The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A
1. Details of the Institution

1.1 Name of the Institution

BAJKUL MILANI MAHAVIDYALAYA

1.2 Address Line 1

P.O.-KISMAT BAJKUL

Address Line 2

DIST. - PURBA MEDINIPUR

City/Town

KOLKATA

State

WEST BENGAL

Pin Code

721655

Institution e-mail address

bajkul_college@rediffmail.com

Contact Nos.

03220-274291

Name of the Head of the Institution:

Dr. Anindya Kisor Bhaumik

Tel. No. with STD Code:

03220-274460

AQAR REPORT (2008-2009) OF BAJKUL MILANI MAHAVIDYALAYA

Mobile: | 09434023761

Name of the IQAC Co-coordinator: | DR. NITHAR RANJAN MADHU

Mobile: | 09733697736

IQAC e-mail address: | iqac.bmm@rediffmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* | WBCOGN13308

1.4 **NAAC Executive Committee No. & Date:** | EC/02/A&A/235 dated 31-03-2007
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address: | www.bajkulcollege.org

Web-link of the AQAR: | http://www.bajkulcollege.org/AQAR2008-09.doc

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	70.50	2007	5 YEARS
2	2nd Cycle	-	-	-	-
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	--	-

1.7 Date of Establishment of IQAC: DD/MM/YYYY | 24.04.2008

1.8 AQAR for the year *(for example 2010-11)* | 2008-09

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

    i. AQAR ------07/11/2014 -----------(DD/MM/YYYY)
    ii. AQAR_____ _____ (DD/MM/YYYY)
    iii. AQAR_____ _____ (DD/MM/YYYY)
    iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University   State [√] Central [ ] Deemed [ ] Private [ ]

Affiliated College   Yes [√]   No [ ]

Constituent College   [ ] Yes [√] No

Autonomous college of UGC Yes [ ] No [√]

Regulatory Agency approved Institution Yes [ ] No [√]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education [√] Men [ ] Women [ ]

    Urban [ ] Rural [√] Tribal [ ]

Financial Status Grant-in-aid [ ] UGC 2(f) [√] UGC 12B [√]

  Grant-in-aid + Self Financing [√] Totally Self-financing [ ]

1.11 Type of Faculty/Programme

Arts [√] Science [√] Commerce [ ] Law [ ] PEI (Phys Edu) [ ]

TEI (Edu) [ ] Engineering [ ] Health Science [ ] Management [ ]

Others (Specify) | .   NA |

1.12 Name of the Affiliating University *(for the Colleges)* | VIDYASAGAR UNIVERSITY |

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University | UNIVERSITY |

University with Potential for Excellence [NO] UGC-CPE [NO]

DST Star Scheme	NO	UGC-CE	NO
UGC-Special Assistance Programme	NO	DST-FIST	NO
UGC-Innovative PG programmes	NO	Any other (*Specify*)	NO
UGC-COP Programmes	NO		

2. IQAC Composition and Activities

2.1 No. of Teachers   05

2.2 No. of Administrative/Technical staff   01

2.3 No. of students   01

2.4 No. of Management representatives   01

2.5 No. of Alumni   01

2. 6 No. of any other stakeholder and

    community representatives   01

2.7 No. of Employers/ Industrialists   01

2.8 No. of other External Experts   02

2.9 Total No. of members   15

2.10 No. of IQAC meetings held   04

2.11 No. of meetings with various stakeholder: No.   15   Faculty   4

    Non-Teaching Staff Students   3   Alumni   2   Others   3

2.12 Has IQAC received any funding from UGC during the year? Yes [ ]   No [√]

    If yes, mention the amount   NA

2.13 Seminars and Conferences (only quality related)   SEMINAR

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC :

Total Nos.	01	International	0	National	0	State	0	Institution Level	01

(ii) Themes	'How to Face Interview?'

2.14 Significant Activities and contributions made by IQAC

1. The IQAC has looked into the admission process for 1st year B.A. & B.Sc. classes & taken a great role in the regarding matters. An enquiry room and 5 help desks were arranged for helping the new coming students from various rural places at the time of Form fill up.

2. The IQAC has tried to look into the anti-ragging measurements. The IQAC members directed every department to gather direct and indirect information from various sources for this case and IQAC members also visited Women's hostel and Students' mess for detecting this type of untoward incident. The members also set up a complaint box in front of the college. But no letter was dropped in the box.

3. The IQAC has seriously looked into the maintenance of the ratio of SC/ST/OBC/Minority students in different classes during admission. The IQAC members built a SC/ST/OBC/Minority Cell in the college. The members of this cell include the Teacher-in- charge, two IQAC members, and five reserve-category members of the staff and one from Alumni members. The members checked the merit list before publication for confirming the reservation rules. The Cell arranged a help desk for helping the students of backward classes.

4. Special seminar lectures were arranged by IQAC and it advised all the departments to arrange various programmes, seminars, workshops, remedial classes, personality test etc. Most of the departments arranged inter-disciplinary seminar talks, remedial classes, Pre-final test, and extra internal examinations, discussion about model questions, SSC syllabus and topics, personality test etc.

5. The IQAC members have met various committee members viz. Examination/ Centre Committee, Routine Committee, Sports and Games Committee, Students Grievance Redressal Cell, Library Committee, Cultural Committee, Magazine Committee, Admission Committee, NSS Committee, Canteen Committee, Anti-ragging Committee, UGC Committee, Gender Sensitization Committee, Committee against Sexual Harassment etc for smooth running and development of the college. If any committee raised any problem, the IQAC members arranged the meeting and tried to solve it.

6. The IQAC members met the official staff, teachers and members of students' union for the need of infra-structural facilities and requirements for development of the Institution. The members made a list which was put forward to the Governing body. Thus a considerable achievement was made in the field of infra-structural developments by IQAC like renovation of toilets, chairs, tables, desks, benches, Almirahs, new instruments, models, charts, books, computers etc.

7. The IQAC members have met various committee members viz. Examination/ Centre Committee, Routine Committee, Sports and Games Committee, Students Grievance Redressal Cell, Library Committee, Cultural Committee, Magazine Committee, Admission Committee, NSS Committee, Canteen Committee, Anti-ragging Committee, UGC Committee, Gender Sensitization Committee, Committee against Sexual Harassment etc for smooth running and development of the college. If any committee raised any problem, the IQAC members arranged the meeting and tried to solve it.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. Now, we plan to propose for the construction of boys' hostel in the college premises.	1. The proposal of the IQAC regarding boys' hostel was placed to the financial sub-committee of the college which regretted its inability to comply with the request of IQAC because of financial problem. The college authority sent a requisition to the UGC for providing fund for construction of Boys' Hostel.
2. a) A few permanent lab-attendant posts would be fulfilled as soon as possible by the authority for the lab-based departments, i,e, department of Geography, Mathematics, Physical Education and also Music department. b) The IQAC also proposes to arrange interview for appointing Guest teacher in various subjects.	2. a) The DPI, Bikash Bhavan, Kolkata gave us assurance for filling up the vacancies in the different lab-attendant posts. Six casual employees joined the college as office assistants and lab attendants. b) Some members of the Guest faculties of various departments were appointed during this session. The college authority decided to shoulder the financial burden for this purpose.
3. It is necessary to start more distance courses (both UG & PG) in the college.	3. Proposal for the sanction of new distance course for UG (under graduate course) course was submitted to the Netaji Subhas university, IGNU and the same for PG (Post Graduate) course was submitted to the

	Directorate of Distance Education, Vidyasagar University.
4. We plan to extend our infrastructure in the college by opening a cheap book store and enhancing the quality of the existing canteen as per students' demand.	4. The college authority received financial support from the MLA, Mr. Addendum Maity for the development of the existing college canteen. As the college could not provide subsidy to the book sellers the cheap book stores could not be opened in the college.
5. For the development of health consciousness among the students, we plan to modernize the college Gym with the assistance of skilled trainers in the college.	5. The teaching and non-teaching staff belonging to the Department of Physical Education gladly accepted the proposal of training the students about modern techniques of health awareness. The college Gym was equipped with modern instruments and furnished with new furniture.
6. Modernization of the Women's hostel-kitchen by the installation of cooking gas system and other equipments replacing the coal arrangement is imminent.	6. New cooking Gas system was installed in place of the old system of coal consumption.
7. We shall request the NSS programme officers of Unit-I, II & III of the college for making an all-out endeavour to inculcate the spirit of tolerance, co-operation and social consciousness among the students and local people.	7. The NSS programme officers of the college, Mr. Pujush Kanti Dandapath of Unit-I, Dr. Nithar Ranjan Madhu of Unit- II, and Dr. Nirmal Kumar De of Unit-III arranged a winter special camp in the neighboring villages of Bajkul, Kakhuriabari and Tehibari from 24.12.2008 to 31.12.2008. This camp was conducted for making an all-out endeavour to inculcate the spirit of tolerance, co-operation and social consciousness among the students and local people.
8. Some departments like physics, Botany, English, Geography, Zoology and Chemistry are thinking to organize	8. With the objective of providing man-making education, some special seminar-lectures were held by NSS & other

some workshops & seminars in the coming academic year mainly focusing on the syllabus of UG levels.	departments.
9. Some teachers of certain departments are contemplating to initiate major and minor research projects under UGC scheme and other financial agencies.	9. During this session, many faculty members were inspired to submit proposal for conducting Minor research projects. Some proposals of MRPs were approved by the UGC and other funding agencies as mentioned below Dr. Nithar Ranjan Madhu- Study of some aspects of Ecology of wild rat and the effect of suitable anti-fertility agents.- 87800/- UGC (Minor)- F. PSW-066/08-09 (ERO) dated 12.12.2008.
10. We shall re-approach the proper authority for sanctioning the new courses (Physiology Honours, Music Honours, Sociology Honours, Education and Nutrition) for which we approached the authority of the concerned University in the previous year.	10. Repeated attempts wear made to move the authority for sanctioning new courses, but this year also, we did not see the face of any practical success in this regard.
11. Career counseling will be arranged for 3rd year (final year) students of the college by senior departmental teachers and external experts from various fields.	11. Career counseling was given to the 3rd year students (Final year students) of the college by senior departmental teachers and external experts.
12. Students will be encouraged for participating in extracurricular activities.	12.Various competition on extracurricular activities like Music, Dance, Recitation, Debate, Elocution, Quiz, etc. were organized by the Students' Union under the supervision of departmental teachers in charge of cultural affairs.
13. It is also decided by IQAC to pay special attention to the fast learners of our college and we leave also decided to offer tutorial and remedial classes for the slow learners.	13. Special attention was given to the weaker section of the students and arrangement was made for giving special coaching to them. The brilliant students were inspired by various awards and prizes and special words of advice by senior professors.

14. The IQAC also proposes to uplift the academically weaker students belonging to SC, ST, OBC and minor category. The IQAC proposes to take special care of them by arranging remedial classes.	14. A special arrangement was made to impart coaching to students belonging to SC/ST/OBC & Minority section of society.
15.The IQAC proposed to pray to the DPI for the creation of new posts (both teaching & non-teaching) for various departments of the college.	15. The West Bengal College Service Commission filled up some of the vacancies in the teaching staff. Mr. Pijush Kanti Dandapath (Geography), Mr. Gobinda Prasad Kar (History), Mr. Biswanath Dolai (Physics) and Dr. Saswati Parua (Physiology) joined the college during this session. The CSC assured us to fill-up the rest vacancies in the next session.
16. The IQAC wants to re-introduce NCC in our college for the fulfillment of the students' demand.	16. The NCC could not be re-introduced this year owing to some communication gap.
17. As per recommendation of the NAAC peer team (2007), the IQAC proposed to the Principal for preparing of perspective developmental plan to be implemented in this session along with the road map for orderly growth of the Institution.	17. The Principal gladly accepted this proposal and said that it would be translated into reality within a short period.
18. As per recommendation of the NAAC peer team (2007), the IQAC requested to Principal to establish the Grievance Redressal cell for students, teachers and other employees.	18. As per proposal of the IQAC, the Grievance Redressal cells have been established.

 * *Attach the Academic Calendar of the year as Annexure (**Please see Annexure-II**).*

2.15 Whether the AQAR was placed in statutory body [√] [ ]

Management [ ] Syndicate [ ] Any other body [ ]

Provide the details of the action taken

> The AQAR reports were placed in the meetings of the Academic sub-committee &Teachers' Council. The members of these committees are very co-operative and were participated all the developing programmes which was organized by IQAC. The details of the action were written at achievement column (Point No. 2.14).

Part – B
Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	00	00	00	00
PG	00	00	00	00
UG	18	00	01	00
PG Diploma	00	00	00	00
Advanced Diploma	00	00	00	00
Diploma	00	00	00	00
Certificate	00	00	00	00
Others	00	00	00	00
Total	18	00	01	00

Interdisciplinary	00	00	00	00
Innovative	00	00	00	00

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	NA
Trimester	NA
Annual	19

1.3 Feedback from stakeholders* Alumni [√] Parents [ ] Employers [√] Students [√]
   (On all aspects)

   Mode of feedback : Online [ ] Manual [√] -operating schools (for PEI) [ ]

Please provide an analysis of the feedback in the Annexure (Please see Annexure-III)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> NO; The college follows the any revision/update of regulation or syllabi prescribed by Vidyasagar University.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

> NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
23	19	04	00	55

2.2 No. of permanent faculty with Ph.D.: [12]

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

0	14	0	0	0	0	0	0	0	14

2.4 No. of Guest and Visiting faculty and Temporary faculty

G-02	V-03	T-52

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	02	05	18
Presented papers	02	01	09
Resource Persons	00	00	01

2.6 Innovative processes adopted by the institution in Teaching and Learning:

The admission process is very transparent as the process and criteria is notified both in the notices board and though prospectus and leaflets for wide circulation within 2 days after H.S. result publication. Reservation rules are maintained. The system of Internal Assessment (periodical class tests) has been adopted by the college during this session; continuous assessment of the students through class tests has been conducted by each & every department. Some department's holds also special classes after the test examination for the disadvantaged and interested students for better academic performances. The teachers get regular feedback from the students and make necessary changes in the time –table and method of instructions by the teachers.

College has also provided white board, overhead projectors, charts, models, computers etc to encourage the faculty to adopt new and innovative approaches for class room teaching. Teachers also arrange lectures by the students on the learned matter of their syllabus for effective interactions between the teachers & the taught.

2.7 Total No. of actual teaching days | 204 |
    During this academic year

2.8 Examination/ Evaluation Reforms initiated by | NA |
    The Institution (for example: Open Book Examination, Bar Coding,
    Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum | 02 | 02 | 03 |
    Restructuring/revision/syllabus development
    As member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students | 70.48 |

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
1st year B.A.	710	*	02	350	196	77.19
2nd year B.A.	433	*	05	304	80	89.83
3rdyear B.A.	316	*	01	200	94	93.35
1st year B.Sc.	125	*	08	35	06	39.20
2nd year B.Sc.	142	*	11	103	15	90.84
3rdyear B.Sc.	60	*	05	40	12	95.00
1st year Automobile Maintenance	28	*	05	18	00	82.14
2nd year Automobile Maintenance	04	*	04	00	00	100
3rdyear Automobile Maintenance	05	*	03	02	00	100

'*': % of Distinction is not recorded.

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

Redesigned, thought-provoking questions are asked while introducing a new topic. This enables the students to enter into active interaction in the class room.

To make learning more students-centric and independent, the IQAC proposes to start a new internet cafe for the students. The college is trying to arrange sufficient computers with internet connection so that the students and teachers can avail themselves of this free service. Not only internet facilities, some departments of college have also taken initiative to arrange some student's lecture on the taught areas to make the learning more students-centric.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	00
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Winter camp	01
Others	00

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	24	06	00	07
Technical Staff	01	00	00	00

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

> The IQAC inspired all departments of the college to create awareness about environmental pollution, global warming with relative data of research among students and community of the local area. Field study and survey reports prepared in the department of Geography, Zoology, Botany, Physiology, and Bengali and also by NSS units have created awareness about the relative findings of research among both the students and local community. The college has also organized various seminars, workshops and exhibitions to create the research interest and a congenial research atmosphere. A large number of teachers have also participated in the Orientation and refresher courses conducted by various universities and the UGC. Extension activities like cleanliness campaign, adult literacy drive, relief in times of natural climates, AIDS awareness, and Pulse-Polio immunization programmes are organized regularly by the NSS units of the college.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	000	01
Outlay in Rs. Lakh	00	00	00	00

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	02	00	00
Outlay in Rs. Lakh	00	Below 1 lakh	00	00

3.4   Details on research publications

	International	National	Others
Peer Review Journals	05	03	00
Non-Peer Review Journals	05	02	00
e-Journals	06	00	00
Conference proceedings	00	02	04

3.5 Details on Impact factor of publications:

Range [ ]   Average [√]   h-index [ ]   Nos. in SCOPUS [ ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	00	00	00	00
Minor Projects	02	UGC	63000	63000
Interdisciplinary Projects	00	00	00	00
Industry sponsored	00	00	00	00
Projects sponsored by the University/ College	00	00	00	00
Students research projects *(other than compulsory by the University)*	00	00	00	00
Any other(Specify)	00	00	00	00
Total	00	00	63000	00

3.7 No. of books published   i) With ISBN No. [00]   Chapters in Edited Books [00]

ii) Without ISBN No. [00]

3.8 No. of University Departments receiving funds from

UGC-SAP [0]   CAS [0]   DST-FIST [0]

DPE [0]   DBT Scheme/funds [0]

3.9 For colleges   Autonomy [0]   CPE [0]   DBT Star Scheme [0]

INSPIRE [0]   CE [0]   Any Other (specify) [0]

3.10 Revenue generated through consultancy [00]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	00	00	00	00	05
Sponsoring agencies	00	00	00	00	00

3.12 No. of faculty served as experts, chairpersons or resource persons   0

3.13 No. of collaborations   0   International   0   National   0   Any other   0

3.14 No. of linkages created during this year   0

3.15 Total budget for research for current year in lakh: Rs 87,800.00

From Funding agency   UGC   From Management of University/College   0

Total   Rs. 87800

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialized	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions   received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

3.18 No. of faculty from the Institution
    who are Ph. D. Guides

$\boxed{0}$

and students registered under them

$\boxed{0}$

3.19 No. of Ph.D. awarded by faculty from the Institution $\boxed{0}$

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF $\boxed{0}$ SRF $\boxed{0}$ Project Fellows $\boxed{0}$ Any other $\boxed{0}$

3.21 No. of students Participated in NSS events:

University level $\boxed{10}$ State level $\boxed{0}$ National level $\boxed{00}$ International level $\boxed{0}$

3.22 No. of students participated in NCC events:

University level $\boxed{0}$ State level $\boxed{0}$ National level $\boxed{0}$ International level $\boxed{0}$

3.23 No. of Awards won in NSS:

University level $\boxed{0}$ State level $\boxed{0}$ National level $\boxed{0}$ International level $\boxed{0}$

3.24 No. of Awards won in NCC:

University level $\boxed{0}$ State level $\boxed{0}$ National level $\boxed{0}$ International level $\boxed{0}$

3.25 No. of Extension activities organized

University forum $\boxed{0}$ College forum $\boxed{0}$

NCC $\boxed{0}$ NSS $\boxed{06}$ Any other $\boxed{0}$

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility :

a) Realizing the Institutional Social Responsibility right from the inception of the institution it has established close linkage with neighborhood villages. Almost all the extension activities are linked with the community that sends their children to the college. The NSS units of the college organize winter camp and render various types of social service in the neighboring villages. These include repair of rural roads, sanitation arrangements, creation of the pollution free environment, awakening of health –consciousness among the illiterate &

half literate rural mass, giving advice regarding child rearing, looking after pregnant mothers, the necessity of sending children to schools and promoting mass literacy campaign.

b) Apart from these, extension activities are carried out in the field of family planning, health and hygiene, blood donation, tree plantation, voter awareness, AIDS awareness and consumer awareness campaigns.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	11.67acres	00	00	11.67acres
Class rooms	22	01	College develop fund	23
Laboratories	19	00	00	19
Seminar Halls	Nil	00	00	00
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	00	00	00	00
Value of the equipment purchased during the year (Rs. in Lakh)	00	00	00	00
Others	00	00	00	00

4.2 Computerization of administration and library

Nil

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13837		322	55986	4159	*
Reference Books	9225		146	49560	9371	*
e-Books	-	-	-	-	-	*
Journals	11	25000	11	30500	11	*
e-Journals	-	-	-	-	-	*
Digital Database	3500					*

CD & Video	105		13		118	*
Others (specify)						*

' *': Not recorded

4.4 Technology up gradation (overall)

	Total Computer	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Departments	Others
Existing	15	00	05	05	00	3	10	2
Added	4	00	03	07	00	00	4	00
Total	19	00		12	0	3	14	2

4.5 Computer, Internet access, training to teachers and students and any other programme for technology Up-gradation (Networking, e-Governance etc.)

> Institution arranged few computers with internet at Central library and few departments. All students and staff access these very smoothly. The Institution has collaboration with Yubo computer centre which is very adjacent the college. Staff and students take their training with 50% fees than normal course fee.

4.6 Amount spent on maintenance in lakhs :

i) ICT | 00 |

ii) Campus Infrastructure and facilities | 00 |

iii) Equipments | Rs. 131646.00 |

iv) Others | Rs. 20558 |

Total: | Rs. 152204=00 |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> As per the advice of the IQAC, tutorial classes are held for special support provided to students who are at risk of failure and drop out. Normally one class per week is held as tutorial class for a subject. The said students are advised informally by the teachers.

5.2 Efforts made by the institution for tracking the progression

> The Governing Body and the Principal look after the entire process and give appropriate suggestions for the betterment of academic atmosphere.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2101	-	-	-

(b) No. of students outside the state

0

(c) No. of international students

00

No	%		No	%	
		Men			Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
NA											

Demand ratio | NA | Dropout % | NA |

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Departmental teachers help students in their preparation for School Service Commission by giving coaching, notes, suggestions and tips. They also offer precious advice to the examinees for faring well in the Interview.

No. of students beneficiaries   278

5.5 No. of students qualified in these examinations

NET 0   SET/SLET 0   GATE 0   CAT 0

IAS/IPS etc 0   State PSC 0   UPSC 0   Others 12

5.6 Details of student counseling and career guidance:

IQAC proposes that apart from classroom teaching the commitment of a teacher towards his/her students also includes imparting proper guidance on the scope of job-oriented higher course in different fields and making available to them various job opportunities as much as possible.

No. of students benefitted   117

5.7 Details of campus placement

On campus			*Off Campus*
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
N.A	N.A	N.A	NA

5.8 Details of gender sensitization programmes

No such programme was undertaken during this session.

5.9 Students Activities

    5.9.1   No. of students participated in Sports, Games and other events

State/ University level | 02 | National level | 00 | International level | 00 |

No. of students participated in cultural events

State/ University level | 04 | National level | 00 | International level | 00 |

    5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level | 00 | National level | 00 | International level | 00 |

Cultural: State/ University level | 00 | National level | 00 | International level | 00 |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	375	87,250
Financial support from government	70	2,06,560
Financial support from other sources	00	00
Number of students who received International/ National recognitions	00	00

5.11   Student organized / initiatives

Fairs   : State/ University level | 00 | National level | 00 | International level | 00 |

Exhibition: State/ University level | 00 | National level | 00 | International level | 00 |

5.12   No. of social initiatives undertaken by the students | 07 |

5.13 Major grievances of students (if any) redressed: nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> **VISION**
>
> ➢ Our vision is to impart qualitative higher education to the students hailing mostly from disadvantaged families of rural Bengal.
> ➢ Our innate desire is to help the students of the locality as they may grow up as responsible good citizens of future India and to motivate and make them upgraded for the challenging modern trends of academics.
> ➢ To open job-oriented courses and introduce need-based subjects for the advancement and upward mobility of the students towards globalization.
> ➢ To uphold the ambience of discipline, learning and culture with deep regard for human values for becoming good human beings.
> ➢ To inculcate the qualities of morality, nobility and magnanimity among students removing of soul reaming all barriers to comprehensive education of good quality in order to serve society better.

MISSION

➢ Our mission is to encourage the students in general to develop their latent talents and innate ideas through value based education under the ideology of great men and women of India and other counting in the world.

➢ We humble try to infuse the spirit of Vivekananda's ideal of man-making and character building education into the hearts of young students and inspire them to mould their lives accordingly.

➢ Shifting from conventional curriculum to a more dynamic and learner friendly system of curricular choices in response to social needs.

➢ Evolving suitable strategies for sustaining quality in teaching learning, research and extension activities, student support and progression and infrastructure and learning resources.

➢ Seeking collaboration with institution of higher learning of repute to enhance and upgrade the quality of the institution.

➢ Integrating teachers' research-works with teaching for the benefit of students and also enhancing teachers' quality with reference to the interest of beneficiaries.

➢ Organizing seminars in various departments every year for the teaching, non-teaching staff and also students which focuses on various aspects.

> ➤ The hostel life is so designed that the students are made to practice the fundamental values like regular prayer, yoga practice, self supported life style, good hygiene, clean environment, discipline and punctuality and fellow-feelings.

6.2 Does the Institution has a management Information System :

Yes,

a) The college Students' Union play a vital role in the management information system of the college.

b) A complaint box has been placed in front of the college for collecting information about ragging or any other untoward incident.

c) Students Grievance Redressal Cell, Library Committee, Cultural Committee, Magazine Committee, Admission Committee, NSS Committee, Canteen Committee, Anti-ragging Committee, UGC Committee, Gender Sensitization Committee, Committee against Sexual Harassment etc work together for management information system.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The staff members are allowed to undergo orientation and refresher courses organized by the staff academic colleges of various universities. For the non-teaching staff the training is given in office automation by experts.

6.3.2 Teaching and Learning:

The college brings out an academic calendar at the beginning of every academic year.

For each year the teaching plans are prepared by the teachers based on the subject allotment. Before the students appear at Part-I, Part-II & Part-III University Final Examination, they have to sit for preparatory examination held by the college. Internal tests are conducted to evaluate the students and the schedule of tests is incorporated in the academic calendar itself.

The teachers of most departments make use of chart, model, graphs, diagrams, notes, model questions, projector, overhead projector, black board, white board, computer, power point, modules, reference books etc.

6.3.3 Examination and Evaluation:

The Examination Committee as per the academic calendar prepares the schedule for Internal Assessment Test (IAT). Question paper setting is done according to the norms of university.

Besides this, the Annual Examination system (Part-I, II, & III) is followed as per arrangement made by the University.

6.3.4 Research and Development:

The steps taken by the college to meet the needs of researchers especially in the new and emerging areas of research are mentioned below-

i) The college has a planning sub-committee a development sub-committee and library sub-committee.

ii) As per decision of the development committee, the college has constructed the new infrastructure for science laboratory so that the researchers/ faculty members can avail themselves of the facilities for their research.

iii) Increasing the number of computers with internet connections.

iv) As per decision of the financial sub-committee, the college has increased the amount of fund to the allotted for the central library for purchasing more books & subscribing to more journals.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Have well equipped Central library and have also some departmental library.

6.3.6 Human Resource Management:

The NSS unit of the college arranged talks on issues concerning public health and especially on Thalassemia, HIV, epidemic diseases etc. The students participated in door – to -door campaign programme regarding health issues.

6.3.7 Faculty and Staff recruitment:

A number of posts are lying vacant in our college viz. Non-teaching staff (11 posts), Lecturer in Geography (2 posts) Physiology (1 post), History (1 post), Physics (2 posts), Sociology (1post), Philosophy (4 posts), Political Science (2 posts), Physical Education (1 post). These need to be filled up by suitable candidates from the West Bengal College Service Commission, West Bengal.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students:

The college ensures publicity and transparency in the admission process through some local cable networks and website Selection list of students is prominently displayed on the notice board and on the website. The students are selected for admission strictly on the basis of merit.

6.4 Welfare schemes for

Teaching	College Employees Co-operative Society
Non teaching	College Employees Co-operative Society
Students	Student aid fund, Health Home Scheme and various memorial funds donated by generous persons like Sushila Memorial Fund, Harekrishna Jana Memorial Fund, Bhagbat Chandra Memorial Fund etc.

6.5 Total corpus fund generated: Rs. 39324889.00

6.6 Whether annual financial audit has been done   Yes √   No ☐

6.7 Whether Academic and Administrative Audit (AAA) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	C. Ghosh & Co, Chattered Accountant	No	No
Administrative	Yes	C. Ghosh & Co, Chattered Accountant	No	No

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes   Yes ☐   No √

For PG Programmes   Yes ☐   No √

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

> The college has an Alumni association which takes initiative in different kind of academic and social activities for all-round development of the college especially for the students. The renowned members of the Alumni association come to the college to share their experience in respective fields as and when requested by the authority.

6.12 Activities and support from the Parent – Teacher Association

> NIL

6.13 Development programmes for support staff

> NIL

6.14 Initiatives taken by the institution to make the campus eco-friendly

> The Institution always emphasizes on the necessity of keeping the campus totally pollution- free and making the surroundings completely clean. For this purpose trees are planted every year & students are inspired to take part in programmes of aforestation .

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the   functioning of the institution. Give details.

> Nil

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the   beginning of the year:

a) A special room was allotted to the accounts section of the college office.

b) Some new furniture like Almirahs, Chairs and Desk tables, Computer tables etc. were bought for the college office.

c) New books (both text books and reference books) were purchased for the college central library. Separate reading rooms were arranged for the teachers and the taught.

d) New practical tables, chairs, benches, new instruments, models, charts   (in accordance with the Vidyasagar University syllabus) were bought for various lab-based departments.

e) Some renovation works were done in the dining hall and toilets of the college hostel for ladies. Arrangements for various indoor and outdoor genres for girls were made for the boarders of the hostel.

f) Extension work was done in the ladies common room of the college. Arrangement of innocent recreations like watching T.V, playing carom & chess etc. were also made.

g) The students' Union room was also renovated and well furnished with chairs, tables, TV etc.

h) A new tin-shed was erected for the cycle stand in the college campus. A guard was deployed to look after the college cycle stand.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

Best Practice No. 1: No Capitation, No Donation
Best Practice No 2: Regular Internal Assessment of Students

*Provide the details in annexure (Please annexure -IV)

7.4 Contribution to environmental awareness / protection

(1) The Institution always emphasizes on the necessity of keeping the campus totally pollution- free and making the surroundings completely clean. For this purpose trees are planted every year & students are inspired to take part in programmes of aforestation. (2) Particular attention is given to keep the college campus plastic- free.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Nil

8. **Plans of institution for next year**

1. All the departments plan to organize seminars on different relevant topics in the coming academic year, according to the under graduate syllabus.

2. The IQAC proposes to hold inter disciplinary seminars within the college where senior professors of various departments will deliver key-note address.

3. Smart classes will be arranged in place of traditional classes. For this purpose modern equipments will be installed.

4. Some teachers of the college belonging to both science and humanities groups are working under the minor research project scheme of the UGC and some other teachers are waiting for the sanction of their minor research projects.

5. Initiative should be taken to fill up the vacant posts of Lab-attendant and teachers in some Lab-based subjects, though such attempts were made unsuccessfully in the previous years.

6. Initiative would be taken to develop the condition of the existing cycle –vehicle stand by replacing the wooden pillar and making it more spacious.

7. The IQAC again proposes to take proper steps for establishing a Boys' Hostel in the college campus.

8. The IQAC plans to construct an Indoor Stadium in the college where there will be proper arrangement for various Indoor games like table tennis, Badminton , chess, Carnom etc.

9. Serious effort would be made to open the Post- graduate courses in Chemistry, Geography, Bengali, History, Philosophy, Zoology, Physics, Political Science and Sanskrit.

10. Infrastructure of the college will be developed as per as practicable to cater to the growing needs of the students.

11. The IQAC proposes to increase the number of campus interviews for the students of Automobiles Maintenance. The IQAC also proposes to contact various Institutions, Private concerns, Industries for this purpose. Though every year, a good number of students get placement after campus interview, the IQAC proposes to enhance both the quality and the quantity of students' placements.

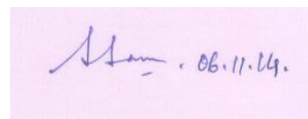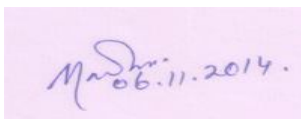12. Half yearly wall-magazines will be published from all the Departments.

13. The IQAC proposes to take initiative again to start the distance M.A. courses (viz Geography, Sanskrit, Bengali, and History) in the college campus.

14. The NSS programme officers of Unit-I, II, & III of the college will be requested for making an all out Endeavour to inculcate the spirit of tolerance, co-operation and social consciousness among the students and local people.

15. The proper authority will be re-approached for sanctioning the new courses (Physiology Honours, Music Honours, Sociology Honours, Education Pass and Nutrition Pass) for which steps were already taken by the college in the previous two years.

16. Career counselling for 3rd year students (Final Year) should be continued in this year also by expert teachers.

17. Students will be motivated and encouraged for increased part-cipation in extra -curricular activities.

18. The IQAC proposes to uplift the weaker students and plans to arrange remedial classes for them.

19. The IQAC wants to re-introduce NCC in our college for the benefit of the students.

20. The IQAC also proposes to invite the banking authority for opening a Nationalizes Bank (SBI) in our college campus to facilitate the monetary transaction of the college and the local people.

21. The IQAC requests the Governing Body to make arrangements for the construction of a new building for Post Graduate course.

22. The IQAC proposes to construct a spacious new building to accommodate a permanent canteen for the students and the staff of the college.

23. The IQAC also requests the G.B. to take appropriate steps for building the college main gate for the beautification and security of the college.
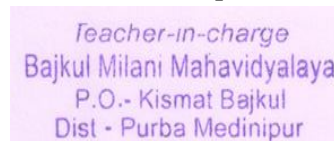

Name: Dr. N.R. Madhu   Name: Dr. S.N. Sau

Signature of the Coordinator, IQAC   Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure-II

* Academic Calendar: (Session: 01.07.2008 to 30.06.2009)

Sl. No	Subjects	Date	Agenda & Purpose
1	IQAC Executive members' meeting	<u>12.07.2008</u> Time: 2:30 PM	a) Preparation academic calendar. b) To collect names from stakeholders for forming various committees.
2	Meeting with teachers	<u>26.07.2008</u> Time: 2:00 PM	a) For some special workshops and seminars. B)For making teaching aid list. c) For submitting research projects. d) For taking some extra internal examinations, pre-test etc. e) For empowerment of Girls' and for facing Interview of students. f) For making Routine for next session. g) For communicative English h) For arranging some special lectures and training in various fields.
3	Meeting with Non-teaching staff	<u>01.08.2008</u> Time: 2:30 PM	a) For making list of their requirements. b) Work load distribution. c) Training for their improvement. d) Plantation of campus and beatification of campus e) For maintenance of college instruments etc.
4.	<u>Meeting with students</u>	<u>09.08.2008</u> <u>Time: 2:30 PM</u>	a) For maintaining good relation between the students and the staff. b) Participating in all developing programmes

			c) Attention for all examinations d) Regular attention for Notice board. e) Intimation of any important and emergent matter among students to higher authority. f) For attending special and remedial classes without any hesitation. g) Intimation of any financial problem. h) Miscellaneous
5.	Meeting with Alumni members	Date:16.08.2008 Time: 4:00 PM	a) For participating in all academic and cultural programmes. b) For participating in financial contribution to the Institution. c) For maintaining healthy academic atmosphere in the college premises. D)Need for extending their helping hand towards any emergency, check-up of health, and discoursing on some relevant topics for the uplift of the students and imparting training in related fields.
6.	IQAC Executive members' meeting	Date:12.09.2008 Time: 2:30 PM	a) Arrangement of data and thorough discussion for taking future steps. b) For starting NAAC process c) Miscellaneous
7	a) Meeting with teachers, b) Meeting with non-teaching staff, c) Meeting with Students & d) Meeting with Alumni members.	Date:18.09.2008 a) Time: 2:30 PM b) Time: 3:30 PM c) Time: 4:00 PM d) Time: 5:00 PM	a)To motivate all for working together for the all-round development of the Institution. b) To collect names from stakeholders for forming various committees. c) Miscellaneous
8	Meeting with Students	Date: 12.12.2008 Time: 3:30 PM	a) For maintaining good relation between the students and the staff. b) Participating in all developing programmes c) Attention for all examinations

9	Meeting with teachers	<u>Date: 04.04.2009</u> Time: 3:30 PM	a) Steps for pre examination processing.
10	a) Meeting with teachers, b) Meeting with non-teaching staff, Meeting with Students	<u>Date: 06.06.2009</u> Time: 3:30 PM	a) Steps for 1st year admission process b) Maintenance for reservation c) Arranging help desk at the time of admission

Annexure-III <u>FEEDBACK FORM FOR TEACHERS BY STUDENTS</u>   Model SESSION-2008-2009

1	NAME OF THE STUDENT	
2	DEPARTMENT	
3	YEAR	
4	POSTAL ADDRESS	……………………………………………….. ………………………… PIN CODE: ……………
	PHONE NO.	
	E-MAIL NO.	
5	FOR THE TEACHER (NAME)	
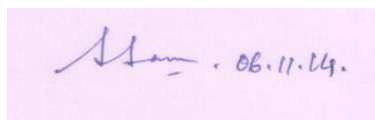
- **PLEASE** [√] **THE FOLLOWING:**

NO.	PARAMETER	EXCELLENT	VERY GOOD	GOOD	AVERAGE	POOR
5	Punctuality in the Class					
6	Regularity in taking Classes					
7	Completes syllabus of the course in time					
8	Scheduled organization of assignments, class test, quizzes and seminars					
9	Self-confidence					
10	Communication skills					

11	Conducting the classroom discussions					
12	Refers to latest developments in the field					
13	Uses of teaching aids (OHP/Blackboard /PPT's)					
14	Uses of innovative teaching methods					
15	Shows the evaluated answer books of class tests to the students					
16	Helping approach towards varied academic interests of students					
17	Regular checking of laboratory log books/ note books					
18	Motivate for social activity					
19	Overall behavior with students					
20	Suggestions (if any)					

Date: 06/11/2014

Sign . 06.11.14.

(Full Signature)

Teacher-in-charge
Bajkul Milani Mahavidyalaya
P.O.- Kismat Bajkul
Dist - Purba Medinipur

Annexure-III   FEEDBACK FORM FOR EMPLOYER'S (CONFIDENTIAL)
Model
SESSION-2008-2009

1	NAME OF THE EMPLOYEE	
2	DESIGNATION	
3	DATE OF JOINING	
4	POSTAL ADDRESS	…………………………………………………… …………………………………………………….. ………………………… PIN CODE: ……………
	PHONE NO.	
	E-MAIL NO.	

- **PLEASE**   √   **THE FOLLOWING:**

NO.	PARAMETER	EXCELLENT	VERY GOOD	GOOD	AVERAGE	POOR
5	Curriculum (based on knowledge of the employee)					
6	Communication Skills					
7	Contribution in development of Organization					
8	Instructing / Teaching capabilities					
9	Overall behavior with colleagues					
10	Overall behavior with students					
11	Leadership qualities					
12	Dependability					
13	Ability and motivation for social activity					
14	Independent thinking					
15	Ability to take up extra responsibility					

16	Overall impression about the college	

17	Suggestions (if any)	

Date: 06/11/2014

(Full Signature)

Teacher-in-charge
Bajkul Milani Mahavidyalaya
P.O.- Kismat Bajkul
Dist - Purba Medinipur

Annexure-III   **ALUMNI FEEDBACK FORM**   **Model**
BAJKUL MILANI MAHAVIDYALAYA
SESSION-2008-2009

Name			
Permanent Address			Pin-
Contact No.		Mobile No.	
E-Mail ID			
Present Organization		Designation	
Year of Passing out		Department	

➢ **Please** | √ | **the following:**

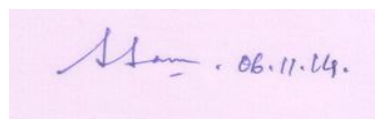| Sl. No	Parameters	Yes	No
1	Do you feel proud to be associated with Bajkul Milani Mahavidyalaya as an Alumni?		
2	Are you willing to contribute to the development of the college?		
3	Were /Are your grievances properly handled at the college?		
4	Have you obtained sufficient technical know-how (both in theory and practice) at Bajkul Milani Mahavidyalaya?		
5	Were the Head of the Institution & Faculties cooperative?		
6	Have you availed Career counselling and guidance for higher studies?		

7	Have you participated in any Alumni meet as of now?		
8	Do you receive regular updates from the college through Mails/ Calls/ SMS etc?		
9	If you are invited to deliver a Guest Lecture/ a Special Talk / a Motivational Session for your juniors, will you be interested?		

Sl. No.	Parameters	Excellent	Very Good	Good	Average	Poor
10	Curriculum					
11	Communication Skills					
12	Overall behavior of staff					
13	Instructing / Teaching capabilities					
14	How do you rate development activities organized by the college for your overall development?					
15	Rate the adequacy of Laboratories & Equipments, Library, Computer Facilities and Internet (During your tenure as a student).					
16	Suggestions (if any)					

Date: 06/11/2014

Ham . 06.11.14.

(Full Signature)

Teacher-in-charge
Bajkul Milani Mahavidyalaya
P.O.- Kismat Bajkul
Dist - Purba Medinipur

Annexure-IV
BEST PRACTICES
(A) No Capitation, No Donation
Goal: "No Capitation, No Donation" is one of the prime healthy practices followed by our college right from its inception. The college was established way back in 1964 with the noble cause of providing collegiate education to the students especially hailing from the rural background & the economically weaker section of the society. This is the Vision and Mission of the founders of our college. Though we have crossed fifty years of serving the community still we uphold the same practice and continue to do the same in the years to come.

The context: In the past only a few rich students were able to get collegiate education, that too in distant cities or the state capital. So in the year 1964 this institution was established with the aim of providing collegiate education in the rural belt of south Bengal. Moreover the founders considered education a charitable endeavor and followed the principle not to commercialize education. In this context the principle followed by the institution "No Capitation, No Donation" gains importance. This unique practice though appreciated by the society and well received by the beneficiaries, has caused a number of constraints. The first among them is the financial.

The practice: The fees structure is carefully designed by the management taking into account the financial constraints of the local society. When compared to other colleges, the fees structure of our college is fixed very low. The students are allowed to pay their fees in installments. In some select cases, fee is exempted. The college hostel is also not very expensive. Many scholarships & Prizes have been created to encourage the meritorious students. At no point of time the college is ready to compromise its basic principles. The college never collects donation at the time of admission to the students or at the time of appointment of staff members.

Evidence of Success: Closely following this practice, the college has attracted many a student hailing from rural backward areas and economically weaker section of the society. Most of the beneficiaries are deprived and marginalized poor people. There is a steady growth rate of students from such categories in seeking admission to various programmes.

Problems Encountered and Resources Required: As the college does not collect either capitation or donation, it is not easy to develop extraordinary infrastructure facilities. If necessary resources are provided, the college in future can establish itself as a potential centre for learning to the rural students.

(A) Presentation of Best Practice- 2:
Title of the Practice: Regular Internal Assessment of Students.

Goal: Now a day's students often absent themselves from college classes and take refuge in so-called coaching enters to cross the river of examination. Our object is to make them interested in attending regular classes. The goal of introducing the practice is to attract the students to the classes so that they can regularly attend and follow the classes. It is also to

assess the performance of the students regularly and suggest them to develop their performance. Ultimately the goal of the practice is to grow an interest of the students to follow the class teaching.

The Context: The internal assessment has been so designed at regular intervals of an academic session that the students find it mandatory. Though it is difficult to implement the practice according to its desired goal, the college is trying it best.

The Practice: A methodical internal assessment system has been introduced by the college for last six years. Each student of each year/ part has to sit for 5 internal assessments of 10 marks each for every honours paper and 2 internal assessments of 10 each for every general paper. The average marks of 5 papers/ 2 papers are taken into account for final University examination. University examinations are taken for 90 marks out of 100 marks on each theoretical paper of honours/ general. Internal assessment marks out of 10 marks are sent by college to the University for making the final result of each paper.
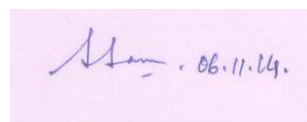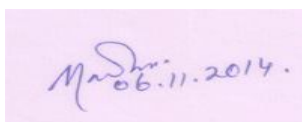
Our college has been maintaining its internal examination system methodically. Short term notices are given to the students for taking their examination. Answers scripts are carefully examined and suggestions for developing their performance are also being provided to the students by the departmental teachers.

Evidence of Success: The system of internal assessment is bringing the students back to close contact with preparing the answers of internal assessment throughout the year. Thus the burden of their preparation for the final exams is being slowly but surely lightened. The teachers have a constant watch over their performance. And it is evidenced that they have been performing better day by day. Their progress is also being reflected in their results in university final examination.

Problems Encountered and Resources Required: Among the problems faced by the college in conducting the internal Assessment process, the dearth of sufficient number of faculty members is the Principal one. Some departments have no full-time teachers & in other departments also, there are many vacant posts. So we find difficulty in preparing the question paper, evaluation or assessment of answer scripts and recording and filling of marks in the Register. The college is at present suffering from lack of teachers in all the departments to achieve the desired goal.

Name: Dr. N.R. Madhu   Name: Dr. S.N. Sau

Signature of the Coordinator, IQAC   Signature of the Chairperson, IQAC

Co-ordinator
IQAC
Bajkul Milani Mahavidyalaya
P.O.-Kismat Bajkul,Dist.-Purba Medinipur

Teacher-in-charge
Bajkul Milani Mahavidyalaya
P.O.- Kismat Bajkul
Dist - Purba Medinipur