YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	CHANDERNAGORE COLLEGE
• Name of the Head of the institution	DR. DEBASISH SARKAR
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03326855002
• Mobile No:	7439603177
• Registered e-mail	office@chandernagorecollege.ac.in
• Alternate e-mail	collegechandernagore5290@gmail.com
• Address	STRAND ROAD, BARABAZAR
• City/Town	CHANDANNAGAR
• State/UT	WEST BENGAL
• Pin Code	712136
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	`UGC 2f and 12(B)`
• Name of the Affiliating University	`THE UNIVERSITY OF BURDWAN`
• Name of the IQAC Coordinator	`DR GAUTAM GANGULY`
• Phone No.	`03326855002`
• Alternate phone No.	`03326855002`
• Mobile	`8250304545`
• IQAC e-mail address	`iqac@chandernagorecollege.ac.in`
• Alternate e-mail address	`gautam.ganguly@chandernagorecollege.ac.in`
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.chandernagorecollege.ac.in
4.Whether Academic Calendar prepared during the year?	`Yes`
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.chandernagorecollege.ac.in

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
`Cycle 1`	`B++`	`80-85 %`	`2007`	`31/03/2007`	`30/03/2012`
`Cycle 2`	`B++`	`2.83`	`2016`	`02/12/2016`	`01/12/2021`

6.Date of Establishment of IQAC	`20/12/2013`

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
Chandernagore College	Plan Head	Govt. of West Bengal	2020-21, 1 year	2582013
Chandernagore College	Non Plan, Non Salary Head	Govt. of West Bengal	2020-21, 1 Year	2566420
Chandernagore College	Non Plan, Salary Head	Govt. of West Bengal	2020-21, 1 Year	130366541

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

(i) Introduction of Student-App (Colossal App). (ii) Mentoring the students through online modes. (iii) Formal-informal Mentor-Mentee meetings between teachers and students help to identify and solve the problems of the students coming from different Socio-Economic backgrounds.

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

Plan of Action	Achievements/Outcomes
1. Zero contact UG admission process to avoid COVID-19 Pandemics	1. Zero contact UG admission process executed.
2. Launching of A Student App for contact less communication with the students.	2. Student App named colossal launched.
3. Tutorial classes to be initiated to overcome difficulties arises in Online classes.	3. Tutorial classes organised.
4. Mentoring of students related to modalities of Online Examination.	4. Students were mentored regarding modalities of Online examination.

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

- Name of the statutory body

Name	Date of meeting(s)
Teachers' Council	03/11/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2019-20	02/02/2020

15.Multidisciplinary / interdisciplinary

Chandernagore College offers Multidisciplinary as well as interdisciplinary courses to the students under CBCS programme. There are three disciplines taught in this institution, Arts, Science and Commerce. There are 19 UG and 3 PG departments offering 19 Honours subjects and 15 general/generic subjects. Overall 644 courses are running in the institution During his/her three years degree programme. A honours student can choose one a his honours programme and have to select two generic subjects from a pool of subjects taught in the institution. For general programme students have to choose three subjects from a pool of subjects taught in the

institution as general subjects. Apart from the honours, generic and general subjects the college offers compulsory the following subjects as subsidiary ones as per CBCS curriculum, Environmental Studies as compulsory one and Bengali, English and French as language subjects, from which students have to select one.

16.Academic bank of credits (ABC):

NIL

17.Skill development:

The institution offers Skill Enhancement Courses (SEC) in each subject given under CBCS curriculum. In all three disciplines, Arts, Science and Commerce the students have to select 4 SEC courses from two subjects during their UG programme.

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

Chandernagore College offers four language subjects to the students viz. Bengali, English, Sanskrit and French. Bengali and Sanskrit language imparting ancient and modern knowlege to the students who are taking the subjects in their curriculam. English and French as foreign languages which is integrated to our knowledge system integrates the ancient knowledge to modern knowledge.

No course has been taught in online mode.

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

Since 2020-2021 were the years of Covid-19 Pandemic, the online mode classes were the only options that can be executed through multiple modes of digital platforms. Before their final examinations, the students were also guided and mentored at every possible steps to get acquianted with the new procedure and norms of online examinations.

20.Distance education/online education:

NIL

Extended Profile

1.Programme

1.1	644
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	2709
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	694
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	883
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	114
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	130
Number of Sanctioned posts during the year	

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

4.Institution

4.1 Total number of Classrooms and Seminar halls	**77**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**20985476**
4.3 Total number of computers on campus for academic purposes	**126**

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

Chandernagore College offers 19 different Programmes in Honours and General Courses along with 3 Post Graduate Programmes following the Choice Based Credit System (CBCS) pattern designed by the University of Burdwan. The institution delivers the course curriculum in a well-planned manner following a detailed teaching plan as per the academic calendar of the college. For science subjects, both theoretical and practical classes are taken. Besides this, project work and excursion programmes along with educational tours are organized for effective delivery of the curriculum. Honours and General courses in English, Philosophy, Sociology, Sanskrit, Economics and Political Science under the Bachelor of Arts programme include tutorial classes in their total number of classes in the 5:1 ratio in a credit-based system of 6. Some undergraduate courses in Geography, Mathematics, Physics, Environmental Science and Computer Science include tutorial classes in the same 5:1 ratio in their curriculum delivery programme. However, those courses which conduct practical classes do not include any kind of tutorial classes in their credit system.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://www.chandernagorecollege.ac.in/repository/AQARx1ZKNBi8GS8QdiSAP5tjNkowX202201271 10132.pdf

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

Continuous Internal Evaluation which is a part of CBCS evaluation process was carried out as per notices.

File Description	Documents
Upload relevant supporting documents	[View File]()
Link for Additional information	https://www.chandernagorecollege.ac.in

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	**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File]()
Any additional information	[View File]()

1.2 - Academic Flexibility

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

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

26

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)

0

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

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

0

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human

Values, Environment and Sustainability into the Curriculum
GENBER The curricula of Sociology, Bengali, History, Political Science and Geography have papers on Gender that addresses social construction of gender with special emphasis on gender and work, gender and violence and gender and polity. These courses explain how gender ideologies play a major role in defining gendered relations in the place of work, in the field of politics as well as in the family.   **ENVIRONMENT & SUSTAINABILITY** The environment is the focus of some sections of courses in Botany, Zoology, Environmental Science, Geography and Bengali and there is a compulsory course on Environment Studies. Science, Commerce and Humanities programmes give special attention and seriousness to the compulsory "Environment Studies" course for every First-year undergraduate student. Every student is encouraged to submit an assignment on environmental issues. NSS Programmes are also organized periodically to create awareness among the students on environment and sustainability. Also, courses like Plant Ecology & Phytogeography, Economic Botany are served as Core Course and Natural Resource Management, Industrial and Environmental Microbiology are floated as electives including Skill Enhancement Course like Mushroom Culture Technology. **HUMAN VALUES AND PROFESSIONAL ETHICS** Value Education and Professional Ethics are the thrust areas of courses in Education, Philosophy and Political Science.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<u>View File</u>

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

8

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

1018

File Description	Documents
Any additional information	View File
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	B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	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://chandernagorecollege.in/naac_dvv/assets/naac_document/1_4_Feedback_analysis_2020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1456

File Description	Documents
Any additional information	View File
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

397

File Description	Documents
Any additional information	View File
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

The Departments in the college, through conducting quizzes and interactive sessions among students at regular intervals, begin to identify their slow and advanced learners from the beginning of the academic session. Moreover, performance of students in the internal examination enables the departments to categorize their slow and advanced learners and adopt measures accordingly. The slow learners are provided additional support by the faculty members in the forms of tutorials and assignments especially suited to their learning levels. The advanced learners, on the other hand, are encouraged and provided special assistance by the faculty members to appear for competitive examination like UGC NET, CSIR, JAM, GATE, GRE and pursue higher studies and research in future.

File Description	Documents
Link for additional Information	https://chandernagorecollege.ac.in/repository/AQARyoN6iE6nou1n755QPFKALLt1N20221108191110.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
2709	114

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

Chandernagore College gives emphasis on student centric methodology for imparting knowledge, skills, lifelong learning experiences and independent problem-solving of the learner. Learner centric teaching approach helps to mould the learner passive to active participants in the teaching learning environment. In practical teaching, teachers try to facilitate the learner at their best and personal level by ensuring their active involvement through learning. Teachers present their content in interactive way and encourage students thorough Audio-Visual aids, Google Classroom, Study tour and field visits to provide experiential and participative learning. Project based learning is a teaching approach that engages students in collaborative real-world problem solving. Projects are organized in the Departments of Mathematics, Chemistry, Computer Science, Economics, Geography, Commerce for development of problem-solving skills and ensure participative learning. Students participate in various activities such as seminars, group discussions, brainstorming sessions on particular topic. Experiential learning is the process of learning through experiences. Educational excursions are organized every year for experiential learning of the Departments of Botany, Zoology, Geography, Environmental Science. All Science departments, Economics, Geography and Commerce departments of the college organize practical and laboratory sessions for such experiential learning, participative learning and problem-solving methodologies as student centric methods to enhance learning experiences.

File Description	Documents
Upload any additional information	View File
Link for additional information	FILE ALREADY UPLOADED

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

Worldwide research has shown that ICT can lead to an improved student learning and better teaching methods. So, following the need of the hour, this institute has taken several initiatives to implement ICT enabled teaching learning in the last few years. In addition to chalk and talk method of teaching, faculty members are nowadays using ICT enabled learning tools such as- PPT, PDF, video clippings, audio clippings and other online resources to expose the students for advanced knowledge and practical learning. Class rooms belonging to many Departments are ICT enabled with movable projectors. The college campushas high-speed internet facility. Most

of the departments are equipped with desktops or laptops, scanners and printers. The institute has subscription to Information and Library Network (INFLIBNET) Centre to access online resources. The College library is also ICT enabled and it is using the KOHA software for library management. This library has acollection of digitized books and eBooks also. Even students are encouraged to use NPTEL, Shodhganga, e- ShodhSindhu for their academic purpose.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://chandernagorecollege.ac.in/repository/AQARXgoEevZNJwyeS6xPbEsaEq26S2022012110011 0.pdf

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

46

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

114

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

58

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

945

File Description	Documents
Any additional information	View File
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.

Chandernagore College, being affiliated to the University of Burdwan, has designed its evaluation process in accordance with circular provided by the University in this respect. As far as the Core Courses are concerned, the two components, C1 and C2 for 10 marks were conducted in the forms of written examination, assignments and viva by the respective departments. 5 marks allotted to the Attendance of the students represented C3 component of the internal evaluation. However, the attendance component is missing for the Skill Enhancement courses. The number of internal assessments for the core courses was reduced to 1 of 10 marks

following the university circular of 16th December, 2019 in order to increase the number of teaching days. The college adopted an online mode of conducting internal evaluations during the pandemic period since March, 2020 and has awarded 5 marks to every student for Attendance following the instructions of UGC and the University. The Departments used their discretion to conduct Internal Evaluation for their Honours students, whereas, Internal Examinations were conducted through Google forms for General and Generic courses. Marks of Internal Assessments are preserved by the Departments and uploaded by them in the University portal as and when required.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	[FILE ALREADY UPLOADED](#)

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

The schedule, mode and mechanisms of the Internal Examinations are provided to the students beforehand in form of centralized college notices. The students have several options at their disposal for registering internal examination related grievances. They are –

i) Departments and Faculties

The students who appeared for a particular course's internal examination can register their grievances and complaints with the Head of the Department or the Faculty members teaching there.

ii) Examination Committee

The Examination Committee conducts and looks after the centralized Internal examinations in the college. The students can register their grievances and complaints pertaining to internal examination with the Examination Committee.

iii) State Public information Officer

Being a Government institution, our college is covered under RTI Act, 2005. Thus any student with queries related to internal examinations can approach the SPIO with an RTI Application under section 6(1) of RTI Act, 2005.

iv) Grievance Redressal Committee

In the college there is a existing Grievance Redressal Committee where the students can register their grievances and complaints pertaining to internal examination and other issues.

v) Principal's Office

Being the Head of the Institution, the Principal's Office also receives applications regarding grievances and complaints pertaining to internal examinations and other issues.

File Description	Documents
Any additional information	View File
Link for additional information	FILE ALREADY UPLOADED

2.6 - Student Performance and Learning Outcomes

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

It is of paramount importance that the objectives of programmes and courses are clearly available in front of the students and teachers. There should transparency, clarity regarding the contents, scope and objectives of courses. Thus the outcomes of all the courses across the various programmes are documented by the teaching department A uniform structured Course-Outcome , Programme Specific Outcome tabular format is prepared by all the Departments and are collated together to form an consolidated document. It is mandatory for the faculty to formulate Course Outcomes (COs) describing what every student should be able to learn and grasp at the end of any particular course. The Cos have been documented, after due deliberation, by the faculty members teaching each course. The COs have been vetted by the respective Head of Department. The COs documentation are discussed with the students in teacher-students interactive sessions and is availablein the college website.

Each Department has also formulated Programme Specific Outcomes (PSOs) for the Honours programmes conducted by it. These enlist the knowledge and skills that would be expected to be possessed by a student, in a particular subject, upon successful completion of their undergraduate honours and postgraduate courses.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://chandernagorecollege.ac.in/po-pso-co.php
Upload COs for all courses (exemplars from Glossary)	View File

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

In Chandernagore College, the process of attainment of COs and PSOs commence with the formulation of Consolidated centralized routines for all the programmes. In accordance with the routines, faculty members conduct regular lectures. Chandernagore College has developed an Mobile Application cum Desktop based cloud Application called "ColloSol" for notifying class timings, sending of online class links, giving a short description of the topics to be covered. Once the faculty sets the class in the ColloSol Application, the students would receive notifications regarding the same and this process has resulted in a seamless teaching-Learning experience.

Since it is an affiliated Institution, the examination regulations, modalities and guidelines laid down by Burdwan University are adhered to. The Course structure, credit weightage are given in the prospectus. In 2020-21 all the examinations were held in the online mode. Honours programme Internal examinations were conducted by the Department through Google forms / Assignments. General programme Internal examinations were conducted centrally using Google forms (coordinated by the Examination Committee). End semester examinations were also held in online blended mode in accordance with UGC and BU regulations.

In recent times the Final Semester results of Chandernagore College students are highly promising in nature.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	FILE UPLOADED ALREADY

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

882

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://chandernagorecollege.ac.in/repository/2.6.3_TOTAL_RESULTS_DOCUMENT_2020-21_SEM-6_FINAL_UPDATED.pdf_2023_12_22_712269.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://chandernagorecollege.ac.in/repository/AQARTS6EjCiq3I4rUbk7F22Krz5d120221216091242.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

04

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

56

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

17

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

As 2020-2021 were years of lockdown because of the onset of the Covid-19 pandemic,it was very difficult to conduct an ideal field-based Community Awareness program for the holistic academic enlightenment of the students. For the 2020-21 batch, it was decided that spreading awareness among the target groups will be a relevant task about the forthcoming second wave of the Pandemic. It was highly conspicuous as the covid-19 cases had begun to climb again after February, reaching the peak in the month of April-end, with much-escalated figures of deaths. In case of post-graduate students of the Geography Department, all students were advised to raise awareness through mask and sanitiser distribution programmes in their own localities. They had been asked to prepare a one-page report on the basis of what they had achieved through their multi-layered social activities.Relevant snapshots were collected as evidence of the activity profile of our students.

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

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

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

26

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

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

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

04

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/

NCC/ Red Cross/ YRC etc., during the year

78

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

20

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has two adjacent campuses involving five buildings:

- **Heritage Building (built by the French)**
- **Academic and Administrative Building (5 storied building block)**
- **Gurudev Bhaban (3 storied building block)**
- **Girls Hostel (3 storied building block)**
- **Students' Activity Centre (2 storied building blocks)**

Through all these buildings the college is able to cater to the academic, administrative and residential needs of around 3000 students of Chandernagore College by providing them with adequate, spacious classrooms, many of which are also endowed with ICT facilities, modern laboratories and auditoria, canteens, Common Rooms, gyms and several toilet blocks for all their expected requirements. There is institutional WiFi for ICT enabled teaching-learning experiences and computer centres are available in both campuses for the need of the students. The installation of transformers, diesel generators etc. have also ensured uninterrupted power supply for smooth conduct of academic activities. There are two auditoria that can be used by faculty and students for various academic and cultural programmes. There are also rooms for reprographic services, first aid and cycle stands for the benefit of the students. The College Office has also been automated through Enterprise Resource Planning (ERP) software for providing various administrative assistance to the students who are also regularly informed about various events through messages and notifications sent through a mobile-cum-web-based application (Collosol) authorized by the college which prevents undue wastage of time caused by queuing at the office door.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.chandernagorecollege.ac.in/campus.php

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor),

gymnasium, yoga centre etc.

The institution has a newly developed Student Activity Centre in which there is ample space for physical exercise, yoga and other related activities. Training equipments are also available. Within the renovated Heritage Building, there are also spaces for table tennis, carom and different cultural activities. Furthermore, the college regularly hosts various cultural programmes hosted by each department to mark the occasion of Teachers' Day on 5th September, each year. During the time of the pandemic, the departments have also sought to encourage the cultural activities of the students by hosting different programmes online. Some departments, such as the Department of English, have even started a website (ccdecreatives.wordpress.com) to showcase the poems, paintings or musical performances and recitations of the students. The college also regularly organizes annual sports for students and staff at Kuthir Math which the college is entitled to use for 2 days every week. The departments also regularly host wall magazines featuring the contributions of the students on diverse areas of interest. Apart from these, the Students' Union also hosts Freshers' Welcome and other cultural activities which are generally held at the nearby Rabindra Bhaban auditorium which is large enough to accommodate students across semesters.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.chandernagorecollege.ac.in/repository/AQARmZtPs6vMLT7LvnU8Oo6qqOabm202201231 80154.pdf

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

77

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

77

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.chandernagorecollege.ac.in/repository/AQAR0QuYfEqgNP8fDDhMmmWP9dwrt20220123090154.pdf
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)

5174158

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
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: KOHA software, version 19.11.10.000**

- **Nature of automation (fully or partially): 2020, partial**

- **Version:**

- **Year of Automation:2020-2021**

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.chandernagorecollege.ac.in/library.php

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	View File
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)

134706

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

Due to the Covid-19 pandemic, the College and the Library remained closed for the duration of the 2020-21 academic session

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

The college regularly procures updated computers and related accessories for the smooth functioning of academic and administrative activities in the college which is evident from a large number of desktops and laptops which are now available in the college and the number of such devices has almost doubled during the course of the last 5 years. Such devices are also connected with high-speed internet through a campus-wide Wi-Fi network. All such devices, accessories, and networks are subjected to regular maintenance, and repairing and maintenance are done as per requirement throughout the year. Most of the available devices also run on the latest Operating Systems and are equipped with anti-virus software for data protection. The library too is benefitting from such updated IT facilities as it attempts to digitize books, enter the records of books into the KOHA software, and provide remote access to teachers and students of the records. Various departments regularly require the use of computer labs with subject-specific software for teaching-learning purposes which are made possible by the available resources and they also aid in academic research by the faculty members. New software is also installed as and when required in the computer labs.

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

4.3.2 - Number of Computers

126

File Description	Documents
Upload any additional information	View File
Student – computer ratio	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)

1313219

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
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.

Detailed guidelines and rules and regulations related to the use of the library, hostel, and general conduct of the students within the campus and while using various services provided by the college, have been posted on the website: https://www.chandernagorecollege.ac.in/rules.php. In general, the rules and guidelines insist on regularity, punctuality, cleanliness, and courteous behavior. The institution also strictly prohibits ragging, identified by the Honourable Supreme Court as a criminal offense, and the use of any kind of intoxicants within college premises. Individual departments also maintain their own set of guidelines for utilising the resources of the laboratories which can be accessed through following links: https://www.chandernagorecollege.ac.in/repository/AQARy2S2Ld2co75slw9zRWPS4iXZs20220227180246.pdf,

`https://www.chandernagorecollege.ac.in/repository/AQARvDath7n867YMGTrghL6fCue6n20220227180203.pdf`

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.chandernagorecollege.ac.in/rules.php

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

`1706`

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

`0`

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)	**No File Uploaded**

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 — **E. none of the above**

File Description	Documents
Link to institutional website	NIL
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

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

0

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

0

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)	**No File Uploaded**

5.1.5 - The Institution has a transparent mechanism for timely redressal of student — **A. All of the above**

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

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

3

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

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

5.2.2.1 - Number of outgoing student progression to higher education

188

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

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

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

12

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

5.3 - Student Participation and Activities

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

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

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
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)	**No File Uploaded**

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)

Student Union of the college is an elected body of students and joins hands with faculty members and college administration to ensure overall development of the college. The teachers' council of the college has a sub-committee to supervise the election of the Students Union Council as directed by the government orders. Students' body organizes different cultural and co-curricular activities over the year.

Organizational Structure of Student Union Council

President

Vice-President

Pro Vice-President

General Secretary

Assistant General Secretary

Sectional Secretaries

1. Games and Sports
2. Students' Common Room
3. Magazine and Literary Section
4. Social and Cultural Affairs
5. Students' Welfare
6. Sahitya Parishad
7. Vigyan Parishad
8. Library
9. Minority and Economically Backward Section

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution

participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

9

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

The Alumni Association of Chandernagore College was formed on March, 2006 where Prof. Anil Kumar Mukhopadhyay was elected as first President. The association has since then been organizing Re-union every year. A half-bust statue of Prof. Charu Chandra, Ex-Principal, Ex-Mayor and Freedom Fighter of Chandernagore was laid in front of Chandernagore College on 28th April 2012. Every year Charu Chandra Memorial Lecture is arranged on the birth anniversary of the freedom fighter. Alumni association also provides scholarship to the needy students and distributes prizes to scholar students.

Name: Chandernagore College Alumni Association

Established: 2006

Reg No. : S/1L/40026 of 2006-07

President: Principal, Chandernagore College

Working President: Dr. Kunal Sen

Secretary: Rajkumar Bandyopadhyay

Activities undertaken during 2020-21:

- **Distributed ration of Rs. 9900.00 to APANALAYA, an orphanage home run by Prabartak Sangha on Covid-19 period**
- **Rs. 10001.00 donation given to West Bengal Government CMDRF relating to COVID-19 purpose.**

File Description	Documents
Paste link for additional information	**Nil**
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

The vision of Chandernagore College is to provide transformative education to students so that they become well-equipped to meet global challenges, respect human rights, practice non-violence, become environmentally conscious and are sensitized to community service. We at Chandernagore College aim to impart education by which students' mind achieve a broader perspective to become honest and responsible citizens of the country.

The mission of the College is to nurture the minds of its students offering them adequate opportunities so that they develop into empowered individuals capable of being just, humane and visionary citizens. We mentor our students so that they develop as person of competence and compassion, equipped to face the challenges of life and be the pillars of strength for their communities.

Keeping in mind the vision and mission of the institution, the college administration ensures proper Governance in all areas such as Curricular Aspects, Teaching-Learning and Evaluation, Research, Innovations and Extension, Infrastructure and Learning Resources,

Student Support and Progression and Institutional Values and Best Practices.

Institutional development plans in both Academic and Administrative domains are channelized through the Head of the Institution, IQAC, Teachers' Council and different subcommittees constituting of the faculty members, non-teaching staff and representatives of students'community.

File Description	Documents
Paste link for additional information	https://www.chandernagorecollege.ac.in/philosophy.php
Upload any additional information	**No File Uploaded**

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

Chandernagore college believes in decentralization of power for smooth functioning of all the activities of the college. Principal is the head of the institution. IQAC and Teachers' Council are main decision making bodies.Various subcommittees of Teachers' council, IQAC and Administration are formed comprising of staff members.This mechanism helps to distribute the work load among all the staff members.

For example, the promotion of one Assistant Professor of Botany(Stage-I) was due on 09-03-2021. The incumbent applied for his career advancement to the Principal. Principal forwarded his application to the Career Advancement Committee (CAS). The CAS committee scrutinized his PBAS and forwarded his application to the Coordinator, IQAC. IQAC after further scrutinization proposed the Principal to seek the Government Nominee and Subject Experts for forming a Screening Committee.

Then Screening Committee Meeting was held on 29-01-2022. The Screening Committee after scrutinizing the CAS documents recommended his promotion. Principal submitted the recommendation to the DPI, HED, Government of West Bengal, for necessary actions. Finally HED issued his promotion order vide G.O. No. 1559-Edn(A)/4A-5/15(13), dated 21.11.2022 . On the basis of that order the pay-fixation committee fixed is upgraded scale in WBIFMS portal. Service-Book Committee recorded his promotion in his Service Book.

File Description	Documents
Paste link for additional information	https://www.chandernagorecollege.ac.in/tc.php
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Owing to pandemic of COVID-19, Chandernagore College like all other academic institutions in our country was compelled to suspend classroom teaching following Government directives since 16th March, 2020. During that time Teachers' Council was keen to continue teaching-learning activities in an alternative way and adopted a plan following the proposal of IQAC to continue the teaching-learning activities through online mode using trusted video conferencing platforms. But sending of web link of a class-lecture to a large number of students having different subject combinations was a main challenge for the implementation of the plan. However, the strategic plan was successfully implemented by introducing 'Colossal App', an Android-App to send the web link of classes to each student. Each faculty member can create a link of his scheduled class-lecture for the students. At the same time a student can get the notification about his scheduled classes on that relevant day.

When university examinations were also taken through online mode, this App was proved to be very useful to the students as well as to the subcommittees entrusted to conduct the university examinations.This App was used to send notifications to each and everystudentabout theExam-Schedule.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	https://chandernagorecollege.ac.in/cms/login.php
Upload any additional information	**No File Uploaded**

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

- **Organizational structure of the college**

- **Principal is the Head of the institution**

- **IQAC and Teacher's Council are two important organs of the institution and are the two decisionmaking bodies of the Institution.**

- **There are many sub committees of Teachers' Council, comprising of the faculty members of the college, which are formed for the smooth functioning of various academic activities in the college.**

- **There are many Administrative Sub Committees, comprising of both the faculty members and non-teaching staff members of the college, which are formed for smooth functioning of the Administrative Activities of the college.**

- **There are various Sub-Committees under IQAC, which ensure the quality assurance initiatives and its successful implementation in the college.**

- **Anti-Ragging Cell, Students' Greivance Redressal Celland RTI cell have been formed as per Government norms and guidelines.**

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	**Nil**
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

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

6.3 - Faculty Empowerment Strategies

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

All staffs of our college obtain several welfare measures from the Government which are like

1. West Bengal Health Scheme: The teaching and non-teaching staffs under this Scheme get Cash-less Medical Treatments up to Rs. 1 lakh at Specified Government and Non-Government Hospitals. The expenditure above Rs. 1 lakh is reimbursed by the Government within due time.

2. Loan from General Provident Fund: - All staffs have the subscription to GPF and can obtain loan of zero interest from it.

3. Leave facilities: -

- **Medical Leave: - All staffs obtain Medical Leaves of 20 days per year. This leave gets accumulated.**
- **Maternity Leave: - Female staffs can obtain Maternity Leaves of 180 days.**
- **Child Care Leave: -Female staffs can obtain Child Care Leaves of 24 Months for up to two children in entire service period.**
- **Paternity Leave: -Male staffs may get thisleave of 30 days.**
- **On-Duty Leave: -Staffs may obtain On Duty Leaves to attend Orientation Programs, Refresher Courses, Short Term Courses etc.**
- **Half-Pay Leave: -Staffs obtain Half Pay leaves of 20 days per year, which get accumulated.**
- **Casual Leave:- 14 casual days leaves per year.**
- **Study Leave:- Teaching Staffs mayget 2 years study leave in total.**

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

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

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

0

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

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

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

5

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<u>View File</u>

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

22

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

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

Performance Appraisal System for teaching staffs of the college functions through various kinds of methodologies. There is a Self Appraisal System for Permanent Faculty Members which are maintained by all faculty members regularly. In that proforma all the faculties have to record their arrival time and departure time with their signatures. They have also to record the allotted and taken classes and other academic and administrative duties performed by them. On the basis these Head of the Institution (HOI) has to send Annual Confidential Reports (A.C.R.) to the Director of Public Instructions (DPI), Higher Education Department (HED), Government of West Bengal.

After completion of first three years of continuous and successful service under West Bengal Education Service (W.B.E.S.) by a teacher, the HOI sends Special Confidential Report (S.C.R.) about that concerned teacher to the DPI, HED, Government of West Bengal. On the basis of those A.C.R. and S.C.R. the service of that faculty is confirmed by the Government of West Bengal.

The online Self Appraisal Report (SAR) of all full time teachers are also submitted to the Government of West Bengal each year.

Another Appraisal System of the teaching staffs is carried out at

the time of their promotion. According to the Career Advancement Scheme (CAS), a teacher has to acquire sufficient Academic Performance Indicator (API) Score in three categories which are as mentioned below.

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

After acquiring sufficient API Scores, a teacher has to appear in a Screening/Selection Committee meeting, where his/her API Scores are verified by Subject Experts, nominated by the Vice Chancellor of the University and a Government Nominee and the HOI. After that CAS documents of that teacher are sent to the DPI for approval.

The non-teaching staffs also have to go through a Performance Appraisal System. Theyhave to record their arrival time and departure time with signature. They have also to acquire sufficient marks in four categories which are:-

Part-I

A.Attendance

B.Performance & Efficiency

Part-II

C.Accountability

D.Assessment of Integrity

The HOI sends the Performance Report of Group-B and Group-C staff in the prescribed proforma to the DPI and on the basis of which the service of those staffs arecontinued and promoted to next higher scale.

State Aided College Teachers(SACT) also have to record their arrival and departure time in prescribed format.

Data Entry Operators (DEO) also have to record their arrival and departure times in prescribed format.

File Description	Documents
Paste link for additional information	Nil
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 Financial Resources of the College come from different sources like, Higher Education Department, Govt. of West Bengal,RUSA 2.0 Project,UGC,Different Project Bodies, DST, DBT ; Fee collection from Students as per Govt. norms etc. The Authority utilizes these funds in an appropriate manner and submit Utilization Certificates in due time.

The college conducts internal as well as external audits properly at a justified time intervals. External Audit is conducted by Office of the Principal Accountant General (General & Social Sector Audit), West Bengal. The utilization of funds from RUSA 2.0 Project is audited by theHigher Education Department, Govt. of West Bengal. UGC & other Project Audit is done by the reputed Chartered Accountant firm. The Authority also conducted internal audit of different Non-Govt. collection through reputed Chartered Accountant firm. There was a little bit audit query raised by Auditors and the authority provided prompt reply with proper documentations in due time.

Ultimately Auditors were satisfied of all the replies from the Authority. In this way, the College Authority fulfilled all types of rules & regulations regarding finance and tried to use its financial resources in optimal manners.

File Description	Documents
Paste link for additional information	Nil
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

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

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

The college submits budget in the form of proposal in different components like, Plan-Head, Non-Plan Head, Infrastructure Development, etc. and receives the budgeted amount from the Higher Education Department, Government of West Bengal and RUSA 2.0 Project. After receiving the grants, the college mobilizes funds as per strategic planning, which was developed at the time of preparation of the budget. The college authority always boosts up all the members including teaching, non-teaching, and contractual staff to utilize these funds in due time in optimal manner. The college prepares utilization certificates as per grants sanctioned and submits it in due time to the appropriate authorities. The funding authorities alsoget satisfied after checking utilization certificates and always appreciate to do new project.

The college also acquires Non-Government Fund from students' admissionand submit a part of it to Treasury, Govt. of WB through TR-7 Form. The residual partofthis fund is utilized in an optimal manner for the utmost benefits of the students and different stakeholders. In this way, the college authority tries to utilize the funds in optimal manners.

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

6.5 - Internal Quality Assurance System

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

Following are the two practices institutionalized as a result of IQAC initiatives:-

(i)Introduction of Student-App (Colossal App) : -

Due to the pandemic of COVID-19 the normal teaching learning process in the classrooms and laboratories of the college was suspended since 16th March, 2020 to 15th November, 2021, according to the Government directives. Nevertheless, the IQAC took initiatives to begin the teaching-learning process through online modes using some video conferencing platforms. Accordingly, the teaching-learning process was started through online modes from the very beginning of April, 2020. But, there was a big challenge to send the web links of the online classes to each and every student. So, IQAC of the college took initiatives to introduce the Colossol App, an Android App to create, schedule and send the web links of online classes to each and every student. This accelerated the online teaching-learning process to a high and successful status.

(ii)Mentoring the students through online modes

Owing to the pandemic, the students were compelled to go through online Examination System. This was a very new technique for a student of Undergraduate Course. So, IQAC played a vital role here. IQAC proposed Mentoring of the students about their online Examination System. Accordingly, various time slots were created in all the online Class-Routines. The students were periodically mentored by their respective teachers and as a result all the students could successfully complete their entire online examinations.

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

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

Following are the methods of the institutional review system of the

teaching learning process of the college

1.Each department regularly takes Continuous Assignment of different types to understand the progress of the learner.

2.Formal-informal Mentor-Mentee meetings between teachers and students help to identify and solve the problems of the students coming from different Socio-Economic backgrounds.

3.IQAC reviews the learning outcomes and identifies the students' progression.

4.Joint meetings of the IQAC and Head of the Departments (H.O.D.) are organized periodically to review the progress of the students.

5. Department wise Internal Results of the students have been discussed in Teachers' Council meeting.

Following are the two teaching-learning reforms implemented by IQAC during the Academic Session 2020-21, which falls entirely in the pandemic period.

(i) During Lock-Down and in the New Normal Period IQAC reviewed the methodologies of teaching learning processes with Teachers' Council. This joint meeting found out the best and feasible platforms to continue the teaching learning and evaluation procedures smoothly. Consequently, various video conferencing platforms like Google-Meet, Zoom, Google-Classrooms etc. were used extensively to continue the teaching learning process.

(ii) There was a big challenge during this period to communicate with each and every student through online modes. So, IQAC proposed to develop a Student-App (Colossol App), exclusively for academic purposes, to schedule the classes and send the web link of online classes to each and every student. After the implementation of this Student-App, all the 19 UG and 3 PG departments successfully conducted their classes according to the College-Routine.

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

| 6.5.3 - Quality assurance initiatives of the | A. All of the above |

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)

File Description	Documents
Paste web link of Annual reports of Institution	https://chandernagorecollege.ac.in/repository/AQARXLc8l7MY2hlP3JHGZCEPcclhc20220324160341.pdf
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

Chandernagore College has traditionally maintained Gender Equity as it is a co-educational college. The ratio of male students to female students in the college is equitable in Science department. In the Arts stream, the percentage of female students is higher than male students. The college enthusiastically processes the Kanyashree Scholarship schemeof the Government of West Bengal and it has received an award in 2020 for providing the highest number of Kanyashree award to girl students among colleges in the district of Hooghly.

There is a Girls' Common Room which has facilities required for girl students for hygiene and cleanliness.

The Girls' Hostel of the college has the capacity for 36 girl boarders. There is a Hostel Committeeunder the supervision of senior lady professorwhich looks into the daily operation of the hostel. There are two lady security guards round the clock.

The college offers a number of courses related to gender issues taught by 6 departments of the College for example History, English, Sociology, Philosophy at the UG level and in PG courses taught by the Geography Department.

The department of English has created a repository of lecture videos on Feminism on YouTube.

The Department of English organized gender-related lectures by Prof. Swati Ganguly and Dr. Piyali Gupta.

The Internal Complaints Committee of the college officiates under a senior lady professor as the convener.

File Description	Documents
Annual gender sensitization action plan	https://chandernagorecollege.ac.in/repository/AQAR5UGE0uP18UveG0XpA6T4aJUbB.pdf
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://chandernagorecollege.ac.in/repository/AQAR8z3dd0bPfMZN86IWlC2lBiw3l.pdf

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

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

The Institution is aware of its responsibilities towards the

Environment and does every possible bit to uphold it; here at Chandernagore College, we believe that such responsibilities can be imbibed into the students by means of ideal practices at our college.

Solid Waste Management:

The college has transformed the mode of maintenance of records and communication with its stakeholders to electronic mode and whatsoever printing that is necessary is mostly done on a both-side basis. The construction waste generated in the last five years during the campus expansion and maintenance projects was handled as per the government norms by the Public Works Department (PWD), West Bengal.

Liquid Waste Management:

The college has a well-maintained drainage system, which takes the sewage into the drainage pipelines of Chandernagore Corporation. The chemical waste generated by the various departmental laboratories is diluted before being passed on to the corporation drainage system. The college takes immense care so that no stagnation or blockage of drainage happens inside the college campus.

E-Waste Management:

The college has a policy of maintaining an inventory of e-waste generated by the office and various departments in a specific location within the campus, which is then cleared with the help of WEBEL, a government of West Bengal company.

Since ours is a General Degree college, we do not generate any Biomedical or Radioactive waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available | D. Any 1 of the above

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

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	[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	**C. Any 2 of the above**

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**B. Any 3 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).

The College follows the seat reservation policy of the Government of West Bengal and reserves admission capacity for socio-economically backward students. The College encourages and provides all Governmentand non-Government scholarship to the various socially backward students.Thus, the college practices inclusiveness to

accommodate students from the different sections of society and economical bands.

Chandernagore College embraces all irrespective of caste, creed, religion, and language and scrupulously avoids any measure that has the least potential of fostering the sense of 'otherness' – cultural or otherwise. The classes, common rooms, and canteen are indeed an eclectic mix of students from various strata of the society. However, their diverse economic backgrounds do not stand in the way of their uniform sense of belongingness to Chandernagore College as children of the same family. The student functions, such as - Teachers' Day celebration, Freshers Welcome Programme, Farewell Programme and Alumni Meetsheld in Chandernagore College are opportunities to bring in the close juxtaposition of talents from diverse cultures.

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

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

Chandernagore College tries to infuse into its students and employees alike the life-sustaining ideals of enlightened citizenship. Occasions such as Republic Day, Independence Dayare not only celebrated, no efforts are spared to sensitize our students and employees alike about the responsibilities of a citizen. Such days do indeed act as perfect reminders for the performance of our civic duties or moral duties as enshrined in the Indian Constitution. We inculcate in our students

To abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem

To cherish and follow the noble ideals which inspired our National Struggle for freedom

To uphold and protect the sovereignty, unity, and integrity of India

To defend the country and render national service when called upon to do so

To promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic, and regional or sectional diversities.

Lecture series on Constitutional Rights and Duties are being conducted by the faculty of Political Science and by other External Resources as well. Our college students have consistently participated and have been awarded in Youth Parliament Competition both at the district as well as State level.

Constitution Day Celebration and Voters Awareness Programme have been organized by the NSS unit of Chandernagore College.

Chandernagore College tries to imbibe in its student

- To value and preserve the rich heritage of our composite culture
- To protect and improve the natural environment
- To develop the spirit of humanism

Indeed, our students and employees alike display their true absorption of the above values at appropriate moments. Our students try to keep the college classrooms as well as the College campus clean and litter-free.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

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

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

Chandernagore College is trying to guide its students to build their moral values by remembering those great days which fosters a Spirit of patriotism, national integration, communal harmony and instills a sense of pride and respect for the great personalities. All the programs held in the college have a great goal to invigorate the urge for becoming better, enlightened human beings.

- **Every Year we Celebrate Republic Day (26th January) and Independence Day (15th August) with unfurling National Flag, Rendition of National Anthem, patriotic songs, and speeches from patriotic fervor and enthusiasm.**
- **We observe Rabindra Janma Jayanti (Birth anniversary of Rabindranath Tagore), Kabi Nazrul Janma Jayanti (Birth anniversary of Kabi Nazrul Islam), the Birth Anniversary of Dr. Sarvapalli Radhakrishnan (as Teachers Day) through activities like Seminar, webinar, talks, Debates, Cultural Programmes, etc.**
- **Every year we celebrate Sri Saraswati Puja with colorful cultural programs.**
- **Students and Teachers also observe International Yoga Day, International Language Day, International Women's Day, International Human Rights Day, and International Environment Day.**
- **Every year a cultural Programme was organized for newly admitted UG and PG students.**
- **French National Day on 14th July is celebrated every year by the Department of French**

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

7.2 - Best Practices

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

1. Title of the Practice

E-GOVERNANCE AND DE-CENTRALIZED PARTICIPATORY MANAGEMENT

2. Objectives of the Practice

This practice has manifold objectives which are as follows-

1. **To reduce the usage of paper, minimize institutional overall generation of solid waste in terms of paper, and to move towards green and clean campus**
2. **To be in pace with worldwide mode of administrative operation through e-services**
3. **To cater to remote students and staff (especially beneficial during the pandemic period)**
4. **To automate the entire Office functioning so that record maintenance and communication becomes hassle-free**
5. **To allow flexibility to the students with respect to time and space for registration, fees payment, enrolment, publication of result, any other application like scholarship.**
6. **To facilitate a transparent mode of communication and to prevent any failure of transfer of important notification among staff members.**
7. **To promote decentralized participatory engagement of faculty and support staff in the major decision-making process of the institution**

1. **The Context**

From 2017 onwards the college was motivated towards paperless Green and Clean Campus, by virtue of which it intended to practice those administrative methods which would reduce the load of paper waste

generation as well as optimal utilization of hardware and software resources. This practice would streamline the entire administration with respect to the admission of students, maintenance of records of students at an individual level, library digitization, communication to students and staff members, and allow remote access of the entire system. Faculty and the support staff are part of different Sub-Committees (under the banner of Teacher's Council, Administrativeand IQAC) who regularly meet to plan, successfully implement and review different activities in collaboration with IQAC and thus pivotally takes part in the decision making process of the College.

1. The Practice

The practice can be divided into 2 parts-

Part A: e- Governance

The institution uses ERP software which is a smart, digital integrated institution management software that helps to manage information, databases in a systematic consolidated way. It includes maintenance of student databases after admission, continuous tracking of different operations related to individual students.

In admission-

The entire admission process is entirely online-based. The website houses a separate portal for admission to allow easy student navigation. A pre-planned systematic, structured notice indicating the flow of admission activity is given. The admission process initiates with an online application then, payment of fees, verification of documents, and display of the list of admitted candidates are also only on the website. Generation of Transfer certificates and refund of fees is also done online. The college uses only e- prospectus.

In academic and administrative activities-

- The college has made dedicated sustained use of SMS to notify students regarding all important activities, apart from uploading the soft copy of notices on the website. The college maintains student data through standalone ERP software as well as LAN connectivity.
- Colosol application has been devised by the college, where each faculty member has a definite login id and password. Their entire profile is there and any modification of the same

can be done by the faculty members themselves. Notification and links for joining online classes are given through this portal individually by each teacher to his/her respective students.

- Individual faculty have authorized institutional mail id. All notifications are communicated to all faculty members through their institutional mail id.
- Online Internal examinationsare successfully conducted by the College for a large target population of students.
- Online enrolment of the students for Examination and fees payment
- Online application for scholarship as well as fees payment.
- The campus has internet facilities
- Library automation has been done with the implementation of KOHA software and there is a proposal for remote access of books.
- Students provide online feedback for academic and administrative activities.
- Grievance application (if any) is through an online dedicated mail id.
- Girls' Hostel application fees payment is through online mode.
- All communications to the Departmentof Higher Education and other competent authorities are made through institutional mail only.
- There is a proposal for online feedback on canteen also. The college is intending to have a cloud-based management system in near future.

Part B: Decentralised participatory management

Any academic or administrative decision taken in the institution is through collaboration and active participation of all teaching and support staff. Meetings of IQAC, Teachers' Council as well as Sub-Committees functioning are regularly held mostly in the online mode under the pandemic period with few offline meetings if the situation demands so. Collective resolutions are taken in the meeting related to the proper functioning of admission procedure, disbursement/allocation of government and non-government grants as well as various other relevant academic and administrative functioning.

- Exhaustive TC meetings are conducted in online mode with recordings of the same. These meetings, as well as subcommittee meetings, serve as a platform for discussion and deliberation towards convergent decision making related to any matters pertaining to academic and administration

5. Evidence of Success

Fair systematic online admission process

Students accustomed to the online operation and notification system

Staff members acclimatization to the process and successful functioning in the same.

6. Problems Encountered and Resources Required

As this is a paradigm shift in the working principle of the College therefore initially there was some restricted blockage in its acceptance but slowly the advantages that this system provided helped to tide over all such barriers.

1. Title of the Practice

MENTOR-MENTEE PROGRAMME

2. Objectives of the Practice:

Due to the prolonged College closure from 16th March 2020 because of the outbreak of Covid-19, no student could physically attend classes in the College. In this situation, all departments were requested to guide the Sem-6 students for the end-semester Online Examinations under the University of Burdwan and a few teachers from each department had been allotted this duty.

The mentoring program seeks to offer support, guidance, encouragement, and assistance to the mentees while they endeavor to navigate through difficulties, face challenges, and tackle problems. The relationship betweenmentors and mentees is a trusting and caring one. It necessitates the investment of time, energy, and effort so that, through concerted initiatives, the desired attributes are developed in the mentee. Towards this end, the mentor should:

• establish an environment of open interaction.

• be readily accessible, interested, informal, friendly, while maintaining a professional approach.

• be a good listener.

• encourage the expression of views of others.

- understand the difficulties of the mentee.

- refer issues beyond his/her competence to appropriate experts.

3. The Context

College students are at a stage in life wherein they face a host of problems like academic issues, relationships, health-related issues, stress, financial issues, employment concerns, etc. Oftentheir parents, friends, peers as well as theireducational attainment, and experience are unable/insufficient to help them deal with these pressures. By encouragingand guiding them, mentors play an important role in nurturing the students' aspirations;preparing them for future challenges;building confidence in them;motivating them to undertake challenges;and fostering their all-around growth. The Covid-19 pandemic caused a massive transformation in the education system as due to the onset of the lockdown period there was a transformation from classroom teaching to an online teaching-learning process. This led to an increase in the number of dropouts and an increase in the digital divide. Owing to theCovid-19 pandemic this year the Internal examinations and also the end-semester examinations wereconducted in online mode. For the students, this was a unique experience as they were sitting for an examination inonline mode for the first time. Hence during these trying times, the mentor-mentee programme had become very useful for the students. For the first semester students, the registration process was totally new, here also the mentors guided their students to complete the registration process without any difficulties.

4. The Practice

. The following are brief highlights of the mentoring program as practiced at Chandernagore College in the year 2020-21:

1. Faculty members wereassigned the task of mentoring 25 to 30 students of their departments.

2. For every mentor particular time slots were allotted for online interaction with his/her mentees.

3. For the mentor's ready reference mentees were required to provide a personal profile listing their contact details, personal strengths, and weaknesses, future plans, etc.

4. Mentees wereencouraged to regularly interact with their mentors and discuss any issues. Mentors kepttrack of the academic

performance of the mentees and provided the necessary assistance and guidance.

5. The overall programme wasmonitored by the IQAC.

5. Evidence of Success

The success of the mentoring program at our Institution can be gauged from the following:

1. Students could successfully take their internal and end-semester examinations in the online mode because of detailed mentoring and guidance.

2. There has been a marked improvement in academic grades and the rate of success among students.

3. A greater number of studentsapproached the faculty members with their difficulties for counseling.

4. Stronger relationships have been forged amongteachers,students, peers,and parents.

5. Students learned the practice to turn/switch off taps, lights, and fans when not in use.

6. Problems Encountered and Resources Required

Though dependent on a large number of factors for its success, the programme has, by and large, attained its objectives. However, admittedly, it functions under the constraints listed below:

1. The lack of requisite training for mentoring was felt and the need for consulting experts and counselors was realized.

2. The technologies of online teaching were not adequately known to all faculty members hence mentoring through online was also affected.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

One distinctiveness of this Institution is its close ties with the French heritage, culture, and the French language itself. It is the only unique college in West Bengal where French is taught both in the UG as well as at the PG level. Chandernagore College, the origin of which dates back to the foundation of a primary school "École de Sainte- Marie'' was established in 1862 by the Jesuit priest Reverend Father Magloire Berthet was a free school where French and Bengali were taught. The institution later commenced the teaching of the First Arts (F.A.) Course in 1891 and courses like the C.E.P.E. and the Brevet Élementaire were also introduced. Another major unique feature is that this is a twice-born institution. In the aftermath of the Nationalist activities of 1905, the College was closed indefinitely from 1908. It was reopened once again in 1931 after a gap of 23 years. For twenty-three years the College did not exist and perhaps no other Indian College has had to sacrifice 23 years of its history. Had it not been for the contemporary French government's caprice, the College would have celebrated by now more than a hundred and fifty years of glorious existence.

When it reopened in 1931 it used to be called, College Dupleix: Section Anglaise: Course D' intermediate'. After being integrated with the French government's Education Department in 1938 it was again renamed as 'College Dupleix: Section d'Etudes Superiores Franco-Anglaise's. In 1945, in order to distinguish the College from a school of the same name, it was re-christened as College de Bussy. Finally, in 1948, when Chandernagore had become a 'Free City' after Indian independence and withdrawal of French colonial control, the College finally acquired the name of 'Chandannagar College' which it carries to date. Also, unique and perhaps of greater academic relevance is the glorious presence of French academic courses in the curriculum of the college since its inception. This makes Chandernagore College unparalleled among all other Colleges of West Bengal. The continuous saga of French education which had started in colonial Chandernagore in 1862, after many changes in the history of the institution, continues to progress in post-independence Chandernagore as well. Although the College had previously taught French at the Higher Secondary level, it now offers Under-Graduate and Post-Graduate courses in French as emblems of its unique heritage.

It must be noted here that the Chandernagore College, is a unique

College among all the State-run Colleges, since it receives French dignitaries and other eminent persons on a regular basis, a practice in accordance with the Treaty signed between India and France. It is needless to say that such visits highly encourage and boost up the teaching-learning process of the department of French. During the past two decades, there have been at least seven visits by four Ambassadors of France. The French Consul General in Kolkata, Madame Corteval visited many times Chandernagore College during her tenure. Ambassador Emmanuel Lenain visited Chandernagore Govt. College and interacted with the teachers of the French department in 2019. The Director of the French Institute in India makes it a point to send education counselors from the French Embassy or the French Consulate in Kolkata to interact with the teachers and the students of the French Department of this College. The Govt. of France had provided, for a good number of years, French "Tuteurs'' from France, to take supplementary language classes. As a mark of appreciation for their encouraging work on Indo-French cultural ties. Prof. Kali Charon Karmakar (retd. Head of the Department)was awarded '' Chevalier dans l'Ordre des Palmes Academiqes'' in 1977. and Smt. Basabi Pal(née Ghosh) (Head of the French Department) was awarded "Chevalier dans l'Ordre des Palmes Academiqes'' (Knight in the order of Academics Palms) in 2016. Apart from the regular teaching-learning process of French, events such as the Indo-French co-creation workshop named ''BONJOUR INDIA'' was held in Chandernagore College from 5th to12th January 2018, designed and curated by Aishwarya Tipnis in collaboration with Chandernagore College, Jadavpur University, Indian Institute of Management, Nagpur and Confluence Lyon, France. It was a 7-day workshop at Chandernagore College, between French and Indian students. At the end of the workshop, the participants would display their work done in the form of an open-air exhibition. As the college cherishes its unique French connection it has also taken up a project for the renovation of the 200 years old Heritage Building(built by the then French Government) of the College which has been sanctioned by the Department of Higher Education, Government of West Bengal. Keeping the Heritage structure unaltered, repair and renovation work has already been started from September'2019 under the supervision of PWD. In 2020 after the renovation has been completed, this single-storied colonial structure is supported on twin Tuscan Columns with a broad flight of stairs that leads to a spacious verandah and has a deep timber louvered screen topped with a decorative parapet has become a fascinating sight. In the future, the College has a proposal to showcase their rich collection of rare books and French books and Journals of the Colonial period in one of the rooms of the renovated Heritage Building which has been declared a monument of Heritage importance by the WB Heritage Commission in 2010.

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

7.3.2 - Plan of action for the next academic year

Plan of Action & Execution (Criterion 7):

7.1.1 Gender Equity

1. More Seminars and/or Webinars on Gender Sensitization have to be organised
2. Counselling sessions have to be started
3. Gender Sensitization action plan for the coming six months has to be implemented

7.1.2 Energy Conservation

1. Development of Sensor-based energy conservation rooms

7.1.3 Waste Management

1. MoU with Chandernagore Corporation, PWD and WEBEL regarding waste management
2. Vermi-Composting to be done by NSS

7.1.4 Water Conservation

1. Small rainwater collection tank to store water for watering our plants
2. Small water harvesting is to be made operational

7.1.5 Green campus

1. More Tree plantation programs to be undertaken by students and staff members
2. 'Plastic Free Campus', 'Visitor Vehicles Not Allowed', 'Save Trees Save Environment', 'Do Not Litter', 'Do Not Waste Water', colour coded 'Use Me' signage
3. Installation of different coloured 'Garbage Bins'
4. The department of Environment Science will organise lectures on Environmental Awareness by in house and External resource persons

7.1.6 Quality audits on environment and energy

1. Green, Energy and Environment audits will be conducted
2. NSS volunteers will conduct environmental awareness-inducive activities in the neighbourhood.

7.1.7 Divyangjan-friendly, barrier free environment

1. Signages, tactile path, lights, display boards and signposts will be created.
2. Wheelchairs and crutches will be purchased.
3. Select text books will be converted into Braille script.
4. Audio text books will be purchased.

7.1.8 Inclusive Environment

1. Awareness programmes on harmony and tolerance among communities will be organised

7.1.9 Human Values and Professional Ethics: Sensitization of students and employees

1. Value Education and Lectures on Professional Ethics by in-house and external resource persons will be organised

7.1.10 Lectures/Programmes on Constitutional Rights and Duties will be organised

7.1.11 Code of conduct for students and teachers

1. Faculty workshop on Professional Ethics will be organized

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

1. The following days will be observed on a regular basis:

National Youth Day (Swami Vivekananda's Birthday, 12th January),
Birth anniversary of Netaji Subhash Chandra Bose (23rd January),
Birth anniversary of B.R. Ambedkar, Birth anniversary of Mahatma

Gandhi and Birth anniversary of Rash Behari Bose

2. Annual report of celebrations and commemorative events for the last 5years will be submitted.

7.2.Best Practices

7.2.2 Mentor-Mentee Programme

The institution has seen the good and beneficial effects of Mentor-Mentee programme on its students. So from the next academic session Mentor-mentee classeswill be incorporated as a part of the routine of the College and in this waya large number of student would be benefitted..

At the end of each semester, mentees would be askedto provide their feedback on the various topics discussed during the formal interactions. Their suggestions will be used, wherever possible, in the improvement of the programme's implementation.

7.3 Institutional Distinctiveness

1. The Central Library in association with the department of French will organize an exhibition of rare French book and Journals of the Colonial period in one of the rooms of the renovated Heritage Building.

2. A detailed report of the Bonjour India programme organised by Alliance Francaise, Kolkata and the French Consulate, Kolkata and French Embassy,New Delhi in Chandernagore in general and Chandernagore College in particular will be included in describing the Institutional distinctiveness of the College.

3. A detailed writeup will be prepared in consultation with the Department of French regarding the visit of distinguished French Nationals over the last five years. The different activities of the College for the enhancement of Indo-French cultural integration and understanding will be showcased and suitably reported.