academic session if we can come out of the grip of the pandemic. These two courses are already sanctioned by the University of Calcutta.
- The college with active participation of the IQAC will look after trouble free career advancement of the teachers of the college. A team of experienced teachers will scrutinize the documents to be submitted to make the applications flawless. This will reduce the delay in career advancement which is very much important for the academic ambience of the college.
- Placement of students will be a priority. The placement cell is communicating with potential recruiters in various segments of industry to arrange in-campus/off-campus recruitment drives.
- The college has decided to initiate publication of two peer reviewed journals: one journal of science and a journal of language, literature and social sciences. The college has also decided to publish a report of activities during the pandemic, and collections of articles on Women empowerment and gender equality.