



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

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

• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	UNIVERSITY OF CALCUTTA
• Name of the IQAC Coordinator	Dr. TATHAGATA RAY CHAUDHURI & Dr. SRIPARNA DATTA RAY
• Phone No.	03324554504
• Alternate phone No.	03324554504
• Mobile	7003147574
• IQAC e-mail address	iqac@asutoshcollege.in
• Alternate Email address	sriparnadatta.ray@asutoshcollege.in
3.Website address (Web link of the AQAR (Previous Academic Year)	https://asutoshcollege.in/new-web/pdf/aqar/AQAR-REPORT-2020-2021.pdf
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://asutoshcollege.in/new-web/pdf/academic-calendar/ACADEMIC-CALENDER-2021-22.pdf

5.Accreditation Details

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

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	RESEARCH PROJECT OF DR. SAYANI MUKHOPADHYAY	SCIENCE AND TECHNOLOGY AND BIO-TECHNOLOGY DEPARTMENT, WEST BENGAL	2021	272400
ASUTOSH COLLEGE	RESEARCH PROJECT OF DR. ABHIK KUNDU	ISRO	2021	563708

8. Whether composition of IQAC as per latest NAAC guidelines	Yes		
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 	View File		
9. No. of IQAC meetings held during the year	6		
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes		
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded		
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No		
<ul style="list-style-type: none"> If yes, mention the amount 			

11. Significant contributions made by IQAC during the current year (maximum five bullets)			
<p>? Several equipment have been procured under RUSA and DST-FIST grant and a central instrumental facility is being set up. Hands-on training has been arranged for faculty members and undergraduate and post graduate students. ? Career advancement has been done for incumbents and faculty members who have been awarded Ph.D. degree have also received their in-service increments. ? Initiatives have</p>			

been taken by the placement cell and students have been successfully placed in different companies during the placement drive. ? E-journals, SAYAM and SABITA are in the preparatory stages of publication of their first issue. Pandemic report has been published with ISBN 978-81-956797-1-3 in April 2022. ? Women empowerment cell has organized events towards sensitization of students, teachers and non - teaching staff of the college on gender issues, to provide knowledge and inspiration for female students, to make the campus a safe space for all, to take prompt action against any form of sexual violence and harassment in the campus, to offer a platform for grievance redressal for issues related to gender, sexuality and identity, to make the educational institution a sustainable model for achieving gender-equity.

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

Plan of Action	Achievements/Outcomes
<p>Imparting Quality Education in both online and offline mode</p>	<p>1. Establishment of an Academic Sub-Committee and its execution of plans as laid down by the IQAC 2. Monthly assessment of academic progress report of all the Departments by Academic Sub committee 3. Preparation of Academic Calendar, Teaching Plan, Preparation and sharing of Resource materials with students 4. Dedicated Google Meet based classrooms for students for online teaching 5. Organizing special talks/seminars/workshops/webinars for students to impart further knowledge and guide them to achieve Program Outcome (PO) and Course Outcome (CO)</p>
<p>Conducting examinations in an efficient and effective manner in online and offline mode</p>	<p>1. Successfully completed all UG & PG Examinations of the University of Calcutta and submitted marks to the affiliating University within given timeline 2. Analyzed results and shared feedback with students to help them perform better in subsequent examination</p>
<p>Create research ambience in the College</p>	<p>1. Procurement of Instruments using various grants 2. Organizing hands on trainings for Faculty members and students of both undergraduate and post graduate courses 3. The research unit is being set up for a Central Instrumental facility 4. Three upcoming Books titled 'CLIMATE CHANGE AND ITS PERSPECTIVES', 'WAR AND CIVILIZATION', 'VIRUS AND EFFECTS' have the chapters from the in-house faculty members and the manuscript of book chapters</p>

	<p>have been submitted to the press.</p>
<p>Creating a flagship unit to promote inter-disciplinary, multi-disciplinary and cross-disciplinary approach to education, thereby breaking boundaries of discipline-specific and genre-specific learning.</p>	<p>1. Formed with the vision that true knowledge does not know boundaries, the conveners have already brainstormed on ways and means to disseminate knowledge and are guiding the different departments accordingly. 2. In keeping with the spirit of the unit, it was ideated that a two-day National level conference on a theme that reflects this inclusive approach would be organized in 2023 where eminent academicians, researchers and scholars from various fields would be invited. Work regarding this Conference is in progress.</p>
<p>Create a robust Publication</p>	<p>1. Students' week celebration report- The first week of January in 2022 was celebrated in educational institutions across the state of West Bengal as 'Students' Week' following government instructions. The Publication Cell's inaugural venture for 2022 was to compile and publish a report of the event as it was celebrated in our college in association with the Asutosh College Students' Union and the IQAC. 2. Publications followed in April, 2022 - THE COVID-19 PANDEMIC: FACING THE CHALLENGE, a comprehensive report of all academic/curricular, co-curricular, and social outreach activities engaged in by both students and members of staff as well as two research-oriented articles by some members of the teaching staff. The volume was</p>

dedicated to the memory of three bright young colleagues whom we lost untimely due to Covid-19 disease - Dr. Pooja Chatterjee (Dept. of Psychology), Dr. Nandan Ghosh (Dept. of Mathematics), and Dr. Dilruba Khatun (Dept. of Economics). 3. VISTA: A HANDBOOK OF JOB-ORIENTED CERTIFICATE COURSES, a compilation of the different job-oriented Certificate Courses offered by the college to all its students. Both these were our first ISBN publications. 4. In July, 2022, SHE EMPOWERED, an anthology of articles written mostly by members of the teaching staff of our college and one by a guest contributor was published. This third ISBN publication was in collaboration with the Women Empowerment Cell of Asutosh College. 5. Smarane Barane Vidyasagar (Bangla), a compilation of articles by internal faculties and invited renowned academicians on Iswar Chandra Vidyasagar commemorating his 200th Birth Anniversary (1820 - 2020), was also published in collaboration with the Department of Bengali.

Establishment of academia - industry collaboration

Potential candidates from various departments shall be recommended for internship program in various industries.

Initiate international collaboration with various academic and research institutes

Create an alumni association involving our bright scholars of yesterday and bright minds of today.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
GOVERNING BODY OF ASUTOSH COLLEGE	19/12/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	28/02/2022

15. Multidisciplinary / interdisciplinary

College took initiative to conduct multidisciplinary/ interdisciplinary lectures/ seminars/ webinars/workshops etc. throughout the year. During 2021-2022, an interactive learning session was organized by IQAC on stock book entry and accounts maintenance, from which both teaching staff of defferent departments and non-teaching staff members benefitted. The Boost Laboratory committee conducted a webinar on "A green urge from grey earth" and the Environmental Science department conducted a seminar on "Only one Earth" which are most relevant today. Some awareness Programs were also initiated by Department of Biochemistry and Women Empowerment Cell in collaboration with IQAC on 'Thalassemia' and 'Dengue'. The Women Empowerment Cell in collaboration with the NSS unit and the IQAC unit also organised a one day workshop on 'Martial Arts and Self-Defense Skills' by which many students benefited. Karate and Yoga Therapy unit conducted an orientation program and Yoga competition among students of this college. The Cell for "Person with Disability, elderly person", organised a Sensitization and Awareness generation program on hearing impairment. Eco Club organised two very interesting webinars on 'Wetland and Carbon Sequestration' and 'Conservation breeding of rare and endangered animal'. Besides these, Birthday of Swami Vivekananda, Sir Asutosh Mookherjee, Rabindranath Tagore were celebrated by all students and teachers of the college. Van Mahotsav, Vasa Diwas, Republic Day and Independence Day were celebrated with great enthusiasm also. There were two interesting lectures on 'Raja Ram Mohan Roy on women empowerment' and on the life and work of 'Madam Curie'. Placement cell has arranged different webinar for student's awareness so that they can get help for shaping their future. Carrier counselling and training programme Unit has also organised 3 webinars for Carrier guidance and related issues by external experts from various fields

as well as internal faculties.

16.Academic bank of credits (ABC):

Asutosh College is prepared to register under the ABC to allow the students to avail the benefit of multiple entries and exit during the chosen programme, and to enable credit transfer. We believe that it would be highly beneficial for slow learners and also provide flexibility to students to learn as per their ability and convenience. Asutosh College is affiliated to the University of Calcutta and completely follows the curriculum framework and syllabi approved by and modified/changed from time to time by the University. The College will implement Academic Bank of Credits framework as per directives of the Higher Education Department, Government of West Bengal and the University of Calcutta. As and when the University adopts the ABC, the college will be prepared to implement it. In keeping with the curriculum of the affiliating University, the college has adopted the Choice-Based Credit System (CBCS) which allows students to choose their preferred Elective courses. The college will be able to adapt to the multiple entry and exit system and enter into collaborations with other colleges, University and international institutions with regard to the same. At present, students can earn extra credits through the online Certificate Courses conducted by the college and also through activities such as NSS, NCC, etc. Faculty members of the college have also adapted to the blended mode of teaching-learning pedagogy and implemented the learner-centric approach to academics. Teachers facilitate access to relevant online and offline resources to the students in addition to regular classroom teaching. They are constantly engaged in creating online content for the benefit of the students.

17.Skill development:

The institution has made efforts to successfully run both B.Voc. and BBA (Affiliated to the University of Calcutta) along with some Soft Skill Programs for students in alignment with the National Skills Qualifications Framework. The institution has developed two categories of courses designed for both odd and even semesters respectively, with the aim of inculcating positivity in accordance with humanistic, ethical, constitutional and universal values of truth, righteous conduct, peace, love, non-violence, scientific temper, citizenship values along with life- and career skill developments. Adequate and multiple efforts have been taken by the institution to design a credit structure which includes MCQ pattern

of questions based on portions taught. The college also ensures that at least one such course is successfully completed by each student before graduating. The courses are designed to include Industry experts to train the students towards perfection in particular areas of interest. These courses are kept in Offline/ Online / Blended-mode depending on the convenience of the students and the course requirements. NSDC facilities have been associated to this in order to provide an efficient platform to manage activities like student enrolment, skill mapping and certification. Needless to say, those particular courses which cost a fortune elsewhere are taught effectively against nominal fees in Asutosh College engaging equivalent or even better training equipment.

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

"Knowledge of India" will include knowledge of ancient India and modern India, and a clear sense of India's future aspirations with regard to education, health, environment, etc. (NATIONAL EDUCATION POLICY, PARA 4.27)

Asutosh College realises the necessity of integrating the Indian Knowledge system into the curriculum for development of a 'society' deeply rooted in our civilization and culture and to inculcate in its students the importance of the nation's rich cultural and linguistic/literary heritage.

The college ensures that all the courses are taught bilingually, that is, in English as well as in Bengali (barring the courses in English Language and Literature and Bengali Language and Literature) although the primary medium of instruction is English. Teachers make special efforts to explain concepts in Hindi as well whenever required. They also provide reading materials in Bangla/ Hindi along with those in English for reference. The college has a number of language departments namely Sanskrit, Bengali, Hindi and English that offer programs that emphasize on language, culture, and traditions of our country. In addition to the regular courses, the college runs a number of certificate courses to empower students with the knowledge of India. Students of any discipline are eligible to enrol for these courses which cover domains like 'Herbal plant benefits and scope', 'Wildlife conservation', 'Apiculture and sericulture', 'Fundamentals of Mathematics' amongst many others. Besides, the college strongly believes a healthy mind in a healthy body would subsequently build a 'value-adding' citizen and with this in mind encourages sports and holds 'yoga' and karate classes for its students.

Additionally, the college plans to hold workshops/seminars in traditional Indian languages, use of Ayurveda in everyday life, different dance forms, traditional Indian cooking and such like, shortly. The college has an extensive medicinal plants' garden at the Bhasa campus with plans to use it for knowledge transfer of Ayurveda to students as well as for the benefit and use of the local people.

As a good practice college consciously ensures use of Indian language in dissemination of lectures every day in the class. Additional open-source resources too are provided so that the students can understand the subject in Indian language.

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

Outcome-based education (OBE) is an educational theory that bases each part of an educational system around goals (outcomes). By the end of the educational experience, each student should have achieved the goal.

Efforts made by the Institution:

1. Using learning outcome statements to make explicit what the student is expected to be able to know, understand or do from their normal curriculum

Departments of Asutosh College including Science, Arts and BBA offer students General, Honours, M.A. /M.Sc. courses. Different departments also offer opportunities for students such as hand on training on Research, Teaching, Civil Services, Professional Writing, Creative /Content Writing /Blogging, Publishing, Journalism (Print/Electronic Media), Advertising, Filmmaking etc.

Different science departments besides their university-approved syllabus also offer some opportunities for students such as training on - SSC, CSC, NET, SET, GATE, Civil Services, Banking Sector, IT Industry, Meteorological Service. They also offer assignments on Research Activities, Collaborations project work, summer training.

2. Providing learning activities that will help the student to reach these outcomes

i. Career Counselling and Training Programme

Career Counselling and Training Programme of Asutosh College has been set up to assist the students / candidates in directing their potential towards appropriate ends, thereby enabling them to take correct career decisions.

ii. Soft Skills and Communication Development Course

Improve the listening and speaking competence of the learners and

build the confidence of the learners to face job interviews and take part in group discussions.

iii. The Basic Computer Course and Web Designing programme To provide job-oriented education & training and develop among students programming techniques and problem-solving skills through programming.

iv. Certificate Courses (each student may choose any two from the followings)

- Herbal Plant Benefits and Scope
- Biomolecular Interactions in Clinical and Molecular Cell Biology
- Industrial Chemistry
- Wildlife Conservation
- India: Geography, Resources and People
- Fundamentals of Psychology, Community Intervention and Life Style Management
- Latex
- Basic Electronics in Daily Life
- Bioinformatics and Computational Biology
- Apiculture and Sericulture
- Ornamental Fish Keeping and Basics of Aquaponic Farming
- Institutional Communication & Public Speaking
- Social Entrepreneurship & Social Work
- Travel and Tourism
- Human Rights
- Entrepreneurial Management
- Fundamentals of Mathematics and Statistics

3. Assessing the extent to which the student meets these outcomes through the use of explicit assessment criteria

i. Department of B.Voc of Asutosh College offers diploma/advanced diploma/degree on -

- B.Voc Software Developments Under Graduate
- B.Voc Industrial Aquaculture and Fisheries Under Graduate

ii. Asutosh College, Department of Higher Services gives training for Professional Courses

iii. Asutosh College Industrial Safety Engineering - Certificate Course on Advanced Diploma In Industrial Safety (ADIS) for students.

Finally, the graduates are able to lead and promote teamwork to tackle complex engineering problems. They exhibit good communication skills, high professional ethics, and a continuous urge to enhance their knowledge.

20.Distance education/online education:

The Asutosh College Post Graduate Study Centre offers various courses across humanities, science and management through distance mode. The courses offered here allow the candidate to advance their skill and knowledge in their existing discipline or explores options in other fields. These courses also enable the candidate to build on his/her undergraduate knowledge, and gain the expertise needed to drive his/her career forward. The Study Centre was established in 2012 under Vidyasagar University. It offers M.A. courses in English, Political Science, Sanskrit and History; M.Sc. courses in Environmental Science, Chemistry and M.Com Courses in Financial Accounting and Management, Cost Accounting. These course are offered in distance mode/learning.

Objectives

- ? To develop specialized skills and values needed for effective leadership and management.
- ? To improve specialization in candidates in order to empower them for research.
- ? To improve the overall knowledge and experience, and thereby to improve the potentiality of the candidate in the competitive work atmosphere.
- ? To develop a question-seeking and problem-solving mind to lead and serve the society.

Infrastructure

PG Study center has two lecture halls and two modern laboratories of both Environmental Sciences (ENVS) and Chemistry keeping all the statutory norms and safety standards in mind. They are equipped with some of the most accurate digital measuring instruments required for measuring chemicals. A scientific temperament is developed in the students along with the ability to analyze, collate, compute, integrate and deduce. In the laboratories, the students learn to handle apparatus and chemicals. They improve their understanding of various chemical reactions and chemical processes. The ENVS laboratory maintains field equipment for environmental studies in terrestrial, fresh water, and marine environments, including research boats, soil and sediment coring devices, soil sampling devices, an electronic sub-bottom profiler and many other equipment and materials.

Online Education

During the pandemic the classes were shifted to the online mode. Classes were conducted through online platforms like Google meet, Zoom, etc. Class notes and study materials were shared via Google classrooms. Different assignments and it's submission was done smoothly through the Google classrooms. The College maintains a customized Learning Management System (LMS) that stores lecture

materials for courses in different programs. The students can easily access these notes and use them for their benefit. The institute promotes the usage of ICT enabled classrooms. Classrooms are equipped with projectors which are used to deliver PowerPoint presentations. Departments are equipped with computer laboratories and a good student-computer ratio is maintained. All computers have the latest LAN connectivity so that data can be shared from one machine to the other very easily. Library has an adequate number of LAN connected computers, where students can access various digital materials under NLIST, Sage, Jstor, Oup, Mcgrawhill, etc. The institute maintains a high speed central WIFI connection which can be used by all the stakeholders for their various educational needs. There are twenty certificate courses which are offered by the institute related to various disciplines which help in the skill development of the students. The Institute is planning to maintain a digital repository of course material for all the courses of UG and PG programs. Various Webinars/workshops/web lectures are organized by different departments in collaboration with the IQAC from time to time for the benefit of the students and the faculties. Online platforms like Google Meet, Zoom, Webex, etc. are used for these purposes. These lectures are broadcasted online in the dedicated YouTube channel of the institute.

Extended Profile

1. Programme

1.1	51
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	5560
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	1299
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Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description		Documents
Data Template		View File
2.3 Number of outgoing/ final year students during the year		1623
File Description		Documents
Data Template		View File
3.Academic		
3.1 Number of full time teachers during the year		194
File Description		Documents
Data Template		View File
3.2 Number of sanctioned posts during the year		120
File Description		Documents
Data Template		View File
4.Institution		
4.1 Total number of Classrooms and Seminar halls		69
4.2 Total expenditure excluding salary during the year (INR in lakhs)		135.44
4.3 Total number of computers on campus for academic purposes		367

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

- For effective implementation of the curriculum, the College organizes orientation programmes. The Academic sub-committee is responsible for
 - Monitoring the regularity of classes.
 - Executing the teaching plans provided by the departments effectively.
 - Ensuring distribution of Syllabus in odd and even semesters.
 - Monitoring the completion of syllabus.
 - Analysing end semester results when published.
 - Conducting monthly meetings between administration and departmental HoDs to solve all academic problems.
- Departments distribute the academic calendar
- Classes are held regularly as per a master routine.
- Routine analyses are done by the concerned committee. (Routine, Routine Analysis, Syllabus distribution, Teaching plans incorporated in Academic Subcommittee)
- Remedial classes as per the UGC guidelines, are held and these are included in the routine as well.
- Library support effectively supplements the class lectures. Seminar library class is also included in the routine to maintain regularity. Monthly records of book issuance are also documented.
- Departments are equipped with LCD projectors, laptops and foldable screens with pedestals for PowerPoint presentations.
- Institute organizes seminars by all faculties of all

departments periodically, centrally to share the knowledge among all disciplines.

- 17 certificate courses are organized by the college for the students for future grooming.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<p>https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2021-2022/1/1.1.1%20Department%20Wise%20Syllabus.pdf; https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2021-2022/1/1.1.1%20Routine%20Analysis.pdf; https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2021-2022/1/1.1.1%20Routine.pdf; https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2021-2022/1/1.1.1%20Syllabus%20Distribution.pdf; https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2021-2022/1/1.1.1%20Teaching%20Plan.pdf</p>

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

- The Departments strictly follow the academic calendar for both UG and PG Courses (displayed in website).
- As part of the CBCS System, University examinations are held twice every year; as ODD and EVEN Semester Examinations (displayed in Notice in website).
- Each Core Course, Skill Enhancement Course and Discipline Specific Course has a 10 marks allocation for Internal Evaluation (Centrally conducted).
- The system of CIE is followed by central committees to monitor monthly academic progress report.

- Regular tutorial classes are held for advanced students to motivate them with next level knowledge. Also, for weak students, remedial classes are taken by the faculties.
- Departmental student seminars are arranged to improve their presentation skill.
- The various ways in which CIE is operative in the college include
 - Class tests
 - Home Assignments
 - Syllabus - oriented Term papers and Project preparation
 - Paper presentations by PG students
 - 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 etc.
 - Mock interviews arranged by the placement cell of the college.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2021-2022/1/1.1.2%20Academic%20Calender.pdf ; https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2021-2022/1/1.1.2%20Examination%20Schedule.pdf

1.1.3 - Teachers of the Institution participate in A. All of the above

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	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

51

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

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

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

19

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

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

4229

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

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;
2. Environmental Science (U.G.) - (CC1, CC 3, CC4, CC5 and others)
3. Environmental Science (P.G) - ENV C14, ENV C 15, ENV C25, ENV C32, ENV C41, ENV C45
4. Environmental Studies (U.G - Enhancement Compulsory Course-2)
5. History (U.G.) - DSE-A-1
6. Journalism and Mass Communication (U.G.) - CC-10, CC-12, DSE-A-5
7. Political Science (U.G.)- DSE 5A, CC1, C4, CC 5, CC 2, DSE 6B/ DSE B6 2B, PLSG CC4
8. Philosophy (U.G.) - CC12, CC14, DSE A 1

9. Sociology (U.G.) - CC2, CC4, CC 7, SEC A2

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

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

38

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

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

1357

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://cloud.asutoshcollege.in/FeedBackReports/FBDetailsChart.aspx?LinkID=24&chartname=Pie
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
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	View File
URL for feedback report	https://cloud.asutoshcollege.in/FeedBackReports/FBDetailsChart.aspx?LinkID=24&chartname=Pie

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

2316

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1974

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Response:

The assessment of the learning levels of the students is done by the teachers in the classrooms during lectures and through conducting class tests, assignments, tutorials, etc; on the basis of which slow and advanced learners are identified. This mechanism helps in assessing the number of advanced learners and slow learners among the students. The class teacher maintains a student profile where students' academic, and socio-economic backgrounds and talents are mentioned. Traditional teaching methods are aided by new technological methods to make learning more effective. Facilities gain by both type of learns are as follows:

Advanced learners:

1. Hands-on assignment in place of small tests.
2. Extended Library Use.
3. Engagement in Peer Teaching.
4. Tutoring slow learners.
5. Writing Assignments on more Challenging Topics.
6. Additional learning opportunities through online sources like YouTube, WhatsApp, digital library, MOOCs, etc.

Slow Learners:

1. Remedial teaching.
2. Developing self-learning materials (SLM).
3. Frequently varying instructional techniques in the classroom itself.
4. Teaching learning skills such as note-taking, outlining, and active listening
5. Mentoring by faculty mentors.
6. Encouraging them to spend more time reading in libraries outside class hours.

File Description	Documents
Paste link for additional information	https://asutoshcollege.in/new-web/academic-sub-committee.html
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
5560	194

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

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

- Students given enough opportunity to discuss their doubts with

faculty members during and after classes.

- Remedial, tutorial classes taken quite frequently.
- Class tests conducted after completion of each chapter to assess their progress.
- Students' seminar, poster presentations, extempore competition, flipped classroom teaching, science day presentations organized for improving their communication skills and diversifying their knowledge.
- Learning the scientific concepts through joint theoretical-experimental approach helps students to visualize their subjects.
- Seminar Lectures on popular topics delivered by each faculty member regularly to help students to get updated with current scenario on respective topic.
- Arranging of student internships by some departments and educational tour for students at different institutions all over West Bengal.
- Industrial visits arranged by several departments.
- Alumni lecture series to encourage our present students.
- Research and Skill Development Cell and various PG departments help students to conduct independent research in survey methods, data collection, and social outreach to give them some idea of actual working environment.

File Description	Documents
Upload any additional information	View File
Link for additional information	sutoshcollege.in/new-web/certificate-course.html

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

Faculty members of our College make the best use of technology in their teaching process. Teachers use ICT and various other digital tools for better understanding of topics.

- College has a Wi-Fi Enabled Campus which helps 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 e-learning process.
- Members of Faculty indulge in sharing resources via personal teaching webpage, departmental websites and/or college website where regular class notes, codes, assignments, Audio-visual study materials, video lectures of veteran teachers, YouTube study materials links, references and remarks are posted.
- Student queries are entertained both in one-to-one communication as well as via email. Teachers also use Google Classroom to share study material to the students.
- Few teachers have used Tablets/pen tabs, computers/laptops to take class from home. They have uses inexpensive learning software applications onto tablets, making them a versatile tool for learning.
- Teachers regularly use online platforms like MOOCS, e-P. G Pathashala and N-list.
- College has well equipped computer labs.
- College has an online central Library (digital) and departmental seminar libraries.
- College offers twenty-skill development Certificate Courses in Online mode.

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

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	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

194

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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

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

114

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1454

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The college rigorously follows University of Calcutta's evaluation guidelines. All official notices about such examinations are posted on the college's official website. The college authority has formed a committee to be in charge of creating a subject-wise exam timetable for the departments. The examination method involves the setting and compiling 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 updated 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.

Due to the 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 administered by University of Calcutta rules, students are regularly assessed through online projects, quizzes, and presentations. Remedial steps are also taken by the teachers for the weaker students.

The below links are provided of the college website to download the internal and external question papers before online exam.

File Description	Documents
Any additional information	View File
Link for additional information	https://univ-exams.in/ghc/univexamscheduledownloadv2.aspx?clgcode=ASUT

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 Department. The college has a separate grievance cell, although it is not responsible for these complaints. 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	View File
Link for additional information	https://univ-exams.in/ghc/univhome.aspx?clgcode=ASUT

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	No File Uploaded
Paste link for Additional information	https://asutoshcollege.in/new-web/pdf/course-outcome.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The college ensures successful evaluation of students' performance through various methods for measuring the attainment of each program outcome and course outcome.

Each department designs its academic curriculum in accordance with the program/course outcome. Interactive-participative learning and extra classes for slow learners are regularly organized by the departments. The class encourages the development of analytical thinking, writing, and oratory skills. Experts do an evaluation of these skills through appropriate tools like Group discussions, Laboratory Experiments, Viva voce, Objective tests, Home assignments, etc.

Complementary learning plans are also executed through special seminars/webinars, student paper/PowerPoint presentations, debates, quiz competitions, fieldwork, poster designing, documentary/film show, etc.

The college offers various certificate courses to develop students'

job-oriented skills and knowledge.

The success of the program depends on student's performance in various examinations such as university examinations, internal examinations, projects, home assignments, etc. Throughout the year, the faculty records each student's performance on each program outcome. Also, remedial coaching is provided to slow learners to synchronize 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	View File
Paste link for Additional information	https://asutoshcollege.in/new-web/pdf/course-outcome.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

5124

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2021-2022/2/2.6.3-Pass%20percentage%20of%20Students%20during%20the%20year.pdf

2.7 - Student Satisfaction Survey

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

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)

8.36108

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

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

3.1.2.1 - Number of teachers recognized as research guides

5

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.isro.gov.in/ ; https://www.vigyansathi.in/

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 a sustainable ecosystem for creation and smooth transfer of knowledge, along with encouraging innovations in teaching-learning method. The global pandemic has resulted in a paradigm shift in pedagogy, and the transfer from classroom teaching to virtual platforms and on to blended mode and finally back to earlier on campus physical classroom teaching and learning in the past year has been a smooth experience for teachers and students alike. The college has initiated and maintained automated systems for information processing and dissemination, paper-less file processing for official work.

Our college hosted workshops on research methodology (MOOCs, Swayam, etc.); conducted several social outreach programmes and educational drives to reach out to the under-privileged during the past year. Faculty members of different departments have completed courses on innovative teaching methods as well as created web-based open-access educational materials to reach out to a larger part of society beyond the college boundaries.

Different departments have used multiple online platforms for online classes during the pandemic period and have equally smoothly transitioned back to classroom teaching during the last year.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2021-2022/3/3.2.1%20Write-up%20Innovation%20Ecosystem.pdf

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

3

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

3.3 - 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

1

File Description	Documents
URL to the research page on HEI website	https://asutoshcollege.in/new-web/about-geology.html ; https://asutoshcollege.in/new-web/about-geography.html ; https://asutoshcollege.in/new-web/about-industrial-fish-and-fisheries.html ; https://asutoshcollege.in/new-web/about-sanskrit.html ;
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

55

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - 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

44

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 organized the following events to promote social awareness:

1. Visit to Bhowanipur Girls High School, Sahapur Mathuranath Vidyapith (H.S.), Mitra Institution and Patha Bhavan to evaluate the different parameters. 2. Yaas Cyclone Relief distribution was organized in Budhakhali, Kakdwip, Namkhana & Radhanagar, Baunia Island, Tollygunge area. 3. Winter clothes and blanket distribution for an orphanage in Sunderbans was done by Department of Geology. 4. Department of Zoology participated in WWF-launched Project ECHO and stood first. 5. Department of Bio Chemistry visited the Providence Bhavan, an orphanage to distribute food, notebooks, stationaries, groceries and sanitary hygiene products. 6. Department of Psychology organized webinar and poster presentation event. Conducted extended lecture on Schizophrenia, OCD, Depression and mindfulness. 8. Environmental Science distributed food to children, disabled and old aged person dwelling in roadside/slum areas of Kolkata and outskirts. They also conducted a relief camp at Medinipur. 9. Microbiology Department assessed the microbiological quality in terms of health and hygiene of available fruit juices within 2 km radius of the college and submitted the report to KMC. 10. Vaccination drive for all students of the college was organized on a mass scale.

File Description	Documents
Paste link for additional information	https://asutoshcollege.in/new-web/committee-for-extension-activities-activities.html
Upload any additional information	View File

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)	View File
e-copy of the award letters	View File

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

44

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

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

1769

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - 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

7

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

3

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Asutosh College has always focused on Infrastructural facilities to ensure and sustain quality in higher education. The institution is continually in the process of augmenting effective utilization of available space, its maintenance and proper cleanliness. College administration is always making optimal endeavour 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 main campus is in 92, SP Mukherjee Road, Kolkata 700026 which comprises the Main Building along with Asutosh College Training Centre, Humanities Building, Centenary Building and Research Centre in the neighbourhood. 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 adequate 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.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	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

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

Asutosh College has a rich legacy of outstanding performance in sports and games. The College enjoys the use of its own tent in Kolkata Maidan with an area of 850 square feet with wash room, changing room, garden, refrigerator facilities. We have outdoor games facilities including cricket and football. Students' Common Room have many indoor game facilities viz. table tennis, badminton, Carrom, Boxing. We have a physical exercise facility within our campus, named after Dr. Shyama Prasad Mukherjee, equipped with necessary instruments. The Shyamaprasad Gymnasium is affiliated to multiple associations including the Ministry of Youth Affairs & Sports. The gym is equipped with a leg press, 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 also has a vibrant Cultural Unit which

provides a platform to both the students and the staff (teaching and nonteaching) for exhibiting their creativity and talents. Various programmes and activities are organized throughout the year by the Cultural Unit on different occasions. The activities of the Cultural Unit are collectively executed by the students and the staff (teaching and non-teaching) of the College.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://asutoshcollege.in/new-web/pdf/AOAR-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

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	No File Uploaded
Paste link for additional information	https://asutoshcollege.in/new-web/class-room.html
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

135.44

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

4.2 - Library as a Learning Resource

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

Name of ILMS software: Library Management System

Nature of automation (fully or partially): Fully

Version : N.A.

Year of Automation: 2012 (Updated on November, 2021)

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://cloud.asutoshcollege.in/lib_opaq.asp x

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)	View File

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

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

1.14

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

297

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The College provides adequate IT facilities to its stakeholders. We have 26 class rooms which are equipped with LCD Projector and WiFi enabled internet and cable based LAN services. The seminar Room is equipped with a 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. Audiences 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 the whole wall is working as an interactive for communications and presentations. Various management softwares are used for recording, editing, backup, restoring etc. The college library is now a fully digitized library system connected with the Asutosh College on-line Digital Library Management System. Reading section is also 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 a photocopy or print out. 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, wifi, ICT facilities: 34 ,34, 2 respectively

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

4.3.2 - Number of Computers

367

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

59.8

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

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

LABORATORIES: Departments maintain the laboratories, with the non-teaching members providing support in maintaining a stock register, monitoring usage of equipment, ensuring clean and hazard-free environment and firefighting facilities.

LIBRARY: College has a Central Library with Seminar Libraries for each department. The Central Library is located in the Main Building, but has two additional sections in the ACTC Building and in the Centenary Building.

SPORTS COMPLEX: Asutosh College is one of the two colleges in Kolkata to have it's own sports tent in the Kolkata Maidan. The Bhasa campus, located in the suburbs, has grounds for outdoor sports. Maidan Tent and Bhasa campus are equipped with sports gear like cricket and football, boxing gear and body fitness equipment. The Common Room has indoor games facilities. Sports Committee comprising teaching, non-teaching staff and students organizes Annual Sports.

COMPUTERS AND PERIPHERALS: Departmental computers and peripherals are maintained by the Departments, while those in the Office and Accounts and IT sections are maintained by the IT section staff. 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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://asutoshcollege.in/new-web/maintainin-g-institutional-facilities.html

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1312

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

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

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

19

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://asutoshcollege.in/new-web/yoga-therapy-unit-gallery.html ; https://asutoshcollege.in/new-web/soft-skills.html https://asutoshcollege.in/new-web/career-counselling-and-training-programme.html ; https://asutoshcollege.in/new-web/basic-computer-course.html ; https://asutoshcollege.in/new-web/women-karate-unit-gallery.html
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

1271

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

1271

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

133

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

663

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

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

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

71

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

5.3 - Student Participation and Activities

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

during the year

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

22

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

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

The college had organized various events through out the year. These events were conducted in association with Students Union and faculty members. These programs were conducted in active participation of students and teachers. Through these events the college kept the cultural ambience and a society involvement aloft.

Events organized and celebrated throughout the year:

- 159th Birth Anniversary of Swami Vivekananda (12th January)
- 125th Birth Centenary of Netaji Subhas Chandra Bose (23rd January)
- Calcutta University Foundation Day (24th January)
- Republic Day (26th January)
- Ambedkar Jayanti (14th April)
- Doctors' Day (1st July)
- 158th Birth Anniversary of Sir Asutosh Mukerjee (29th June)
- 107th College Foundation Day - (17th July)
- Independence Day - (15th August)
- Rabindra Jayanti - (9th May)
- International Mother Language Day or Bhasa Dibas (21st February)
- Annual sports or Krira (15-16th March 2022)
- Teachers Day Celebration (5th September, 2021)

File Description	Documents
Paste link for additional information	https://asutoshcollege.in/new-web/governing-body.html ; https://asutoshcollege.in/new-web/IQAC-committee.html ; https://asutoshcollege.in/new-web/cultural-gallery.html ; https://asutoshcollege.in/new-web/event-organising-committee-gallery.html ; https://asutoshcollege.in/new-web/nss-gallery.html
Upload any additional information	View File

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

25

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

- This platform has been initiated with an aim to Connect the TODAY with YESTERDAY, transform TOMORROW and CREATE an opportunity for the Alumni to make a difference to our PRESENT. This is in continuation with the long standing tradition and legacy of our Department.

- Alumni members serve as governing body representatives to support the efforts of the college and bring about social welfare through different programmes.
- Alumni members have acted as resource persons in different departments, sharing their vast expanse of knowledge in their respective fields. Alumni meet was organized at the departmental level by the post graduate department of Zoology named "AAHAN", a platform for interaction between the alumni and the present students which shall further strengthen the bond between them.
- Alumni members also contribute prize money to further encourage and motivate our students. The annual prize distribution is held each year on 17th July, the college foundation day
- Association encourages and promotes close relations among the alumni themselves.

File Description	Documents
Paste link for additional information	https://asutoshcollege.in/new-web/IQAC-committee.html
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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, a leading institute of education in West Bengal since its inception in 1916, currently has 28 departments offering regular undergraduate courses, vocational courses, and 6 postgraduate courses.

Inclusiveness and holistic education with a focus on critical thinking determine the institution's policy-making.

In order to keep students updated with latest research and development in their areas of learning, the college organises seminars by the faculty members of various departments. Titling the campaign as "Everyday is seminar day", the college through an instrumental Academic sub-committee ensures that interdisciplinary knowledge dissemination happens regularly. Newly floated certificate courses indicate, College management intends inter-transfer of knowledge amongst students for their holistic development. Additional support by the college administration to ensure that knowledge transfer is uninterrupted happens through online-webinars, official-youtube channels, google-classrooms. This has been possible since the governance has been very dynamic while updating the Information technology s section. The college website too is more extensive and user friendly currently. The yoga, meditation and Karate classes aid in development of body too along with a keen mind thus leading to holistic education.

File Description	Documents
Paste link for additional information	https://asutoshcollege.in/new-web/vision-mission.html ; https://asutoshcollege.in/new-web/index.html ; https://www.facebook.com/asutoshcollegeofficial/ ; https://asutoshcollege.in/new-web/about-yoga-therapy-unit.html
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralisation and participative management practices are a part and parcel of the administrative techniques of the college, since the college leadership strongly believes whole hearted participation of all stake holders is the key to long run growth of the

institution.

- The college that had already delegated plethora of functions to different committees has increased the number of cells/committees further this year in order to include every single member of the staff (according to their expertise) in the functioning and decision making
- Members of the committees and sub-committees are drawn from both teaching and non-teaching staff of the college under the aegis of the IQAC to coordinate various academic/ curricular, co-curricular, and administrative functions and activities.
- Student representation is also an essential aspect of the committees.
- The committees have complete independence to make decisions in their designated area of work.
- The college has also appointed Campus-in-charge for the different campuses/ buildings of the college.

File Description	Documents
Paste link for additional information	https://asutoshcollege.in/new-web/important-cell-committee.html
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional strategic plan for Asutosh college has been research oriented knowledge since the last year. This year their focus has gained even more density. 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 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 UG and PG students will get the opportunity to handle sophisticated instruments and carry out experiments under 'Skill-based' module of the CBCS syllabus. 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 college has initiated publication of two e-journals Sayam (science discipline), Sabita (humanities discipline), along side the Centurion journal to encourage faculties in

showcasing their research skills. The college has also established for availability of a Research seed grant for faculties who would intend to conduct research individually. The deployment of the strategic plan of research orientation is evident from the endeavours undertaken this year.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://asutoshcollege.in/new-web/research-center.html ; https://asutoshcollege.in/new-web/sayam-aims-scope.html ; https://asutoshcollege.in/new-web/sabita-aims-scope.html
Upload any additional information	View File

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 12 members. Present Governing Body, formed in 2022, consists of the President and Secretary as office bearers. There are 3 Teacher Representatives, 1 Non-Teaching Staff Representative 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	https://asutoshcollege.in/new-web/governing-body.html
Link to Organogram of the institution webpage	https://asutoshcollege.in/new-web/pdf/Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The institution has effective welfare measures for both teaching and non-teaching staffmembers:

- 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
- Distribution of winter garments

File Description	Documents
Paste link for additional information	https://asutoshcollege.in/new-web/staff-welfare-committee.html ; https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2021-2022/6/6.3.1%20WELFARE%20MEASURES.pdf ; https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2021-2022/6/METRIC%20NO%206.3.1.%20User%20Manual%20for%20Online%20Registration%20of%20College%20Teachers%20for%20WBHS.pdf
Upload any additional information	View File

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

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

1

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

7

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

54

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

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

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 individuals 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. To facilitate the process & ensure its smooth functioning, the college has constituted a dedicated committee for CAS.

Appraisal for the non-teaching staff :

A separate standardized appraisal form is utilized for the purpose of performance appraisal of the non-teaching staffs of the college. Every year, the HODs fill up the form to evaluate the performance of the NTS. The criteria for evaluation comprises of job knowledge & skills, quality of work & compliance to deadlines, interpersonal skills, planning & organisation, decision making, initiative & safety measure. Taking into consideration performance of each employee, employee centric interventions are planned and executed to enhance their performance further.

File Description	Documents
Paste link for additional information	https://asutoshcollege.in/new-web/CAS-Promotion-Related-Orders.html
Upload any additional information	View File

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-step audit system that is internal and external financial audits regularly. Every year the Accounts are audited by Professional Auditors. ISO certification is done by a separate external auditor and it is renewed every year.

- 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.
- For ISO certification the auditor is: S.P. Mitra, LMS Certification Limited, England - SK1 3DG.

File Description	Documents
Paste link for additional information	https://asutoshcollege.in/new-web/IN95964A-Asutosh-College.pdf
Upload any additional information	View File

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)

0.5

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

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

The college generates revenue by traditional and non-traditional ways. The traditional ways include UG and PG programmes, certificate courses and professional training-based courses beyond college hours and on non-working days. At present, 20 certificate courses are running in the college in addition to the conventional UG/PG courses. The UGC and State Government are additional sources of funds. 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 four major heads:

1. Sustenance of human resources
2. Technological development of the college
3. Infrastructural development of the college
4. Research and development activities
5. Maintenance and upgradation of library

File Description	Documents
Paste link for additional information	https://asutoshcollege.in/newweb/certificate-course.html ; https://asutoshcollege.in/newweb/pdf/AQAR-Supporting-Documents/2021-2022/1/1.2.2%20BROCHUR%20OF%20CERTIFICATE%20PROGRAMMES_VISTA_A%20HANDBOOK%20OF%20JOB%20ORIENTED%20CERTIFICATE%20COURSES.pdf
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

1. Departments are advised by IQAC to organize seminars covering portions of their curriculum. Multidisciplinary and Interdisciplinary lectures are also arranged under the umbrella of Science, Humanities & Business Administration. Workshops, student seminars, quiz, debates are also encouraged so that students can be groomed for better oration and personality development. A guideline is shared in the beginning of the Academic year with the proposed list of Seminars to be organized covering important areas. Departments also organize discipline specific special lectures by experts. Overwhelming response has been received from students. Film shows on Environmental issues are also organized. In the neo-normal situation, blended mode of teaching has been given special emphasis. College administration after receiving recommendation from the IQAC has created an official YouTube channel that showcases lectures of high merit to enrich both the students and faculties.

2. Academic and research contributions made by our faculty members help us to further improve the academic ambience of the college. Keeping this in mind, research facility has been improved in the College in the past one year. Proposal for seed grant for research to support innovative research ideas and financial assistance for participation in Seminar/Workshops have been approved by the Governing body of the College.

File Description	Documents
Paste link for additional information	https://asutoshcollege.in/new-web/index.html ; https://asutoshcollege.in/new-web/IQAC-committee.html
Upload any additional information	View File

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

Institution encourages learners to implement, build, seek, grow and culture knowledge in a conducive environment. It is therefore important to strongly monitor the progress in order to give students an all-round development. The Academic Subcommittee has been entrusted to monitor the quality of teaching imparted in the College throughout the year. The aim is not only to prepare our students to reach the Program and Course outcomes at the completion of their graduation and postgraduation courses, but also to inculcate the right values and ethics to become a good citizen of our country. The main areas of focus include the following:

TEACHING: Improvement in classroom set-ups, digital systemization of learning, advanced laboratory infrastructures, critical thinking during project work, encourage students to take up additional diploma / language / soft skill / certificate program organized by the Institute.

IQAC seeks monthly reports from academic subcommittee to analyze the progress of all Departments and suggests areas of improvement.

RESEARCH: Application for funds and grants to promote high quality research, to entrain students for enhanced dissertation presentations. As advised by IQAC, two journals, SAYAM & SABITA are in the preparatory stages of their first issue publication.

File Description	Documents
Paste link for additional information	https://asutoshcollege.in/new-web/pdf/AOAR-Supporting-Documents/2021-2022/6/6.5.2%20DIGITAL%20SYSTEMIZATION%20OF%20LEARNING.pdf ; https://asutoshcollege.in/new-web/academic-sub-committee.html ; https://asutoshcollege.in/new-web/research-committee.html
Upload any additional information	View File

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://asutoshcollege.in/new-web/IQAC-minutes.html
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender sensitization is currently recognized as a significant aspect in all major policies of academic institutions for creating healthy work environment. Asutosh College being a co-educational institution is no exception. The institution supports gender diversity and seeks to create an inclusive space for third genders with measures like

formal introduction of the third gender option in college forms, conducting of Annual Sensitization workshops, uploading of Special lectures on gender sensitization on the college website and meetings with representatives of the Students' Union regarding gender equity. The creation of Women's Cell for the redressal of grievances of female students has served the all important purpose of providing a platform for their free and active participation, voicing and expressing their opinions, views and issues favouring promotion of gender equality. To ensure safety and security, CC cameras have been installed inside the college premises. Project Sukanya which provides self-defence training for girl students has been initiated. Separate Common Room facility is also available for them. The institution has proposed the setting up of a Day Care Centre for addressing the problem of child care. Child Care Leave, Maternity/Paternity Leave are sanctioned as per Government Order.

File Description	Documents
Annual gender sensitization action plan	https://asutoshcollege.in/new-web/about-women-karate-unit.html
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://asutoshcollege.in/new-web/common-room-committee-activities.html

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	View File
Any other relevant information	No File Uploaded

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

Solid waste is collected daily from various points and separated

into dry and wet. Colour-coded dustbins are used, as green for wet and blue for solid. The housekeeping personnel are responsible for daily removal and disposal of garbage to the KMC authorized personnel. All wastewater lines from toilets are connected with municipal drainage mains. Waste materials like plastic, papers are collected and disposed to scrap vendors.

Initiatives have been taken to produce compost manure from the canteen solid waste and the entire process is efficiently run by the students. Manure is used for the purpose of herbal gardening. Wastes from life science departments of our college are autoclaved and discarded. The chemical -contaminated water from Chemistry and Biochemistry laboratories passes through concealed pipelines into soak pits and recycled water is used for the watering of trees or non-potable purpose. E-wastes such as 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.

With financial support of SERB Scientific Social Responsibility Policy and Asutosh College research Centre, 25 college and school students were selected for a day long training on solid waste management and recycling.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

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

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	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

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

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and

A. Any 4 or all of the above

facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Asutosh College truly fosters inclusion and remains true to its motto of inclusive education. The classrooms, playground and all spheres include students from all backgrounds and religion. The cultural programmes, the college fests and all co-curricular activities attempt to bridge all gaps and differences into a seamless entity, which is our beloved institution. The community kitchen and dining are good examples of such whole hearted efforts. Bhasha Dibas celebrated on 21st February every year brings different linguistic groups on a common platform to celebrate each language with full glory and honour. Whether it be music or food, work or play, the institution and all its inmates and stakeholders stand as a united whole with mutual respect for one another.

kindly visit College website:

<https://asutoshcollege.in/new-web/event-organising-committee-activities.html>

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	View File

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

Asutosh College unfailingly observes all important national days viz. Independence Day, Republic Day, Netaji's Birthday, Birthday of our founder the legendary Sir Asutosh Mukherjee, Ambedkar Jayanti, Tagore's Birthday and others with lectures and befitting tributes. The Political Science department arranges the Youth Parliament programme. Students are trained to actively participate in inter college competitions on Mock Parliament, organized by Higher Education cell, Govt. of West Bengal. They are also made aware about their roles as responsible voters and citizens. There is a certificate course on Human Rights for the students. Seminars may be organized on the responsibilities of citizens. Students may be trained for monitoring food quality in the canteen and vendor carts adjoining the College. There may be initiatives for adopting a village. There are several initiatives by the college and the NSS unit for the local slum dwellers and the education of the children there.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://asutoshcollege.in/new-web/nss.html ; https://asutoshcollege.in/new-web/ncc.html
Any other relevant information	https://asutoshcollege.in/new-web/event-organising-committee-activities.html

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

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

Some programmes celebrated during 2021-2022 are :

2021

June

- 5th : World Environment Day
- 6th: Wall Magazine Release
- 29th: Birth Anniversary Celebration of Sir Asutosh Mookerjee

July

- 1st: Doctors' Day Celebration By ACSU
- 17th : College Foundation Day Celebration and Orientation Programme

August

- 15th: Independence Day Celebration

September

- 5th: Teachers' Day Celebration

2022

January

- 12th : 159th Birth Anniversary of Swami Vivekananda.
- 23rd : 125th Birth Anniversary of Netaji Subhas Chandra Bose
- 26th : 73rd Republic Day

February

- 5th : Saraswati Puja
- 21st: Bhasa Dibas
- 25th: Tribute to Bharat Ratna Lata Mangeshkar

March

- 4th: Sensitization for Hearing Impaired
- 8th: International Women's Day
- 14th: Inaugural session of self-defence basic course for girls
- 31st: Inauguration of Yoga Therapy and Women's Karate Unit

April

- 11th: Seminar-cum-Workshop on RAF understanding and implementation
- 18th: Ambedkar Jayanti

May

- 10th: 161st Birth Anniversary of Rabindranath Tagore
- 22nd: Raja Rammohan Roy on Women Empowerment
- 24th: Nazrul Jayanti

June

- 7th : World Environment Day observed
- 21st: International Yoga Day

August

- 15th: 75 years of India's Independence

kindly visit College website:

<https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2021-2022/7/7.1.11%20ANNUAL%20REPORT%20OF%20THE%20CELEBRATIONS%20AND%20EVENTS.pdf>

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

TITLE OF PRACTICE:

1. MAINTAINING GREEN SUBURBAN CAMPUS
2. AQUACULTURE AND INTEGRATED FARMING PROJECT

2. OBJECTIVES

A. The 2nd campus is a carefully and meticulously planned Green Campus with pro-environmental practices for Sustainability education.

B. Multidisciplinary approach to agriculture to rejuvenate system productivity and simultaneously achieve agro-ecological equilibrium, thereby providing steady and stable income

3. CONTEXT

1. Biogas plant, rain water harvesting, extensive medicinal plant garden, butterfly garden, water-body for aquaculture, solar lighting
2. Integrated, interdependent, interrelated, interlocking production system based on few crops, animals and related subsidiary enterprises to maximize the utilization of nutrients of each system, simultaneously minimizing their deleterious environmental effect

4. PRACTICE

A.

- Restricted Automobile Entry
- No Smoking Zone

- Plastic Free Zone
- Energy Conservation

B.

- Integrated farming
- Higher aquaculture production
- Higher livestock and vegetable crops production

EVIDENCE OF SUCCESS

A.

- Improved air quality
- Energy, water conservation
- waste recycling,
- conservation, sustainable use of medicinal and herbal plants

B.

- Fish culture operation
- Production of fish seeds
- Duck culture and organic production of consumable vegetables

6. Problems Encountered and Resources Required

A & B

- More funds
- trained personnel
- better infrastructure

Kindly visit the following webpage:

https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2021-2022/7/7.2.1%20Activity%20report%20Integrated%20Farming%20Bhasa%20campus_REPORT.pdf

File Description	Documents
Best practices in the Institutional website	https://asutoshcollege.in/new-web/biogas-plant.html , https://asutoshcollege.in/new-web/rain-water-harvesting-plant.html , https://asutoshcollege.in/new-web/medicinal-plant.html
Any other relevant information	https://asutoshcollege.in/new-web/aquaculture-and-integrated-farming-project.html

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

Sparsha(Touch), the Asutosh College Retired Teachers' Wellness and Well-being Committee is a unit that began functioning under the aegis of the Tea Club in 2017. The Tea Club itself is a unique feature of our college, established in the late 1980s to facilitate informal interaction among teachers over a cuppa. Retired teachers are like metaphorical bridges between the past and the present, inspiring the current crop to follow in their footsteps so that they in turn may pass on the legacy to future generations of teachers. With the aim of reaching out to them and providing that caring touch, the Tea Club constituted a unit - Asutosh College Retired Teachers' Wellness and Well-being Committee - in 2017. As part of its activities, a dedicated team from the unit maintains year-round contact with retired teachers, enquires after their needs, especially medical, and makes arrangements accordingly. Some of the initiatives launched in this regard are basic annual medical check-up, home delivery of essential medicines at a subsidized rate, home delivery of essential supplies during the pandemic period and others.

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

- For effective implementation of the curriculum, the College organizes orientation programmes. The Academic sub-committee is responsible for
 - Monitoring the regularity of classes.
 - Executing the teaching plans provided by the departments effectively.
 - Ensuring distribution of Syllabus in odd and even semesters.
 - Monitoring the completion of syllabus.
 - Analysing end semester results when published.
 - Conducting monthly meetings between administration and departmental HoDs to solve all academic problems.
- Departments distribute the academic calendar
- Classes are held regularly as per a master routine.
- Routine analyses are done by the concerned committee. (Routine, Routine Analysis, Syllabus distribution, Teaching plans incorporated in Academic Subcommittee)
- Remedial classes as per the UGC guidelines, are held and these are included in the routine as well.
- Library support effectively supplements the class lectures. Seminar library class is also included in the routine to maintain regularity. Monthly records of book issuance are also documented.

- Departments are equipped with LCD projectors, laptops and foldable screens with pedestals for PowerPoint presentations.
- Institute organizes seminars by all faculties of all departments periodically, centrally to share the knowledge among all disciplines.
- 17 certificate courses are organized by the college for the students for future grooming.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2021-2022/1/1.1.1%20Department%20Wise%20Syllabus.pdf ; https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2021-2022/1/1.1.1%20Routine%20Analysis.pdf ; https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2021-2022/1/1.1.1%20Routine.pdf ; https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2021-2022/1/1.1.1%20Syllabus%20Distribution.pdf ; https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2021-2022/1/1.1.1%20Teaching%20Plan.pdf

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

- The Departments strictly follow the academic calendar for both UG and PG Courses (displayed in website).
- As part of the CBCS System, University examinations are held twice every year; as ODD and EVEN Semester Examinations (displayed in Notice in website).
- Each Core Course, Skill Enhancement Course and Discipline

Specific Course has a 10 marks allocation for Internal Evaluation (Centrally conducted).

- The system of CIE is followed by central committees to monitor monthly academic progress report.
- Regular tutorial classes are held for advanced students to motivate them with next level knowledge. Also, for weak students, remedial classes are taken by the faculties.
- Departmental student seminars are arranged to improve their presentation skill.
- The various ways in which CIE is operative in the college include
 - Class tests
 - Home Assignments
 - Syllabus - oriented Term papers and Project preparation
 - Paper presentations by PG students
 - 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 etc.
 - Mock interviews arranged by the placement cell of the college.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2021-2022/1/1.1.2%20Academic%20Calender.pdf ; https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2021-2022/1/1.1.2%20Examination%20Schedule.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	A. All of the above
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File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

51

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

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

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

19

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

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

4229

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

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;

2. Environmental Science (U.G.) - (CC1, CC 3, CC4, CC5 and others)
3. Environmental Science (P.G) - ENV C14, ENV C 15, ENV C25, ENV C32, ENV C41, ENV C45
4. Environmental Studies (U.G - Enhancement Compulsory Course-2)
5. History (U.G.) - DSE-A-1
6. Journalism and Mass Communication (U.G.) - CC-10, CC-12, DSE-A-5
7. Political Science (U.G.)- DSE 5A, CC1, C4, CC 5, CC 2, DSE 6B/ DSE B6 2B, PLSG CC4
8. Philosophy (U.G.) - CC12, CC14, DSE A 1
9. Sociology (U.G.) - CC2, CC4, CC 7, SEC A2

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

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

38

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

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

1357

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
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File Description	Documents
URL for stakeholder feedback report	https://cloud.asutoshcollege.in/FeedBackReports/FBDetailsChart.aspx?LinkID=24&chartname=Pie
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
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	View File
URL for feedback report	https://cloud.asutoshcollege.in/FeedBackReports/FBDetailsChart.aspx?LinkID=24&chartname=Pie

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

2316

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1974

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Response:

The assessment of the learning levels of the students is done by the teachers in the classrooms during lectures and through conducting class tests, assignments, tutorials, etc; on the basis of which slow and advanced learners are identified. This mechanism helps in assessing the number of advanced learners and slow learners among the students. The class teacher maintains a student profile where students' academic, and socio-economic backgrounds and talents are mentioned. Traditional teaching methods are aided by new technological methods to make learning more effective. Facilities gain by both type of learners are as follows:

Advanced learners:

1. Hands-on assignment in place of small tests.
2. Extended Library Use.
3. Engagement in Peer Teaching.
4. Tutoring slow learners.
5. Writing Assignments on more Challenging Topics.
6. Additional learning opportunities through online sources like YouTube, WhatsApp, digital library, MOOCs, etc.

Slow Learners:

1. Remedial teaching.

2. Developing self-learning materials (SLM).
3. Frequently varying instructional techniques in the classroom itself.
4. Teaching learning skills such as note-taking, outlining, and active listening
5. Mentoring by faculty mentors.
6. Encouraging them to spend more time reading in libraries outside class hours.

File Description	Documents
Paste link for additional information	https://asutoshcollege.in/new-web/academic-sub-committee.html
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
5560	194

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

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

- Students given enough opportunity to discuss their doubts with faculty members during and after classes.
- Remedial, tutorial classes taken quite frequently.

- Class tests conducted after completion of each chapter to access their progress.
- Students' seminar, poster presentations, extempore competition, flipped classroom teaching, science day presentations organized for improving their communication skills and diversifying their knowledge.
- Learning the scientific concepts through joint theoretical-experimental approach helps students to visualize their subjects.
- Seminar Lectures on popular topics delivered by each faculty member regularly to help students to get updated with current scenario on respective topic.
- Arranging of student internships by some departments and educational tour for students at different institutions all over West Bengal.
- Industrial visits arranged by several departments.
- Alumni lecture series to encourage our present students.
- Research and Skill Development Cell and various PG departments help students to conduct independent research in survey methods, data collection, and social outreach to give them some idea of actual working environment.

File Description	Documents
Upload any additional information	View File
Link for additional information	sutoshcollege.in/new-web/certificate-course.html

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

Faculty members of our College make the best use of technology in their teaching process. Teachers use ICT and various other digital tools for better understanding of topics.

- College has a Wi-Fi Enabled Campus which helps 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 e-learning process.
- Members of Faculty indulge in sharing resources via personal teaching webpage, departmental websites and/or college website where regular class notes, codes, assignments, Audio-visual study materials, video lectures of veteran teachers, YouTube study materials links, references and remarks are posted.
- Student queries are entertained both in one-to-one communication as well as via email. Teachers also use Google Classroom to share study material to the students.
- Few teachers have used Tablets/pen tabs, computers/laptops to take class from home. They have uses inexpensive learning software applications onto tablets, making them a versatile tool for learning.
- Teachers regularly use online platforms like MOOCS, e-P. G Pathashala and N-list.
- College has well equipped computer labs.
- College has an online central Library (digital) and departmental seminar libraries.
- College offers twenty-skill development Certificate Courses in Online mode.

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

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	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

194

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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

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

114

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1454

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The college rigorously follows University of Calcutta's evaluation guidelines. All official notices about such examinations are posted on the college's official website. The college authority has formed a committee to be in charge of creating a subject-wise exam timetable for the departments. The examination method involves the setting and compiling 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 updated 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.

Due to the 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 administered by University of Calcutta rules, students are regularly assessed through online projects, quizzes, and presentations. Remedial steps are also taken by the teachers for the weaker students.

The below links are provided of the college website to download the internal and external question papers before online exam.

File Description	Documents
Any additional information	View File
Link for additional information	https://univ-exams.in/ghc/univexamschedule/downloadv2.aspx?clgcode=ASUT

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 Department. The college has a separate grievance cell, although it is not responsible for these complaints. 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	View File
Link for additional information	https://univ-exams.in/ghc/univhome.aspx?clgcode=ASUT

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	No File Uploaded
Paste link for Additional information	https://asutoshcollege.in/new-web/pdf/course-outcome.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The college ensures successful evaluation of students' performance through various methods for measuring the attainment of each program outcome and course outcome.

Each department designs its academic curriculum in accordance with the program/course outcome. Interactive-participative learning and extra classes for slow learners are regularly organized by the departments. The class encourages the development of analytical thinking, writing, and oratory skills. Experts do an evaluation of these skills through appropriate tools like Group discussions, Laboratory Experiments, Viva voce, Objective tests, Home assignments, etc.

Complementary learning plans are also executed through special seminars/webinars, student paper/PowerPoint presentations, debates, quiz competitions, fieldwork, poster designing, documentary/film show, etc.

The college offers various certificate courses to develop students' job-oriented skills and knowledge.

The success of the program depends on student's performance in various examinations such as university examinations, internal examinations, projects, home assignments, etc. Throughout the year, the faculty records each student's performance on each program outcome. Also, remedial coaching is provided to slow learners to synchronize 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	View File
Paste link for Additional information	https://asutoshcollege.in/new-web/pdf/course-outcome.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

5124

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2021-2022/2/2.6.3-Pass%20percentage%20of%20Students%20during%20the%20year.pdf

2.7 - Student Satisfaction Survey

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

<https://asutoshcollege.in/new-web/student-satisfaction-survey.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)

8.36108

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

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

3.1.2.1 - Number of teachers recognized as research guides

5

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.isro.gov.in/ ; https://www.vigyansathi.in/

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 a sustainable ecosystem for creation and smooth transfer of knowledge, along with encouraging innovations in teaching-learning method. The global pandemic has resulted in a paradigm shift in pedagogy, and the transfer from classroom teaching to virtual platforms and on to blended mode and finally back to earlier on campus physical classroom teaching and learning in the past year has been a smooth experience for teachers and students alike. The college has initiated and maintained automated systems for information processing and dissemination, paper-less file processing for official work.

Our college hosted workshops on research methodology (MOOCs, Swayam, etc.); conducted several social outreach programmes and educational drives to reach out to the under-privileged during the past year. Faculty members of different departments have completed courses on innovative teaching methods as well as created web-based open-access educational materials to reach out to a larger part of society beyond the college boundaries.

Different departments have used multiple online platforms for online classes during the pandemic period and have equally smoothly transitioned back to classroom teaching during the last year.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2021-2022/3/3.2.1%20Write-up%20Innovation%20Ecosystem.pdf

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

3

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

3.3 - 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

1

File Description	Documents
URL to the research page on HEI website	https://asutoshcollege.in/new-web/about-geology.html ; https://asutoshcollege.in/new-web/about-geography.html ; https://asutoshcollege.in/new-web/about-industrial-fish-and-fisheries.html ; https://asutoshcollege.in/new-web/about-sanskrit.html ;
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

55

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - 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

44

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 organized the following events to promote social awareness:

1. Visit to Bhowanipur Girls High School, Sahapur Mathuranath Vidyapith (H.S.), Mitra Institution and Patha Bhavan to evaluate the different parameters. 2. Yaas Cyclone Relief distribution was organized in Budhakhali, Kakdwip, Namkhana & Radhanagar, Baunia Island, Tollygunge area. 3. Winter clothes and blanket distribution for an orphanage in Sunderbans was done by Department of Geology. 4. Department of Zoology participated in WWF-launched Project ECHO and stood first. 5. Department of Bio Chemistry visited the Providence Bhavan, an orphanage to distribute food, notebooks, stationaries, groceries and sanitary hygiene products. 6. Department of Psychology organized webinar and poster presentation event. Conducted extended lecture on Schizophrenia, OCD, Depression and mindfulness. 8. Environmental Science distributed food to children, disabled and old aged person dwelling in roadside/slum areas of Kolkata and outskirts. They also conducted a relief camp at Medinipur. 9. Microbiology Department assessed the microbiological quality in terms of health and hygiene of available fruit juices within 2 km radius of the college and submitted the report to KMC. 10. Vaccination drive for all students of the college was organized on a mass scale.

File Description	Documents
Paste link for additional information	https://asutoshcollege.in/new-web/committe-e-for-extension-activities-activities.html
Upload any additional information	View File

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)	View File
e-copy of the award letters	View File

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

44

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

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

1769

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - 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	
7	
File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File
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	
3	
File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File
INFRASTRUCTURE AND LEARNING RESOURCES	
4.1 - Physical Facilities	
4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.	
Asutosh College has always focused on Infrastructural facilities to ensure and sustain quality in higher education. The institution is continually in the process of augmenting effective	

utilization of available space, its maintenance and proper cleanliness. College administration is always making optimal endeavour 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 main campus is in 92, SP Mukherjee Road, Kolkata 700026 which comprises the Main Building along with Asutosh College Training Centre, Humanities Building, Centenary Building and Research Centre in the neighbourhood. 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 adequate 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.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	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

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

Asutosh College has a rich legacy of outstanding performance in sports and games. The College enjoys the use of its own tent in Kolkata Maidan with an area of 850 square feet with wash room, changing room, garden, refrigerator facilities. We have outdoor games facilities including cricket and football. Students' Common Room have many indoor game facilities viz. table tennis, badminton, Carrom, Boxing. We have a physical exercise facility within our campus, named after Dr. Shyama Prasad Mukherjee, equipped with necessary instruments. The Shyamaprasad Gymnasium is affiliated to multiple associations including the Ministry of

Youth Affairs & Sports. The gym is equipped with a leg press, 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 also has a vibrant Cultural Unit which provides a platform to both the students and the staff (teaching and nonteaching) for exhibiting their creativity and talents. Various programmes and activities are organized throughout the year by the Cultural Unit on different occasions. The activities of the Cultural Unit are collectively executed by the students and the staff (teaching and non-teaching) of the College.

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

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	No File Uploaded
Paste link for additional information	https://asutoshcollege.in/new-web/class-room.html
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

135.44

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

4.2 - Library as a Learning Resource

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

Name of ILMS software: Library Management System

Nature of automation (fully or partially): Fully

Version : N.A.

Year of Automation: 2012 (Updated on November, 2021)

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://cloud.asutoshcollege.in/lib_opaq.a_spx

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)	View File

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

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

1.14

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

297

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The College provides adequate IT facilities to its stakeholders. We have 26 class rooms which are equipped with LCD Projector and WiFi enabled internet and cable based LAN services. The seminar Room is equipped with a 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. Audiences 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 the whole wall is working as an interactive for communications and presentations. Various management softwares are used for recording, editing, backup, restoring etc. The college library is now a fully digitized library system connected with the Asutosh College on-line Digital Library Management

System. Reading section is also 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 a photocopy or print out. 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, wifi, ICT facilities: 34 ,34, 2 respectively

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

4.3.2 - Number of Computers

367

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

59.8

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

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

LABORATORIES: Departments maintain the laboratories, with the non-teaching members providing support in maintaining a stock register, monitoring usage of equipment, ensuring clean and hazard-free environment and firefighting facilities.

LIBRARY: College has a Central Library with Seminar Libraries for each department. The Central Library is located in the Main Building, but has two additional sections in the ACTC Building and in the Centenary Building.

SPORTS COMPLEX: Asutosh College is one of the two colleges in Kolkata to have it's own sports tent in the Kolkata Maidan. The Bhasa campus, located in the suburbs, has grounds for outdoor sports. Maidan Tent and Bhasa campus are equipped with sports gear like cricket and football, boxing gear and body fitness equipment. The Common Room has indoor games facilities. Sports Committee comprising teaching, non-teaching staff and students organizes Annual Sports.

COMPUTERS AND PERIPHERALS: Departmental computers and peripherals are maintained by the Departments, while those in the Office and Accounts and IT sections are maintained by the IT section staff. 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.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1312

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

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

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

19

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
---	----------------------------

File Description	Documents
Link to Institutional website	https://asutoshcollege.in/new-web/yoga-therapy-unit-gallery.html ; https://asutoshcollege.in/new-web/soft-skills.html https://asutoshcollege.in/new-web/career-counselling-and-training-programme.html ; https://asutoshcollege.in/new-web/basic-computer-course.html ; https://asutoshcollege.in/new-web/women-karate-unit-gallery.html
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

1271

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

1271

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

133

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File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

663

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

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

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

71

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

5.3 - Student Participation and Activities

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

one) during the year

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

22

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

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

The college had organized various events through out the year. These events were conducted in association with Students Union and faculty members. These programs were conducted in active participation of students and teachers. Through these events the college kept the cultural ambience and a society involvement aloft.

Events organized and celebrated throughout the year:

- 159th Birth Anniversary of Swami Vivekananda (12th January)
- 125th Birth Centenary of Netaji Subhas Chandra Bose (23rd January)
- Calcutta University Foundation Day (24th January)
- Republic Day (26th January)
- Ambedkar Jayanti (14th April)
- Doctors' Day (1st July)
- 158th Birth Anniversary of Sir Asutosh Mukerjee (29th June)
- 107th College Foundation Day - (17th July)
- Independence Day - (15th August)
- Rabindra Jayanti - (9th May)
- International Mother Language Day or Bhasa Dibas (21st February)
- Annual sports or Krira (15-16th March 2022)

- Teachers Day Celebration (5th September, 2021)

File Description	Documents
Paste link for additional information	https://asutoshcollege.in/new-web/governing-body.html ; https://asutoshcollege.in/new-web/IOAC-committee.html ; https://asutoshcollege.in/new-web/cultural-gallery.html ; https://asutoshcollege.in/new-web/event-organising-committee-gallery.html ; https://asutoshcollege.in/new-web/nss-gallery.html
Upload any additional information	View File

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

25

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

- This platform has been initiated with an aim to Connect the TODAY with YESTERDAY, transform TOMORROW and CREATE an opportunity for the Alumni to make a difference to our PRESENT. This is in continuation with the long standing

tradition and legacy of our Department.

- Alumni members serve as governing body representatives to support the efforts of the college and bring about social welfare through different programmes.
- Alumni members have acted as resource persons in different departments, sharing their vast expanse of knowledge in their respective fields. Alumni meet was organized at the departmental level by the post graduate department of Zoology named "AAHAN", a platform for interaction between the alumni and the present students which shall further strengthen the bond between them.
- Alumni members also contribute prize money to further encourage and motivate our students. The annual prize distribution is held each year on 17th July, the college foundation day
- Association encourages and promotes close relations among the alumni themselves.

File Description	Documents
Paste link for additional information	https://asutoshcollege.in/new-web/IQAC-committee.html
Upload any additional information	View File

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

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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, a leading institute of education in West Bengal since its inception in 1916, currently has 28 departments offering regular undergraduate courses, vocational courses, and 6 postgraduate courses.

Inclusiveness and holistic education with a focus on critical thinking determine the institution's policy-making.

In order to keep students updated with latest research and development in their areas of learning, the college organises seminars by the faculty members of various departments. Titling the campaign as "Everyday is seminar day", the college through an instrumental Academic sub-committee ensures that interdisciplinary knowledge dissemination happens regularly. Newly floated certificate courses indicate, College management intends inter-transfer of knowledge amongst students for their holistic development. Additional support by the college administration to ensure that knowledge transfer is uninterrupted happens through online-webinars, official-youtube channels, google-classrooms. This has been possible since the governance has been very dynamic while updating the Information technology section. The college website too is more extensive and user friendly currently. The yoga, meditation and Karate classes aid in development of body too along with a keen mind thus leading to holistic education.

File Description	Documents
Paste link for additional information	https://asutoshcollege.in/new-web/vision-mission.html ; https://asutoshcollege.in/new-web/index.html ; https://www.facebook.com/asutoshcollegeofficial/ ; https://asutoshcollege.in/new-web/about-yoga-therapy-unit.html
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralisation and participative management practices are a part and parcel of the administrative techniques of the college, since the college leadership strongly believes whole hearted participation of all stake holders is the key to long run growth of the institution.

- The college that had already delegated plethora of functions to different committees has increased the number of cells/committees further this year in order to include every single member of the staff (according to their expertise) in the functioning and decision making
- Members of the committees and sub-committees are drawn from both teaching and non-teaching staff of the college under the aegis of the IQAC to coordinate various academic/ curricular, co-curricular, and administrative functions and activities.
- Student representation is also an essential aspect of the committees.
- The committees have complete independence to make decisions in their designated area of work.
- The college has also appointed Campus-in-charge for the different campuses/ buildings of the college.

File Description	Documents
Paste link for additional information	https://asutoshcollege.in/new-web/important-cell-committee.html
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional strategic plan for Asutosh college has been research oriented knowledge since the last year. This year their focus has gained even more density. 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 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 UG and PG student will get the opportunity to handle sophisticated

instruments and carry out experiments under 'Skill-based' module of the CBCS syllabus. 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 college has initiated publication of two e-journals Sayam (science discipline), Sabita (humanities discipline), along side the Centurion journal to encourage faculties in showcasing their research skills. The college has also established for availability of a Research seed grant for faculties who would intend to conduct research individually. The deployment of the strategic plan of research orientation is evident from the endeavours undertaken this year.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://asutoshcollege.in/new-web/research-center.html ; https://asutoshcollege.in/new-web/sayam-aims-scope.html ; https://asutoshcollege.in/new-web/sabita-aims-scope.html
Upload any additional information	View File

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 12 members. Present Governing Body, formed in 2022, consists of the President and Secretary as office bearers. There are 3 Teacher Representatives, 1 Non-Teaching Staff Representative 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	https://asutoshcollege.in/new-web/governing-body.html
Link to Organogram of the institution webpage	https://asutoshcollege.in/new-web/pdf/Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The institution has effective welfare measures for both teaching and non-teaching staffmembers:

- 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
- Distribution of winter garments

File Description	Documents
Paste link for additional information	https://asutoshcollege.in/new-web/staff-welfare-committee.html ; https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2021-2022/6/6.3.1%20WELFARE%20MEASURES.pdf ; https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2021-2022/6/METRIC%20NO%206.3.1.%20User%20Manual%20for%20Online%20Registration%20of%20College%20Teachers%20for%20WBHS.pdf
Upload any additional information	View File

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

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

1

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

7

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

54

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

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

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 individuals 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. To facilitate the process & ensure its smooth functioning, the college has constituted a dedicated committee for CAS.

Appraisal for the non-teaching staff :

A separate standardized appraisal form is utilized for the purpose of performance appraisal of the non-teaching staffs of the college. Every year, the HODs fill up the form to evaluate the performance of the NTS. The criteria for evaluation comprises of job knowledge & skills, quality of work & compliance to deadlines, interpersonal skills, planning & organisation, decision making, initiative & safety measure. Taking into consideration performance of each employee, employee centric interventions are planned and executed to enhance their performance further.

File Description	Documents
Paste link for additional information	https://asutoshcollege.in/new-web/CAS-Promotion-Related-Orders.html
Upload any additional information	View File

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-step audit system that is internal and external financial audits regularly. Every year the Accounts are audited by Professional Auditors. ISO certification is done by a separate external auditor and it is renewed every year.

- 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.
- For ISO certification the auditor is: S.P. Mitra, LMS Certification Limited, England - SK1 3DG.

File Description	Documents
Paste link for additional information	https://asutoshcollege.in/new-web/IN95964A-Asutosh-College.pdf
Upload any additional information	View File

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)

0.5

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

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

The college generates revenue by traditional and non-traditional ways. The traditional ways include UG and PG programmes, certificate courses and professional training-based courses beyond college hours and on non-working days. At present, 20 certificate courses are running in the college in addition to the conventional UG/PG courses. The UGC and State Government are additional sources of funds. 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 four major heads:

1. Sustenance of human resources
2. Technological development of the college
3. Infrastructural development of the college
4. Research and development activities
5. Maintenance and upgradation of library

File Description	Documents
Paste link for additional information	https://asutoshcollege.in/newweb/certificate-course.html ; https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2021-2022/1/1.2.2%20BROCHUR%20OF%20CERTIFICATE%20PROGRAMMES_VISTA_A%20HANDBOOK%20OF%20JOB%20ORIENTED%20CERTIFICATE%20COURSES.pdf
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

1. Departments are advised by IQAC to organize seminars covering portions of their curriculum. Multidisciplinary and Interdisciplinary lectures are also arranged under the umbrella of Science, Humanities & Business Administration. Workshops, student seminars, quiz, debates are also encouraged so that students can be groomed for better oration and personality development. A guideline is shared in the beginning of the Academic year with the proposed list of Seminars to be organized covering important areas. Departments also organize discipline specific special lectures by experts. Overwhelming response has been received from students. Film shows on Environmental issues are also organized. In the neo-normal situation, blended mode of teaching has been given special emphasis. College administration after receiving recommendation from the IQAC has created an official YouTube channel that showcases lectures of high merit to enrich both the students and faculties. 2. Academic and research contributions made by our faculty members help us to further

improve the academic ambience of the college. Keeping this in mind, research facility has been improved in the College in the past one year. Proposal for seed grant for research to support innovative research ideas and financial assistance for participation in Seminar/Workshops have been approved by the Governing body of the College.

File Description	Documents
Paste link for additional information	https://asutoshcollege.in/new-web/index.html ; https://asutoshcollege.in/new-web/IQAC-committee.html
Upload any additional information	View File

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

Institution encourages learners to implement, build, seek, grow and culture knowledge in a conducive environment. It is therefore important to strongly monitor the progress in order to give students an all-round development. The Academic Subcommittee has been entrusted to monitor the quality of teaching imparted in the College throughout the year. The aim is not only to prepare our students to reach the Program and Course outcomes at the completion of their graduation and postgraduation courses, but also to inculcate the right values and ethics to become a good citizen of our country. The main areas of focus include the following:

TEACHING: Improvement in classroom set-ups, digital systemization of learning, advanced laboratory infrastructures, critical thinking during project work, encourage students to take up additional diploma / language / soft skill / certificate program organized by the Institute.

IQAC seeks monthly reports from academic subcommittee to analyze the progress of all Departments and suggests areas of improvement. **RESEARCH:** Application for funds and grants to promote high quality research, to entrain students for enhanced dissertation presentations. As advised by IQAC, two journals, SAYAM & SABITA are in the preparatory stages of their first issue publication.

File Description	Documents
Paste link for additional information	https://asutoshcollege.in/new-web/pdf/AOAR-Supporting-Documents/2021-2022/6/6.5.2%20DIGITAL%20SYSTEMIZATION%20OF%20LEARNING.pdf ; https://asutoshcollege.in/new-web/academic-sub-committee.html ; https://asutoshcollege.in/new-web/research-committee.html
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	A. All of the above
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File Description	Documents
Paste web link of Annual reports of Institution	https://asutoshcollege.in/new-web/IQAC-minutes.html
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES
7.1 - Institutional Values and Social Responsibilities
7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year
Gender sensitization is currently recognized as a significant aspect in all major policies of academic institutions for creating healthy work environment. Asutosh College being a co-

educational institution is no exception. The institution supports gender diversity and seeks to create an inclusive space for third genders with measures like formal introduction of the third gender option in college forms, conducting of Annual Sensitization workshops, uploading of special lectures on gender sensitization on the college website and meetings with representatives of the Students' Union regarding gender equity. The creation of Women's Cell for the redressal of grievances of female students has served the all important purpose of providing a platform for their free and active participation, voicing and expressing their opinions, views and issues favouring promotion of gender equality. To ensure safety and security, CC cameras have been installed inside the college premises. Project Sukanya which provides self-defence training for girl students has been initiated. Separate Common Room facility is also available for them. The institution has proposed the setting up of a Day Care Centre for addressing the problem of child care. Child Care Leave, Maternity/Paternity Leave are sanctioned as per Government Order.

File Description	Documents
Annual gender sensitization action plan	https://asutoshcollege.in/new-web/about-women-karate-unit.html
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://asutoshcollege.in/new-web/common-room-committee-activities.html

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	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste

management Biomedical waste management E-waste management Waste recycling system
 Hazardous chemicals and radioactive waste management

Solid waste is collected daily from various points and separated into dry and wet. Colour-coded dustbins are used, as green for wet and blue for solid. The housekeeping personnel are responsible for daily removal and disposal of garbage to the KMC authorized personnel. All wastewater lines from toilets are connected with municipal drainage mains. Waste materials like plastic, papers are collected and disposed to scrap vendors.

Initiatives have been taken to produce compost manure from the canteen solid waste and the entire process is efficiently run by the students. Manure is used for the purpose of herbal gardening. Wastes from life science departments of our college are autoclaved and discarded. The chemical -contaminated water from Chemistry and Biochemistry laboratories passes through concealed pipelines into soak pits and recycled water is used for the watering of trees or non-potable purpose. E-wastes such as 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.

With financial support of SERB Scientific Social Responsibility Policy and Asutosh College research Centre, 25 college and school students were selected for a day long training on solid waste management and recycling.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	A. Any 4 or all of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

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

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Asutosh College truly fosters inclusion and remains true to its motto of inclusive education. The classrooms, playground and all spheres include students from all backgrounds and religion. The cultural programmes, the college fests and all co-curricular activities attempt to bridge all gaps and differences into a

seamless entity, which is our beloved institution. The community kitchen and dining are good examples of such whole hearted efforts. Bhasha Dibas celebrated on 21stFebruary every year brings different linguistic groups on a common platform to celebrate each language with full glory and honour. Whether it be music or food, work or play, the institution and all its inmates and stakeholders stand as a united whole with mutual respect for one another.

kindly visit College website:

<https://asutoshcollege.in/new-web/event-organising-committee-activities.html>

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	View File

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

Asutosh College unfailingly observes all important national days viz. Independence Day, Republic Day, Netaji's Birthday, Birthday of our founder the legendary Sir Asutosh Mukherjee, Ambedkar Jayanti, Tagore's Birthday and others with lectures and befitting tributes. The Political Science department arranges the Youth Parliament programme. Students are trained to actively participate in inter college competitions on Mock Parliament, organized by Higher Education cell, Govt. of West Bengal. They are also made aware about their roles as responsible voters and citizens. There is a certificate course on Human Rights for the students. Seminars may be organized on the responsibilities of citizens. Students may be trained for monitoring food quality in the canteen and vendor carts adjoining the College. There may be initiatives for adopting a village. There are several initiatives by the college and the NSS unit for the local slum dwellers and the education of the children there.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://asutoshcollege.in/new-web/nss.html ; https://asutoshcollege.in/new-web/ncc.html
Any other relevant information	https://asutoshcollege.in/new-web/event-organising-committee-activities.html

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	A. All of the above
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File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	View File

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

Some programmes celebrated during 2021-2022 are :

2021

June

- 5th : World Environment Day
- 6th: Wall Magazine Release

- 29th: Birth Anniversary Celebration of Sir Asutosh Mookerjee

July

- 1st: Doctors' Day Celebration By ACSU
- 17th : College Foundation Day Celebration and Orientation Programme

August

- 15th: Independence Day Celebration

September

- 5th: Teachers' Day Celebration

2022

January

- 12th : 159th Birth Anniversary of Swami Vivekananda.
- 23rd : 125th Birth Anniversary of Netaji Subhas Chandra Bose
- 26th : 73rd Republic Day

February

- 5th : Saraswati Puja
- 21st: Bhasa Dibas
- 25th: Tribute to Bharat Ratna Lata Mangeshkar

March

- 4th: Sensitization for Hearing Impaired
- 8th: International Women's Day
- 14th: Inaugural session of self-defence basic course for girls
- 31st: Inauguration of Yoga Therapy and Women's Karate Unit

April

- 11th: Seminar-cum-Workshop on RAF understanding and implementation
- 18th: Ambedkar Jayanti

May

- 10th: 161st Birth Anniversary of Rabindranath Tagore
- 22nd: Raja Rammohan Roy on Women Empowerment
- 24th: Nazrul Jayanti

June

- 7th : World Environment Day observed
- 21st: International Yoga Day

August

- 15th: 75 years of India's Independence

kindly visit College website:

<https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2021-2022/7/7.1.11%20ANNUAL%20REPORT%20OF%20THE%20CELEBRATIONS%20AND%20EVENTS.pdf>

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

TITLE OF PRACTICE:

1. MAINTAINING GREEN SUBURBAN CAMPUS
2. AQUACULTURE AND INTEGRATED FARMING PROJECT

2. OBJECTIVES

A. The 2nd campus is a carefully and meticulously planned Green Campus with pro-environmental practices for Sustainability education.

B. Multidisciplinary approach to agriculture to rejuvenate system productivity and simultaneously achieve agro-ecological equilibrium, thereby providing steady and stable income

3. CONTEXT

1. Biogas plant, rain water harvesting, extensive medicinal plant garden, butterfly garden, water-body for aquaculture, solar lighting
2. Integrated, interdependent, interrelated, interlocking production system based on few crops, animals and related subsidiary enterprises to maximize the utilization of nutrients of each system, simultaneously minimizing their deleterious environmental effect

4. PRACTICE

A.

- Restricted Automobile Entry
- No Smoking Zone
- Plastic Free Zone
- Energy Conservation

B.

- Integrated farming
- Higher aquaculture production
- Higher livestock and vegetable crops production

EVIDENCE OF SUCCESS

A.

- Improved air quality
- Energy, water conservation
- waste recycling,
- conservation, sustainable use of medicinal and herbal plants

B.

- Fish culture operation
- Production of fish seeds
- Duck culture and organic production of consumable vegetables

6. Problems Encountered and Resources Required

A & B

- More funds
- trained personnel
- better infrastructure

Kindly visit the following webpage:

https://asutoshcollege.in/new-web/pdf/AQAR-Supporting-Documents/2021-2022/7/7.2.1%20Activity%20report%20Integrated%20Farming%20Bhasa%20campus_REPORT.pdf

File Description	Documents
Best practices in the Institutional website	https://asutoshcollege.in/new-web/biogas-plant.html , https://asutoshcollege.in/new-web/rain-water-harvesting-plant.html , https://asutoshcollege.in/new-web/medicinal-plant.html
Any other relevant information	https://asutoshcollege.in/new-web/aquaculture-and-integrated-farming-project.html

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

Sparsha(Touch), the Asutosh College Retired Teachers' Wellness and Well-being Committee is a unit that began functioning under the aegis of the Tea Club in 2017. The Tea Club itself is a unique feature of our college, established in the late 1980s to facilitate informal interaction among teachers over a cuppa. Retired teachers are like metaphorical bridges between the past and the present, inspiring the current crop to follow in their footsteps so that they in turn may pass on the legacy to future generations of teachers. With the aim of reaching out to them and providing that caring touch, the Tea Club constituted a unit - Asutosh College Retired Teachers' Wellness and Well-being Committee - in 2017. As part of its activities, a dedicated team from the unit maintains year-round contact with retired teachers, enquires after their needs, especially medical, and makes arrangements accordingly. Some of the initiatives launched in

this regard are basic annual medical check-up, home delivery of essential medicines at a subsidized rate, home delivery of essential supplies during the pandemic period and others.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. Starting more regular Post-Graduate degree (M.A. and M.Sc.) courses with affiliation from the University of Calcutta.
2. Establishment of an Autonomous Research centre where Ph.D. level research work can be performed with affiliation from the University of Calcutta.
3. Establishment of a skill development hub based on B.Voc. programmes at the second campus of the college at Bhasa, South 24 Parganas.
4. Internship with Industries or Companies shall be started in the coming year for potential candidates.
5. Establishment of collaboration/partnership with industry/business houses for augmentation of placement opportunities of the students.
6. Enhancement of sports facilities and tie-ups with games and sports institutes to help capable students to prepare for state, national and international levels of games and sports.