YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	**LALGOLA COLLEGE**
• Name of the Head of the institution	**MR. SOMNATH CHAKRABORTI**
• Designation	**TEACHER-IN-CHARGE**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**9933642401**
• Mobile No:	**9933642401**
• Registered e-mail	**lalgolacollege@gmail.com**
• Alternate e-mail	**lalgolacollege@rediffmail.com**
• Address	**LALGOLA**
• City/Town	**LALGOLA**
• State/UT	**WEST BENGAL**
• Pin Code	**742148**
2.Institutional status	
• Affiliated / Constitution Colleges	**Affiliated College**
• Type of Institution	**Co-education**
• Location	**Rural**
• Financial Status	**Grants-in aid**

• Name of the Affiliating University	**UNIVERSITY OF KALYANI**
• Name of the IQAC Coordinator	**DR. MUNMUN SADHUKHAN**
• Phone No.	**7003108712**
• Alternate phone No.	**7003108712**
• Mobile	**7003108712**
• IQAC e-mail address	**lalgolacollegeiqac@gmail.com**
• Alternate e-mail address	**munmunsadhukhan2013@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://lalgolacollege.org/uploads/19_20/aqar/aqar1920.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://lalgolacollege.org/uploads/20_21/academic_calendar/ac2021.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.20**	**2016**	**05/11/2016**	**04/11/2021**

6.Date of Establishment of IQAC	**05/08/2014**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Depart ment /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**NIL**	**NIL**	**00**	**00**

8.Whether composition of IQAC as per latest NAAC guidelines	**No**
• Upload latest notification of formation of IQAC	No File Uploaded

9.No. of IQAC meetings held during the year	**4**

• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**
• If No, please upload the minutes of the meeting(s) and Action Taken Report	[View File]()
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

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

1. Encouraged the departments to organize Seminar/Conference/Workshop/Special Lecture/Webinar,etc.

2. IQAC encouraged the departments to conduct parent – teacher meetings and make the parents aware about attendance and performance of their ward.

3. Collected and analysed students' feedback in the last academic session (2019 - 20).

4. Encouraged teachers to submit their PBAS.

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. Members of teaching faculty were instructed to complete the required Refresher and Orientation programmes.	**1. One member from teaching faculty completed his respective programme.**
2. Members of teaching faculties who were eligible for their respective promotions were instructed to submit their PBAS to the IQAC.	**2. Four eligible members of teaching faculties submitted their respective PBAS to the IQAC as scheduled.**
3. The overhauling of the entire teaching learning system due to the pandemic situation and	**3. Classes were conducted entirely in the online mode through various digital**

lockdown.	platforms.
4. The evaluation process had to go through some significant changes in accordance with online teaching learning system.	4. The entire evaluation process was conducted online to ensure maximum co-operation.
5. Departments uninamiously decided to organize and conduct webinar and workshop online.	5. Two departments of History and Arabic organised a number of webinars (one state level webinar by Dept. of History and one International webinar by Dept. of Arabic)
6. Emphasis was laid on organizing awareness programme online.	6. Department of Education efficiently conducted an awareness programme on effective ways of combating the pandemic situation.
7. Departments uninamiously decided to conduct a digitized programme to collect feedback from the students.	7. The entire process was conducted online and students responded enthusiastically.
8. The IQAC would supervise the various academic and non-academic during this academic session.	8. With the supervision of the IQAC respective departmental activities were smoothly conducted.
9. Some sub committees according to the need of the institution were to be formed by the IQAC to ensure maximum efficiency.	9. Some sub committees were formed and they worked on the proposed plan.

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, Lalgola College	30/09/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	**27/01/2022**

15.Multidisciplinary / interdisciplinary

We are a Multidisciplinary College but Interdisciplinary Courses are not taught.

16.Academic bank of credits (ABC):

NA

17.Skill development:

The CBCS system provides for SKILL ENHANCEMENT COURSES for every subject taught at the College both in the Honours and General Levels. These courses help in equipping students with requisite skills beyond the theoretical knowledge systems.

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

As most of our students are from Bengali Medium Schools , most of the lectures are delivered in the Vernacular (Bengali) with English as a supporting Language. We teach Bengali , Sanskrit, Indian Philosophy as well as many English Translations of texts originally written in Indian Languages (In the Eng Lit syllabus). Celebrations of customs and traditions that reflect the vibrant Indian Culture as well as commemoration of the Birth Anniversaries of poets and thinkers are organized. These occasions become opportunities for students to be aware of the beautiful and vibrant Indian Culture and tradition.

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

NA

20.Distance education/online education:

Classes as well as examinations were held in online mode due to pandemic situation. Several webiners were organized by different departments to falicitate students and teachers in learning various topics so as to maintain the quality of teaching learning system. Study materials were diseminated among students through online mode. Google Meet and Zoom platforms were used for online calsses and webiners.

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	**2**

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

2.Student	
2.1 Number of students during the year	**2407**

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

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**820**

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

2.3 Number of outgoing/ final year students during the year	**366**

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

3.Academic	
3.1 Number of full time teachers during the year	**12**

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

3.2	**13**

Number of Sanctioned posts during the year	

File Description	Documents
Data Template	No File Uploaded

4.Institution

4.1 Total number of Classrooms and Seminar halls	**9**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**11.07**
4.3 Total number of computers on campus for academic purposes	**23**

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

Planning and implementation of the curriculum by the college is done most effectively by introducing students and stakeholders first to the larger mission and the wider vision that defines the particular purpose which the college stands for and seeks to promote. The objective of the college is to fulfill what it has envisaged by providing quality education which will enable students to become educated and responsible citizens and realise their position in society as independent people. The use of learner-centric methods of teaching are meticulously planned; academic calendars, teaching modules are framed to ensure that lectures are of high quality and follow the time schedule. The college follows a well-structured procedure in order to ensure effective delivery of the curriculum designed by the University of Kalyani. The final academic plan is incorporated into the academic calendar which is based on the academic calendar provided by the University and is then circulated to all the stakeholders. The academic plan is prepared by taking inputs from all the faculty. The heads of the departments distribute the syllabi among the faculty members and monitor the implementation and progress of the academic plan. Tutorial classes have been initiated for the students.

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

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

The Academic Calendar of the College is displayed on the notice board in the staffroom, Notice boards hang on the wall at the entrance of the lobbyand is available on the college website www.lalgolacollege.ac.in.The schedule for evaluation is given in the Academic Calendar. The institutional Academic Calendar is prepared by the Academic Calendar Sub-Committee. Every department submits a detailed Academic and Activity calendar to the IQAC. A comprehensive academic calendar is prepared by a committee consisting of heads of various departments, and the TIC with the help of IQAC. This calendar includes the details about faculty and staff, various committees and subcommitteesand other details like schedule for the tutorial classes, probable dates of class tests and Midterm test, Schedule for university examinations, list of Holidays and vacations, etc. Along with these, Academic Calendar is also published with detailed information regarding the college activities throughout the year such as probable dates for publication of result, dates for different programs, sports and special events. The College Prospectus, Academic Calendar, institutional notification, notifications and circulars from the affiliated university are circulated amongst the faculty and students to make them aware of the evaluation process.

File Description	Documents
Upload relevant supporting documents	<u>View File</u>
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG	**B. Any 3 of the above**

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	**No File Uploaded**
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

17

File Description	Documents
Any additional information	[View File](#)
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
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)

NIL

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

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

of students during the year

NIL

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

NIL

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

1.3 - Curriculum Enrichment

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

The College offers threeGeneral & Compulsory Undergraduate course which addresses Environment, Sustainability and Human Values. Thesecourses are affiliated to the University of Kalyani.Topics related to this issue are taken up for quiz and debates during different functions organized by different departments. Equal opportunities are given to both genders in terms of admissions, employment, training programmes, sports activities etc., and so gender issues do not arise. College encourages women faculty and students to participate in events focusing on women empowerment and promoting leadership qualities in women. Teachers' day is celebrated with vigor in the institution/ campus. Girls and boys participate in various co-curricular activities such as group discussions and technical quiz and debate programmes. Both boys and girls are made members of NSS which is associated with various co-curricular and extracurricular activities. Students are also encouraged to participate in activities on social responsibilities organized by other institutes in the district. Awareness programmes are also initiated by the NSS unit, which carries out different extensive activities for environmental protection and to raise student awareness about their social responsibilities.

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

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

3

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**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

Nil

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution	**D. Any 1 of the above**

from the following stakeholders Students Teachers Employers Alumni	

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

1.4.2 - Feedback process of the Institution may be classified as follows	**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	**Nil**

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

1823

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

643

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

The endeavour of this institution is to open up the world of knowledge to the different strata of pupils to such an extent that, each of them is able to absorb knowledge according to their own needs and capabilities and accrue real benefits. A system of continuous evaluation also helps the teachers assess the progress of the students. This process of evaluation consists of written examinations, open book tests, group presentations, seminars, quiz, debates, projects, practical examinations with viva, written assignments, surprise tests through ICT enabled tools (like Google Meet, PPT presentation, etc) and class participation, etc.Usually each Department conducts tutorial classes for slow learners after scheduled class hours on weekdays after 3:00 p.m. However, due to the closure of institution during pandemic, teachers were unable to take any physical class. All the classes were taken in the virtual mode. During closure of the Institution visit to library has not been possible. Teachers have supplemented their classes with e-resources to compensate this loss. Teachers interacted with the students through Google Meet and Zoom, what's app in order to ensure course completion and doubt clarification at any time.

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
3328	**12**

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

Following methods were used for learning:

I) Interactive learning :In this process,the teachers educate students via some interactive sessions so that they candevelop theirproblem solving, and communication skill. Fundamental concepts of the subject matter are discussed .The teachers interact with the students usingvarious digital platforms.Students are provided assignments, encouraged to participate in open-book tests,group discussions etc. Departments organise class test, student seminars,quiz & debates etc .

ii) Collaborative learning: Collaborative learning is ajoint effortof students and teachers. Usually, Departments of Education and History conduct educational tours which were cancelled this year due to the pandemic. All our regular programmes like publication of the wall-magazines, college magazines,quizzes,cultural function, sport events etc were not possible to be organised. One of the important wings of the College,NSS,organised several online awareness programmes.

iii) Independent learning:The institution stresses on independent learning to enhance motivation.The students are motivated to use the library independently which can enhance their skills and knowledge and encourage to participate in paper presentation that involves active contributions.Teachers shared several e-contents and e-resources in order to prevent the interruption in the process of teaching and learning.

File Description	Documents
Upload any additional information	No File Uploaded
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

This year, our physical classes could not be conducted. College has been equiped with various ICT enabled learning resources (like learning in virtual class room, computer laboratory, access to partially automated library system etc) towards the end goal of

promoting a positive teaching-learning attitude amongstudents. The college is also equiped with internet access which gives the teachers a chance to use e-materials when needed. But during this period due to shutting down of the institution, teachers have not had access to these resources, insteadthey have createdWhatsApp groups, Google meeting links through which they continued teaching-learning process uninterrupted. In spite of such initiatives, a large section of students could not reap benefits of the efforts due to lack of internet facilities available to the the students at home.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

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

7

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

12

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	**No File Uploaded**

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

5

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

86

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.

In all the evaluationsarranged by the College (Class-Tests,internal assessment under CBCS), students are intimateda few days prior to

the date of the tests. The students are informed about the testschedules either by a central notice issued by the college authority or by a provisional notice issued by the concerned department. However such process of internal assessment was partially jeopardised due to the closing of the institution. For successful continuation of this Continuous Internal Evaluation (CIE) Institution used digital platformsduring early phase of the session so that teachers could easily get accustomed with new modes of e-teaching and learning methods. A few departments conducted internal assessments after the completition of syllabus through Google forms .Some e-assignments were also provided by certain departments. If the students expressed difficulties in understanding the e-questions which were set in the Test, the questions and the topic on which such questions were set were discussed during the lecture by the faculty member. E-Answer-scripts of internal assessment under CBCS are preserved by the college authority since the University calls for the evaluated script if needed.

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

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

Our Institution prepares its academic calendar at the central level each year. Following the calendar, each Department conducts their academic activities throughout the year. Schedule for class tests are announced prior to the scheduled date and this information is passed on to the IQAC. The schedule for class tests are prepared by individual departments. Students are also informed about the provisional routine that includes the schedule for tutorial classes. Some Departments also organise Parent-Teacher Meeting for students.Due to the pandemic situation the evaluation process was jeopardised asmajority of the students were not equipped with internet facilities.For successful continuation of this Continuous Internal Evaluation (CIE) Institution has used digital platform during early phase of the session so that teachers can easily accustomed with new mode of e- teaching learning methods. Each departments conducted internal assessment through Google forms.Some e-assignments were also provided byall departments. The parent-teacher meet was not possible as a large section of the parents were not aware about the uses of digital media.

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.

Program outcomes and course outcomes for all programs offered by the Institution are stated and displayed on the college website and communicated to teachers and students Response: Mechanism of communication of COs Decided by the Board of studies of University of Kalyani and furnished among the Head of the Department of different subjects in the affiliated colleges under this University. Head of the Departments share their view with members of the Department during Departmental meetings.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

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

One of the methods that our college follows to assess the performances of students in different examination at institutional level, attendance of regular classes.. Our college also has a Grievance Redressal Mechanism where the students canplace their problems at anytime. The institution deals with students' grievances very deftly .Parent teacher meet is organised by individual departments. Publication of merit list at the time of admission, keeping the records of marks obtained in University's final examination by College-office, keeping records of marks obtained by students in class testby the Department, keeping the records of successful students who have absorbed into different jobs,etc. are regular practices of our institution through which the program outcomes are measured and checked. The slow and advanced learners are identified and accordingly outcome attainment target is set by organising class tests, conducting tutorial,organisingdebates, quiz,

student seminars, workshops etc.In order to achieve the desired program outcomes, some departments hold field tour, field survey, workshops etc. However such process of internal assessment was partially jeopardised due to closing of the institution. Each department has conducted internal assessment through Google forms. Some e-assignments were also provided bysome departments.

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

2.6.3 - Pass percentage of Students during the year

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

365

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://docs.google.com/spreadsheets/d/17n9Zn-DmXQV1O_h2mUZPDYnKcRab5wXoEJrSH0XCZn4/edit?usp=sharing

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

2

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

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

0

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

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

0

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

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

Lalgola College has organized several extension activities to help with the social issues arising in the neighborhood. The students of Lalgola College take active part in different social and cultural activities in and off campus. There are several pogrammes organized by the NSS and other cells of the Lalgola College which are listed below: 1. Observation of International Youth Day and NSS Day 2. Many programmes were organized such as, Independence Day, National Voluntary Blood Donation Day, National Voter's Day, Republic Day, Women's Day, Environment Day, Yoga Dayetc. 3. Blood donation camp has been successfully organized by the NSS unit of the college. 4. Banomahatsov week was observed. 5.Awareness campaign on the impact of COVID 19 was organized. The students were motivated to take part indifferent social activities, cultural programme etc for which they

accumulate knowledge, so that they may inculcate it in neighboring community from time to time.

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

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

0

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

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

0

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

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

0

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

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

00

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

To increase student strength the college has always taken proactive steps to provide various facilities to develop the infrastructure in the campus in terms of classrooms, laboratories and for sports, extra and co-curricular activities. There are 10 classrooms with green board, graph boardfully furnished, well ventilated, spacious lecture room for conducting theory classes. Among them, two classrooms have LCD projector and internet facility to adopt advance teaching methods. There are 2laboratories to carry out the academic experiments such as Geography lab, computer lab.There are 7 computers which are used for official purpose. All the computers are connected with internet facilities. We have free Wi-Fi connection for all students through which they can download any kind of study materials, prepare reports.There is oneseminar hall with good audio-visual facilities and200 seating capacity.We have one Gymnasium for the students' physical development. We have a well equiped library with various books, journals for our students. We have acanteen for students and teachers to provide healthy food at the cheapest rate. There are girls' and boys' common room with indoor game facilities.The Girls' hostel is also available for students. But at present we have no students here.

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

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

gymnasium, yoga centre etc.

The college authorities help the students to participate in both outdoor and indoor games. Indoor game facilities like Table Tennis, Carrom, Ludo, and Chess are provided to the students. Recently, a gymnasium has been set up in the college for physical fitness. It can be used by the students free of cost. The Gymnasium allows the students to feel reinvigorated, after their hectic class schedule. In addition to this, there is a small playground foroutdoor games like cricket, volly ball, badminton, football etc. There are girls' and boys' common rooms which is used for the indoor games and other cultural activities. Our College encourages the students to participate in different sports and games. The College has a seminar hall cum auditorium for cultural programmes and Seminars. The college has one NSS unit which is engaged in organizing most of the cultural and extension activities such as different awareness programmes, blood donation camp, celebration of International women's day, organizing cleaning drives, and different types of medical camps through offline and online mode. At present, 100 students are enrolled in NSS.

File Description	Documents
Upload any additional information	No File Uploaded
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.

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

2

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

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)

4.14

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)

Lalgola College Library is partially automated with KOHA library management software 21.11.10 version since 2016. Library services such as cataloging, circulation, patron card creation, advance searching, report generation, are partially computerized.

File Description	Documents
Upload any additional information	No File Uploaded
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	**E. None of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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)

`0.014`

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

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

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

`0`

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

4.3 - IT Infrastructure

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

The College has sufficient IT facilities for strengthening the teaching and learning process. The computer lab is equipped with 16computers with required software and antivirus. ThreeLCD projectors in classes are available to provide effective teaching for the students. Two smart classrooms are present in the college which are used by different departments. One LCD projector is present in the Seminar room to organize various types of seminars. Faculty members use power point presentations, videos etc in the class rooms to enhance the learning experience of the students.Printers, scanners, and xerox facilities are available and faculty members can use these facilities only for official purpose. The college campus is WI-FI enabled. Faculty members can access Wi-Fi in the campus to acquire additional information, carry out research activities, and download information for the students. The

college campus is under CCTV surveillance to maintain discipline and transparency. Students are encouraged to use IT facilities in the best possible way for their learning.

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

4.3.2 - Number of Computers

23

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

4.3.3 - Bandwidth of internet connection in the Institution	**E. < 5MBPS**

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)

6.93

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.

The proper utilization of the infrastructure provided to the Departments is monitored by the respective Heads of the Departments. Following are some of the important parameters by which these are ensured: The library follows certain protocols regarding the usage of books. The entry register is kept for both staff and students. In the beginning of the first year, each student is issued library cards.At the end of every semester, all students must return their books to the library. Likewise, the teachers may also use library books for their classes and research purposes.The sports facilities are available forall students.Teachers use green board to teach in class and also use modern equipmentsuch as computers, LCD projectors for taking classes. Certain departments use fully-equipped laboratories for practical classes. The college is one of the examination centers for U.G. under Kalyani University. The college is sometimes used by the state Government on holidays for various activities of public interest like holding examinations and elections.Construction of new buildings and renovations of existing buildings are maintained by the collge fund after discussions with the members of the Finance Committee and Governing Body.

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

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

`2203`

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

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

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

`00`

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	`D. 1 of the above`

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

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

00

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

00

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student 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	**C. Any 2 of the above**

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

4

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

00

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	**No File Uploaded**

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

`00`

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.

`00`

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

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

One of the most important and active stakeholders of the college are the students. An educational institution thrives to ensure the fulfillment of students' interest. The students' Union is a statutory body formed in a college to communicate with the college administration about the interests of the students. Our college has a Students' Union. The Students' Union has representatives in many important committees of college including the IQAC . The Students' Union renders active participation in the admission process of the college. The Students' Union acts as a liaison between the students and the college, i.e. administration, and teaching and non-teaching

staff. College has opened the National Service scheme (NSS) for upliftment of mental strength of the students and raising students' awareness about their social responsibilities. The NSS, under the patronage of Students' Union motivates the students to participate in events like debate competitions, extempores, sit and draw competitions, etc. as a part of this excellent programme. To inculcate a sense of respect towards our rich cultural heritage, the NSS under the patron-age of Students' Union organised programmes like International Mother Language Day,Freshers' Welcome, Teachers' Day, Annual Sports,Republic day, Indepedence Day etc.

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

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

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

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

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 students love their college.They show a keen interest in the institution from which they have graduated even after they enter into employment or family lives. There is an Alumni Association in Lalgola College which has been formed in the year 2016.

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

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

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision of Lalgola College

Lalgola College is situated in remote corner of West Bengal. A rural area in Lalgola Block, the college was established in 2005. The vision of the college is to impart higher education to the students of the Minority and Backward classes. The main motto of Lalgola College is based on the justice, equality and peace to young students. Teachers always try to enable the students to be intellectually mature, morally up right, socially responsible citizens and spiritually inspired leaders to serve the society and the nation.

Mission :

- **. To kindle light of learning in remote rural area.**
- **. To help the student continue their learning.**
- **To empower both male and female students with effectives knowledge and competence.**
- **To develop human resource by providing career assistance.**
- **To enhance the power of Scientific knowledge among students.**

Objective :

- **To improve teaching learning process through continuous assessment and use of modern teaching aids.**

- To provide educational opportunities for weaker of society, particularly Minorities, OBC, SC, ST, etc.
- To transform them into ideal citizens.
- To promote social awareness and ultimately to become good human beings.
- To encourage activities in the neighbouring areas.
- To stimulate academic environment for the promotion of quality of teaching and research.

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

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

In accordance with the policy of decentralization adopted by the management, both teaching and non teaching members are adequately represented in the Governing Body of the college and their opinions are sought in the making and the implementation of different policies. Apart from the governing body meetings, sub-committees like IQAC, Academic sub-committee, Examination sub- committee, Students' Support and Progression sub –committee, Internal Complaints Committee etc. meet on a regular basis and help formulate and implement the strategic plans of the institution. The responsibilities are defined and communicated through face to face meetings with the non-teaching staff members of the college as well as by notifications. The management committee members along with the Principal and other members of the sub-committee support the day to day functioning of the college administration. A decentralized administrative system with the intention of providing the best for the student body is practiced in this institution. All Important development plans are discussed by the Principal with all the sub-committee members.Plans are executed only after reviewing the suggestions.

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

The vision and mission of the college focus on providing quality education to students. In order to provide inclusive and quality education, the college has developed a strategic plan for various activities which are to be implemented successfully.Academic and co-curricular activities for the holistic development of the students.Many academic activities like department activities are to be planned along with co-curricular activities. Extracurricular activities-sports activities, cultural competitions are undertaken; the students participate the intra-college and inter-college activities in every academic year.Student Support & Progression – In order to help and support students develop employability skills, a host of activities are planned which includes providing coaching classes for competitive exams, career guidance, placement activities etc. Strengthening Learning Resources – College plans to improve learning resources by updating the library and other support systems, buying more books, starting book banks, improving ICT enabled teaching, digitization of the library, focus on e-resources etc. Faculty Development - Encouraging faculty members to take up short term courses, refresher courses, orientation programmes, paper presentations, incentives for outstanding performance of faculty members.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
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.

Long term and short term (annual plan) administrative plans are prepared for 5 to 10 years by the TIC of the college. The TIC at the beginning of the academic year, convenes the General Staff Meeting, including non-teaching and library staff, andfinalizes an academic plan for the year.The staff council plans all important activities throughout the year; like the academic calendar, Internal assessment, co-curricular activities etc. in the meeting.The HODs scrutinize the academic plans and approve them.The results of the Semester examination and performance of students are analysed .The

TIC effectively utilizes the financial assistance provided by the U.G.C. for the development of the college. The College follows a formal recruitment process from West Bengal College Service Commission. Job specification for the vacant position is identified and resolutions are submitted in the office of WBCSC. In the case of nonteaching recruitments, the College notifies to the DPI about vacancy. Service rules are mentioned in the appointment letter which is governed by the West Bengal rules and regulations. Grievance RedressalCell is a primary body of the college, the members of the cell arrange for an appropriate and early redressal of the grievances depending on its nature and magnitude.

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

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**B. Any 3 of the above**

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

6.3 - Faculty Empowerment Strategies

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

The management recognizes the commitment and dedication of the teaching and non-teaching faculty members. It always strives to satisfy the needs of the employees proactively. Some facilities provided for the welfare of the employees of the institution are 1.

Provident fund for all the employees who are eligible for it. 2. A canteenis provided inside the campus. 3. No membership fee for utilizing the gym is extracted from the faculty members.. 4. Advance is given to both teaching & non-teaching staffs before festivals.

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

00

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

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

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

00

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)	No File Uploaded

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

1

File Description	Documents
IQAC report summary	No File Uploaded
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

Every year faculty members are required to fill in a self appraisal form designed on the basis of PBAS methodology of UGC. The appraisal forms are assessed by the HODs and the TIC of the college and a positive and constructive feedback is shared with the faculty members. Faculty members are also asked to be involved in various committees, activities of the college. The activities performed by

the staff members are evaluated by the IQAC biannually. They are encouraged to attend/ present papers in seminars and participate in workshops. Faculty members are also asked to improve their qualifications by pursuing higher degrees, for example Ph.D. In this year four eligible members of teaching faculties submitted their respective PBAS to IQAC . Non-teaching staff like the librarians, office staff, support staff etc. are currently not given any appraisal forms. Their performance appraisal is done by the principal based on the quality and quantity of their work,nature of their work, their enthusiasm, skill sets and efficiency. The appraisal of the non-teaching staff is conducted informally by the principal and they are counselled to improve their work if necessary.

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

An annual budget is allotted to the college by the management every year for the requirements of various departmental activities. The account of the institution is subjected to an audit by an auditor approved and appointed by the Govt. of W. B. The income and expenditure from different sources are audited regularly by the external auditors.

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)

00

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 is a Govt. aided College and under 2(f) and 12(B) under the UGC Act 1956.The main source of funding for the college is the fees collected from the students , the funds from the UGC and the funds from Govt. of West Bengal. A budget is prepared as per the requirements of the college as a whole. The disbursement of funds for the needs of the college are strictly governed by the secretary of the Governing Body. Receipts of expenditures are maintained for various purchases made towards purchases especially related to the lab, library and for the well being of the campus. The college follows a transparent accounting and audit practice. The college is also applying for funding from various other bodies for organizing seminars/ conferences and for carrying out research projects.

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

The college has an effective Internal Quality Assurance System. It executes the academic plans, facilitates research, makes plansorganising seminers. Some of the notable practices are as follows:

The college has two digital class rooms and these are used by different depatmnets to facilitate the teacghing learning process.

The IQAC plays an important role in encouraging research among the

teaching staff. The young teachers are encourages especially to pursue doctoral research. The teachers are encouraged to participate in seminars and publish research papers.

Different departments organize seminars in collaboration with the IQAC and the latter encourages such programmes enormously

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

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

The college implements quality assurance through the IQAC.The faculty members are encouraged to publish research papers, participate in seminars and conferences, conduct or attend workshops and faculty development programs at least once in a year. They are also encouraged to participate in outstation programs.Constant improvements are made with regard to the continuous internal evaluation process. The examination committee looks after the exam schedule, timetable, setting up the questions and allotment of rooms and assigning duties to the faculty. The evaluation reforms are communicated to the students at the beginning of academic session either verbally or through written communication. Recently, the college has shifted from annual examination to Semester examination. The college counsels the students who play truant about the evaluation process by giving them assignments and activities that create interest in the students. The final internal marks are displayed by the university in the college website. The college is affiliated to the University of Kalyani and adheres to the reform norms as prescribed by the university.

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	C. Any 2 of the above

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

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The NSS unit of Lalgola College has worked out a gender sensitization plan in the interest of its students. The annual gender sensitization plan takes into account the needs and problems of the students and the general ignorance towards different problems that they are likely to encounter. The plan is based on three important dimensions: gender issues,health issues and psychological issues. Seminars, meetings, work-shops and psychological counseling sessions are organized by the institution throughout the year to sensitize the students. The plan has yielded positive results and benefitted the stakeholders to a considerable extent. Lalgola College, is conscious of the need to promote gender equity and sensitization in curricular and co-curricular activities in accordance with its mission and vision which focus on gender justice, equality and empowerment. Gender equity and sensitization are incorporated within the framework of institutional values and ethics. The institution is sensitive to the issue of gender sensitization. Separate Common rooms, is always available for the students. The Lalgola college NSS unit has celebrated International Women's Day on 8th March 2021.

File Description	Documents
Annual gender sensitization action plan	**Nil**
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	**Nil**

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	**No File Uploaded**

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

The college is proud to say that, minimal waste is generated in the campus. Waste generated in the campus is segregated into e-waste, liquid waste /organic and solid waste. Solid waste, which mainly involves plastic and paper, is collected in separate dustbins .Separate bins are also kept on all floors for solid waste and liquid/organic waste. Students are asked to dispose waste only in the designated bins. Old newspapers, Books, used water bottles etc. are sold to venders for recycling. College has plans to make the campus plastic-free in the near future. E-waste management: The electronic junk is stored in store rooms of the college. Old computers and other electronic gadgets and equipmentare sold to junk dealers dealing with e-waste management.

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

7.1.4 - Water conservation facilities available 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 — `D. Any 1 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: — `A. Any 4 or All of the above`

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

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

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 — `B. Any 3 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	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

C. Any 2 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	**No File Uploaded**

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).

Lalgola College strives towards maintaining an inclusive environment for all stakeholders. The college promotes linguistic,regional,

cultural diversity among the students. Several activities that promote communal harmony are undertaken frequently. So, our College has implemented various measures to make the college an inclusive campus. Lalgola College strictly follows the reservation policies laid out by the Government of India for admissions of students and appointments of teaching and non-teaching staff. Admission committee ensuresparity and transparency during the admission process. Students from low socio-economic spectrum are granted fee concessions in every academic session.The college also promotes several financial assistances /scholarships provided by the Government of India, state government to facilitate access to financial assistance among students. Teachers adopt bi-lingual mode of teaching, wherever required, to assist students with linguistic challenges. This helps students enhance their academic performance.

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

Lalgola College has been committed to educating our students as constitutionally aware citizens sensitized to their fundamental rights and duties. College organises several activities to promoteconstitutional and moral values Due to COVID-19 Pandemic, college has observed most of the programs through online mode.The National Service Scheme (NSS) is an integral part of our College that conducts activities to inculcate values.The college fosters community responsibility by organizing blood donation camps almost every year.To promote a sustainable environment, Swachch Bharat campaigns and Tree Plantation drives are organized. The NSS unitof our college has also organized onlineINTERNATIONAL DAY OF YOGA . The Department of English arranged an online essay competition during this period. The volunteers of NSS unit of Lalgola College opened a helpline for covid patients and arranged for students' vaccination drive at the campus.The college enshrines the sovereign and democratic values of our nation by commemorating Independence Day and Republic Day annually. Voter's Day and Voter's Awareness Programmes are organised in the college to create awareness among the youth towards their constitutional duties. ELC (electoral literacy club) and NSS unit ofLalgola college observed National

Voter's Day through online mode..

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	**No File Uploaded**
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

Every year, Lalgola College organises several national/ international commemorative days, events, festivals and birth/ death anniversaries of the great Indian personalities. This year, due to COVID only the following days were celebrated: 1. National Voters' Day : 25th January 2. Republic Day : 26th January 3. International Women Day : 8th March 4. World Environment Day: 5th June 5. Independence Day : 15th August 6. NSS Day : 24th September

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

7.2 - Best Practices

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

As we were going through an unprecendented pandemic situation, the institution adopted various measures to cope up with the grave situation. Like organizing covid awareness programme (online), organizingwebiners on protecting our mental and physical health. A Covid vaccination drive was organized in our college by NSS.Sanitary napkin vending mechines are installed for our female students to maintain their hygein. IThe college has an anti sexual harrassement cell and a Grivance cell to address these issues.Feedback from students are taken and analysed by IQAC for quality enhancement. Various awareness camps and programmes are organized by NSS to fight with various socio-economic evils like child marraige, human trafficking, HIV AIDS , cancer, mental health etc. Along with keeping the campus clean and green, NSS also plants and maintaintains a garden of medicinal plants.

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
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

Vision of Lalgola College

Lalgola College is situated in remote corner of West Bengal. A rural area in Lalgola Block, the college was established in 2005. The vision of the college is to impart higher education to the students of the Minority and Backward classes. The main motto of Lalgola College is based on the justice, equality and peace to young

students. Teachers always try to enable the students to be intellectually mature, morally up right, socially responsible citizens and spiritually inspired leaders to serve the society and the nation.

National Awareness is fostered through talks and seminars related to the development of the nation and National Days are observed by NSS.Integrity and transparency are reflected in all the endeavors of the institution from the Admission process up to the conferment of Degree /placement and even beyond.Our institution provides maximum effort for qualitative teaching to prepare the students for higher education and thereby imbibing confidence in them to exert leadership upon the world. We render moral and ethical values to our students so that they become responsible and humane to this society.

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

The college plans to implement the followings in future:

1. Enhancing academic excellence.

2. Submitting proposal for funding of UGC sponsored national seminars.

3. Developing skills of the students by inculcating core values among them further by imparting value-based education.

4. Enhancing ICT facilities to set up more smart class rooms.

5. Enhancing social responsibility for the students through different programme.

6. Trying to provide more contribution to neighbouring economy, society and culture.

7. Taking sincere initiatives to commence some certificate courses in collaboration of renowned authority so that employability of the students might be enhanced.