



YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1. Name of the Institution

Government General Degree
College, Singur

- Name of the Head of the institution **Dr. Santanu Chakrabarti**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **03326300126**
- Mobile No: **9433171054**
- Registered e-mail **iqac.ggdc@gmail.com**
- Alternate e-mail **oicsingur@gmail.com**
- Address **Jalaghata**
- City/Town **Singur, Hooghly**
- State/UT **West Bengal**
- Pin Code **712409**

2. Institutional status

- Affiliated / Constitution Colleges **Affiliated**
- Type of Institution **Co-education**
- Location **Rural**

- Financial Status UGC 2f and 12(B)

- Name of the Affiliating University University of Burdwan
- Name of the IQAC Coordinator Dr. Chaitali Chaudhuri
- Phone No. 03325582113
- Alternate phone No. 03326303206
- Mobile 9874235615
- IQAC e-mail address iqac.ggdcs@gmail.com
- Alternate e-mail address principal@singurgovtcollege.org

3. Website address (Web link of the AQAR (Previous Academic Year))

http://singurgovtcollege.org/user_files/file/aqar-ggdcs-2022-23.pdf

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

http://singurgovtcollege.org/user_files/file/ACADEMIC%20CALENDER%2023-24-GGDC-SINGUR.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.53	2023	04/05/2023	18/05/2028

6. Date of Establishment of IQAC

01/08/2017

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
Anthropology / Dr. Proggya Ghatak	Indian Council of Social Science Research	Central	2023-2024	295000
Chemistry/ Dr. Amrit Krishna Mitra	WBDSTBT	State	2022-2025	54000
Mathematics/ Dr. Piyali Bhar	WBDSTBT	State	2021-2023	50000
Psychology/ Dr. Sumona Datta	Rabindrik Psychotherapy Research Institute Trust (RPRIT)	Non-Government	2024-2025	100000
Chemistry/ Jayashree Sadhukan	WBDSTBT	State	2022-2025	15000
Higher Education Department, GOVT OF WEST BENGAL	Plan and Non-plan	HED, GOVT OF WEST BENGAL	2023-24	113018376

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 **8**

- 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 No File Uploaded

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)

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes 1. COMPLETION OF FIRST CYCLE OF NAAC and submission of First AQAR 2. NO PROMOTION WAS DUE AMONG FACULTY MEMBERS 3. ORGANIZED INTERNATIONAL LEVEL VALUE ADDED COURSE ON INDIAN KNOWLEDGE SYSTEM. 4. IQAC ORGANIZED MULTIPLE SEMINARS ON IPR(20.2.2024), NEP, etc. 5. STUDENTS' WEEK, INCLUDING A SESSION OF PSYCHOLOGICAL COUNSELLING, WAS ORGANIZED AND CELEBRATED DURING THE FIRST WEEK OF JANUARY

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. THE FIRST AQAR AFTER NAAC WAS SUBMITTED	1. AQAR ACCEPTED SUCCESSFULLY
2. THE COLLEGE WAS COMMITTED TO THE PROMOTION OF RESPECTIVE TEACHING FACULTIES THROUGH CAREER ADVANCEMENT SCHEME WITHIN THE PRESCRIBED TIMELINE	2. AS OF JULY 2023, NO PROMOTIONS OF FACULTY MEMBERS ARE PENDING.
3. THE IMPORTANCE OF PARTICIPATING IN ONLINE COURSES OFFERED ON SWAYAM, NPTEL etc. WAS REALIZED AND PROMOTED.	3. A NUMBER OF FACULTY MEMBERS HAVE PARTICIPATED IN AND CONDUCTED COURSES ON SWAYAM
4. THE IMMINENCE OF NEP AND ITS IMPLICATIONS WERE ANTICIPATED	4. A COMMITTEE ON NEP WAS CONSTITUTED AND A SEMINAR WAS ORGANIZED TO APPRISE STUDENTS AND FACULTY MEMBERS OF ITS IMPLICATIONS
5. ONE INDIGENOUS ERP IS PLANNED TO BE EXECUTED BY THE TEACHERS AND STUDENTS OF COMPUTER SCIENCE TO KEEP ALL THE DATA REQUIRED BY IQAC THROUOUT THE YEAR SUCH AS AQAR, NIRF, AISHE DATA.	5. ERP IS BEING DEVELOPED AND REGULARLY CHECKED BY IQAC TEAM.

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

- Name of the statutory body

Name	Date of meeting(s)
IQAC	28/01/2025

14. Whether institutional data submitted to AISHE

Part A**Data of the Institution**

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IQAC	28/01/2025
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2023	27/02/2024
15. Multidisciplinary / interdisciplinary	

The College already maintains a multidisciplinary approach in its curriculum. The College has 17 Departments. The 'National Education Policy 2020' provides a comprehensive framework for primary education, higher education and vocational training in both rural and urban India. According to the principle of 'Equitable and Inclusive Education', No child should be denied access to a high-quality education because of their socio cultural background. The initiative aims to fundamentally revamp India's educational system by 2030. In order to accomplish all of the crucial targets and goals of the 2030 Agenda for Sustainable Development, such a challenging aim will demand that the entire educational system be redesigned to support and nurture learning. (a) Government General Degree College, Singur uses a teaching strategy that acknowledges, pinpoints, and cultivates each student's individual potential through sensitization of teachers and parents to support each student's holistic development in both academic and extracurricular contexts. (b) Departments of our college have made 'Elective Papers' available to students of all disciplines. Interdisciplinary subjects were encouraged for students to choose because it will help the students acquire knowledge across the course. Courses in multidisciplinary and minor fields have been added as electives to academic programmes. Every programme is created to give students as much freedom as possible when selecting electives from other departments. (c) The college provides a number of adaptable and cutting-edge curriculum in the fields of value-based education, environmental education, and community engagement and service through NSS. Throughout their undergraduate studies, students are always encouraged to make use of a flexible multidisciplinary curriculum, such as computer training, yoga training, and first aid training. Individual departments, the IQAC cell, the student activities cell, and so on hold a number of seminars and webinars on a wide range of fields. (d) In order to promote multidisciplinary/interdisciplinary education, faculties across the departments delivered popular lectures. (e) The college has a dedicated NSS team with whom students collaborate on outreach and community service projects for the elderly and orphans, as well as environmental awareness campaigns. (f) Academic and career counselling from experts was available to all pupils. Counseling Psychologists were always vigilant in ensuring the pupils' physical, psychological, and emotional well-being. It might be claimed that the College is actively working to put the NEP's recommendations into practice.

16.Academic bank of credits (ABC):

Similar to previous session, students taking admission during the 2023-24 session for the 3-year Hons. Program under the CBCS curriculum offered by University of Burdwan were duly apprised of the concept of Academic Bank Credit. Under the patient guidance of the Nodal Officer, all the students received their APAAR IDs from the competent authority, allowing them to register themselves as students of the university. Multiple awareness campaigns were organized by the college and the Nodal Officer to that effect, including an offline meeting with the students immediately after admission. Apart from that, technical assistance and guidance was extended to students whenever the need for such assistance arose.

17.Skill development:

The new education policy 2020 have been implemented in our State.The affiliated university has tailored its curriculum in light of the growing need for skilled workers in both the public and commercial sectors. There are many courses featured in the curriculum that are skill-oriented. The current imperative is to generate a young generation with degrees in their chosen fields and extra training programs that will enable them to launch their own entrepreneurship after graduating from college. Other effective methods used by the institution for skill development include scientific workshops, sports competitions, etc. The syllabus of each subject is structured in such a way that students are required to complete application-oriented compulsory modules ('Skill Enhancement Courses' in Semesters 3 and 4), which relate to skill development, problem-solving, and analytical thinking, all of which are essential to STEM. NEP 2020 aims to holistically educate students by providing them with vital 21st century skills, reducing curriculum content to stimulate critical thinking and significant learning, and emphasizing experiential learning. Students should also have more topic options and flexibility, allowing them to tailor their education to their interests and talents. The college fully supports these principles and provides a variety of options for picking the 'Generic Electives,' 'Discipline Specific Electives', and 'Skill Enhancement Courses', obviously within the purview and jurisdiction of the affiliated University. Additionally, the college has set up a number of 'Add-on Courses' that might provide students with an edge in the fiercely competitive job market by giving them access to knowledge and abilities that they would not otherwise be able to acquire through the regular curriculum.

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

The NEP 2020 places a strong emphasis on encouraging multilingualism and the power of language so that students are aware of the diverse and rich variety of languages in their nation. The college attempts to elevate these disciplines by offering four languages in its undergraduate programs: English, Bengali, Sanskrit, and Santali. Political science, History and Sociology are also offered as major courses in order to instill a sense of national integration, passion for art and culture, respect for women's community, and civic consciousness among the student body. Two languages, Sanskrit and Santali, are taught to ensure proper integration of Indian traditional knowledge.

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

The college strives to motivate students to pursue success in all spheres of life. 'Outcome-Based Education' (OBE), which is used in all areas of education in India, is a focus of NEP 2020. The initiative to change the curriculum toward OBE began with the implementation of the CBCS system. In our plan of action and in providing 'Generic Electives', 'Skill Enhanced Courses' and 'Discipline Specific Electives' we have taken great effort to give courses to students with the specific purpose of growing skills or gaining knowledge. By the end of the course, students should have completed the aim. All courses are taught with the cognitive capacities of remembering, understanding, applying, analyzing, evaluating and creating as their primary learning objectives. In addition to domain-specific knowledge, learning outcomes at all levels guarantee social responsibility, morality and entrepreneurial abilities so that students actively contribute to the country's economic, environmental, and social well-being. The PO-PSO philosophy is also in line with the course objectives (COs). (a) Students are expected to have logical thought processes in a range of social, historical, scientific, economic, ideological and philosophical traditions after finishing their selected programme. (b) The programmes also enable graduates to compete in numerous competitive examinations or pursue the higher education of their choice. (c) All the ignited minds are able to consider and take action on a variety of issues affecting human life in an effort to improve this world. (d) Students are urged to have a rational, scientific mindset and approach, especially those studying the sciences. (e) In science, accuracy, rigors, clarity of thought and language, a methodical approach, and the ability to make both qualitative and quantitative decisions are all desired traits. To implement the

spirit of NEP, every course syllabus has been nurtured with care for macroeconomic and societal needs at large.

20.Distance education/online education:

The college has long thought that integrating ICT into education might open the door to a new paradigm and offer a better platform for educating today's youth. This entire digital education satisfies the core objectives of Digital India's programmes and has enormous potential to improve the country's educational system where the learning population finds it challenging to reach and access education due to a lack of resources and infrastructure. In order to drive this motion, the college established itself as a Local Chapter [Id: 3772] of SWAYAM-NPTEL in February 2020. This strategy was found to be particularly advantageous with the unexpected surge in the pandemic in order to assure preparation with alternate means of quality education whenever and wherever traditional and in-person modes of education were not viable. Subsequently, it was observed that one of the primary components of NEP 2020 has been 'Technology in Education' and 'Digital Education'. The students and teachers were encouraged to pursue such courses by the college authority and SPOC of this programme.

Extended Profile

1.Programme

1.1	17
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	754
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	342
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Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description		Documents
Data Template		View File
2.3 Number of outgoing/ final year students during the year		267
File Description		Documents
Data Template		View File
3.Academic		
3.1 Number of full time teachers during the year		66
File Description		Documents
Data Template		View File
3.2 Number of Sanctioned posts during the year		102
File Description		Documents
Data Template		View File
4.Institution		
4.1 Total number of Classrooms and Seminar halls		39
4.2 Total expenditure excluding salary during the year (INR in lakhs)		57.12375
4.3 Total number of computers on campus for academic purposes		58

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

The College is affiliated with the University of Burdwan, which dictates the curriculum and syllabus for undergraduate courses. While the College does not directly engage in curriculum framing, it ensures effective implementation by following the University's Academic Calendar. The College, however, also allows some flexibility to incorporate extra-curricular activities unique to its environment. A centralized Master Routine, alongside individual Departmental Time-Tables, is prepared to ensure smooth delivery of the curriculum. The Master Routine for all Arts and Science departments is developed by a Routine Sub-Committee under the Teachers' Council. This ensures a balanced synthesis of syllabus coverage and the academic calendar, allowing all courses to be completed within the designated time. Curriculum delivery is handled at the departmental level, with departments implementing learner-friendly strategies, such as extra classes for slow learners. Additionally, the Routine accommodates tutorial classes to further support students. At the beginning of each academic year, faculty members meet to establish departmental routines and allocate syllabi among faculty. Class durations are determined according to UGC guidelines, ensuring consistency and proper time management. The College also strictly maintains attendance registers to track student participation, ensuring the effective management of academic activities throughout the year.

File Description	Documents
Upload relevant supporting document	View File
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 college follows the academic calendar set by the University of Burdwan, aligning with government orders, university regulations, and examination schedules. A detailed calendar is prepared at the start of each academic session, outlining class schedules, internal assessments, and co-curricular activities. Department

heads and faculty work together to create this calendar, which is made available to students and faculty through the website, notice boards, and WhatsApp groups. Adherence to the calendar is monitored to ensure smooth execution, with provisions for unforeseen events like holidays or emergencies.

Internal assessments are conducted by the college's internal examination sub-committee, adhering to strict timelines set by the university. These assessments include tests, assignments, projects, and presentations, with students informed in advance about exam schedules, question patterns, and marks distribution. A 20% weightage is assigned to internal evaluations, with 10 marks for subject knowledge and 5 for attendance.

Feedback is collected from students after each internal exam, which helps identify areas for improvement. The Internal Examinations, NEP, and CBCS sub-committees address student concerns regarding assessments. Digital tools and learning management systems are used for efficient evaluation, with results analyzed to refine teaching methods. Remedial support is provided to students who require additional help.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://singurgovtcollege.org/userfiles/file/ACADEMIC%20CALENDER%2023-24-GGDC-SINGUR.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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	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	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

2

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

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

207

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

207

File Description	Documents
Any additional information	No File Uploaded
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 institution takes multiple initiatives to incorporate crosscutting issues in the curriculum through mediating regular seminars and lectures for orienting and sensitizing students on issues like gender equality, human values, etc. Following the university syllabus, the institution integrates several crosscutting issues in the curriculum, such as: Gender issues are discussed as part of the curriculum of programs in English, Sociology, Psychology, Philosophy, History, Political Science, and Anthropology. Students learn topics like female rights, eco-feminism, Psychology of gender, Gender and subjectivity, etc. Issues related to Human Values are included in the course curriculum of programs like Philosophy, and Psychology. Relevant issues are included into topics like Values embedded in Indian Philosophy, Morality, Indian Psychology, etc. Environment related issues are included in the curriculum as a compulsory paper on Environmental studies taught in the First Semester (AECC-1) of all programs. Moreover, programs offered in Zoology, Botany, and Chemistry, include several topics relevant to ecological issues. Students learn about Green Chemistry and Biodiversity, which provides them with an in-depth knowledge of environment and sustainability. Professional Ethics is specifically taught in the curriculum of Psychology programs. Students learn topics like Empathy, Communication, Workplace ethics, etc. as part of their syllabus.

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	View File

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

7

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

97

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

1.4 - Feedback System

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

B. Any 3 of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://singurgovtcollege.org/userfiles/file/Feedback-2023-24.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

614

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

96

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 institution employs a comprehensive system to assess the learning abilities of students throughout the academic session. This includes a range of strategies designed to cater to diverse learning needs. Effective communication is maintained between students and teachers, fostering a supportive academic environment.

Internal assessments are conducted centrally each semester by the College Internal Assessment Sub-Committee, ensuring consistent evaluation of student performance. Results of these assessments are discussed in classrooms, helping students identify areas for improvement. Teachers are mindful not to overtly highlight differences in learning abilities, thus preventing any sense of discrimination. For slow learner students instead, personalized suggestions, study materials are provided to students based on their strengths and challenges, ensuring an inclusive approach to academic support.

Advanced learners are encouraged to participate in various academic competitions and competitive examinations such as (JAM, COGJET, and CUET etc) to further enhance their potential. Simultaneously, teachers provide additional guidance to students requiring more attention, often through personal interactions outside regular class hours. Departments also conduct continuous evaluations, including class tests and home assignments, as needed to monitor progress.

Parent-Teacher meetings, organized by departments, serve as an additional platform to support students' academic growth and address individual needs. These measures collectively enable the

institution to effectively support both advanced learners and slow learners, promoting their overall academic progression.

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

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

Number of Students	Number of Teachers
754	66

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The adoption of student-centric methodologies at Government General Degree College, Singur demonstrates a commitment to fostering an enriching and engaging learning environment. By integrating experiential learning, participative learning, and problem-solving methodologies, the college ensures that students not only gain theoretical knowledge but also develop the skills and confidence necessary to tackle real-world challenges.

Dissertation Projects Across Departments: Almost all departments at Government General Degree College, Singur encourage students to undertake dissertation projects under the mentorship of specific faculty members. These projects serve as an excellent platform for students to engage in problem-solving activities, fostering critical thinking and analytical skills. Through guided mentorship, students learn to design experiments, analyse data, and derive meaningful conclusions, which are essential components of scientific inquiry.

Field Trips and Excursions: Students from the Botany, Zoology, and Anthropology departments actively engage in field trips and

excursions. These activities provide students with direct exposure to their subject matter, enabling them to connect theoretical concepts with real-world applications, thereby deepening their understanding and interest.

In addition, our students regularly participate in different inter-college competitions and programs aimed at applying their learning experiences in real settings.

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

Wi-Fi-enabled classrooms with LCD TVs, smart classrooms, and other ICT-enabled teaching tools improve the teaching-learning process of this college. The institution is equipped with everything needed to support the faculty and students. The college has a total of 8 LCD projectors; two ICT-enabled smart classrooms, and a Seminar Hall with an overhead projector. Although the college is yet to have a central computing facility, the Computer Science department has two computer laboratories presently equipped with 27 desktop computers, 12 LaserJet printers and a laptop. The Science departments of the colleges are equipped with computers along with printers. The college has a broadband internet connection of 300 MBPS. All the computer laboratories have internet facilities. Aside from this broadband connection, the college has another backup broadband connection with 200 MBPS. The augmentation of e-resources and ICT-enabled teaching methodology immensely helped the students during the pandemic and beyond it.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://singurgovtcollege.org/userfiles/file/ICT%20facility.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

65

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

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

66

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**

52

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

66

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

2.5 - Evaluation Process and Reforms

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

The purpose of conducting internal assessments is to help students prepare for their upcoming semester examinations. Each student is required to participate in these assessments every semester. The College Internal Examination Sub-Committee, under the Teachers' Council, prepares the schedule for these assessments and takes the necessary steps to organize them. The mode of assessment is designed to be varied, including written exams, practical assessments, presentations, and projects, ensuring a comprehensive evaluation of students' abilities. This approach caters to different learning styles and helps minimise bias, as students are assessed through multiple formats. This committee manages the entire examination process centrally to ensure that students become familiar with the procedures of the end-semester exams in advance. Students are notified about the internal assessment at least seven days before the exam, with notices displayed on boards throughout the college building. Students are assigned to rooms different from their departmental classrooms during the exams. The format of the question paper is designed to align with that of the University Examination. One assessment per course is mandatory, although departments implement continuous evaluation throughout the year. Teachers also arrange class tests and home assignments as necessary to assess students' progress.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The process for addressing grievances related to internal examinations at the college involves several steps. After each semester's internal exam, the College Internal Assessment Sub-Committee asks students to share their feedback about the examination experience. The Grievance Redressal Cell reviews these written responses to identify any grievances. Some students have raised concerns about the volume of the syllabus for the internal assessment, requesting a reduced syllabus. Others have found it challenging to take two separate exams on the same day. Additionally, some students have suggested that the exams be scheduled after a vacation to allow more time for preparation. In response, the cell, in consultation with the chair, takes appropriate measures to address these issues.

File Description	Documents
Any additional information	View File
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.

The College offered a) Degree Honours Courses in 16 subjects for the 4th, 5th and the 6th semesters, involving 10 core courses, 1 GE paper, 4 DSE papers, 1SEC paper, and b) 4 year Graduation Course (NEP) in 16 subjects for the 1st and 2nd Semesters, involving 2 Major papers, 2 minor papers, 2 MDC papers, 2 AEC papers, 2 VAC papers, 2 SEC papers. The departments have shown impeccable mastery over their respective courses by carefully designing Course Outcomes, Programme Outcomes and Programme Specific Outcomes for all of these papers. The objectives of the courses in entirety was imparted to students before and during the semesters, enabling them to form a clarity over the subjects and papers taught. This in turn proved valuable in showing direction to the students not only in academic pursuit but also in future

professional endeavours.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://singurgovtcollege.org/userfiles/file/Course%20Outcome%20GGDC%20S%202023-2024-min.pdf
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.

Not only did the college ensure that the students are aware of the CO, PO and PSOs, arrangements were also made to evaluate the extent of such awareness through Student Satisfaction Surveys and other similar modes of evaluation. The students are categorically asked to comment on the courses being taught, their level of understanding and methodological enabling, so that a true reflection of the attainment of their courses is achieved.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://singurgovtcollege.org/userfiles/file/Course%20Outcome%20GGDC%20S%202023-2024-min.pdf

2.6.3 - Pass percentage of Students during the year

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

250

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	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)

http://singurgovtcollege.org/userfiles/file/SSS_2023-24.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)

5.14

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

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://icssr.org/ https://dstbt.bangla.gov.in/ https://rprit.org.in/wp/

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

5

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

53

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

3.2.2 - 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**

6

File Description	Documents
Any additional information	View File
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

On September 24, 2023, Government General Degree College, Singur, observed NSS Day emphasizing the role of small, consistent efforts in building a greener future, fostering a sense of responsibility and connection to the environment. Later, on December 1, 2023, the Red Ribbon Club of the college held a rally to raise awareness about HIV/AIDS prevention. The rally, with 155 enthusiastic participants, covered significant locations in Singur and featured the distribution of leaflets and red ribbons. The event was inaugurated by the college's Principal and highlighted the collective commitment to combating HIV/AIDS. On January 24, 2024, a seminar on the Preamble of the Indian Constitution was organized at Starland School, Singur, involving 190 students. The seminar encouraged students to reflect on the constitutional values of justice, equality, liberty, and fraternity. In March and April 2024, the college hosted seminars on health issues like Thalassaemia, AIDS, and Hepatitis B & C, followed by awareness rallies, and an engaging program on bird conservation in April, all aimed at fostering community involvement and environmental and public health awareness.

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

6

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

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

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

756

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

3.4 - Collaboration

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

5

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

10

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 boasts 16 undergraduate departments, each staffed with highly skilled faculty members. In addition to traditional chalk-and-talk teaching methods, audio-visual aids are integrated into the learning process. The campus features 30 classrooms, a conference hall, 8 projectors, 2 smart classrooms, and 50 computers equipped with high-speed internet access. The central library houses over 6,700 books and offers N-list services, with faculty providing students access to both physical and e-books. The college also provides eight science laboratories and three state-of-the-art computer labs for the Mathematics and Computer Science departments. For student relaxation and socialization, there are two common rooms, one of which is designated for female students. The campus has a canteen for students' convenience and is equipped with eco-friendly features, including solar power generation and rainwater harvesting. Accessibility is a priority, with ramps and handrails at the main entrance to accommodate differently-abled individuals. A dedicated first-aid facility is available on-site for medical emergencies, and there are separate restroom facilities for male and female students, faculty, and differently-abled female students.

File Description	Documents
Upload any additional information	View File
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.

A big playground and a big students activity room in the college campus motivatethe students to be physically fit and make them engaged in more sports-related activities. The faculty of the college encourage students to remain fit. A moderately designed Gym and Sports equipment are available in the students' activity room.The college encourages students to be better in their co-curricular activities along with their academic interests. With different cultural programs (Rabindra Jayanti Celebration, Freshers' welcome, Social, Saraswati Puja, Independence Day celebration to name a few) students get a better chance to flourish their skills, which would help in their overall development.

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.

10

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

10

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)	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)

4.17

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

4.2 - Library as a Learning Resource

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

The library of Govt. General Degree College of Singur has a collection of about 6700 books. The library has a wide spectrum of general and reference books to support the academic requirements of the students and faculty members. The books are categorised into the 16 subjects that are taught in the college and they are classified in accordance with Dewey Decimal Classification (DDC) 20th edition. The detailed records of books are maintained in the accession register. Additionally, the data is also available online as the library has been fully automated since December 2022 with an online integrated library management system provided by Techno Developers Group. The users of the library can search the catalogue of books anywhere and anytime with the OPAC.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	http://singurgovtcollege.org/library-facilities.html

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)

0.059

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

14

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

4.3 - IT Infrastructure

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

There are total 54 desktops and 4 laptops. The Computer Science department has 3 computer laboratories with 23 desktop computers, 15 LaserJet printers and a laptop. The Mathematics and Physics department also has a computer laboratory with 4 and 3 desktops respectively along with printing facilities. Apart from that other departments have 6 desktops. Departments like Anthropology, Botany, Computer Science, History and Zoology has 1 portable LDC projector each for conducting ICT enabled classes which are used by other departments when required. IQAC also has 2 desktops, 1 laptop and 1 LCD projector. There are 11 desktops for official purposes, 1 in library, 3 in faculty room, 1 in Principal's room and 6 in college office. There are 3 more laptops, 1 each for exam cell, Mathematics and Computer Science departments.. The College has BSNL Broadband service. There is another backup broadband connection of 200 MBPS. The college has a registered domain for its website which is regularly updated. Apart from this website, the college also has separate web portal for the student admission process. Wifi facilities has been enhanced in 1st floor and 2nd floor of the College. other than the existing broadband facilities another facility for office work has been employed from BSNL to update the IT facility.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://singurgovtcollege.org/aqar-2023-2024.html

4.3.2 - Number of Computers

58

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

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

1.15970

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

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

Being a fully Govt controlled institution, we have to depend on Govt procedures such as PWD dependent maintenance of physical infrastructure. Other than this we have laboratory staff, library staff, computer lab, etc who maintain such infrastructure properly under the guidance of the departmental teachers. Stock books are maintained both in the Office and Departments properly. Students pay caution deposit for laboratories which are also deposited in Govt accounts. Furnitures are procured through WBSIDC. Sports equipments are purchased regularly from other funds are maintained in the students activity room, girls common room and in the teachers staff room. Higher Education Department sanctions contingent grants each year for routine activities and for procurement of equipments and books we have to send demands to the Govt and fund is usually allotted for the same.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://singurgovtcollege.org/facilities.html

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

549

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

15

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

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

A. All of the above

File Description	Documents
Link to institutional website	http://singurgovtcollege.org/userfiles/file/5.1.3-Programme%20on%20developing%20soft%20skill.pdf
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

143

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

143

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	No File Uploaded
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

10

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

76

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

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

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

government examinations) during the year

2

File Description	Documents
Upload supporting data for the same	View File
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.**

0

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

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

The institution actively encourages and facilitates students' engagement in administrative and co-curricular activities. Student representation is ensured through their inclusion in key committees like the Internal Quality Assurance Cell (IQAC) and Alumni Association of the institution. Debopriya Ghosh, a student of Department of Anthropology acted as Student representative of IQAC and Abhijit Santra, Integrated PhD scholar, NCBS TIFR, Bangalore was the member of Alumni Representative of IQAC. Students of the institution Amit Das, Pritam Ghanti, Sayani Mukherjee, Biswajit Santra, Sudip Ghosh & Ritam Ghosh are the student members

of the Nature club , an initiative of the college as part of co-curricular activities. They involve actively in various initiatives like nature club, where members of Alumni representatives were also involved. Their participation consistently earns awards and recognition, further highlighting the institution's commitment to student engagement and holistic development.

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

302

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 term "Alumni" represents a lasting relationship between individuals and their alma mater, reflecting the bond and achievements that benefit both the institution and its graduates. Alumni play a vital role in the development of their institution, contributing through various means such as raising funds and sharing their expertise. Many alumni, having established themselves in diverse sectors, serve as role models and mentors,

offering valuable guidance and support to current students.

Though Government General Degree College Singur is relatively young, it boasts a registered alumni network with many graduates excelling in various fields. Some have topped the University of Burdwan, won Gold Medals, and cracked competitive exams like the NET. Others have pursued postgraduate studies at prestigious institutions like Delhi University, Banaras Hindu University, IIT Kharagpur, and TIFR-NCBS, Bengaluru. Several have joined the workforce in areas such as healthcare, education, police services, and more. Their contributions during the COVID pandemic were particularly noteworthy.

Despite the college's alumni association being in its early stages, it takes pride in its achievements. Alumni are involved in social initiatives, like combating child marriage and promoting plastic eradication. Looking ahead, alumni will continue to play a crucial role in the college's progress.

File Description	Documents
Paste link for additional information	http://singurgovtcollege.org/college-alumni.html
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision: To impart holistic education to students provide them with ample learning experiences and opportunities, guide them towards the optimum use of their knowledge and skill, to empower them to become enlightened, empathetic and socially responsible citizens of the future by instilling in them values of integrity, inclusivity, dedication, freedom, justice, love and confidence,

thereby shaping them to be brave and competent agents of positive social transformation.

Mission: To promote a multicultural, multilingual and secular co educational learning environment that is inclusive, tolerant, and supportive of the pursuit of knowledge that goes well beyond the explicitly stated demands of the syllabus. To provide education that is accessible to all and inexpensive in nature, thereby constructing a democratic space fostering academic excellence. To guide students toward the successful completion of their degrees and channel them towards the pursuance of higher degrees in their selected or allied fields of study. To train students for greater employability by imparting to them both the academic training and soft skills required to compete with confidence in the professional world. To be sensitive towards the distinct learning requirements of both advanced and first-generation learners, providing them with all necessary support by devising innovative teaching and learning methods.

File Description	Documents
Paste link for additional information	http://singurgovtcollege.org/vision-mission-motto.html
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.

1.The administration of College, headed by Principal, is carried out inegalitarian and participatory way, wherein the HOIasks for advice and takes into cognizance the suggestions of stakeholders in academic and organizational matters of college.Principal helps inmanagement of the college by the Governing Body, Co ordinatorIQAC, TC members and the non-teaching staff in every possible way.

2.To ensure that academic and support facilities are regularly maintained, number of committees have been instated under the TC, likeAdmission , UniversityExamination, Printing and Publication, Library, Purchase and Tender, Sports , Cultural , Anti-Ragging and Disciplinary, Seminar subcommittee etc. In academic session, these subcommittees helps insmooth functioning of the academic or administrative processes.

3.To provide for the development of the learners, the College offers career and psychological counseling. Actively running units like Internal Complaints ,Students' Scholarship subcommittee, Grievance Redressal, Equal Opportunity Cell protects student interests and promote their welfare.

4.The HOI urges teachers for MRPs, avail fellowships and travel grants. Many teachers have also successfully mentored doctoral candidates as research guides.

5.The College has rainwater harvesting unit and solar power panels. Continuous implementation of Green initiatives taken by the College to spread awareness about Conservation and Sustainable Development.

File Description	Documents
Paste link for additional information	http://singurgovtcollege.org/organogram.html
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

We have already implemented the NEP 2020 curriculum with choice based subjects in the undergraduate level. Since we have 17 departments, we could easily justify the basic principles of NEP 2020 by offering diversified subjects including Sanskrit, Anthropology, Psychology, Computer Science along with other major humanities and science based subjects. The need for life skills was demonstrated to our students on the birthday of Swami Vivekananda on 11.01.2024. The psychology department in collaboration of IQAC conducted a programme on

Mental health and wellbeing. We have also signed several MoUs with several institutions of the state. Overall with these co-curricular activities we could fulfil our commitment of strategic plans.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://singurgovtcollege.org/userfiles/file/6.2.1-Strategic%20perspective%20plan.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.

We have already implemented the NEP 2020 curriculum with choice based subjects in the undergraduate level. Since we have 17 departments, we could easily justify the basic principles of NEP 2020 by offering diversified subjects including Sanskrit, Anthropology, Psychology, Computer Science along with other major humanities and science based subjects. The need for life skills was demonstrated to our students on the birthday of Swami Vivekananda on 11.01.2024. The psychology department in collaboration of IQAC conducted a programme on

Mental health and wellbeing. We have also signed several MoUs with several institutions of the state. Overall with these co-curricular activities we could fulfil our commitment of strategic plans.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://singurgovtcollege.org/organogram.html
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user 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

Government General Degree College, Singur is a Government college under the Higher Education Department, Government of West Bengal. All the teaching staff and only permanent non-teaching staff is benefitted by gratuity, pension and medical benefits via West Bengal Health Scheme (WBHS). WBHS is maintained by the Medical Cell under the finance department, Govt. of West Bengal in consultation with the Health and Family Welfare Department (See G.O. No. 3472-F dated 11.05.2009). WBHS provides our employees with an insurance policy for medical treatment against any kind of disease for hi, self and empanneled family members. Our employees can get medical treatment from Government Hospitals, Nursing Homes and Medical Institutions, WBHS-empanelled diagnostic center. In the Cashless facility, the employees can enjoy the benefit of cashless IPD treatment in a private empanelled hospital up to the limit of Rs. 1,50,000/- (See G.O. No. 73-F(MED)WB dated 28.04.2022). If the treatment value is above Rs. 1,50,000/-, then the employee can apply for reimbursement through the online WBHS portal. The institution, after a strong verification of family income and identity, family members are added as beneficiaries in the WBHS. Our institution also provides facilities through WBHS to the employee to go outside the state afor medical treatment.

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

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops

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

0

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

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

0

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**

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

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

Regular maintenance of self appraisal records by the teachers is a hallmark of Government colleges of West Bengal. Our teachers also maintains individual self appraisal proforma offline everyday where they mention time of arrival and departure, no of classes taken, other academic or administrative duties performed. Based on appraisal records they submit annual appraisal report through IFMS to the Principal which are then forwarded to the Director of Public Instruction, Government of West Bengal online in prescribed proforma. The self appraisal records are also used during promotion of the teachers. Attendance of all the non-teaching staffs are maintained in attendance register which is managed by a senior accountant routinely checked by the Principal

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

6.4 - Financial Management and Resource Mobilization

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

Being a Government Institution our accounts are liable to be audited through the AGE office of Gov. of West Bengal. However,

Page 49/62 19-12-2024 03:28:15 since its inception, this Institution was not audited through them even after regular reporting through the Higher Education Department. We, therefore, used to conduct internal audits by our College Senior Teachers regularly and routinely conduct an external audit through a renowned chartered firm in Kolkata. All the stock books of the departments and office are regularly audited internally. We conducted a stringent External audit on 3rd December 2022 employing a number of Government Officials and renowned College and University Teachers, the report of which is enclosed herewith. All the statements of accounts for the years 2017-18, 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23 are audited by a Chartered Accountant Firm. Apart from these, we are also proud to have a number of Extramural research projects mostly from the Science and Technology Department, Govt. of West Bengal where the principal investigator teachers routinely submit audited statements through Chartered Accountant Firms about their expenditures incurred from the projects.

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

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

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

0

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

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

The Government General Degree College Singur is fully funded and

controlled by the Higher Education Department, Govt. of West Bengal where we have to submit our proposed annual budget every year for the salaries and related heads. For the purchase of equipment, books, chemicals and other contingent items we have to place demand to the Higher Education Department, Govt. of West Bengal. The Government authorities sanction the amounts for Salary and for other developmental purposes in a centrally controlled HRMS system that has IFMS for financial management. Our College has committees like the Central Purchase Committee and Tender Committee which floats paper tenders or e-tenders according to the existing laws of the Govt. of West Bengal and then compare the quotations. We order the items to recognized vendors through College order books in consultation with the Heads of the Departments and upon receiving the items we insert them in the departmental stock books and submit the bills to the College office for e-payments through IFMS. Generally, we utilize all the amount sanctioned and submit utilization certificates offline/online at the end of the financial year to the Govt. of West Bengal.

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. COMPLETION OF FIRST CYCLE OF NAAC AND SUBMITTED 1ST AQAR
2. NO PROMOTION DUE AMONG FACULTY MEMBERS
3. ORGANIZED VALUE ADDED COURSE IN INDIAN KNOWLEDGE SYSTEM
4. IQAC ORGANIZED MULTIPLE SEMINARS ON IPR, NEP AND GENDER SENSITIZATION, NEP, etc.
5. STUDENTS' WEEK, INCLUDING A SESSION OF PSYCHOLOGICAL COUNSELLING, WAS ORGANIZED AND CELEBRATED DURING THE FIRST WEEK OF JANUARY,
6. SUBMITTED NIRF ON SECOND JANUARY 2024.

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

IQAC of the college meets regularly as per NAAC guidelines and takes up issues related to quality. It inspires the faculty members to participate in orientation programs and Refresher courses. The IQAC assists the Principal in chalking out academic programs, infrastructural blueprints, and matters related to the promotion of teachers under CAS. The IQAC organizes different seminars, webinars and workshops. Apart from that it initiates and promotes all-round quality improvement of the Students through sports, cultural programs and outreach programs. GGDC, Singur has received the affiliation of SWAYAM and acting as a local chapter. Its local chapter ID: 3772. IQAC has tried to maintain a student friendly environment where the teachers organize group and individual sessions with the students. As a result of continuous supervision and counseling of the students, attendance improved and their involvement increased. IQAC also emphasized value-added and add-on courses which help a particular individual to develop their own skills in their chosen field of study. IQAC engages in outreach programs, maintaining liaison with local bodies and schools. IQAC with the help of the college had implemented a program to initiate programmes where faculty members interact local schools which helped to reduce dropout .

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

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

A. All of the above

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	http://singurgovtcollege.org/userfiles/file/6-5-3-Quality%20assurance%20initiatives%20of%20the%20institution.pdf
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

The institution is committed to promoting gender equity, with female students comprising a significant portion of the student body. This commitment is reflected in both the curriculum and various initiatives designed to ensure inclusivity, safety, and awareness. An annual action plan for gender sensitization is developed each year. For example, on March 22, 2024, the Internal Complaints Committee and IQAC hosted a seminar on breast cancer awareness, titled "Combating Invasive Breast Cancer: A Potential Challenge for Cancer Biologists," presented by Dr. Subhendu Chakrabarty. The seminar aimed to dispel myths and emphasize preventive measures. On August 15, 2023, the Kanyashree Club(<http://singurgovtcollege.org/userfiles/file/7.1.1-ICC%20&%20KANYASHREE%20DOCUMENTS.pdf>) organized a cycle rally and tree plantation event in honour of the 10th Kanyashree Day, in line with government orders. The institution ensures female students' safety with 16 CCTV cameras, monitored from the Principal's Room, and 24/7 security. Additionally, psychological counselling services are available through the Psychology Department. The college also offers separate recreational spaces, including a well-equipped Girls' Common Room. These efforts collectively highlight the institution's proactive approach to gender equity, creating a supportive and inclusive campus environment.

File Description	Documents
Annual gender sensitization action plan	http://singurgovtcollege.org/userfiles/file/Annual_Gender_Sensitization_Action_Plan.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	http://singurgovtcollege.org/facilities.html

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

In the institution, various facilities are designed to manage different types of waste. The institution has segregated waste bins (organic, recyclable, and non-recyclable) located throughout the campus. Collection of liquid waste material is done in regular intervals. The institution has a dedicated e-waste collection station where electronics are stored safely before being sent to certified e-waste recycling centres. Chemical and hazardous waste from science laboratories is collected and disposed of using various safety measures. For waste recycling, institution has a MOU with an organization named "Vital Waste". The company ensures collection and proper recycling of collected materials.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	http://singurgovtcollege.org/userfiles/file/7.1.3-waste%20management%202023-24.pdf
Any other relevant information	View File

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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
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

A. Any 4 or all of the above

**following 1.Green audit 2. Energy audit
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	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

A. Any 4 or all of the above

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

The institution promotes an impartial, friendly, and unconditional

environment for encouraging and promoting harmony among the students hailing from diverse cultural and socio-economic backgrounds. The institution constantly motivates the students to imbibe the principles of inclusive growth by mentoring them and facilitating their holistic progress. Diversities among students are highly appreciated by the institution and are constructively used for developing their unified perception of life. Being situated in a rural area, the institution gets students from different tribal communities like the Santhali tribe. The institution constantly encourages tribal students to engage in different co-curricular activities, promoting their indigenous cultural practices. To promote gender-based harmony, the IQAC, ICC Cell, the Anti Sexual Harassment Cell, and NSS unit of the institution put extra efforts in organizing awareness and orientation programmes on gender equality and sensitization. A good percentage of seats are reserved for students coming from socio-economically modest sections of society as per extant Government rules to provide equal opportunities to all. The institution also provides numerous scholarships from both State and Central Government schemes to needy students.

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

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

The institution strongly emphasises student development through various orientation and engagement programs to instil core values and a sense of responsibility. At the beginning of each academic session, the institution organises orientation sessions to help students familiarize themselves with the institution's code of conduct, rights, and duties. This code of conduct is also accessible on the institutional website for easy reference.

Throughout the year, the institution organises several programs aimed at nurturing responsible citizenship. The Anti-Ragging Cell and the Students'

Grievance Redressal Unit actively engage with students to ensure they are well-informed about their rights and responsibilities.

Additionally, the NSS Unit plays

a vital role by organizing social work events that promote values of togetherness, social harmony, and teamwork. These activities help students from diverse backgrounds to collaborate and overcome any differences they might have.

The institution also encourages students to foster a national spirit by engaging in programs related to constitutional obligations. Every year, the NSS Unit of the institution organises Independence Day and Republic Day celebrations. These

events are celebrated with a deep sense of respect and gratitude. The institution tries to inculcate the best interests of the students regarding constitutional value; the NSS unit of our college organised an outreach programme specifically dedicated to raising awareness of the preamble of the constitution in private Schools.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
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

A. All of the above

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	View File
Any other relevant information	No File Uploaded

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

The institution actively celebrates national and international days, festivals, and events through various departments and the Cultural Committee, encouraging participation from students and faculty. On 15th August 2023, the 77th Independence Day was marked with cultural activities like singing, dancing, and recitation, promoting patriotism. The event began with a flag-hoisting ceremony led by the Principal. Teachers' Day on 5th September 2023 honored Dr. Sarvepalli Radhakrishnan's contributions to education, with students paying tribute to their teachers through cultural programs. World Mental Health Day on 10th October 2023 featured a seminar organized by the Department of Psychology. The theme was 'Mental health is a universal human right,' with speakers focusing on mental health awareness. Additionally, the institution marked the birth anniversary of Swami Vivekananda. Republic Day on 26th January 2024 was observed with a unfurling of flag and National Anthem. International Mother Language Day on 21st February 2024 highlighted linguistic diversity, with a special lecture by Dr. Munmun Ghosh. The institution also celebrated Rabindra Jayanti, World Environment Day on 5th June 2024, and International Yoga Day on 21st June 2024, promoting environmental sustainability and the benefits of yoga. These events foster a vibrant and inclusive campus culture, engaging students in cultural and intellectual activities.

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

7.2 - Best Practices

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

Biodiversity Club The college is dedicated to campus biodiversity conservation, with a Biodiversity Management Committee that includes faculty and student representatives. This committee works year-round to document and conserve biodiversity on and around the campus. Since 2017, the college has maintained a social media group, 'Wild Flora and Fauna of Hooghly,' which provides regular updates on local biodiversity. The Principal, Dr. Santanu Chakrabarti, and Dr. Debajyoti Chakrabarty, Associate Professor in Zoology, are active members of the Biodiversity Management Committee of Singur's Block Development Office, contributing to local biodiversity conservation efforts. In 2023-24, a seminar was held to address nature loss and ecological balance. Students, guided by teachers, also cleaned the Murti River bank in Dooars, collecting plastic waste as part of the conservation initiative.

Thalassemia Camp

To raise awareness about Thalassemia and promote proper match selection, the college conducts annual tests with a medical team. Students who are carriers are counseled after receiving results. On March 28th, 2024, a seminar was organized focusing on Thalassemia and other health concerns, with 120 students participating. An awareness rally on public health was also conducted to further engage the community.

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

7.3 - Institutional Distinctiveness

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

Government General Degree College, Singur prioritizes the mental well-being of its students, reflecting its commitment to holistic education. A key initiative in this regard is the establishment and active functioning of the Psychological Counselling Cell. The cell organizes regular counselling sessions to address the psychological and emotional challenges faced by students, teachers of the institution. These sessions provide a supportive space for students to discuss their issues and develop strategies to overcome stress and anxiety, promoting emotional resilience.

On 28th June 2024, the Psychological Counselling Cell hosted a lecture titled "The Healthy Mind Platter" delivered by Dr. Sumona Datta, Assistant Professor, Department of Psychology, Government General Degree College, Singur. Dr. Datta discussed essential components of a healthy mind, offering practical insights into achieving mental balance and emotional stability. The lecture raised awareness among students about mental health as a crucial part of personal and academic growth.

Through such initiatives, the college ensures students not only excel academically but also develop the mental fortitude to navigate life's challenges, making the institution distinctive in its commitment to fostering a nurturing and supportive environment.

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

The College is affiliated with the University of Burdwan, which dictates the curriculum and syllabus for undergraduate courses. While the College does not directly engage in curriculum framing, it ensures effective implementation by following the University's Academic Calendar. The College, however, also allows some flexibility to incorporate extra-curricular activities unique to its environment. A centralized Master Routine, alongside individual Departmental Time-Tables, is prepared to ensure smooth delivery of the curriculum. The Master Routine for all Arts and Science departments is developed by a Routine Sub-Committee under the Teachers' Council. This ensures a balanced synthesis of syllabus coverage and the academic calendar, allowing all courses to be completed within the designated time. Curriculum delivery is handled at the departmental level, with departments implementing learner-friendly strategies, such as extra classes for slow learners. Additionally, the Routine accommodates tutorial classes to further support students. At the beginning of each academic year, faculty members meet to establish departmental routines and allocate syllabi among faculty. Class durations are determined according to UGC guidelines, ensuring consistency and proper time management. The College also strictly maintains attendance registers to track student participation, ensuring the effective management of academic activities throughout the year.

File Description	Documents
Upload relevant supporting document	View File
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 college follows the academic calendar set by the University of Burdwan, aligning with government orders, university regulations, and examination schedules. A detailed calendar is prepared at the start of each academic session, outlining class schedules, internal assessments, and co-curricular activities. Department heads and faculty work together to create this calendar, which is made available to students and faculty through the website, notice boards, and WhatsApp groups. Adherence to the calendar is monitored to ensure smooth execution, with provisions for unforeseen events like holidays or emergencies.

Internal assessments are conducted by the college's internal examination sub-committee, adhering to strict timelines set by the university. These assessments include tests, assignments, projects, and presentations, with students informed in advance about exam schedules, question patterns, and marks distribution. A 20% weightage is assigned to internal evaluations, with 10 marks for subject knowledge and 5 for attendance.

Feedback is collected from students after each internal exam, which helps identify areas for improvement. The Internal Examinations, NEP, and CBCS sub-committees address student concerns regarding assessments. Digital tools and learning management systems are used for efficient evaluation, with results analyzed to refine teaching methods. Remedial support is provided to students who require additional help.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://singurgovtcollege.org/userfiles/file/ACADEMIC%20CALENDER%2023-24-GGDC-SINGUR.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**

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

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

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

2

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

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

number of students during the year

207

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

207

File Description	Documents
Any additional information	No File Uploaded
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 institution takes multiple initiatives to incorporate crosscutting issues in the curriculum through mediating regular seminars and lectures for orienting and sensitizing students on issues like gender equality, human values, etc. Following the university syllabus, the institution integrates several crosscutting issues in the curriculum, such as: Gender issues are discussed as part of the curriculum of programs in English, Sociology, Psychology, Philosophy, History, Political Science, and Anthropology. Students learn topics like female rights, eco-feminism, Psychology of gender, Gender and subjectivity, etc. Issues related to Human Values are included in the course curriculum of programs like Philosophy, and Psychology. Relevant issues are included into topics like Values embedded in Indian Philosophy, Morality, Indian Psychology, etc. Environment related issues are included in the curriculum as a compulsory paper on Environmental studies taught in the First Semester (AECC-1) of all programs. Moreover, programs offered in Zoology, Botany, and Chemistry, include several topics relevant to ecological issues. Students learn about Green Chemistry and Biodiversity, which provides them with an in-depth knowledge of environment and sustainability. Professional Ethics is specifically taught in the curriculum of Psychology programs. Students learn topics like Empathy, Communication, Workplace ethics, etc. as part of their syllabus.

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	View File

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

7

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

97

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

1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	View File
URL for feedback report	http://singurgovtcollege.org/userfiles/file/Feedback-2023-24.pdf
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of sanctioned seats during the year	
614	
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

96

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 institution employs a comprehensive system to assess the learning abilities of students throughout the academic session. This includes a range of strategies designed to cater to diverse learning needs. Effective communication is maintained between students and teachers, fostering a supportive academic environment.

Internal assessments are conducted centrally each semester by the College Internal Assessment Sub-Committee, ensuring consistent evaluation of student performance. Results of these assessments are discussed in classrooms, helping students identify areas for improvement. Teachers are mindful not to overtly highlight differences in learning abilities, thus preventing any sense of discrimination. For slow learner students instead, personalized suggestions, study materials are provided to students based on their strengths and challenges, ensuring an inclusive approach to academic support.

Advanced learners are encouraged to participate in various academic competitions and competitive examinations such as (JAM, COGJET, and CUET etc) to further enhance their potential. Simultaneously, teachers provide additional guidance to students requiring more attention, often through personal interactions outside regular class hours. Departments also conduct continuous evaluations, including class tests and home assignments, as needed to monitor progress.

Parent-Teacher meetings, organized by departments, serve as an

additional platform to support students' academic growth and address individual needs. These measures collectively enable the institution to effectively support both advanced learners and slow learners, promoting their overall academic progression.

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

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

Number of Students	Number of Teachers
754	66

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The adoption of student-centric methodologies at Government General Degree College, Singur demonstrates a commitment to fostering an enriching and engaging learning environment. By integrating experiential learning, participative learning, and problem-solving methodologies, the college ensures that students not only gain theoretical knowledge but also develop the skills and confidence necessary to tackle real-world challenges.

Dissertation Projects Across Departments: Almost all departments at Government General Degree College, Singur encourage students to undertake dissertation projects under the mentorship of specific faculty members. These projects serve as an excellent platform for students to engage in problem-solving activities, fostering critical thinking and analytical skills. Through guided mentorship, students learn to design experiments, analyse data, and derive meaningful conclusions,

which are essential components of scientific inquiry.

Field Trips and Excursions: Students from the Botany, Zoology, and Anthropology departments actively engage in field trips and excursions. These activities provide students with direct exposure to their subject matter, enabling them to connect theoretical concepts with real-world applications, thereby deepening their understanding and interest.

In addition, our students regularly participate in different inter-college competitions and programs aimed at applying their learning experiences in real settings.

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

Wi-Fi-enabled classrooms with LCD TVs, smart classrooms, and other ICT-enabled teaching tools improve the teaching-learning process of this college. The institution is equipped with everything needed to support the faculty and students. The college has a total of 8 LCD projectors; two ICT-enabled smart classrooms, and a Seminar Hall with an overhead projector. Although the college is yet to have a central computing facility, the Computer Science department has two computer laboratories presently equipped with 27 desktop computers, 12 LaserJet printers and a laptop. The Science departments of the colleges are equipped with computers along with printers. The college has a broadband internet connection of 300 MBPS. All the computer laboratories have internet facilities. Aside from this broadband connection, the college has another backup broadband connection with 200 MBPS. The augmentation of e-resources and ICT-enabled teaching methodology immensely helped the students during the pandemic and beyond it.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://singurgovtcollege.org/userfiles/file/ICT%20facility.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

65

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

66

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

52

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

66

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

2.5 - Evaluation Process and Reforms

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

The purpose of conducting internal assessments is to help students prepare for their upcoming semester examinations. Each student is required to participate in these assessments every semester. The College Internal Examination Sub-Committee, under the Teachers' Council, prepares the schedule for these assessments and takes the necessary steps to organize them. The mode of assessment is designed to be varied, including written exams, practical assessments, presentations, and projects, ensuring a comprehensive evaluation of students' abilities. This approach caters to different learning styles and helps minimise bias, as students are assessed through multiple formats. This committee manages the entire examination process centrally to ensure that students become familiar with the procedures of the end-semester exams in advance. Students are notified about the internal assessment at least seven days before the exam, with notices displayed on boards throughout

the college building. Students are assigned to rooms different from their departmental classrooms during the exams. The format of the question paper is designed to align with that of the University Examination. One assessment per course is mandatory, although departments implement continuous evaluation throughout the year. Teachers also arrange class tests and home assignments as necessary to assess students' progress.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The process for addressing grievances related to internal examinations at the college involves several steps. After each semester's internal exam, the College Internal Assessment Sub-Committee asks students to share their feedback about the examination experience. The Grievance Redressal Cell reviews these written responses to identify any grievances. Some students have raised concerns about the volume of the syllabus for the internal assessment, requesting a reduced syllabus. Others have found it challenging to take two separate exams on the same day. Additionally, some students have suggested that the exams be scheduled after a vacation to allow more time for preparation. In response, the cell, in consultation with the chair, takes appropriate measures to address these issues.

File Description	Documents
Any additional information	View File
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.

The College offered a) Degree Honours Courses in 16 subjects for the 4th, 5th and the 6th semesters, involving 10 core courses, 1 GE paper, 4 DSE papers, 1SEC paper, and b) 4 year Graduation Course (NEP) in 16 subjects for the 1st and 2nd Semesters, involving 2 Major papers, 2 minor papers, 2 MDC

papers, 2 AEC papers, 2 VAC papers, 2 SEC papers. The departments have shown impeccable mastery over their respective courses by carefully designing Course Outcomes, Programme Outcomes and Programme Specific Outcomes for all of these papers. The objectives of the courses in entirety was imparted to students before and during the semesters, enabling them to form a clarity over the subjects and papers taught. This in turn proved valuable in showing direction to the students not only in academic pursuit but also in future professional endeavours.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://singurgovtcollege.org/userfiles/file/Course%20Outcome%20GGDC%20S%202023-2024-min.pdf
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.

Not only did the college ensure that the students are aware of the CO, PO and PSOs, arrangements were also made to evaluate the extent of such awareness through Student Satisfaction Surveys and other similar modes of evaluation. The students are categorically asked to comment on the courses being taught, their level of understanding and methodological enabling, so that a true reflection of the attainment of their courses is achieved.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://singurgovtcollege.org/userfiles/file/Course%20Outcome%20GGDC%20S%202023-2024-min.pdf

2.6.3 - Pass percentage of Students during the year

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

during the year

250

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	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)

http://singurgovtcollege.org/userfiles/file/SSS_2023-24.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)

5.14

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

4

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://icssr.org/ https://dstbt.bangla.gov.in/ https://rpriti.org.in/wp/

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

5

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

53

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

3.2.2 - 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

6

File Description	Documents
Any additional information	View File
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

On September 24, 2023, Government General Degree College, Singur, observed NSS Day emphasizing the role of small, consistent efforts in building a greener future, fostering a sense of responsibility and connection to the environment. Later, on December 1, 2023, the Red Ribbon Club of the college held a rally to raise awareness about HIV/AIDS prevention. The rally, with 155 enthusiastic participants, covered significant locations in Singur and featured the distribution of leaflets and red ribbons. The event was inaugurated by the college's Principal and highlighted the collective commitment to combating HIV/AIDS. On January 24, 2024, a seminar on the Preamble of the Indian Constitution was organized at Starland School, Singur, involving 190 students. The seminar encouraged students to reflect on the constitutional values of justice, equality, liberty, and fraternity. In March and April 2024, the college hosted seminars on health issues like Thalassemia, AIDS, and Hepatitis B & C, followed by awareness rallies, and an engaging program on bird conservation in April, all aimed at fostering community

involvement and environmental and public health awareness.

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

6

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

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

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

756

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

3.4 - Collaboration

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

5

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

10

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 boasts 16 undergraduate departments, each staffed with highly skilled faculty members. In addition to traditional chalk-and-talk teaching methods, audio-visual aids are integrated into the learning process. The campus features 30 classrooms, a conference hall, 8 projectors, 2 smart classrooms, and 50 computers equipped with high-speed internet access. The central library houses over 6,700 books and offers N-list services, with faculty providing students access to both physical and e-books. The college also provides eight science laboratories and three state-of-the-art computer labs for the Mathematics and Computer Science departments. For student relaxation and socialization, there are two common rooms, one of which is designated for female students. The campus has a canteen for students' convenience and is equipped with eco-friendly features, including solar power generation and rainwater harvesting. Accessibility is a priority, with ramps and handrails at the main entrance to accommodate differently-abled individuals. A dedicated first-aid facility is available on-site for medical emergencies, and there are separate restroom facilities for male and female students, faculty, and differently-abled female students.

File Description	Documents
Upload any additional information	View File
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.

A big playground and a big students activity room in the college campus motivate the students to be physically fit and make them engaged in more sports-related activities. The faculty of the college encourage students to remain fit. A moderately designed Gym and Sports equipment are available in the students' activity room. The college encourages students to be better in their co-curricular activities along with their academic interests. With different cultural programs (Rabindra Jayanti Celebration, Freshers' welcome, Social, Saraswati Puja, Independence Day celebration to name a few) students get a better chance to flourish their skills, which would help in their overall development.

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.

10

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

10

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)	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)

4.17

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

4.2 - Library as a Learning Resource

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

The library of Govt. General Degree College of Singur has a collection of about 6700 books. The library has a wide spectrum of general and reference books to support the academic requirements of the students and faculty members. The books are categorised into the 16 subjects that are taught in the college and they are classified in accordance with Dewey Decimal Classification (DDC) 20th edition. The detailed records of books are maintained in the accession register. Additionally, the data is also available online as the library has been fully automated since December 2022 with an online integrated library management system provided by Techno Developers Group. The users of the library can search the catalogue of books anywhere and anytime with the OPAC.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	http://singurgovtcollege.org/library-facilities.html

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)

0.059

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

14

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

4.3 - IT Infrastructure

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

There are total 54 desktops and 4 laptops. The Computer Science department has 3 computer laboratories with 23 desktop computers, 15 LaserJet printers and a laptop. The Mathematics and Physics department also has a computer laboratory with 4 and 3 desktops respectively along with printing facilities. Apart from that other departments have 6 desktops. Departments like Anthropology, Botany, Computer Science, History and Zoology has 1 portable LCD projector each for conducting ICT enabled classes which are used by other departments when required. IQAC also has 2 desktops, 1 laptop and 1 LCD projector. There are 11 desktops for official purposes, 1 in library, 3 in faculty room, 1 in Principal's room and 6 in college office. There are 3 more laptops, 1 each for exam cell, Mathematics and Computer Science departments.. The College has BSNL Broadband service. There is another backup broadband connection of 200 MBPS. The college has a registered domain for its website which is regularly updated. Apart from this website, the college also has separate web portal for the student admission process. Wifi facilities has been enhanced in 1st floor and 2nd floor of the College. other than the existing broadband facilities another facility for office work has been employed from BSNL to update the IT facility.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://singurgovtcollege.org/aqar-2023-2024.html

4.3.2 - Number of Computers

58

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

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

1.15970

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

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

Being a fully Govt controlled institution, we have to depend on Govt procedures such as PWD dependent maintenance of physical infrastructure. Other than this we have laboratory staff, library staff, computer lab, etc who maintain such infrastructure properly under the guidance of the departmental

teachers. Stock books are maintained both in the Office and Departments properly. Students pay caution deposit for laboratories which are also deposited in Govt accounts. Furnitures are procured through WBSIDC. Sports equipments are purchased regularly from other funds are maintained in the students activity room, girls common room and in the teachers staff room. Higher Education Department sanctions contingent grants each year for routine activities and for procurement of equipments and books we have to send demands to the Govt and fund is usually allotted for the same.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://singurgovtcollege.org/facilities.html

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

549

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

15

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

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

A. All of the above

File Description	Documents
Link to institutional website	http://singurgovtcollege.org/userfiles/file/5.1.3-Programme%20on%20developing%20soft%20skill.pdf
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

143

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

143

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

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

A. All of the above

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

10

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**

76

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

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

2

File Description	Documents
Upload supporting data for the same	View File
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.**

0

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

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

The institution actively encourages and facilitates students' engagement in administrative and co-curricular activities. Student representation is ensured through their inclusion in key committees like the Internal Quality Assurance Cell (IQAC) and Alumni Association of the institution. Debopriya Ghosh, a student of Department of Anthropology acted as Student representative of IQAC and Abhijit Santra, Integrated PhD scholar, NCBS TIFR, Bangalore was the member of Alumni Representative of IQAC. Students of the institution Amit Das, Pritam Ghanti, Sayani Mukherjee, Biswajit Santra, Sudip Ghosh & Ritam Ghosh are the student members of the Nature club , an initiative of the college as part of co-curricular activities. They involve actively in various initiatives like nature club, where members of Alumni representatives were also involved. Their participation consistently earns awards and recognition, further highlighting the institution's commitment to student engagement and holistic development.

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

302

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 term "Alumni" represents a lasting relationship between individuals and their alma mater, reflecting the bond and achievements that benefit both the institution and its graduates. Alumni play a vital role in the development of their institution, contributing through various means such as raising funds and sharing their expertise. Many alumni, having established themselves in diverse sectors, serve as role models and mentors, offering valuable guidance and support to current students.

Though Government General Degree College Singur is relatively young, it boasts a registered alumni network with many graduates excelling in various fields. Some have topped the University of Burdwan, won Gold Medals, and cracked competitive exams like the NET. Others have pursued postgraduate studies at prestigious institutions like Delhi University, Banaras Hindu University, IIT Kharagpur, and TIFR-NCBS, Bengaluru. Several have joined the workforce in areas such as healthcare, education, police services, and more. Their contributions during the COVID pandemic were particularly noteworthy.

Despite the college's alumni association being in its early stages, it takes pride in its achievements. Alumni are involved in social initiatives, like combating child marriage and promoting plastic eradication. Looking ahead, alumni will continue to play a crucial role in the college's progress.

File Description	Documents
Paste link for additional information	http://singurgovtcollege.org/college-alumni.html
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: To impart holistic education to students provide them with ample learning experiences and opportunities, guide them towards the optimum use of their knowledge and skill, to empower them to become enlightened, empathetic and socially responsible citizens of the future by instilling in them values of integrity, inclusivity, dedication, freedom, justice, love and confidence, thereby shaping them to be brave and competent agents of positive social transformation.

Mission: To promote a multicultural, multilingual and secular co educational learning environment that is inclusive, tolerant, and supportive of the pursuit of knowledge that goes well beyond the explicitly stated demands of the syllabus. To provide education that is accessible to all and inexpensive in nature, thereby constructing a democratic space fostering academic excellence. To guide students toward the successful completion of their degrees and channel them towards the pursuance of higher degrees in their selected or allied fields of study. To train students for greater employability by imparting to them both the academic training and soft skills required to compete with confidence in the professional world. To be sensitive towards the distinct learning requirements of both advanced and first-generation learners, providing them with all necessary support by devising innovative teaching and

learning methods.

File Description	Documents
Paste link for additional information	http://singurgovtcollege.org/vision-mission-motto.html
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.

1.The administration of College, headed by Principal, is carried out inegalitarian and participatory way, wherein the HOIasks for advice and takes into cognizance the suggestions of stakeholders in academic and organizational matters of college.Principal helps inmanagement of the college by the Governing Body, Co ordinatorIQAC, TC members and the non-teaching staff in every possible way.

2.To ensure that academic and support facilities are regularly maintained, number of committees have been instated under the TC, likeAdmission , UniversityExamination, Printing and Publication, Library, Purchase and Tender, Sports , Cultural , Anti-Ragging and Disciplinary, Seminar subcommittee etc. In academic session, these subcommittees helps insmooth functioning of the academic or administrative processes.

3.To provide for the development of the learners, the College offers career and psychological counseling.Actively running units like Internal Complaints ,Students' Scholarship subcommittee, Grievance Redressal, Equal Opportunity Cell protects student interests and promote their welfare.

4.The HOI urges teachers for MRPs, avail fellowships and travel grants. Many teachers have also successfully mentored doctoral candidates asresearch guides.

5.The College has rainwater harvesting unit and solar power panels. Continuous implementation of Green initiatives taken by the College to spread awareness about Conservation and Sustainable Development.

File Description	Documents
Paste link for additional information	http://singurgovtcollege.org/organogram.html
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

We have already implemented the NEP 2020 curriculum with choice based subjects in the undergraduate level. Since we have 17 departments, we could easily justify the basic principles of NEP 2020 by offering diversified subjects including Sanskrit, Anthropology, Psychology, Computer Science along with other major humanities and science based subjects. The need for life skills was demonstrated to our students on the birthday of Swami Vivekananda on 11.01.2024. The psychology department in collaboration of IQAC conducted a programme on

Mental health and wellbeing. We have also signed several MoUs with several institutions of the state. Overall with these co-curricular activities we could fulfil our commitment of strategic plans.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://singurgovtcollege.org/userfiles/file/6.2.1-Strategic%20perspective%20plan.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.

We have already implemented the NEP 2020 curriculum with choice based subjects in the undergraduate level. Since we have 17 departments, we could easily justify the basic principles of NEP 2020 by offering diversified subjects including Sanskrit, Anthropology, Psychology, Computer Science along with other

major humanities and science based subjects. The need for life skills was demonstrated to our students on the birthday of Swami Vivekananda on 11.01.2024. The psychology department in collaboration of IQAC conducted a programme on

Mental health and wellbeing. We have also signed several MoUs with several institutions of the state. Overall with these co-curricular activities we could fulfil our commitment of strategic plans.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://singurgovtcollege.org/organogram.html
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user 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

Government General Degree College, Singur is a Government college under the Higher Education Department, Government of West Bengal. All the teaching staff and only permanent non-

teaching staff is benefitted by gratuity, pension and medical benefits via West Bengal Health Scheme (WBHS). WBHS is maintained by the Medical Cell under the finance department, Govt. of West Bengal in consultation with the Health and Family Welfare Department (See G.O. No. 3472-F dated 11.05.2009). WBHS provides our employees with an insurance policy for medical treatment against any kind of disease for hi, self and empaneled family members. Our employees can get medical treatment from Government Hospitals, Nursing Homes and Medical Institutions, WBHS-empanelled diagnostic center. In the Cashless facility, the employees can enjoy the benefit of cashless IPD treatment in a private empanelled hospital up to the limit of Rs. 1,50,000/- (See G.O. No. 73-F(MED)WB dated 28.04.2022). If the treatment value is above Rs. 1,50,000/-, then the employee can apply for reimbursement through the online WBHS portal. The institution, after a strong verification of family income and identity, family members are added as beneficiaries in the WBHS. Our institution also provides facilities through WBHS to the employee to go outside the state afor medical treatment.

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

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

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

0

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

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

0

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**

30

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

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

Regular maintenance of self appraisal records by the teachers is a hallmark of Government colleges of West Bengal. Our teachers also maintains individual self appraisal proforma offline everyday where they mention time of arrival and departure, no of classes taken, other academic or administrative duties performed. Based on appraisal records they submit annual appraisal report through IFMS to the Principal which are then forwarded to the Director of Public Instruction, Government of West Bengal online in prescribed proforma. The self appraisal records are also used during promotion of the teachers. Attendance of all the non-teaching staffs are maintained in attendance register which is managed by a senior accountant routinely checked by the Principal

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

6.4 - Financial Management and Resource Mobilization

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

Being a Government Institution our accounts are liable to be audited through the AGE office of Gov. of West Bengal. However, Page 49/62 19-12-2024 03:28:15 since its inception, this

Institution was not audited through them even after regular reporting through the Higher Education Department. We, therefore, used to conduct internal audits by our College Senior Teachers regularly and routinely conduct an external audit through a renowned chartered firm in Kolkata. All the stock books of the departments and office are regularly audited internally. We conducted a stringent External audit on 3rd December 2022 employing a number of Government Officials and renowned College and University Teachers, the report of which is enclosed herewith. All the statements of accounts for the years 2017-18, 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23 are audited by a Chartered Accountant Firm. Apart from these, we are also proud to have a number of Extramural research projects mostly from the Science and Technology Department, Govt. of West Bengal where the principal investigator teachers routinely submit audited statements through Chartered Accountant Firms about their expenditures incurred from the projects.

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

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

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

0

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

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

The Government General Degree College Singur is fully funded and controlled by the Higher Education Department, Govt. of West Bengal where we have to submit our proposed annual budget every year for the salaries and related heads. For the purchase of equipment, books, chemicals and other contingent items we have to place demand to the Higher Education Department, Govt. of West Bengal. The Government authorities sanction the amounts for Salary and for other developmental purposes in a centrally controlled HRMS system that has IFMS for financial management. Our College has committees like the Central Purchase Committee and Tender Committee which floats paper tenders or e-tenders according to the existing laws of the Govt. of West Bengal and then compare the quotations. We order the items to recognized vendors through College order books in consultation with the Heads of the Departments and upon receiving the items we insert them in the departmental stock books and submit the bills to the College office for e-payments through IFMS. Generally, we utilize all the amount sanctioned and submit utilization certificates offline/ online at the end of the financial year to the Govt. of West Bengal.

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. COMPLETION OF FIRST CYCLE OF NAAC AND SUBMITTED 1ST AQAR
2. NO PROMOTION DUE AMONG FACULTY MEMBERS
3. ORGANIZED VALUE ADDED COURSE IN INDIAN KNOWLEDGE SYSTEM
4. IQAC ORGANIZED MULTIPLE SEMINARS ON IPR, NEP AND GENDER SENSITIZATION, NEP, etc.
5. STUDENTS' WEEK, INCLUDING A SESSION OF PSYCHOLOGICAL COUNSELLING, WAS ORGANIZED AND CELEBRATED DURING THE FIRST WEEK OF JANUARY,

6.SUBMITTED NIRF ON SECOND JANUARY 2024.

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

IQAC of the college meets regularly as per NAAC guidelines and takes up issues related to quality. It inspires the faculty members to participate in orientation programs and Refresher courses. The IQAC assists the Principal in chalking out academic programs, infrastructural blueprints, and matters related to the promotion of teachers under CAS. The IQAC organizes different seminars, webinars and workshops. Apart from that it initiates and promotes all-round quality improvement of the Students through sports, cultural programs and outreach programs. GGDC, Singur has received the affiliation of SWAYAM and acting as a local chapter. Its local chapter ID: 3772. IQAC has tried to maintain a student friendly environment where the teachers organize group and individual sessions with the students. As a result of continuous supervision and counseling of the students, attendance improved and their involvement increased. IQAC also emphasized value-added and add-on courses which help a particular individual to develop their own skills in their chosen field of study. IQAC engages in outreach programs, maintaining liaison with local bodies and schools. IQAC with the help of the college had implemented a program to initiate programmes where faculty members interact local schools which helped to reduce dropout .

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);

A. All of the above

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	http://singurgovtcollege.org/userfiles/file/6-5-3-Quality%20assurance%20initiative%20of%20the%20institution.pdf
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

The institution is committed to promoting gender equity, with female students comprising a significant portion of the student body. This commitment is reflected in both the curriculum and various initiatives designed to ensure inclusivity, safety, and awareness. An annual action plan for gender sensitization is developed each year. For example, on March 22, 2024, the Internal Complaints Committee and IQAC hosted a seminar on breast cancer awareness, titled "Combating Invasive Breast Cancer: A Potential Challenge for Cancer Biologists," presented by Dr. Subhendu Chakrabarty. The seminar aimed to dispel myths and emphasize preventive measures. On August 15, 2023, the Kanyashree Club(<http://singurgovtcollege.org/userfiles/file/7.1.1-ICC%20&%20KANYASHREE%20DOCUMENTS.pdf>) organized a cycle rally and tree plantation event in honour of the 10th Kanyashree Day, in line with government orders. The institution ensures female students' safety with 16 CCTV cameras, monitored from the Principal's Room, and 24/7 security. Additionally,

psychological counselling services are available through the Psychology Department. The college also offers separate recreational spaces, including a well-equipped Girls' Common Room. These efforts collectively highlight the institution's proactive approach to gender equity, creating a supportive and inclusive campus environment.

File Description	Documents
Annual gender sensitization action plan	http://singurgovtcollege.org/userfiles/file/Annual_Gender_Sensitization_Action_Plan.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	http://singurgovtcollege.org/facilities.html

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

In the institution, various facilities are designed to manage different types of waste. The institution has segregated waste bins (organic, recyclable, and non-recyclable) located throughout the campus. Collection of liquid waste material is done in regular intervals. The institution has a dedicated e-waste collection station where electronics are stored safely before being sent to certified e-waste recycling centres. Chemical and hazardous waste from science laboratories is

collected and disposed of using various safety measures. For waste recycling, institution has a MOU with an organization named "Vital Waste". The company ensures collection and proper recycling of collected materials.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	http://singurgovtcollege.org/userfiles/file/7.1.3-waste%20management%202023-24.pdf
Any other relevant information	View File

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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	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 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	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

A. Any 4 or all of the above

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

The institution promotes an impartial, friendly, and unconditional environment for encouraging and promoting harmony among the students hailing from diverse cultural and socio-economic backgrounds. The institution constantly motivates the students to imbibe the principles of inclusive growth by mentoring them and facilitating their holistic progress. Diversities among students are highly appreciated by the institution and are constructively used for developing their unified perception of life. Being situated in a rural area, the institution gets students from different tribal communities like the Santhali tribe. The institution constantly encourages tribal students to engage in different co-curricular activities, promoting their indigenous cultural practices. To promote gender-based harmony, the IQAC, ICC Cell, the Anti Sexual Harassment Cell, and NSS unit of the institution put extra efforts in organizing awareness and orientation programmes on gender equality and sensitization. A good percentage of seats are reserved for students coming from socio-economically modest sections of society as per extant Government rules to provide equal opportunities to all. The institution also provides numerous scholarships from both State and Central Government schemes to needy students.

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

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

The institution strongly emphasises student development through various orientation and engagement programs to instil core values and a sense of responsibility. At the beginning of each academic session, the institution organises orientation sessions to help students familiarize themselves with the institution's code of conduct, rights, and duties. This code of conduct is also accessible on the institutional website for easy reference.

Throughout the year, the institution organises several programs aimed at nurturing responsible citizenship. The Anti-Ragging Cell and the Students'

Grievance Redressal Unit actively engage with students to ensure they are well-informed about their rights and responsibilities. Additionally, the NSS Unit plays

a vital role by organizing social work events that promote values of togetherness, social harmony, and teamwork. These activities help students from diverse backgrounds to collaborate and overcome any differences they might have.

The institution also encourages students to foster a national spirit by engaging in programs related to constitutional obligations. Every year, the NSS Unit of the institution organises Independence Day and Republic Day celebrations. These

events are celebrated with a deep sense of respect and gratitude. The institution tries to inculcate the best interests of the students regarding constitutional value; the NSS unit of our college organised an outreach programme specifically dedicated to raising awareness of the preamble of the constitution in private Schools.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
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

A. All of the above

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

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

The institution actively celebrates national and international days, festivals, and events through various departments and the Cultural Committee, encouraging participation from students and faculty. On 15th August 2023, the 77th Independence Day was marked with cultural activities like singing, dancing, and recitation, promoting patriotism. The event began with a flag-hoisting ceremony led by the Principal. Teachers' Day on 5th

September 2023 honored Dr. Sarvepalli Radhakrishnan's contributions to education, with students paying tribute to their teachers through cultural programs. World Mental Health Day on 10th October 2023 featured a seminar organized by the Department of Psychology. The theme was 'Mental health is a universal human right,' with speakers focusing on mental health awareness. Additionally, the institution marked the birth anniversary of Swami Vivekananda. Republic Day on 26th January 2024 was observed with a unfurling of flag and National Anthem. International Mother Language Day on 21st February 2024 highlighted linguistic diversity, with a special lecture by Dr. Munmun Ghosh. The institution also celebrated Rabindra Jayanti, World Environment Day on 5th June 2024, and International Yoga Day on 21st June 2024, promoting environmental sustainability and the benefits of yoga. These events foster a vibrant and inclusive campus culture, engaging students in cultural and intellectual activities.

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

7.2 - Best Practices

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

Biodiversity Club The college is dedicated to campus biodiversity conservation, with a Biodiversity Management Committee that includes faculty and student representatives. This committee works year-round to document and conserve biodiversity on and around the campus. Since 2017, the college has maintained a social media group, 'Wild Flora and Fauna of Hooghly,' which provides regular updates on local biodiversity. The Principal, Dr. Santanu Chakrabarti, and Dr. Debajyoti Chakrabarty, Associate Professor in Zoology, are active members of the Biodiversity Management Committee of Singur's Block Development Office, contributing to local biodiversity conservation efforts. In 2023-24, a seminar was held to address nature loss and ecological balance. Students, guided by

teachers, also cleaned the Murti River bank in Doars, collecting plastic waste as part of the conservation initiative.

Thalassemia Camp

To raise awareness about Thalassemia and promote proper match selection, the college conducts annual tests with a medical team. Students who are carriers are counseled after receiving results. On March 28th, 2024, a seminar was organized focusing on Thalassemia and other health concerns, with 120 students participating. An awareness rally on public health was also conducted to further engage the community.

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

7.3 - Institutional Distinctiveness

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

Government General Degree College, Singur prioritizes the mental well-being of its students, reflecting its commitment to holistic education. A key initiative in this regard is the establishment and active functioning of the Psychological Counselling Cell. The cell organizes regular counselling sessions to address the psychological and emotional challenges faced by students, teachers of the institution. These sessions provide a supportive space for students to discuss their issues and develop strategies to overcome stress and anxiety, promoting emotional resilience.

On 28th June 2024, the Psychological Counselling Cell hosted a lecture titled "The Healthy Mind Platter" delivered by Dr. Sumona Datta, Assistant Professor, Department of Psychology, Government General Degree College, Singur. Dr. Datta discussed essential components of a healthy mind, offering practical insights into achieving mental balance and emotional stability. The lecture raised awareness among students about mental health as a crucial part of personal and academic growth.

Through such initiatives, the college ensures students not only excel academically but also develop the mental fortitude to navigate life's challenges, making the institution distinctive in its commitment to fostering a nurturing and supportive environment.

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

7.3.2 - Plan of action for the next academic year

- The Time Tables for upcoming semesters have been planned in advance, meeting CCFUP's course structure requirements.
- Departments have been asked to hold meetings for distributing and implementing syllabi.
- An orientation program will be held for First Semester students, with the Principal and senior teachers discussing key aspects of CCFUP.
- A Vocational Education and Training course will be introduced in Semester-III (2024), with four classrooms equipped with audio-visual facilities. The University of Burdwan has partnered with WEBEL to conduct the course, and a detailed plan has been finalized for its smooth execution.
- Students will have the freedom to choose subjects and follow flexible learning paths, including experiential learning and skill development programs.
- The Time Table includes three library slots each week to encourage students to utilize library resources.
- New books and instruments will be purchased and upgraded once grants are received.
- Value-added courses will be introduced to enhance students' skills and knowledge.
- Seminars and workshops will be organized to keep students updated on recent developments in various fields and to foster intellectual curiosity.
- Extracurricular activities and observance of important days will be organized for students' overall development.
- The NSS unit will conduct programs to raise social awareness among students.