



YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1.Name of the Institution		MAHARAJA SRISCHANDRA COLLEGE
• Name of the Head of the institution		DR. SHYAMAL KUMAR CHAKRABORTY
• Designation		PRINCIPAL
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		08900131541
• Mobile No:		08900131541
• Registered e-mail		mssccollege20@yahoo.com
• Alternate e-mail		iqacmscc@gmail.com
• Address		20 RAMKANTO BOSE STREET
• City/Town		KOLKATA
• State/UT		WEST BENGAL
• Pin Code		700003
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	UNIVERSITY OF CALCUTTA				
• Name of the IQAC Coordinator	DR. SUJATRA BHATTACHARYA				
• Phone No.	09830275452				
• Alternate phone No.	09830275452				
• Mobile	09830275452				
• IQAC e-mail address	iqacmscc@gmail.com				
• Alternate e-mail address	iqacmscc@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://maharajasrischandracollege.in/pdf/AQAR/AQAR-2022-23.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://maharajasrischandracollege.in/pdf/academic-calendar/Academic%20Calendar%20%20(Year%202023-24).pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.22	2016	05/11/2016	04/11/2021
6.Date of Establishment of IQAC		01/04/2013			
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	
HISTORY	PROJECT	ICHR	2021-23	220000	
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	
<ul style="list-style-type: none">• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
<ul style="list-style-type: none">• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none">• If yes, mention the amount		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
1. Efforts for quality enhancement of students 2. Overall development of the college 3. Actions taken on the basis of SSS 4. Encouragement to the teachers for research and development activities. 5. Significant increase in the number of MoUs signed with various colleges and universities. 6. Different audits concerning environment, energy and campus		
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. Signing of MOUs	More Mous with different colleges are signed and activities are maintained with these colleges.	
2. Curricular development	Like every year Unitisation of syllabus and display of that in the website. Compatibility of Time table with the curriculum. PO-CO mapping done.	
3. Value-added course/Add on course/ Capacity buidling course	Value added courses (Library dept) Add-on Course(Economics Dept) and capacity building course (NSS) are reintroduced.	

4. Student support	Remedial classes for the slow learners, conduction of Students Satisfaction Survey . Feedback collected. Provided guidelines, internet access and verification processes for the students to get different scholarships. Personal Mentoring done in class-level
5. Teaching-learning	Provided web platform and online learning facilities to the students in COVID-19 pandemic situation. Guidance for Smooth running of the online internal assessment and University Exams. Collection and analysis of feedback from students regarding teaching learning, administration and infrastructural facilities. Classes in belended mode, ICT-based classes, provision of e-resources and PPT-based classes.
6. Infrastructure development	Construction related matters in the second campus. Preparation of e-tender for construction of second campus. Initiatives taken for soundless generator, new electrical lines, and lift.
7. Research and Development	Academic support to the teachers. Publications in UGC listed, journals and publication of books with ISBNs
8. Extension activities	Observation of important days and organisation of capacity building programmes for differently abled persons
9. Best Practices	WBCOLOR be department of Library and Increased Active MoUs with institutions/corporates/ NGOs
13. Whether the AQAR was placed before	Yes

statutory body?	
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
GOVERNING BODY	01/10/2024
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2022-23	15/03/2024
15. Multidisciplinary / interdisciplinary	
<p>The aim of Maharaja Srischandra College is to implement a multidisciplinary education, as envisaged in the NEP- 2020, to develop social, physical, intellectual, emotional, and moral capacities of the students in an integrated manner. We are aware of the importance of interdisciplinary programmes for the benefit and upliftment of our students. The New Educational Policy 2020 insists on a multidisciplinary approach in Higher Education to broaden the scope of Higher Education through diversified fields of study and ensure flexibility and autonomy to the learner in the selection of the field of study. Following a multidisciplinary approach, we have tried to depict a holistic understanding of the various subjects through multiple disciplines. As in the interdisciplinary approach here we make use of the concepts and practices in various disciplines for a clear understanding of the situation. A multidisciplinary approach makes an individual approach a problem through different perspectives with the help of allied disciplines. The aim of Maharaja Srischandra College is to implement a multidisciplinary education, as envisaged in the NEP- 2020, to develop social, physical, intellectual, emotional, and moral capacities of the students in an integrated manner. We are aware of the importance of interdisciplinary programmes for the benefit and upliftment of our students. The New Educational Policy 2020 insists on a multidisciplinary approach in Higher Education to broaden the scope of Higher Education through diversified fields of study and ensure flexibility and autonomy to the learner in the selection of the field of study. Following a multidisciplinary approach, we have tried to depict a holistic understanding of the various subjects through multiple disciplines. The department of Economics regularly takes classes and gives lectures to the</p>	

departments of Commerce and Political Science. Similarly, the department of Geography often arranges classes for Environmental Science. We engage resource persons from IT to take Commerce classes on a regular basis. As in the interdisciplinary approach here we make use of the concepts and practices in various disciplines for a clear understanding of the situation. A multidisciplinary approach makes an individual approach a problem through different perspectives with the help of allied disciplines.

16.Academic bank of credits (ABC):

The college will allow the system once the University of Calcutta approved this bank credit system. Maharaja Srischandra College is aware that National Academic Depository is offering an online repository for all the academic awards . Annual Quality Assurance Report of MAHARAJA SRISCHANDRA COLLEGE India Programme and also knows that National Academy Bank of Credits (ABC) portal has now been integrated into the nad.digitallocker.gov.in platform. This college is affiliated with the University of Calcutta and follows CBCS /CCF/NEP 2020 for all of its programs offered by the University.

17.Skill development:

NEP-2020 envisions that vocational courses will be available to students enrolled in all Bachelor's degree programmes, including the four-year multidisciplinary Bachelor's programmes. HEIs will be allowed to conduct short-term certificate courses in various skills including soft skills. Our college has always encouraged students to develop their job oriented vocational skills instead of only focusing in traditional way of learning. Faculties have been mentoring the students by sharing their knowledge on the different scopes of training and skill development in diverse areas. The college recognises the role of vocational education for the career advancement of students and thus has plans to introduce different certificate courses by collaborating with recognized Institutes. College is also aware about the DDU Kaushal Kendra (DDUKK) by UGC for promoting vocational education to create work ready man power and is keen to start its own DDUKK in near future to promote new ideas through the combination of class room oriented formal education and skill development training with the help of knowledgeable persons from the industry and business organisations. Maharaja Srischandra College has been working towards appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course) and offers Hindi, one of the most important official languages in our country as a Core Course. We also offer LCC and AECC courses in Hindi in our curriculum. The

college also teaches the local regional language Bengali as Core course, LCC and AECC, along with the foreign language English. The college arranges different cultural programs, celebrations of commemorative days, seminars in Bengali and Hindi to promote vernacular language and encourage students to understand the cultural and heritage values of our country. The communicative courses in Hindi, Bengali and English immensely help the students to improve their communication skills. Our faculties are trained to deliver their lectures in bilingual mode for students to grasp the subject matter in its essence.

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

Focus on Outcome based education (OBE): It focuses on measuring student performance i.e., outcomes at different levels. The key to success in outcome-based education is clarity, for both teachers and students to understand what is expected of them. Outcome-based education aims to create a clear expectation of results which the students must endeavour to achieve. Maharaja Srischandra College has incorporated OBE under the NEP system which helps to: 1. Brings clarity among the teachers and students 2. Every student has the flexibility and freedom of learning in their individual ways 3. There is more than one method of learning 4. Reduces comparison among the students as everyone has a different target 5. Completely involves students taking responsibility for their goals

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

Annual Quality Assurance Report of MAHARAJA SRISCHANDRA CHANDRA COLLEGE. 30 different programmes across humanities, science and commerce have been offered by the college. All these programmes are offered as outcome-based education (OBE) which is designed by University of Calcutta keeping in mind the regional, national and global needs. The courses have been designated with definite outcomes like remembering, understanding, applying, analysing, evaluating, creating etc. Apart from the course specific skills, the college ensures the development of social awareness, ethics, entrepreneurial skills of students, so that they can understand the society and be responsible in the socioeconomic and academic environment of the nation. The departments always try to implement outcome based education by stating clearly the Program Outcomes (PO) and Course Outcomes (CO) through a proper PO-CO mapping. All the syllabi offered by the University have been implemented in our college in such a way so that the spirit of National Educational Policy can be applied in the fullest sense.

20.Distance education/online education:

Digital Learning is expected to accelerate student enrolment into higher education and make quality education accessible to all through a range of measures, including online education and Open Distance Learning (ODL). Keeping in view the needs of learners with disabilities and students with other job-related engagements, Maharaja Srischandra College offers regular distance education opportunities. The college is an important study center of Rabindra Bharati University (RBU) for Distance Education. During the NAAC visit of RBU, the peer team visited this study center and RBU is now NAAC accredited. This institution is emphasizing the development of this center to bring desired skill sets and infrastructure to bring excellence in the mindset and knowledge level of the distance learners. The college authority ensured adequate online classes in different digital platforms to provide quality education for students during the covid times. Even after lockdown, the faculties use to teach the students in online mode along with offline regular classes, i.e., in hybrid modes. The college website hosts different modules, course wise study material and YouTube video links for large number of courses under different programmes to all, free of cost. The faculties always encourage students to enroll themselves for different relevant courses under platform such as SWAYAM / NPTEL

Extended Profile**1.Programme**

1.1	11
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	2055
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	1687
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Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	No File Uploaded
2.3	896
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	50
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	50
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	25
Total number of Classrooms and Seminar halls	
4.2	2312890
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	25
Total number of computers on campus for academic purposes	

Part B**CURRICULAR ASPECTS**

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Maharaja Srischandra College possesses a systematic approach for organised delivery and documentation. The program outcomes (PO) and course outcomes (CO) are distinctly presented. The college employs an effective system to guarantee curriculum implementation. This can be illustrated as follows: 1. Upon the entrance of students into the first semester, a structured timetable has been formulated by the timetable subcommittee. 2. The syllabi of several streams are available on the website. Unitisation of syllabus has also been displayed. 3. An orientation for newly admitted students regarding the timetable, syllabus, and other curriculum components. 4. The unitisation of the curriculum is showcased on the website, where information regarding the assignment of instructors for each module of the subject is presented. The Heads of Departments meticulously monitor the students' progress. Students requiring more support receive remedial sessions, while advanced learners are offered guidance on higher education and career-oriented subjects. Regular parent-teacher meetings are conducted to enhance the academic standards of the pupils.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://maharajasrischandracollege.in/pdf/syllabus/1.1.1%20Unitization%20of%20syllabus.pdf

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

We have provided the academic calendar and PO-CO in the website. The actions are consistent with the objectives and missions of the college. As per the University regulations, internal and tutorial examinations are conducted by the college in CBCS framework. In addition to this, from 2023-24, with the introduction of NEP (CCF) framework, the tutorial examinations are conducted by the college. Evaluation of inter-disciplinary courses and value added courses as prescribed by University of Calcutta is done by the college. The academic calendar comprising the tentative dates of examination and academic events are uploaded in the website.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://maharajasrischandracollege.in/pdf/academic-calendar/Academic%20Calendar%20%20(Ye ar%202023-24).pdf

1.1.3 - Teachers of the Institution participate in A. All of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility

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

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

11

File Description	Documents
Any additional information	View File
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)**

2

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

62

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

62

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

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

The syllabus followed in college addresses some key issues such as gender sensitisation, human values, environment sustainability and the like. Environmental studies have an entire unit explaining the importance of protecting the environment. They teach the scope and significance of environmental sustainability and sustainable development. Economics talks about sustainable development as well. With regards to gender, almost all subjects taught in the college discuss it. Political Science discusses various women's movements and subjects like forced labour. History syllabus consists of women's participation in the freedom movement of India and the way they have

shaped the country down the years. Education talks about the importance of providing equality of educational opportunities and lists the various policies made to make this possible. Economics talks about the differences in income and employment from the gender perspective. Human values are cultivated in the students through teacher-student interactions. The Department of Commerce also teaches the students about business ethics and ethics of management. This will help the students to be better entrepreneurs and better citizens in the long run. Education also teaches chapters such as world peace and globalisation making the children aware about their importance. Corporate Social Responsibilities (CSR) and Business Ethics taught by the Commerce department highlights the importance of workplace practice and professional ethics to help students become honest and efficient professionals.

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

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

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

595

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

A. All 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)	View File

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://maharajasrischandracollege.in/index.php?option=com_content&view=article&id=141&Itemid=0

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****3309**

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year****97**

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

2.2 - Catering to Student Diversity

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

Maharaja Srischandra College serves students with diverse learning abilities and socio-economic backgrounds. We recognize that a one-size-fits-all approach does not effectively meet every student's needs. Our primary goal is to optimize learning, and we continuously strive to achieve this.

While we ensure an inclusive environment without psychological divisions, our teachers closely observe students' learning capabilities. Several measures are in place to support slow learners:

- Spoken English and communication skill classes benefit students from vernacular backgrounds and those with limited English proficiency.
- Slow learners are identified through regular classes, tests, and internal examinations. Accordingly, remedial classes and bridge courses are conducted both online and offline, with

records maintained.

- Tutorials and extra classes are arranged after regular hours on weekdays for additional support.
- A mentoring system addresses students' concerns through counseling, academic guidance, and social facilitation.
- Progress is monitored through remedial classes, and students receive study materials, past exam solutions, and library support.
- Teachers assist in higher education planning (Master's, MPhil, PhD) and competitive exams. They also provide information on scholarships, university admissions, and student credit loans.

Through these initiatives, we aim to help every student reach their full potential.

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

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

Number of Students	Number of Teachers
2055	50

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

In our evening college in Kolkata's northern suburbs, catering to middle-class students, we blend traditional lecture methods with student-centric approaches for optimal learning. Emphasizing experiential learning, we integrate practical sessions, laboratory work, and field trips into every science course. Individual and group dissertation projects deepen understanding and critical thinking skills. We promote extracurricular involvement, organizing departmental events and inviting guest speakers to enrich the academic experience. Group assignments and projects reinforce theoretical knowledge, while competitions and activities stimulate

critical thinking. Encouraging participation in national cultural festivals fosters unity in diversity. Internship opportunities provide practical industry skills, ensuring students are job-ready. In summary, our college prioritizes student-centric learning, offering a diverse range of experiences to ensure comprehensive education and holistic development.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

According to the University of Calcutta, the college's academic schedule is created by the academic committee at the start of each academic year and printed or included in the college prospectus, which is given to prospective students when they apply. In accordance with the guidelines provided under CBCS as well as CCF for Science, Arts, Humanities, Commerce, the college conducts its internal assessments and tutorial assessments on this calendar. For the benefit of the weaker students and the improvement or advancement of the strong students, the departments meet on a regular basis and utilise variety of strategies to impart proper knowledge to them. Remedial classes are given to the needy/weaker pupils after they are recognised. When necessary, parent-teacher conferences are also scheduled. Teachers in different departments supply class notes, printouts, and PDFs of varied materials in consideration of the needs and desires of the students. Various departments within the college organise special presentations, seminars, and awareness programs for the enrichment of students. Both educators and learners are urged to adjust to the rigorous technological advancements. Faculty members employ a variety of ICT tools to improve the way they offer lectures, including:

LCD projector based lecture delivery

PPTs are used to introduce visually stimulating lectures and course content.

Various online platforms such as Google-Meet, Google Classroom were used to provide easy access to study materials for students.

In the offline mode classes are conducted in an advanced computer lab system.

Smart Board in the Computer Laboratory & Classrooms.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://maharajasrischandracollege.in/index.php?option=com_content&view=article&id=65&Itemid=0

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

52

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

50

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

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

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

18

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers**

679

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

2.5 - Evaluation Process and Reforms

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

Maharaja Srischandra College, affiliated to the University of Calcutta, conducts the internal assessments as per the prescribed directives of the University. The Examination Subcommittee of the College prepares the routine of examinations, which is circulated among the students at least two weeks in advance. The filling up of forms and generation of admit cards for appearing in the examinations takes place through the affiliating University's Web portal within the stipulated time. Various methods are adopted to conduct the internal examinations as per the directives of the BOS of the different departments: tutorials/projects, internal theory tests, MCQs, viva-voce, paper presentation etc. Are some of the preferred modes. Apart from the internal examinations as per the University's directive, class tests are also occasionally conducted

to check the student's progress. The papers are evaluated by the teachers and the students are informed about their shortcomings, so that they can perform better in the future. The internal examination marks are uploaded in the University's examination portal by the respective departments. The whole process is monitored by the Examination Subcommittee. The college also has efficient teaching and non-teaching staff to monitor and address all internal and external examination related issues.

File Description	Documents
Any additional information	View File
Link for additional information	https://maharajasrischandracollege.in/

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

Any grievance related to the university examinations or internal examination is dealt with special care. Any examination-related grievance is first addressed by the Grievance Redressal Committee and if needed, is then referred to the competent authority. If any discrepancy is found, proper and necessary measures are always taken at the right time. Both teaching and non-teaching staff perform their examination-related duties punctually and sincerely. After the publication of the university examination result, if any student is not satisfied with the marks, she/he can apply for the re-examination of answer scripts through either FSI or FSI and re-examination of answer scripts by providing the requisite fees within the stipulated period. The teaching and non-teaching staff guide the students in this matter.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution. Course Outcome: Upon completing the courses in Bengali, Commerce, Economics, Education (only pass), English, Hindi, History, Geography, and

Political Science at our evening college in the northern suburbs of Kolkata, West Bengal, students will demonstrate comprehensive subject knowledge, critical thinking abilities, and effective communication skills suitable for various professional and academic pursuits. Mechanism of Communication: In our institution, we employ a multifaceted approach to communication tailored to the diverse needs and backgrounds of our middle-class student body. Firstly, traditional methods such as face-to-face interaction during lectures and tutorials facilitate direct communication between students and faculty, fostering a supportive learning environment. Additionally, we utilize modern communication technologies, including email, messaging platforms, and online forums, to disseminate course materials, announcements, and facilitate virtual discussions. Furthermore, departmental meetings, student-teacher forums, and academic counseling sessions provide avenues for personalized communication, allowing students to seek guidance, clarify doubts, and express concerns. Moreover, our institution encourages active participation in extracurricular activities, such as debates, seminars, and group projects, which promote interpersonal communication, teamwork, and leadership skills. Overall, our communication strategy emphasizes accessibility, inclusivity, and engagement, ensuring effective dissemination of information and nurturing a vibrant academic community.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://maharajasrischandracollege.in/index.php?option=com_content&view=article&id=136&Itemid=0
Upload COs for all courses (exemplars from Glossary)	View File

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

The institution evaluates the achievement of program and course outcomes. The Institution possesses an integrated system for monitoring curriculum dissemination and fulfilment. All departments possess a comprehensive strategy for instruction and education. The students' advancement is perpetually evaluated through diverse forms of assessment. Mentor-mentee meetings occur regularly. At the conclusion of each academic session, faculty members evaluate the Program Specific Outcomes (PSOs) and Course Outcomes (COs) during Departmental meetings, which are systematically documented and

preserved within the Departments. The Term Report is presented to the Principal for review. The Term Report encompasses a comprehensive instructional roadmap utilised and the courses undertaken to meet the syllabus. The Institution possesses a "Student Feedback Form" that primarily focusses on the quality and amount of classroom instruction, including particular enquiries regarding the teacher's timeliness, goal attainment, and communication abilities. The feedback forms are reviewed by the appropriate teachers and the Principal. In the event of adverse remarks, the relevant teachers are consulted, and appropriate measures are recommended to address students' issues. The Principal, in collaboration with the IQAC, initiates the introduction of new courses with the approval of the affiliating University and the Department of Higher Education, Government of West Bengal.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://maharajasrischandracollege.in/index.php?option=com_content&view=article&id=136&Itemid=0

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

436

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may

design its own questionnaire) (results and details need to be provided as a weblink)

https://maharajasrischandracollege.in/pdf/SSS/SSS_2023-24-1.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)

200000

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

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://ichr.ac.in/

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

21

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

13

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

18

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

Extension activities of the college is basically carried out by its

NCC and NSSunits such as :

1. Capacity Building programme of 15 days organised by NSS unit for the specially-abled children of a local NGO where the counsellors taught them in order to improve the communication skills. 2. Seminars on Mental health through Practice of Art for the women teachers and students 3. Observation of anti-smoking day 4. Dengue Awareness rally 5. Distribution of food and stationeries to local slum 6. Observation of World environment day and a rally for awareness of harmful effects of plastic.

7. Plantation of saplings in locality.

8. Cleanliness drive in the locality.

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

1

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

3.3.3 - 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

55

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

530

File Description	Documents
Report of the event	View File
Any additional information	View File
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

35

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

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

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

24

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college is well equipped with facilities to accommodate all needs of the students. There is a wonderful library stocked with an ample number of books pertaining to all the disciplines taught in the college. The books are organised and easily accessible by students. There is frequent purchase of newbooks to stay abreast with syllabus change and new data published. The college also houses a computer centre where the students do their practicals and other research activities. There are computers in the library as well provided with internet connection for study purposes. The heart of the college is in the classrooms where the students learn and grow together. There are large rooms to accommodate the classes with larger student numbers and smaller ones for thesmall groups. The rooms are shared by the various disciplines although some of them are exclusive to a particular subject. The students have a games room which is also used as a student common room for recreational purposes. The college is well equipped with facilities to accommodate all needs of the students. There are computers in the library as well provided with internet connection for study purposes. There is a canteen, water purifiers on all three floors and there is a facility of free sanitary napkins for girl students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://maharajasrischandracollege.in/index.php?option=com_content&view=article&id=65&Itemid=0

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

The institution building is shared by three colleges and hence there is a serious dearth of the space. Despite of these constraints the college tries to maintain its cultural and sports activities throughout the year. We have organised saraswati puja, cultural programmes, annual freshers and social, basanta utsav, iftaar,. The college organises sports every year where the teachers, students and non teaching staff participate with great enthusiasim. We have indoor common rooms for boys and girls. The facilities of table tennis, chess, ludo and carrom are there. The students can access the terrace under the supervision of the teachers to practice some physical activities like NCC parade etc.

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

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

13

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

13

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://maharajasrischandracollege.in/index.php?option=com_content&view=article&id=65&Itemid=0
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)

102660

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

4.2 - Library as a Learning Resource

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

Maharaja Srischandra College Library provides services to all students, faculty members and non-teaching staff who wish to pursue self-learning. It supports the teaching-learning and research activities of the Programme offered by the college. The main aim of the library is to satisfy information need of all the stakeholders by providing information resources in an appropriate range of formats, suitable study space and efficient user-focused services. The collection comprises books, e-books, e-journals, print journals, CDs & DVDs, and e-resources from NLIST-INFLIBNET. Books from the Collection are housed in the Central Library and the Departmental Libraries. All books are processed in the Central Library. Currently the library has 35850 Books, 7 Peer reviewed

Journals and 8 Magazines asprint resources with other E-Rresources. Library Automation: Library automation started with creation of adatabase of its holdings using SOUL 1.0 (College Version) in 2007. SOUL 1.0 was an out dated because it was using Windows XP operating system. As support of the Windows XP was withdrawn by Microsoft Inc., it was difficult to maintain. That is why the software has been replaced by Koha Software (Version 21.11.11.000) in 2023, the library The software is compliant to international standards for bibliographic formats, networking and circulation protocols. The software has different modules. The library is presently using mainly Catalogue, OPAC and Administration modules.

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

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)

0.32695

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

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

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

24

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 institution has AMC facilities for maintenance of the IT infrastructure in the college. The updation of these facilities are done if and when necessary. Since the rooms are shared, there are some problems regarding IT updation. However the coordination committees of the college discusses these matters and tries to resolve it. There is a possibility of updation with the introduction of NEP CCF which will be implemented next year.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://maharajasrischandracollege.in/index.php?option=com_content&view=article&id=69&Itemid=0

4.3.2 - Number of Computers

46

File Description	Documents
Upload any additional information	View File
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution C.10 - 30MBPS

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

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)

15.34593

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

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

There is a well-maintained library with a good collection of books and journals within our college. The books are regularly updated according to every curricular and new regulation as well. Our college library also offers study spaces to the students. Students can easily access their required books from their college library.

There is a well-equipped computer laboratory with 25 computers in

our college. These computers are equipped with internet access, various software. Students can access computers and can perform their academic tasks related to their coursework. Students use this lab for studying, assignments and group projects when they don't have access to personal computers or specialized software.

Our college provides different sizes of classrooms with a lot of light and full of fresh air. The large classrooms are mainly used for general classes where about hundred students can accommodate together. While other rooms are used for more interactive, discussion-based courses. Classrooms have long rows of desk where students can sit comfortably during their classes.

There is a Common room in our college features indoor games like table tennis and carrom where students can take a break from their studies. Every year college authority organizes annual sports for students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mscclibrary.wordpress.com/

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

488

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	View File
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 benefitted 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

B. 3 of the above

File Description	Documents
Link to institutional website	www.maharajasrischandracollege.in
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

100

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

100

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

8

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

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

5.2.2.1 - Number of outgoing student progression to higher education

15

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

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

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

NIL

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

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.

1

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

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

Senior students are selected as members of the Governing Body, Academic Subcommittee and Students' Affairs Committee to ensure students' representation in the academic and administrative processes of the college.

A Grievance Redressal Cell is in place to collect students' complaints and suggestions regarding life on the campus.

With financial support from the college, students independently organise Teachers' Day, Annual Social, Freshers' Welcome and Saraswati Puja.

They collaborate with the faculty in the celebration of occasions like Bhasha Divas, Basanto Utsav, Rabindra Jayanti and other cultural activities to showcase their talents and engage with different aspects of Indian culture.

They also collaborate with the faculty in organising the Annual Sports. Besides, inter-college and intra-college football and cricket tournaments are held regularly.

The NSS unit is involved in innovative programmes to increase community outreach. During Covid 19 and Amphan cyclone NSS volunteers took great initiative in helping distressed people not only of local community but also of far-flung districts.

The NCC cadets of our college enthusiastically celebrate Republic Day, Independence Day, Army day, World Cancer Day, World Environment

Day, Anti-Smoking Day and International Yoga Day. They also participated in Swachh Bharat Abhiyan.

The College Magazine provides opportunities to the students to explore and showcase their creative writing skills.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

11

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 college does not have a registered Alumni Association as yet though efforts are being made by the ex-students to register as early as possible. Legal help is being sought from alumni to register the Association.

The Alumni meets at regular intervals and are involved in many college activities. They organize seminars and meet -up regularly to co-ordinate amongst themselves.

The college tries to coordinate with distinguished alumnus who are placed in various companies, so that they can help students to get jobs in their companies.

There are many groups on Facebook which the Alumni's have created. Departmental Alumni associations are also present. Links are being shared of a Facebook group of the Maharaja Srischandra College where the ex-students upload pictures of their meetings, get together and celebrations.

<https://www.facebook.com/groups/maharajasrischandracollege/?ref=share&mibextid=NSMWBT>

<https://www.facebook.com/groups/maharajasrischandracollege/?ref=share&mibextid=NSMWBT>

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

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

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 the college is to bring economically and socially disadvantaged students under the umbrella of higher education at

affordable cost and to generate intellectual, social, democratic and economic values by empowering them. Being an evening college, we

provide opportunities of higher education to students who have to work throughout the day to earn a livelihood and support their

families. It also caters to the academic interests of the lesser privileged social groups such as the backward classes, financially weaker and other vulnerable sections of the society.

The mission of the institute is:

*To provide empowerment through education

*To maintain gender equality

*To address the problems of the socially and economically weaker sections of our students

*To impart education through modern technical knowhow

*Pursue the holistic development of a student. The institute pursues the above vision and mission throughout its governance, plans and decision-making process in the following way:

1. The total annual fees charged to the students by the institute is the lowest in comparison to other local institutions.
2. In admission process, the reservation policy is strictly followed.
3. Students are encouraged to take part in NCC, NSS, Sports and other Co-Curricular activities.
4. The teachers are part and parcel of all policy making platforms of the intuition. There are three teachers' representatives in the governing body, three teachers in the Finance Committee and various sub-Committees consisting of teachers

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

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

The effective leadership is visible in various institutional practices such as decentralization and participative management. The institution is run on the basis of decentralized and participation of various stakeholders within the frame work of Act/rules and regulations governing the institute. The Governing Body, duly constituted under the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017 <https://wbhed.gov.in/readwrite/uploads/wbuniversitiesadministrationalregulationact2017.pdf> (<https://banglaruchchashiksha.wb.gov.in/uploads/webmaster/1493984120.pdf>) is the highest decision making body within the institution. Accordingly, the representatives of affiliating university, state Governments, state higher education council including one educationist and one lady teacher, office staff and students are there. There are around twenty five sub-committees to ensure decentralization of decision-making process and participative management. All financial matters are discussed at length in the finance committee and finally endorsed in the Governing Body. All academic issues concerning a particular department is decided by the concerned departments, policies concerning general academic issues are decided in the Academic Sub-committee. There are many sub-committees, Admission sub-committees for managing admission related matters, Examination Sub-committees for examination related activities and so on. (Link may be given for all Lists of various sub-committees). through the active functioning of sub-committees, the institution manages its day-to-day affairs.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Our college, being an evening college, has the objective of inclusive growth. We try to cater the financially disadvantaged students, who have to engage themselves in laborious jobs for their livelihood at the daytime. The plan to include these disadvantaged sections of society in the mainstream education is successfully implemented by the college by admitting the students from the local slums and the families belonging to the low income group. The ex-students and existing students play an important role in helping

these poor students of their locality by informing them of the admission criteria and other formalities. The teachers have put in a relentless effort to help them to achieve the degree. In spite of admitting relatively less meritorious students, our pass percentage is satisfactory. The college in most of the time, caters to students belonging to the disadvantaged sections of society. These students work hard during the daytime for the livelihood of their family. Hence, they have to take admission in an evening college. The Governing Body and IQAC of the college ensure the maintenance of the academic consistency of the said students. This is done by the remedial classes taken by the teachers of different departments. The strategic plan of inclusive development is ensured by these remedial classes which focus on the part of the syllabus, these students are unable to cover due to their job. Moreover, the remedial classes also help the relatively weak students.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://anagrasarkalyan.gov.in/documnts/07-07-2017-10-17-35.pdf
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.

The above administrative set mostly defined by the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017.

<https://wbhed.gov.in/readwrite/uploads/wbuniversitiesadministrationalregulationact2017.pdf>

The appointment of teachers appointed in the substantive UGC posts are made on recommendation of the West Bengal College Service Commission and ratified by the Directorate of Public Instruction, Higher Education Department, Government of West Bengal. The service conditions of these teachers are also governed by the West Bengal College Teachers (Security of Service) Act, 1975, the Statutes of the Calcutta University, the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017 and orders issued by the State Government time to time. The service rules of the State aided College Teachers (SACT) are governed by the state government order No. 2081-Edn(CS)/10M-83/2019 Date: 23/12/2019(<https://wbxpress.com/>

service-condition-remuneration-state-aided-college-teacher) and other orders issued time to time. In case of Office Staff appointed in the substantive posts are governed by the above state Act and other orders issued by the state till date and relevant statute of the Calcutta university. The service conditions and procedure of appointment of the casual staff are determined by the governing body of the college. The procedure of appointment of office staff is framed by the state. At present, the responsibility of appointment of office staff lies with the West Bengal College Service Commission.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	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

The list of welfare schemes available for teaching and non-teaching staff:

1. Group Insurance Policy for all teaching and non-teaching

staff.

2. Substantive Teachers are covered under the West Bengal Health Scheme(optional).
3. 2 years' CCL is entitled by the female Substantive Teachers as per government rules.
4. 30 days Paternity-cum-Child Care Leave is entitled by the male Substantive Teachers as per government rules.
(<https://wbxpress.com/paternity-cum-child-care-leave-30-days>)
5. Provident fund loan facility for all the applicants from the teaching and non-teaching staff
6. State Aided College Teachers (SACTs) of Government aided Colleges are entitled to avail of maternity leave as admissible under Government rules.
7. The SACTs shall be entitled to avail themselves of Study leave of 24 months.
8. Group Service Linked Insurance for all substantive teachers.
9. The Casual Staff are Covered under the ESI scheme.
10. The office staff appointed in the substantive posts are covered under the "swasthya Sathi" as mentioned in FinanceDepartment's Notification no. 1104-F(P) dated' 25.02'2016.

(<https://wbxpress.com/files/2017/07/827-EH.pdf>)

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	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

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

1

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

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

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

5

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	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

We have Performance Appraisal System for teaching and non- teaching staff . These appraisals are analysed and proper actions are taken by the principal for uplift of the performance of the teachers and non-teaching staff.

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

6.4 - Financial Management and Resource Mobilization

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

External and internal audits are done regularly

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

NIL

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)	No File Uploaded

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

The college collects fees from the students. Apart from fees, they can earn revenues from other sources including grants from government. These revenues are utilised for ensuring the best available resources for the students. The optimal resource allocation ensures the quality development of the institution.

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

1. Increased collaborative activities with different institutions and corporates. More MoUs are signed.
2. Conduction of green audit, gender audit, environmental audit and energy audit
3. The department of library and information studies organised Value added course on information Literacy in association with IQAC
4. Academic Audit is completed for 2023-24
5. Environmental audit, gender audit, energy audit and ISO certification are done for 2023-24
6. Various workshops and seminars were organised in association with IQAC.
7. Personal Mentoring system is continued
8. Feedback forms and SSS are circulated among students

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

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

The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities. The college through its IQAC ensures smooth operations of teaching learning process and other important activities. The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals. It does so through the following processes:

1. **Syllabus Monitoring:** The Principal and IQAC keeps vigil on the completion of syllabus and ascertains information regarding the quantum syllabus completed, so that the prescribed syllabus is completed within stipulated time. IQAC also promotes and encourages to teacher-members those who belong to Board of Studies (BOS) of various disciplines constituted by University of Calcutta to convey the current feedbacks related to syllabi, addition/alteration of current/novel topics in existing syllabi; newly published/non availability of textbooks, study materials, reference-books etc. other faculty member is involved at any stage.
2. **Academic monitoring:** The academic committee conducts regular visit to the classes regarding the regularity and punctuality of class work. The Principal is being informed accordingly.

3. **Examination Reforms:** The examination reforms had been made by the IQAC.

4. **Analysis of the new initiatives:** IQAC reviews the effectiveness of the initiatives taken in the regular academic sub committee and IQAC meeting

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

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

B. Any 3 of the above

national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender sensitisation is an important issue in today's date. The curriculum taught in the college is imbued with the values of gender equality and gender sensitisation. They learn about the struggle women have gone through down the years in their history books. They also learn about women leaders and freedom fighters in India and abroad. The various language studies bring them face to face with women writers and poets that inspire the younger generations even today. In education, they read about the various educational policies designed to remove gender inequalities and provide equality of educational opportunity for all. The college offers subjects keeping in mind the needs of all students. The teachers of the college are mindful of treating all students equally and there is no discrimination based on gender. Students are made to understand the beauty of peaceful coexistence through talks and group discussions. Sometimes guest speakers are also invited to speak on such topics related to gender sensitisation. There are separate common rooms provided for both boys and girls. Anti-ragging cells and availability of teachers for redressal of grievances make sure that girls are secure within the college campus. There is a provision of distribution of sanitary napkin to the students/ teachers/ non-teaching staff in case of emergency.

File Description	Documents
Annual gender sensitization action plan	https://maharajasrischandracollege.in/pdf/audit-reports/Gender_Audit_Report.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	A.The college is certified as a place of "workplace safety" . Apart from this, there are CCTVs which ensure the safety of the female students, teachers and staff of the college B.The counselling sessions in the form of workshop and seminar are organised by NSS especially in " International Womens Day". C.There are girl common rooms in the college with the facility of sanitary napkins provided in case of emergency E. Gender audit is done for the session which also focuses on female stakeholders

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	No File Uploaded
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

Maharaja Srischandra College follows the 3R policy (Reduce, Reuse, and Recycle) for waste minimization to fulfil the aims of "Clean and Green Campus" in terms of Zero Waste production.

Solid Waste Management:

The colleges prioritize minimizing waste generation on campus. Solid waste is segregated at the source into biodegradable and non-biodegradable categories and handed over to the Kolkata Municipal Corporation under the Swachh Bharat initiative and the Green and

Clean Kolkata program. Dustbins are strategically placed in all departments, staffrooms, and common corridors for the disposal of dry waste. Waste segregation into dry and wet categories is ensured at designated locations, contributing to a clean and eco-friendly campus environment.

Liquid Waste Management:

Wastewater from toilets and the campus canteen is treated in a soak pit and then directed through a drainage system and pipelines into the high drain for safe disposal.

E-Waste Management and Recycling:

E-waste such as computer monitors, printers, scanners, keyboards, mice, cables, cartridges, circuit boards, electric bulbs, batteries, and wires is collected and stored in a designated area. Equipment that cannot be reused or recycled is responsibly disposed of through authorized vendors. We are certified as "e-waste free campus".

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

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

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

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

B. Any 3 of the above

- 1.Restricted entry of automobiles**
- 2.Use of Bicycles/ Battery powered vehicles**
- 3.Pedestrian Friendly pathways**
- 4.Ban on use of Plastic**
- 5.landscaping with trees and plants**

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

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

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

A. Any 4 or all of the above

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

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

D. Any 1 of the above

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

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
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).

Maharaja Srischandra College is deeply committed in providing a conducive learning environment that embraces diversity and promote tolerance and harmony across cultural, regional, linguistic, communal, socioeconomic, and other diversities which are evident in various institutional initiatives. Students from diverse backgrounds and communities, study in our college and both teaching and non-teaching staff are sensitive to the diverse backgrounds of the students. Additionally, students from economically disadvantaged backgrounds receive support through fee concessions. The college acts as a nodal point for the disbursement of all scholarships and facilities provided by the Govt. of West Bengal to women students. A variety of seminars, workshops and events are planned, organized, and executed predominantly across the key themes of women empowerment, upliftment, and enrichment for individuals from diverse backgrounds. Alongside the college celebrates rich and vibrant festivals and events, (like Saraswati Puja, Iftar, Christmas and other religious and socio-cultural festivals, International Women Day celebration, celebration of Republic Day and Independence Day both by NCC and NSS unit, with zeal to support, promote distinctive traditions, hence bridging the gap and in turn establishing an unmatched pillar of unity, harmony, and inclusivity.

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

Institution is committed to an upholding the core values in spirit of the constitution and inculcate the same among its student and employees.

Seminar lectures etc, are organized by the institution inculcate a sense of the core constitutional values, as enumerated in the preamble, fundamental duties and the directive principle of the state policy.

The Institution's commitment to legal literacy was evident through programs featuring legal expert as guest speaker enriching participants, understanding of the legal and constitutional expect of responsible citizen

Community service initiative, speciality through the NSS/NCC unit of the College, cultural event making prominent National days, and environmental awareness NSS campaigns to a vibrant environment where constitutional values were actively promoted.

Through these efforts, the institution nurtured a sense of responsibility, patriotism and social consciousness among its students and employees equipping them to be a responsible and committed citizens, as envisioned by the constitution.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts C. Any 2 of the above

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

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

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

The different departments of the college along with NCC and NSS celebrate following national and international commemorative days, events and festivals

SL NO

EVENT

PLACE

ORG BY

NO OF PARTICIPANTS

1

National youth day

College

NCC & NSS

65

2

Republic Day

College

NCC

45

3

International Womens Day

College

NSS

65

4

Rabindra Jayanti

College

IQAC & Dept of English

70

5

Swach Bharat Aviyan

Bank of Ganges

NCC & NSS

20

6

Bhasha Dibas

College

Dept of Bengali

45

7

Independence Day

College

NCC

55

8

World Environment Day

College and outside area

NCC & NSS

40

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	View File

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. "Dhoro haat e Haat e, Cholo ek sathe" (Hand-in hand and let's collaborate)

2. WBCoLOR (West Bengal College Libraries' Online Resources)

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

We had begun by stating the vision of our institution at the outset. However, it is pertinent to emphasize here that the college is committed to the education and empowerment of the economically disadvantaged students. Being an evening college, we provide opportunities of higher education to students who have to work throughout the day to earn a livelihood and support their families. It also caters to the academic interests of the lesser privileged social groups such as the tribal and backward classes, women and other vulnerable sections of the society. Being situated in the heart of North Calcutta and close to the Shyambazar Metro Station, our college caters to the needs of all students in the vicinity as well as the students who come from distant places. Our college aims at an integrated and personalized education of the young so as to produce intellectually competent, morally upright, socially committed and nationally dedicated men and women in the service of India, today and tomorrow.

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

Maharaja Srischandra College possesses a systematic approach for organised delivery and documentation. The program outcomes (PO) and course outcomes (CO) are distinctly presented. The college employs an effective system to guarantee curriculum implementation. This can be illustrated as follows: 1. Upon the entrance of students into the first semester, a structured timetable has been formulated by the timetable subcommittee. 2. The syllabi of several streams are available on the website. Unitisation of syllabus has also been displayed. 3. An orientation for newly admitted students regarding the timetable, syllabus, and other curriculum components. 4. The unitisation of the curriculum is showcased on the website, where information regarding the assignment of instructors for each module of the subject is presented. The Heads of Departments meticulously monitor the students' progress. Students requiring more support receive remedial sessions, while advanced learners are offered guidance on higher education and career-oriented subjects. Regular parent-teacher meetings are conducted to enhance the academic standards of the pupils.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://maharajasrischandracollege.in/pdf/syllabus/1.1.1%20Unitization%20of%20syllabus.pdf

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

We have provided the academic calendar and PO-CO in the website. The actions are consistent with the objectives and missions of the college. As per the University regulations, internal and tutorial examinations are conducted by the college in CBCS framework. In addition to this, from 2023-24, with the introduction of NEP (CCF) framework, the tutorial examinations

are conducted by the college. Evaluation of inter-disciplinary courses and value added courses as prescribed by University of Calcutta is done by the college. The academic calendar comprising the tentative dates of examination and academic events are uploaded in the website.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://maharajasrischandracollege.in/pdf/academic-calendar/Academic%20Calendar%20%20(Year%202023-24).pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

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

1.2 - Academic Flexibility

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

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

11

File Description	Documents
Any additional information	View File
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)

2

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

62

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

62

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

1.3 - Curriculum Enrichment

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

The syllabus followed in college addresses some key issues such as gender sensitisation, human values, environment sustainability

and the like. Environmental studies have an entire unit explaining the importance of protecting the environment. They teach the scope and significance of environmental sustainability and sustainable development. Economics talks about sustainable development as well. With regards to gender, almost all subjects taught in the college discuss it. Political Science discusses various women's movements and subjects like forced labour. History syllabus consists of women's participation in the freedom movement of India and the way they have shaped the country down the years. Education talks about the importance of providing equality of educational opportunities and lists the various policies made to make this possible. Economics talks about the differences in income and employment from the gender perspective. Human values are cultivated in the students through teacher-student interactions. The Department of Commerce also teaches the students about business ethics and ethics of management. This will help the students to be better entrepreneurs and better citizens in the long run. Education also teaches chapters such as world peace and globalisation making the children aware about their importance. Corporate Social Responsibilities (CSR) and Business Ethics taught by the Commerce department highlights the importance of workplace practice and professional ethics to help students become honest and efficient professionals.

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

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

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

595

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	A. All of the above
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File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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://maharajasrischandracollege.in/index.php?option=com_content&view=article&id=141&Itemid=0

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

3309

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

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

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

97

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

2.2 - Catering to Student Diversity

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

Maharaja Srischandra College serves students with diverse learning abilities and socio-economic backgrounds. We recognize that a one-size-fits-all approach does not effectively meet every student's needs. Our primary goal is to optimize learning, and we continuously strive to achieve this.

While we ensure an inclusive environment without psychological divisions, our teachers closely observe students' learning capabilities. Several measures are in place to support slow learners:

- Spoken English and communication skill classes benefit students from vernacular backgrounds and those with limited English proficiency.
- Slow learners are identified through regular classes, tests, and internal examinations. Accordingly, remedial classes and bridge courses are conducted both online and offline, with records maintained.
- Tutorials and extra classes are arranged after regular hours on weekdays for additional support.
- A mentoring system addresses students' concerns through counseling, academic guidance, and social facilitation.
- Progress is monitored through remedial classes, and students receive study materials, past exam solutions, and library support.
- Teachers assist in higher education planning (Master's, MPhil, PhD) and competitive exams. They also provide information on scholarships, university admissions, and student credit loans.

Through these initiatives, we aim to help every student reach their full potential.

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

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

Number of Students	Number of Teachers
2055	50

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

In our evening college in Kolkata's northern suburbs, catering to middle-class students, we blend traditional lecture methods with student-centric approaches for optimal learning. Emphasizing experiential learning, we integrate practical sessions, laboratory work, and field trips into every science course. Individual and group dissertation projects deepen understanding and critical thinking skills. We promote extracurricular involvement, organizing departmental events and inviting guest speakers to enrich the academic experience. Group assignments and projects reinforce theoretical knowledge, while competitions and activities stimulate critical thinking. Encouraging participation in national cultural festivals fosters unity in diversity. Internship opportunities provide practical industry skills, ensuring students are job-ready. In summary, our college prioritizes student-centric learning, offering a diverse range of experiences to ensure comprehensive education and holistic development.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

According to the University of Calcutta, the college's academic schedule is created by the academic committee at the start of each academic year and printed or included in the college prospectus, which is given to prospective students when they apply. In accordance with the guidelines provided under CBCS as well as CCF for Science, Arts, Humanities, Commerce, the college conducts its internal assessments and tutorial assessments on this calendar. For the benefit of the weaker students and the improvement or advancement of the strong students, the departments meet on a regular basis and utilise variety of strategies to impart proper knowledge to them. Remedial classes are given to the needy/weaker pupils after they are recognised. When necessary, parent-teacher conferences are also scheduled. Teachers in different departments supply class notes, printouts, and PDFs of varied materials in consideration of the needs and desires of the students. Various departments within the college organise special presentations, seminars, and awareness programs for the enrichment of students. Both educators and learners are urged to adjust to the rigorous technological advancements. Faculty members employ a variety of ICT tools to improve the way they offer lectures, including:

LCD projector based lecture delivery

PPTs are used to introduce visually stimulating lectures and course content.

Various online platforms such as Google-Meet, Google Classroom were used to provide easy access to study materials for students.

In the offline mode classes are conducted in an advanced computer lab system.

Smart Board in the Computer Laboratory & Classrooms.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://maharajasrischandracollege.in/index.php?option=com_content&view=article&id=65&Itemid=0

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**

52

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

50

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

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

18

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

679

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

2.5 - Evaluation Process and Reforms

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

Maharaja Srischandra College, affiliated to the University of Calcutta, conducts the internal assessments as per the prescribed directives of the University. The Examination Subcommittee of the College prepares the routine of examinations, which is circulated among the students at least two weeks in advance. The filling up of forms and generation of admit cards for appearing in the examinations takes place through the affiliating University's Web portal within the stipulated time. Various methods are adopted to conduct the internal examinations as per the directives of the BOS of the different departments: tutorials/projects, internal theory tests, MCQs, viva-voce, paper presentation etc. Are some of the preferred modes. Apart from the internal examinations as per the University's directive, class tests are also occasionally conducted to check the student's progress. The papers are evaluated by the teachers and the students are informed about their shortcomings, so that they can perform better in the future. The internal examination marks are uploaded in the University's examination portal by the respective departments. The

whole process is monitored by the Examination Subcommittee. The college also has efficient teaching and non-teaching staff to monitor and address all internal and external examination related issues.

File Description	Documents
Any additional information	View File
Link for additional information	https://maharajasrischandracollege.in/

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

Any grievance related to the university examinations or internal examination is dealt with special care. Any examination-related grievance is first addressed by the Grievance Redressal Committee and if needed, is then referred to the competent authority. If any discrepancy is found, proper and necessary measures are always taken at the right time. Both teaching and non-teaching staff perform their examination-related duties punctually and sincerely. After the publication of the university examination result, if any student is not satisfied with the marks, she/he can apply for the re-examination of answer scripts through either FSI or FSI and re-examination of answer scripts by providing the requisite fees within the stipulated period. The teaching and non-teaching staff guide the students in this matter.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution. Course Outcome: Upon completing the courses in Bengali, Commerce, Economics, Education (only pass), English, Hindi, History, Geography, and Political Science at our evening college in the northern suburbs of Kolkata, West Bengal, students will demonstrate comprehensive subject knowledge, critical thinking abilities, and effective communication skills suitable

for various professional and academic pursuits. Mechanism of Communication: In our institution, we employ a multifaceted approach to communication tailored to the diverse needs and backgrounds of our middle-class student body. Firstly, traditional methods such as face-to-face interaction during lectures and tutorials facilitate direct communication between students and faculty, fostering a supportive learning environment. Additionally, we utilize modern communication technologies, including email, messaging platforms, and online forums, to disseminate course materials, announcements, and facilitate virtual discussions. Furthermore, departmental meetings, student-teacher forums, and academic counseling sessions provide avenues for personalized communication, allowing students to seek guidance, clarify doubts, and express concerns. Moreover, our institution encourages active participation in extracurricular activities, such as debates, seminars, and group projects, which promote interpersonal communication, teamwork, and leadership skills. Overall, our communication strategy emphasizes accessibility, inclusivity, and engagement, ensuring effective dissemination of information and nurturing a vibrant academic community.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://maharajasrischandracollege.in/index.php?option=com_content&view=article&id=136&Itemid=0
Upload COs for all courses (exemplars from Glossary)	View File

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

The institution evaluates the achievement of program and course outcomes. The Institution possesses an integrated system for monitoring curriculum dissemination and fulfilment. All departments possess a comprehensive strategy for instruction and education. The students' advancement is perpetually evaluated through diverse forms of assessment. Mentor-mentee meetings occur regularly. At the conclusion of each academic session, faculty members evaluate the Program Specific Outcomes (PSOs) and Course Outcomes (COs) during Departmental meetings, which are systematically documented and preserved within the Departments. The Term Report is presented to the Principal for review. The

Term Report encompasses a comprehensive instructional roadmap utilised and the courses undertaken to meet the syllabus. The Institution possesses a "Student Feedback Form" that primarily focusses on the quality and amount of classroom instruction, including particular enquiries regarding the teacher's timeliness, goal attainment, and communication abilities. The feedback forms are reviewed by the appropriate teachers and the Principal. In the event of adverse remarks, the relevant teachers are consulted, and appropriate measures are recommended to address students' issues. The Principal, in collaboration with the IQAC, initiates the introduction of new courses with the approval of the affiliating University and the Department of Higher Education, Government of West Bengal.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://maharajasrischandracollege.in/index.php?option=com_content&view=article&id=136&Itemid=0

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

436

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://maharajasrischandracollege.in/pdf/SSS/SSS_2023-24-1.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)

200000

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

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://ichr.ac.in/

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

21

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**

13

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**

18

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

Extension activities of the college is basically carried out by its NCC and NSSunits such as :

1. Capacity Building programme of 15 days organised by NSS unit for the specially-abled children of a local NGO where the counsellors taught them in order to improve the communication skills. 2. Seminars on Mental health through Practice of Art for the women teachers and students 3. Observation of anti-smoking day 4. Dengue Awareness rally 5. Distribution of food and stationeries to local slum 6. Observation of World environment day and a rally for awareness of harmful effects of plastic.

7. Plantation of saplings in locality.

8. Cleanliness drive in the locality.

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

1

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

3.3.3 - 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

55

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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**

530

File Description	Documents
Report of the event	View File
Any additional information	View File
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**

35

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

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year****24**

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

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

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

The college is well equipped with facilities to accommodate all needs of the students. There is a wonderful library stocked with an ample number of books pertaining to all the disciplines taught in the college. The books are organised and easily accessible by students. There is frequent purchase of newbooks to stay abreast with syllabus change and new data published. The college also houses a computer centre where the students do their practicals and other research activities. There are computers in the library as well provided with internet connection for study purposes. The heart of the college is in the classrooms where the students learn and grow together. There are large rooms to accommodate the classes with larger student numbers and smaller ones for thesmall groups. The rooms are shared by the various disciplines although some of them are exclusive to a particular subject. The students have a games room which is also used as a student common room for recreational purposes. The college is well equipped with facilities to accommodate all needs of the students. There are computers in the library as well provided with internet connection for study purposes. There is a canteen, water purifiers on all three floors and there is a facility of free sanitary napkins for girl students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://maharajasrischandracollege.in/index.php?option=com_content&view=article&id=65&Itemid=0

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

The institution building is shared by three colleges and hence there is a serious dearth of the space. Despite of these constraints the college tries to maintain its cultural and sports activities throughout the year. We have organised saraswati puja, cultural programmes, annual freshers and social, basanta utsav, iftaar,. The college organises sports every year where the teachers, students and non teaching staff participate with great enthusiasim. We have indoor common rooms for boys and girls. The facilities of table tennis, chess, ludo and carrom are there. The students can access the terrace under the supervision of the teachers to practice some physical activities like NCC parade etc.

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

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

13

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

13

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://maharajasrischandracollege.in/index.php?option=com_content&view=article&id=65&Itemid=0
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)

102660

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

4.2 - Library as a Learning Resource

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

Maharaja Srischandra College Library provides services to all students, faculty members and non-teaching staff who wish to pursue self-learning. It supports the teaching-learning and research activities of the Programme offered by the college. The main aim of the library is to satisfy information need of all the stakeholders by providing information resources in an appropriate range of formats, suitable study space and efficient user-focused services. The collection comprises books, e-books, e-journals, print journals, CDs & DVDs, and e-resources from NLIST-INFLIBNET. Books from the Collection are housed in the Central Library and the Departmental Libraries. All books are processed in the Central Library. Currently the library has 35850 Books, 7 Peer

reviewed Journals and 8 Magazines asprint resources with other E-Rresources. Library Automation: Library automation started with creation of adatabase of its holdings using SOUL 1.0 (College Version) in 2007. SOUL 1.0 was an out dated because it was using Windows XP operating system. As support of the Windows XP was withdrawn by Microsoft Inc., it was difficult to maintain. That is why the software has been replaced by Koha Software (Version 21.11.11.000) in 2023, the library The software is compliant to international standards for bibliographic formats, networking and circulation protocols. The software has different modules. The library is presently using mainly Catalogue, OPAC and Administration modules.

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

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)

0.32695

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

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

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

24

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 institution has AMC facilities for maintenance of the IT infrastructure in the college. The updation of these facilities are done if and when necessary. Since the rooms are shared, there are some problems regarding IT updation. However the coordination committees of the college discusses these matters and tries to resolve it. There is a possibility of updation with the introduction of NEP CCF which will be implemented next year.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://maharajasrischandracollege.in/index.php?option=com_content&view=article&id=69&Itemid=0

4.3.2 - Number of Computers

46

File Description	Documents
Upload any additional information	View File
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

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

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)**

15.34593

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

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

There is a well-maintained library with a good collection of books and journals within our college. The books are regularly updated according to every curricular and new regulation as well. Our college library also offers study spaces to the students. Students can easily access their required books from their college library.

There is a well-equipped computer laboratory with 25 computers in our college. These computers are equipped with internet access, various software. Students can access computers and can perform their academic tasks related to their coursework. Students use this lab for studying, assignments and group projects when they don't have access to personal computers or specialized software.

Our college provides different sizes of classrooms with a lot of light and full of fresh air. The large classrooms are mainly used for general classes where about hundred students can accommodate together. While other rooms are used for more interactive, discussion-based courses. Classrooms have long rows of desk where students can sit comfortably during their classes.

There is a Common room in our college features indoor games like table tennis and carrom where students can take a break from their studies. Every year college authority organizes annual sports for students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mscclibrary.wordpress.com/

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

488

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	View File
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 benefitted 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

B. 3 of the above

File Description	Documents
Link to institutional website	www.maharajasrischandracollege.in
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

100

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

100

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

8

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

15

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

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

NIL

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

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.**

1	
File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File
<p>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)</p> <p>Senior students are selected as members of the Governing Body, Academic Subcommittee and Students' Affairs Committee to ensure students' representation in the academic and administrative processes of the college.</p> <p>A Grievance Redressal Cell is in place to collect students' complaints and suggestions regarding life on the campus.</p> <p>With financial support from the college, students independently organise Teachers' Day, Annual Social, Freshers' Welcome and Saraswati Puja.</p> <p>They collaborate with the faculty in the celebration of occasions like Bhasha Divas, Basanto Utsav, Rabindra Jayanti and other cultural activities to showcase their talents and engage with different aspects of Indian culture.</p> <p>They also collaborate with the faculty in organising the Annual Sports. Besides, inter-college and intra-college football and cricket tournaments are held regularly.</p> <p>The NSS unit is involved in innovative programmes to increase community outreach. During Covid 19 and Amphan cyclone NSS volunteers took great initiative in helping distressed people not only of local community but also of far-flung districts.</p> <p>The NCC cadets of our college enthusiastically celebrate Republic Day, Independence Day, Army day, World Cancer Day, World</p>	

Environment Day, Anti-Smoking Day and International Yoga Day. They also participated in Swachh Bharat Abhiyan.

The College Magazine provides opportunities to the students to explore and showcase their creative writing skills.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

11

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 college does not have a registered Alumni Association as yet though efforts are being made by the ex-students to register as early as possible. Legal help is being sought from alumni to register the Association.

The Alumni meets at regular intervals and are involved in many college activities. They organize seminars and meet -up regularly to co-ordinate amongst themselves.

The college tries to coordinate with distinguished alumnus who are placed in various companies, so that they can help students to get jobs in their companies.

There are many groups on Facebook which the Alumni's have created. Departmental Alumni associations are also present. Links are being shared of a Facebook group of the Maharaja Srischandra College where the ex-students upload pictures of their meetings, get together and celebrations.

https://www.facebook.com/groups/maharajasrischandracollege/?ref=s_hare&mibextid=NSMWBT

https://www.facebook.com/groups/maharajasrischandracollege/?ref=s_hare&mibextid=NSMWBT

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 the college is to bring economically and socially disadvantaged students under the umbrella of higher education at affordable cost and to generate intellectual, social, democratic and economic values by empowering them. Being an evening college, we

provide opportunities of higher education to students who have to

work throughout the day to earn a livelihood and support their families. It also caters to the academic interests of the lesser privileged social groups such as the backward classes, financially weaker and other vulnerable sections of the society.

The mission of the institute is:

*To provide empowerment through education

*To maintain gender equality

*To address the problems of the socially and economically weaker sections of our students

*To impart education through modern technical knowhow

*Pursue the holistic development of a student. The institute pursues

the above vision and mission throughout its governance, plans and decision-making process in the following way:

1. The total annual fees charged to the students by the institute is the lowest in comparison to other local institutions.
2. In admission process, the reservation policy is strictly followed.
3. Students are encouraged to take part in NCC, NSS, Sports and other Co-Curricular activities.
4. The teachers are part and parcel of all policy making platforms of the institution. There are three teachers' representatives in the governing body, three teachers in the Finance Committee and various sub-Committees consisting of teachers

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

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

The effective leadership is visible in various institutional practices such as decentralization and participative management. The institution is run on the basis of decentralized and participation of various stakeholders within the frame work of Act/rules and regulations governing the institute. The Governing Body, duly constituted under the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017 <https://wbhed.gov.in/readwrite/uploads/wbuniversitiesadministrationdregulationact2017.pdf> ([https://banglaruchchashiksha.wb.gov.in/uploads/webmaster/1493984120 .pdf](https://banglaruchchashiksha.wb.gov.in/uploads/webmaster/1493984120.pdf)) is the highest decision making body within the institution. Accordingly, the representatives of affiliating university, state Governments, state higher education council including one educationist and one lady teacher, office staff and students are there. There are around twenty five sub-committees to ensure decentralization of decision-making process and participative management. All financial matters are discussed at length in the finance committee and finally endorsed in the Governing Body. All academic issues concerning a particular department is decided by the concerned departments, policies concerning general academic issues are decided in the Academic Sub-committee. There are many sub-committees, Admission sub- committees for managing admission related matters, Examination Sub- committees for examination related activities and so on. (Link may be given for all Lists of various sub-committees). through the active functioning of sub-committees, the institution manages its day-to-day affairs.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Our college, being an evening college, has the objective of inclusive growth. We try to cater the financially disadvantaged students, who have to engage themselves in laborious jobs for their livelihood at the daytime. The plan to include these disadvantaged sections of society in the mainstream education is successfully implemented by the college by admitting the students

from the local slums and the families belonging to the low income group. The ex-students and existing students play an important role in helping these poor students of their locality by informing them of the admission criteria and other formalities. The teachers have put in a relentless effort to help them to achieve the degree. In spite of admitting relatively less meritorious students, our pass percentage is satisfactory. The college in most of the time, caters to students belonging to the disadvantaged sections of society. These students work hard during the daytime for the livelihood of their family. Hence, they have to take admission in an evening college. The Governing Body and IQAC of the college ensure the maintenance of the academic consistency of the said students. This is done by the remedial classes taken by the teachers of different departments. The strategic plan of inclusive development is ensured by these remedial classes which focus on the part of the syllabus, these students are unable to cover due to their job. Moreover, the remedial classes also help the relatively weak students.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://anagrasarkalyan.gov.in/documnts/07-07-2017-10-17-35.pdf
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.

The above administrative set mostly defined by the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017.

<https://wbhed.gov.in/readwrite/uploads/wbuniversitiesadministrati onandregulationact2017.pdf>

The appointment of teachers appointed in the substantive UGC posts are made on recommendation of the West Bengal College Service Commission and ratified by the Directorate of Public Instruction, Higher Education Department, Government of West Bengal. The service conditions of these teachers are also government by the West Bengal College Teachers (Security of Service) Act, 1975, the Statutes of the Calcutta University, the

West Bengal Universities and Colleges (Administration and Regulation) Act, 2017 and orders issued by the State Government time to time. The service rules of the State aided College Teachers (SACT) are governed by the state government order No. 2081-Edn(CS)/10M-83/2019 Date: 23/12/2019(<https://wbxpress.com/service-condition-remuneration-state-aided-college-teacher>) and other orders issued time to time. In case of Office Staff appointed in the substantive posts are governed by the above state Act and other orders issued by the state till date and relevant statute of the Calcutta university. The service conditions and procedure of appointment of the casual staff are determined by the governing body of the college. The procedure of appointment of office staff is framed by the state. At present, the responsibility of appointment of office staff lies with the West Bengal College Service Commission.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	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

The list of welfare schemes available for teaching and non-teaching

staff:

1. Group Insurance Policy for all teaching and non-teaching staff.
2. Substantive Teachers are covered under the West Bengal Health Scheme(optional).
3. 2 years' CCL is entitled by the female Substantive Teachers as per government rules.
4. 30 days Paternity-cum-Child Care Leave is entitled by the male Substantive Teachers as per government rules. (<https://wbxpress.com/paternity-cum-child-care-leave-30-days>)
5. Provident fund loan facility for all the applicants from the teaching and non-teaching staff
6. State Aided College Teachers (SACTs) of Government aided Colleges are entitled to avail of maternity leave as admissible under Government rules.
7. The SACTs shall be entitled to avail themselves of Study leave of 24 months.
8. Group Service Linked Insurance for all substantive teachers.
9. The Casual Staff are Covered under the ESI scheme.
10. The office staff appointed in the substantive posts are covered under the "swasthya Sathi" as mentioned in FinanceDepartment's Notification no. 1104-F(P) dated' 25.02'2016.

(<https://wbxpress.com/files/2017/07/827-EH.pdf>)

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	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

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

1

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

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

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

5

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	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

We have Performance Appraisal System for teaching and non-teaching staff . These appraisals are analysed and proper actions are taken by the principal for uplift of the performance of the teachers and non-teaching staff.

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

6.4 - Financial Management and Resource Mobilization

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

External and internal audits are done regularly

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers

during the year (INR in Lakhs)

NIL

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)	No File Uploaded

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

The college collects fees from the students. Apart from fees, they can earn revenues from other sources including grants from government. These revenues are utilised for ensuring the best availbale resources for the students. The optimal resource allocation ensures the quality development of the institution.

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

1. Increased collaborative activities with different institutions and corporates. More MoUs are signed.
2. Conduction of green audit, gender audit, environmental audit and energy audit
3. The department of library and information studies organised Value added course on information Literacy in association with IQAC
4. Academic Audit is completed for 2023-24
5. Environmenal audit, gender audit , energy audit and ISO certification are done for 2023-24
6. Various workshops and seminars were organised in

association with IQAC.

7. Personal Mentoring system is continued

8. Feedback forms and SSS are circulated among students

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

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

The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities. The college through its IQAC ensures smooth operations of teaching learning process and other important activities. The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals. It does so through the following processes:

1. **Syllabus Monitoring:** The Principal and IQAC keeps vigil on the completion of syllabus and ascertains information regarding the quantum syllabus completed, so that the prescribed syllabus is completed within stipulated time. IQAC also promotes and encourages to teacher-members those who belong to Board of Studies (BOS) of various disciplines constituted by University of Calcutta to convey the current feedbacks related to syllabi, addition/alteration of current/novel topics in existing syllabi; newly published/non availability of textbooks, study materials, reference-books etc. other faculty member is involved at any stage.
2. **Academic monitoring:** The academic committee conducts regular visit to the classes regarding the regularity and punctuality of class work. The Principal is being informed accordingly.

3. **Examination Reforms:** The examination reforms had been made by the IQAC.

4. **Analysis of the new initiatives:** IQAC reviews the

effectiveness of the initiatives taken in the regular academic sub committee and IQAC meeting

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

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender sensitisation is an important issue in today's date. The curriculum taught in the college is imbued with the values of gender equality and gender sensitisation. They learn about the struggle women have gone through down the years in their history books. They also learn about women leaders and freedom fighters in India and abroad. The various language studies bring them face to face with women writers and poets that inspire the younger

generations even today. In education, they read about the various educational policies designed to remove gender inequalities and provide equality of educational opportunity for all. The college offers subjects keeping in mind the needs of all students. The teachers of the college are mindful of treating all students equally and there is no discrimination based on gender. Students are made to understand the beauty of peaceful coexistence through talks and group discussions. Sometimes guest speakers are also invited to speak on such topics related to gender sensitisation. There are separate common rooms provided for both boys and girls. Anti-ragging cells and availability of teachers for redressal of grievances make sure that girls are secure within the college campus. There is a provision of distribution of sanitary napkin to the students/ teachers/ non-teaching staff in case of emergency.

File Description	Documents
Annual gender sensitization action plan	https://maharajasrischandracollege.in/pdf/audit-reports/Gender_Audit_Report.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	A.The college is certified as a place of "workplace safety" . Apart from this, there are CCTVs which ensure the safety of the female students, teachers and staff of the college B.The counselling sessions in the form of workshop and seminar are organised by NSS especially in " International Womens Day". C.There are girl common rooms in the college with the facility of sanitary napkins provided in case of emergency E. Gender audit is done for the session which also focuses on female stakeholders

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	No File Uploaded
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

Maharaja Srischandra College follows the 3R policy (Reduce, Reuse, and Recycle) for waste minimization to fulfil the aims of "Clean and Green Campus" in terms of Zero Waste production.

Solid Waste Management:

The colleges prioritize minimizing waste generation on campus. Solid waste is segregated at the source into biodegradable and non-biodegradable categories and handed over to the Kolkata Municipal Corporation under the Swachh Bharat initiative and the Green and Clean Kolkata program. Dustbins are strategically placed in all departments, staffrooms, and common corridors for the disposal of dry waste. Waste segregation into dry and wet categories is ensured at designated locations, contributing to a clean and eco-friendly campus environment.

Liquid Waste Management:

Wastewater from toilets and the campus canteen is treated in a soak pit and then directed through a drainage system and pipelines into the high drain for safe disposal.

E-Waste Management and Recycling:

E-waste such as computer monitors, printers, scanners, keyboards, mice, cables, cartridges, circuit boards, electric bulbs, batteries, and wires is collected and stored in a designated area. Equipment that cannot be reused or recycled is responsibly disposed of through authorized vendors. We are certified as "e-waste free campus".

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

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

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

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

- 1.Restricted entry of automobiles**
- 2.Use of Bicycles/ Battery powered vehicles**
- 3.Pedestrian Friendly pathways**
- 4.Ban on use of Plastic**
- 5.landscaping with trees and plants**

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
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

A. Any 4 or all of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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

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

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
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).

Maharaja Srischandra College is deeply committed in providing a

conducive learning environment that embraces diversity and promote tolerance and harmony across cultural, regional, linguistic, communal, socioeconomic, and other diversities which are evident in various institutional initiatives. Students from diverse backgrounds and communities, study in our college and both teaching and non-teaching staff are sensitive to the diverse backgrounds of the students. Additionally, students from economically disadvantaged backgrounds receive support through fee concessions. The college acts as a nodal point for the disbursement of all scholarships and facilities provided by the Govt. of West Bengal to women students. A variety of seminars, workshops and events are planned, organized, and executed predominantly across the key themes of women empowerment, upliftment, and enrichment for individuals from diverse backgrounds. Alongside the college celebrates rich and vibrant festivals and events, (like Saraswati Puja, Iftar, Christmas and other religious and socio-cultural festivals, International Women Day celebration, celebration of Republic Day and Independence Day both by NCC and NSS unit, with zeal to support, promote distinctive traditions, hence bridging the gap and in turn establishing an unmatched pillar of unity, harmony, and inclusivity.

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

Institution is committed to an upholding the core values in spirit of the constitution and inculcate the same among its student and employees.

Seminar lectures etc, are organized by the institution inculcate a sense of the core constitutional values, as enumerated in the preamble, fundamental duties and the directive principle of the state policy.

The Institution's commitment to legal literacy was evident through programs featuring legal expert as guest speaker enriching participants, understanding of the legal and

constitutional expect of responsible citizen

Community service initiative, speciality through the NSS/NCC unit of the College, cultural event making prominent National days, and environmental awareness NSS campaigns to a vibrant environment where constitutional values were actively promoted.

Through these efforts, the institution nurtured a sense of responsibility, patriotism and social consciousness among its students and employees equipping them to be a responsible and committed citizens, as envisioned by the constitution.

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

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

C. Any 2 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	No File Uploaded
Any other relevant information	No File Uploaded

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

and festivals

The different departments of the college along with NCC and NSS celebrate following national and international commemorative days, events and festivals

SL NO

EVENT

PLACE

ORG BY

NO OF PARTICIPANTS

1

National youth day

College

NCC & NSS

65

2

Republic Day

College

NCC

45

3

International Womens Day

College

NSS

65

4

Rabindra Jayanti

College

IQAC & Dept of English

70

5

Swachh Bharat Abhiyan

Bank of Ganges

NCC & NSS

20

6

Bhasha Dibas

College

Dept of Bengali

45

7

Independence Day

College

NCC

55

8

World Environment Day

College and outside area

NCC & NSS**40**

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	View File

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. "Dhoro haat e Haat e, Cholo ek sathe" (Hand-in hand and let's collaborate)
2. WBCoLOR (West Bengal College Libraries' Online Resources)

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

We had begun by stating the vision of our institution at the outset. However, it is pertinent to emphasize here that the college is committed to the education and empowerment of the economically disadvantaged students. Being an evening college, we provide opportunities of higher education to students who have to

work throughout the day to earn a livelihood and support their families. It also caters to the academic interests of the lesser privileged social groups such as the tribal and backward classes, women and other vulnerable sections of the society. Being situated in the heart of North Calcutta and close to the Shyambazar Metro Station, our college caters to the needs of all students in the vicinity as well as the students who come from distant places. Our college aims at an integrated and personalized education of the young so as to produce intellectually competent, morally upright, socially committed and nationally dedicated men and women in the service of India, today and tomorrow.

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

7.3.2 - Plan of action for the next academic year

1. Continuation of increased collaborative activities
2. Introduction of new add-on course and employability enhancement course for students
3. Introduction of new training course for students
3. Solar panel in the second campus
4. Introduction of Library and information studies as interdisciplinary course
5. Some new digital library services for the faculties
6. More cultural programmes and seminars
7. Increased research work of the faculties