Yearly Status Report - 2015-2016

Part A	
Data of the Institution	
1. Name of the Institution	**BAJKUL MILANI MAHAVIDYALAYA**
Name of the head of the Institution	**Dr. Satyanarayan Sau**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03220274291**
Mobile no.	**9775144026**
Registered Email	**bajkul_college@rediffmail.com**
Alternate Email	**iqac.bmm@rediffmail.com**
Address	**VILL-TETHIBARI, P.O.-KISMAT BAJKUL, P.S.-BHAGWANPUR, DIST.-PURBA MEDINIPUR**
City/Town	**Tamluk**
State/UT	**West Bengal**
Pincode	**721655**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Nirmal Kumar De**
Phone no/Alternate Phone no.	**03220274291**
Mobile no.	**9735661835**
Registered Email	**iqac.bmm@rediffmail.com**
Alternate Email	**bajkul_college@rediffmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.bajkulcollege.org/doc/AQAR%202014-201531.12.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://bajkulcollege.org/pdf/Calender%202015-16.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity Period From	Period To
1	**B**	**70.55**	**2007**	**31-Mar-2007**	**30-Mar-2012**
2	**B**	**2.66**	**2015**	**01-May-2015**	**30-Apr-2020**

6. Date of Establishment of IQAC | **18-Apr-2008**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

No Data Entered/Not Applicable!!!	
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**3**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

No Data Entered/Not Applicable!!!

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

Plan of Action	Achivements/Outcomes
No Data Entered/Not Applicable!!!	
View File	

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Governing Body	30-Jun-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2016
Date of Submission	19-Jan-2016
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	1. Different committees, subcommittees, cells and units for smooth running and management of the institution are formed as per UGC and Higher Education norms anduniversity rules and regulation. The processing of these committee, subcommittee and cell formation is done at the table of Teachers' Council organized by TCS and recognizing those are placed in the meeting of GB by its Secretary cum HOI. Finally, all ofthe committees, subcommittees and cells are approved by Governing Body (GB) decorating with recognized teaching, nonteaching and student representative members. 2. IQAC, this pivotal cell is formed, recognized and approved by Governing Body as per UGC and Higher Education norms. IQAC is headed by one selected Coordinator. All the proposals and actions taken by different committees, subcommittees, cells, TCS, students Union, etc. are submitted to IQAC and these are deposited to the Principal/ TIC/ HOI through IQAC. Finally, the recognized proposals and actions are placed on the table of GB in form of agenda made by GB Secretary/ Principal/ TIC/ HOI. GB takes the final decision about the proposals and actions recognized by different bodies from different corners of the institution.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

1. At the beginning of each academic session, college prepares its proposed academic calendar, which is uploaded in the college website. The proposed academic calendar is prepared according to the notices and circulars received from the affiliating university. 2. Routine committee of the college prepares the master routine for all programmes and circulates it to different departments at the beginning of each academic session. Routine is prepared strictly in accordance with the number of credit points mentioned in the prescribed syllabus of each course offered by the departments. 3. Based on the master routine, every department prepares its own departmental routine and conduct meetings for allotment of classes and syllabus distribution among the teachers. Students are given details of teaching assignment of each teacher at the beginning of a session by the department. 4. Departmental teachers prepare their "teaching plans" according to the number of lectures allotted in the university syllabus for each topic. 5. Along with the traditional chalk and talk method, a few departmental teachers use power-point projections during the lectures to demonstrate topics. 6. Class tests/surprise test and student seminars are held after completion of a section of the syllabus and periodic review of performance of students is undertaken. 7. Field tours are organized by Departments of Geology, Botany, Zoology and physiology to ensure effective implementation of the prescribed curriculum. In every academic session institution organizes a general study tour. 8. In Addition to the 21 under graduate programmes and one PG programme, institution started a vocational course, ITI, affiliated to NCVT from this academic session. 9. Institution started receiving online admission application from this session. 10. Institution allows option for online complaint from the student as well as direct student-communication through SMS

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Spoken English	Nil	Nil	180	Focus on promoting the way of e mployability and entrepre neurship	Development and enhancement of skill and increasing c ommunication way from local to global scale
Spoken German Language	Nil	Nil	180	Focus on promoting the way of e mployability and entrepre neurship	Development and enhancement of skill and increasing c ommunication way from local to global scale

ITI	Nil	01/07/2015	730	Focus on promoting the way of employability and entrepreneurship	Development and enhancement of skill and increasing communication way from local to global scale

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	Nil	Nill
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	Nil	Nill

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	365	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NCC	01/08/2015	25
Bratachari	04/12/2015	98
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Field studies and project of Bengali	70
BA	Field project of Geography	307
BSc	Field project of Botany	144
BSc	Field project of Zoology	188
BSc	Field project of Physiology	105
BSc	Internship of Automobile maintenance (Major)	44

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

There is a formal mechanism to obtain feedback from students on a regular basis. The feedback is also obtained from the students and the remaining stakeholders and their views are considered to bring in the appropriate timely changes in the system. During the reformation of the curriculum university invites the representative from the college to put forward the view on behalf of all the stakeholders of the Institute. The senior faculty would participate from the institution and share the feelings of all the stakeholders, which would help in enriching the curriculum and to bring the new changes in the syllabus and the environment. Effective Feedback encourages the instructor, improving motivation and stimulating increased effort. Both the tone of feedback and the context in which it is given have both been shown to be important for determining effectiveness. It helps learners to maximize their potential at different stages of training, raise their awareness of strengths and areas for improvement, and identify actions to be taken to improve performance. The most effective leaders actively seek feedback to enhance their performance. Feedback can also be highly motivating and energizing. It has strong links to employee satisfaction and productivity. People like to feel involved and identified with their organization. Effective leaders have good listening and emotional awareness – they understand the impact that their behaviour has on others. When staff receives little feedback they tend to be self-critical or self-congratulatory as they are relying upon events rather than specific feedback to measure their performance and impact. The purpose of this Policy is to provide a framework for obtaining, summarizing and documenting information on student and stakeholder perceptions of the quality and effectiveness of the Institute's curriculum for use in program evaluation, accreditation and other academic quality assurance processes and activities. The scope of this Policy covers all the programs run by Bajkul Milani Mahavidyalaya.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2015	4310	40	24	Nill	4

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
No Data Entered/Not Applicable !!!					

View File of ICT Tools and resources

View File of E-resources and techniques used

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes. Student Mentoring System is adopted in the Institution. This enables bridging gap between the Teachers and Students. This creates a better environment in the college, where students can approach teachers for both educational and personal guidance. It is happening in monthly or as per necessary and submitted report through class teacher of each section/ semester to mentor coordinator. It motivates students to attend holistic activities like placement, programme and technical symposium in inter-intra College. The system provides guidance/suggestions for the slow learners. The system is run up in following ways: 1. At the beginning of the academic session, the classwise names of the mentors are selected in the departments. The mentors are responsible for academic progress and psychological wellbeing of their mentees. They are also entrusted with the task of monitoring the attendance and academic progress of the students. They also provide primary psychological counselling to those who need them and refer them for more professional counselling, if required. At the beginning of the academic session, the mentors conduct orientation programmes for the mentees, whereby they are acquainted with the institution, its goals and mission, the facilities available and the regulations of the affiliating university. The mentors maintain the biographic details of each individual mentee including their educational background and socioeconomic status. They also maintain record of their class attendance, class performance and academic progress. The mentors use both formal and informal means of mentoring. 2. In each department teacher-student relationship is maintained as good as possible. Weaker students are identified by the relevant departmental teachers and are taken into intensive interaction to encourage in study. Brilliant students are recognised by the departmental teachers and are encouraged to higher study. In this case the identified students are stimulated to use library resources they are informed about different admission test for admission to higher institution. Students are made aware of reference books, Journals and research areas of the concerned disciplines by the teachers. This is done by the teachers in time of face to face discussion with the students after classes. 3. The college runs three NSS units where students can attend different seminars, lectures, awareness camp and various social welfare programmes. These steps are useful for monitoring the students in social activities and developed their social responsibilities. 4. Some departments conduct classroom seminar for the students which helps the students to improve their potentialities. 5. Some departments arranged parent-teacher meetings for mentoring the students properly. 6. Remedial classes are arranged in vacations. 7. Students are also inspired to attend the seminars organised by nearby institutions and organizations. 8. In the Automobile Department campusing is arranged each year where major part of the students of Automobile Maintenance course is absorbed in jobs of reputed companies. 9. College arranges carrier counselling programme for students of all disciplines. 10. College with its own effort offers spoken English Courses to the interested students. 11. There is a minority cell which makes the minority students aware of different Government facilities as well as scholarships offered by other organizations. 12. Seminars involving stress management is organised where students from different departments participate. 13. Different prizes are provided from our college to inspire students in their learning. Students are encouraged in sports and cultural activities through various programmes. 14. College arranges guardian meeting two times in academic session to discuss the problems regarding irregularities of the students in the classes and the financial problems, communication problems and other problems of the students are discussed. 15. From this session college

improved its communication with students concerning examination scheduled date of form fill up date of registration, information regarding scholarship, syllabus, class routine , other academic activities through email and sms. • Our college has a student mentoring Committee headed by teachers and the student's representatives and all the above mentioned activities are performed in collaboration with this committee.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
4458	24	1:186

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
38	24	14	Nill	10

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	Nil	Nill	Nil
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
View File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

1. According to the university curriculum internal assessment of the students is done through the written examination. In each academic session internal examination is taken two times. Some departments conduct surprise tests give students assignments, home tasks. Students are regularly stimulated to use library reading room as resource for preparation of assignment tasks. Class room seminars are arranged in some departments where students deliver lectures on the topics according to their own choice. According to the university syllabus there are project works in some subjects. The departmental laboratories are well decorated for the students to serve this purpose. In case of field studies college helps the students to go to nearby coastal areas as well as remote areas for conducting the field study. 2. Record of class attendance is strictly maintained for each student to be able to present in the internal assessment. Marks obtained in the class test, in the internal assessment and also the evaluated answer scripts are displayed to the students. This initiative is very effective in motivating the students in the process of their learning. 3. As per the University rules and regulations end-semester/ end term examinations and valuations are conducted to enhance the knowledge and skills of the students. It has included in the courses of study, skill oriented programs like evaluating assignments, internship, investigative projects,

applied aspects of the theory, fabricating and assembling of new equipments, industrial training and seminars, for Continuous Internal Assessment. 4. At the beginning of the academic session students were oriented about the continuous internal evaluation. They were informed how much they should obtain in order to be eligible for the end term examination. As per the needs of fulfilment, the College laid equal importance of the performance of the students in every categories of the assessment. According to the convenience of the concerned teacher Class tests are conducted regularly. Students who are found to be exceptionally weak are given special attention and are made to reappear the same test until they could improve. Assignments, Seminars and Project Works are another major evaluation wherein students are made to perform either individually or in group. The College also gives special attention on Group discussion, Field trip/ excursion and other curriculum activities so as to make the students engage themselves in cognitive learning, learning through exposure, learning through peer review etc. The implication of various teaching method is to supplement the theoretical method of teaching learning process and through this process, Internal Evaluation system is assisted.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

1. Our college, Bajkul Milani Mahavidyalaya is affiliated to Vidyasagar University, one of the state universities in West Bengal. Since, we have under the affiliation of it, we must have to obey the basic rules and features of the Academic Calendar made of and provided by the mother university. Hence, following the university academic calendar, our college prepares a separate academic calendar alongwith the Holiday List for every year. Generally, each session starts with UG and PG classes in the months of July and August according to the guidelines of Vidyasagar University. 2. Accordingly we schedule tentative internal assessment dates for both UG and PG courses, tentative date regarding form fill up. Internal Assessments are conducted centrally involving concerned departments in the process. College informs students about the university notices and circulars related to examinations from time to time through students' notice board, college website and also departmental notice board and also verbally by the faculty members of the respective departments. All the departments conduct Internal Assessment of students and students are well informed regarding the Internal Examinations by the departmental Teachers. 3. Within two months from the new session, class tests and pre-final examination are scheduled in the academic calendar. Two class tests/ internal examination/ assessments for UG/ PG throughout the session in every paper are arranged and conducted. Yet, extra class tests are continued till the end of the session. 4. As per rule of Vidyasagar University examination pattern, Internal Assessment like class test and Mid-term test are arranged by every department of the college as per university calendar. Beside this, many departments organize Pre-Final Test for both UG and PG students at the last moment of every academic year or during study leave before Final Examination/ End Semester/ End Term Examination. Generally, Pre-final examinations are conducted in the next February (UG Part-III), March (UG Part-II) to April (UG Part-I) for UG (Annual Pattern) and November-December (Sem-I III) and May-June (Sem-II IV) for PG.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.bajkulcollege.org/pdf/Result%202015-16.pdf

2.6.2 – Pass percentage of students

Programme	Programme	Programme	Number of	Number of	Pass Percentage

Code	Name	Specialization	students appeared in the final year examination	students passed in final year examination	
No Data Entered/Not Applicable !!!					
[View File](#)					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://www.bajkulcollege.org/pdf/Feedback%20Reports%202015-16.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
[View File](#)				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	**Nill**	**Nill**	**Nill**	**Nill**
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	**Nill**	**Nill**	**Nill**	**Nill**	**Nill**
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	**Nill**

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)

No Data Entered/Not Applicable !!!
View File

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Political Science	2
Sanskrit	6
Zoology	1
Bengali	7
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nill	Nill	Nill	Nill
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	7	20	19	Nill
Presented papers	7	12	4	Nill
Resource persons	Nill	1	1	Nill
No file uploaded.				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	Nill
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
5455178	5455178

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	SOUL-2.0	2009

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
[View File](#)			

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nill
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	42	0	25	0	0	8	34	2	0
Added	1	0	1	0	0	0	1	2	0
Total	43	0	26	0	0	8	35	4	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

2 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nill

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
3399081	1520723	Nill	1520723

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The primary responsibility of the College for developing the College infrastructure lies within the Governing Body of the College. Under its direction the College Administration avails funds from the University Grants Commission and other Agencies by which the necessary developmental works are done. In terms of the College Library, books are arranged in simple but systematic manner to help the user locate the books easily. Information regarding the arrival of new resources are circulated to all the departments and also posted on the notice board in the Central Library as part of the Current Awareness Service. In order to provide speedy and efficient service, library cards are issued to the students. Periodic upgradation of books and journals are done according to the needs of the students and faculties of various departments. Recognizing the importance of IT as a complementary process in education the College is committed to upgrading its IT infrastructure and associated facilities on a regular basis. The purchase of hardware and upgradation of software is need based. The College administration in coordination with the ICT Committee makes plans and decides on strategies regarding this matter. Students of our college get various facilities like laboratories, classrooms, library and computers. Also they are allowed to use vast play ground, cycle stand, beautiful pond, drinking water etc free of cost. There are different sub-committees like building committee, laboratory sub-committee etc to look after these facilities. Laboratory: 1. Laboratory assistants of each lab based department maintain a stock register to keep track of instruments and accessories of that department. 2. Instruments are checked periodically by lab attendant with guidance from teachers to keep them ready for experiments. 3. Upagraded and newly required instruments or equipments as per curriculum enrichment/ upgradation by university are provided to the departments in accordance with their needs and demands. Here, Lab committee plays a vital role to maintain the matter. Classrooms: 1. The college has a different committee for maintaining class rooms. At the beginning of the academic session, the HOD submits proposal to the principal as per requirement of classroom and furniture. 2. New classrooms were added for increasing number of students. Also departmental rooms were provided to the departments which were earlier housed in the common staff room. 3. The existing seminar hall was decorated and renamed as Vivekananda seminar hall. 4. 6 new LCD facilities classroom are fitted in this year to convert more smart class room. 5. Regular cleaning of classroom is done by the sweeping staffs. Library: 1. The requirements and list of books is taken from the HOD of the concern department at the beginning of the session. 2. In the library books are available for both U.G and P.G courses. 3. The librarian is the head of library and he is supported by assistant librarian and support staff. 4. The reading places in the library are available for both students as well as teacher. The library staffs help the students for searching and leading off the books in the library. 5. Around 36 thousand text books, almost 3.5 thousands reference books and 28 journals are available in the central library. 6. Also every department has established a departmental library to encourage reading habits of the students and teachers. Books are borrowed by the students from their respective departmental libraries as well. Computers: 1. Every department has got computers to meet their official requirements. 2. The computers are maintained in the institution by the computer sub-committee of the college. The committee has appointed a higher electrical technician for maintaining various problem such as hardware, software and equipments network with internet connectivity etc. 3. Aidnifotech Software is used for digitally maintaining faculty and students details. 4. BSNL Broadband connection is provided in the computers. Sports: 1. Various sports competitions in the college level are organized in every academic session by the students union/ council and an attended in great numbers by both the students as well as the teachers. 2. Existing indoor sports facility, different play courts, gymnasium, playground and various types of instruments, equipments and items are systematically maintained by the

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nill	Nill	Nill
Financial Support from Other Sources			
a) National	Nill	Nill	Nill
b)International	Nill	Nill	Nill
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
Nill	Nil	Nill	Nill	Nill	Nill
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	15

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Bhandari Automobiles PVT.LTD, Bharat Bench Tata, Star	42	40	Nil	Nill	Nill

India PVT.LTD and Shree Automotive Pvt. Ltd, Haldia Spear parts, Saini Motors Ulberia					

No file uploaded.

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
[View File](#)					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
[View File](#)	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
[View File](#)		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	**Nil**	**Nill**	**Nill**	**Nill**	**Nill**	**Nill**

No file uploaded.

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students union/ council of our college comprise 39 members. Various activities are performed by the student council with the help of teachers. The aim of forming Students' Council/ Union is to involve the students in academic, co-curricular, extracurricular activities. Through these activities Students' Council/ Union members learn planning, organization, analysis, estimation and execution along with trouble shooting, which help in their comprehensive development. From each discipline, we have General Secretary and Joint General Secretary selected by the respective department. The council is governed by a committee of faculty members headed by Principal/ TIC/ HOI of the college. The council/ union are further subdivided into different committees such as Magazine, Student Grievance, Anti Ragging, Cultural, Sports, Technical events, etc. Following is the narrative of functions and events conducted by various

Committees of Students' Council/ Union: 1. Student Grievance: This committee addresses student grievancesand maintains harmony and discipline among the students 2. Anti-Ragging: This committee ensures zero ragging incidents in the Institute and also spreads awareness among students against any type of ragging activities. 3. Cultural: This committee coordinates various cultural activities and events throughout the year. Our students participate in prestigious intercollegiate competitions. 4. Sport: This Committee organizes Annual Sports and Games Competition and Programmes. It also organizes interdepartmental sports event. Our students actively participate in various sports in intercollegiate, interuniversity, state and national level. 5. Magazine: 'Milani' is our annual magazine published by Magazine committee. Students express their talent in the form of articles, poetry, interviews of eminent personalities etc. This exercise imbibes societal values in students. 6. Extension Activities: Any education is incomplete without social awareness. "NSS Committee" is active in carrying out different activities such as Blood Donation Camp, Swachcha Bharat Abhiyan, Yoga day, Tree plantation etc. The students are motivated to take part in various events organized by different bodies. 7. Other regular activities conducted, managed and helped by the council/ union: 1. Council/ union guides new applicants and their guardians how to take admission in our college. 2. After the admission, union guides the new comer to find the appropriate departments and class rooms. 3. Union/ council distribute the syllabus and central and departmental routines of to the fresher other students. 4. At the time examination the exam schedule is widely circulated among the student by the union. 5. Each year, the union is celebrates teacher's day to show respect to the teacher of our college. 6. Council/ union organize fresher welcome program at every year. 7. To organize various cultural programmes like Manab Bandhan, Agamani, Basanta Utsav, etc., student union is heartily active all time. 8. To campaign different camps and awareness programmes with help of NSS and NCC department, union/ council play a vital role always. 9. The president/ secretary of the student's union/ council participate in the Governing Body meeting and meetings of different committees and sub-committees and raises student's demandable facts on the table of discussion. Not only that, the council plays the positive role with constructive points of view in case of any academic, infrastructural and developmental activity of the institution. 10. Students' Union provides all sorts of help in arranging educational tour and field work throughout the year.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

255

5.4.3 – Alumni contribution during the year (in Rupees) :

92729

5.4.4 – Meetings/activities organized by Alumni Association :

Two meetings are organized by Alumni Association during this session. The meetings are held for accelerating the registering process the association and to fix organizational mission and vision, rules and regulation, regular and special activities for this session. On the this year of journey, alumni are activated to co-operate with college authorities for organizing different socio-cultural and academic programmes like Blood Donation Camp, General Tour, Tree Plantation Programme, Agamani and Basanta Utsav, celebration of different days,

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decentralization is having a significant impact on policy, planning and management. It is a means of improving the efficiency of education system and the quality of educational service. Since no institution can run smoothly both in academic and administrative sphere until all the stakeholders are included in the governance process. Our Institution practices decentralization and participative management. In this context, though Principal/ Teacher-in-Charge and the president of the GB are the sole authority of the institution, however, they do not take any decision in their own rather they send the matter to various committees for unanimous decision. And this short of practice can be treated as Democratic Decentralization for Academic (DDA) excellence in a rural college like us. Students are empowered to play an active role in co-curricular and extracurricular activities, and socio-cultural services. The institution promotes a culture of participative management by involving the staff and students in various activities. There are different committees such as Grievance cell, women Cell, NSS, NCC, IQAC, mentoring, etc. in which students and teachers participate and take active part. The College core committee formulates common working procedures and entrusts the implementation through departments. The department or committee in charge manages the activities of the department and keep track of co-curricular and extracurricular activities in the College. Other units of College like sports, library, students council also operates under the guidance of the various committees and also students are involved in the decision making process to some extent. Mechanism of DDA: The institute continued with decentralization practices and participative management a various level described as follows. Institute has vision and mission which are futuristic in nature. They satisfy the needs of society through involvement of each one in the process. The governance comprising of Governing Body (GB), College Development Committee (CDC), Academic Committee, Finance Committee, Internal Quality Assurance Cell (IQAC), etc. play significant role in the evolutionary reforms towards positioning the Institute in the preferred list of all stake holders. The Institute believes in promoting a culture of delegation of powers through strategic policies. The Principal of Institute is assisted by HODs, Administrative Head, Section in charges and coordinators of various cells/ committees in decision making process of the Institute. Faculty and staff are assigned with the roles and responsibility to work in a harmonious environment with complete transparency. IQAC has a well developed process to ensure quality benchmarks of academic and administrative activities. The Institute maintained the culture of retention of Faculty and hence has an edge of senior and dedicated Faculty for realizing its Vision. Institute follows recruitment policies and service conditions as per the rules and regulations of regulatory authorities. Based on the Vision and Mission of the Institution, Quality Policies are framed and driven by the needs of the corporate world, society and stakeholders. Institute has a perspective plan developed by Principal and HOD's with suggestions of IQAC and GB. Deployment of the quality policy is done by providing requisite academic infrastructure, learning environment and harmonious work culture. Student's surveys and feedback from all the stakeholders plays vital role in framing and revising policies. Internal Quality Assurance cell (IQAC) formulates perspective plan taking into consideration inputs from all stake holders. This plan is presented and deliberated in Institute Development Committees under the chairmanship of Principal to get consensus. This plan is forwarded to the governing body for approval. The Institution policy believes involvement of all staff in decision

making and implementing the decentralized decision policy. To streamline the same, various committees at Institute level are formed which look after academic and administrative activities which lead to the realisation of vision and mission of the Institute. In reference to DDA, the institution follows the following practices throughout the year: 1. Formation of different committees once in every three years by the GB from the teacher, non-teaching staff and students wings and reshuffled if needed. 2. Arrangement of regular meeting on various agenda and the minutes of the meeting are recorded accordingly in a specific resolution book. 3. The resolutions taken in the meeting are discussed with the Principal and de-facto Chairman of all the committees and urgent matters are referred to the GB for final decision making. 4. Decisions taken in the various committees are implemented accordingly within stipulated time.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	This college being an affiliated college of Vidyasagar University follows the time frame and curriculum prescribed by the University. Academic calendars, teaching modules are framed to ensure that lectures are of high quality and meet the time schedule. Teachers receive procedural and practical support from the college and university in implementing the curriculum. Problems, if any, for implementation of the same are brought to the notice of respective Board of studies and other University authorities for redressal. Institution makes also a distinct plan and formula for the curriculum development and implementation following the university provided frame and fixture. Every department is ordered to make a plan at the beginning of the session for university provided curriculum implementation and development for its smoothness of running throughout the year. For the smooth flow of the syllabus, teachers are made to submit their lesson plan for every semester. The IQAC ensures quality in Curriculum development through regular meetings among the teaching staff regarding academic affairs and collecting feedback from various stakeholders.
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. 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. Educational excursion, field work and industrial visits are also part of the evaluation system. Enhancement of learning skills of the Students through participation in different seminars. Regular feedback is obtained from students for improving teaching learning method. We are using LCD, ICT tools to enhance the quality of teaching and learning. 1.Semester/ Section Pre-commencement Preparations 1. Departmental Academic Calendar following institutional and university calendars 2. Lecture plans 3. Course learning Objectives and Course Outcomes 4. Topic learning Objectives and Outcomes 5. Lecture notes 6. Updating the central and departmental libraries with appropriate books as suggested by the faculty 7. Modifying the laboratories to cater for the needs of revised syllabus and new technology. 2.Monitoring the teaching process through 1. Feedback from students (end semester/ end term session) 2. Audit of completed syllabus (at specific interval) 3. Result analysis at the end of semester/ final examination. 3.Addressing issues of individual student 1. Additional classes for slow learners 2. Personal guidance to students approaching with difficulties 3. Mentoring of students to motivate 4. Addressing the student personal issues is also done by various committees 4.Addressing issues related to course 1. Extra lectures are allocated in the time table for courses of difficult nature. 2. Teaching methodology workshops are conducted 3. Lectures are conducted on prerequisite topics 4. Expert lectures are conducted on topics related to the course, but, outside the syllabus 5. Assignments are given to students to get additional knowledge supporting to curriculum 5.Addressing issues of faculty 1. Course assignment as per Competency. 2. Mentoring and guidance to faculty for a course

	handled by him/her by senior/competent faculty 3. Inspiring towards FDPs for faculties of different departments organized by various institutions 4. Motivating the faculties towards research works/ activities, publication and other innovative works, etc
Examination and Evaluation	The College follows the semester system as per the directives of the Vidyasagar University. The College also complemented continuous assessment of student's performance through internal test, assignments, project works, attendance, seminars, end semester exam, etc. with the traditional written examination. The external evaluation process is done in accordance to the performance of the students during the end term exam. The Examination Cell of our college prepares the schedule for Internal Assessment Test (IAT) as per the academic calendar and question paper setting is done according to the norms of university. Besides this, the Annual Examination system (BA Part-III), CBCS Examination system (B.A./B.Sc./M.A./M.Sc.) is followed as per arrangement made by the University.
Research and Development	To enhance the teaching quality the teaching faculty were constantly motivated to take up research work. i) The college has a planning sub-committee, a development sub-committee and library sub-committee to meet the needs of researchers especially in the new and emerging areas of research. 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.
Library, ICT and Physical Infrastructure / Instrumentation	Library: Necessary equipments infrastructure are supplied to library as and when wanted. The library is enriched with large number of books and other necessary infra-structure. Necessary equipments infra-structure have been given to the physical education for better practice by the

	students. The library is fully automated with SOUL Integrated Library Management System (ILMS) Software. The library is enabled with internet facility for the use of e-resources. New books are added every year for the requirement of teaching learning process. ICT: Usage of teaching and learning process LCD projectors are installed in Audio Visual Room and Conference/ Seminar Hall. Procurement of more LCD projector and laptop for the same purpose. Physical Infrastructure: More light, fans, chair, tables, lab. Tables, benches, racks, almirah, etc. were installed and the conventional blackboards were replaced with whiteboards, aquaguard was procured.
Human Resource Management	All human resources available within the College is deployed and engaged according to one's aptitude and abilities. Maintenance of Grievance Redressal Cell, Anti-Ragging Committee, Sexual Harassment Committee, Gender Sensitization Committee, Fact Findings Committee, etc. is existed throughout the session. The NSS units and department, IQAC and some of the departments 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.
Industry Interaction / Collaboration	Department of Automobile Maintenance is interacted as internship basis with SBSTC, Durgapur Division Workshop per year. On the other hand, this department is associated with Bhandari Automobiles, Mahindra and Mahindra, Tata Motors, Maruti Suzuki, Ashok Leyland, etc. for on job training and collaborated with Bhandari Automobiles, Mahindra and Mahindra and Anatech Instrument Pvt. Ltd. for regular campussing and drawing the job opportunities per session.
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. The Principal/ TIC/

HOI of the College along with the admission committee carry out the admission process. Financial help is offered through the flexibility in payment of fees in easy instalments for the needy students. Economically poor students are provided with admission help by the College authority. The students are guided to opt for right choice of subject combination at the time of admission.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	Planning and implementation of the curriculum by the college is done by introducing students and stakeholders first to the larger mission and the wider vision that define what the college stands for. Academic calendars are framed at the beginning of the session. Problems in implementation of the same are brought to the notice of the authority. During this year the college has fully implemented Computer literacy programmes for the office staff. Spoken English programme is running for the teaching and non-teaching staff. Extension of internet facilities in Central Library has also been extended. NSS activities focussed on a clean and pollution free campus involves the support staff as well. For planning and development, Aidni Infotech Pvt. Ltd. software Package is used.
Administration	The Governing Body of the college is the highest policy making body. It meets regularly and takes decisions related to over all administration infrastructural development, introduction of new courses, and other important matters such as appointment of new staff etc. Different Committees and sub-committees of the college execute the policies and decisions taken by the Governing Body which gives directions to the Teacher-in-Charge on academic and other administrative matters of concern. Teachers' Council and Students' Union have also the important roles to accelerate the administrative activities for smooth running of the college. For administration, Aidni Infotech Pvt. Ltd. software Package is used.

Finance and Accounts	The college office is wholly computerized and the financial activities like preparation of salary bill, arrears, issuance of pay slip are performed through the HRMS portal of the Department of Finance, Government of West Bengal. For finance, Aidni Infotech Pvt. Ltd. and Tally software Package is used.
Student Admission and Support	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. For student admission and suppoort, Aidni Infotech Pvt. Ltd. software Package is used.
Examination	As this is a general degree college under the affiliation of a mother university, so whole of the examination system and pattern are maintained by the rules and regulation of university examination policy as per regular notification. The system is controlled and conducted by college and university examination cells under the thoroughly supervision of university.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	Nil	Nil	Nil	Nill

No file uploaded.

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	Nil	Nil	Nill	Nill	Nill	Nill

No file uploaded.

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the	Number of teachers	From Date	To date	Duration

professional development programme	who attended				
No Data Entered/Not Applicable !!!				
	View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
College Employees Co-operative Society, Provident fund facility, Staff Welfare Fund Facility, Primary Health Care Unit	College Employees Co-operative Society, Provident fund facility, Staff Welfare Fund Facility, Primary Health Care Unit	Cheap stores, Student aid fund, Primary Health Care Unit and Fund, Memorial Funds for Meritorious and Poor cum Marginal Students, Poor Fund and Book Bank for Poor and Marginal Students, Fees Concession Scheme

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal audit is done after every year where the auditing team checks the income received from the students which is recorded in the software and reconciled with the fees that is to be received according to class wise. Cash book is checked with the help of bank statement and vouchers maintained by the institution along with physical cash verification. Reports of Income and Expenditure statement is submitted to the Chattered Accountant who prepared the financial statement and other reports for the institution. Systematically, all bills and payment vouchers are checked and signed by Accountant, rechecked and then signed by Bursar and finally goes to DDO cum Principal/ Teacher-in-Charge for payment order. Internal Audit is done at time of submission of utilisation certificates against UGC/Govt. Grants. The details of income and expenditure is presented to the charter accountant recommended by the Higher Education Department of the State Govt. External financial audit is regularly done by DPI, Higher Education, Govt. of WB.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!	
	View File	

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Vidyasagar University	Yes	GB Appointed Chartered Accounted
Administrative	Yes	DPI, Higher Education, Govt. of WB	Yes	GB Appointed Chartered Accounted

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Parent-Teacher's meeting constitute other best practices of the college, which are aimed at addressing students' needs and general welfare. Parents are encouraged to visit and interact with the departmental teachers in order to check the progress/performance of their wards. 2. Mentor meeting is conducted for the students by both of the individual faculty/ department and also college to ensure the improvement in academics and co-curricular activities. The purpose of this meeting is to conduct the SWOT (Strength, Weakness, Threats and Opportunities) analysis of students. 3. Many points of agenda were discussed during the meeting to improve the College in many areas like infrastructure, discipline, extracurricular activities and performances of the students. The College always invites suggestion for improvement from the parents and the stakeholders and the feedback obtained from them are always given due importance. 4. Communication of views which the students were hesitant to share to the teachers about the College and the department through the parents. Hence, each department in the institution conducts parent teachers meeting once to twice in a session to obtain the feedback of their Wards to improve the quality of education. 5. Interpersonal interaction also took place between the parents and the concerned subject teachers out of which the parents were able to find out about their ward's attendance record and their performance in the recently concluded examination.

6.5.3 – Development programmes for support staff (at least three)

1. Computer literacy programmes are conducted for the office staff. 2. Soft skill training program for support staff 3. Spoken English Programme is attended by the teaching and non-teaching staff. 4. NSS activities and others alike training and programmes focussed on a clean and pollution free campus, awareness against social and environmental issues, etc. involve the support staff as well. 5. Professional Ethics, Accountability and attitude of Teachers in Higher Education 6. Professional Preparation of Teachers in Higher Education

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Functionalized Initiatives taken by IQAC and institution: 1. Introducing ITI 2. Taking the initiatives from GB to fill 18 vacant posts for full time teachers by GB 1. Conducting national, state level , regional level seminars and training and a lot of class room seminars by various disciplines and departments 3. Renovation work for Girls' Hostel and installation of water purifier 4. Installation of a new submersible pump 5. Buying the teaching-learning equipments and accessories for class room due to both science and arts departments 6. Purchasing and manufacturing the tables, fans, blackboard, etc. for classrooms 7. Updating the service books for staff 8. Appointing the coordinators for several departments in the absence of full time teachers 9. Beginning of certificate course in English and German Language 10. Improvement of the essentials for PG Course in Sanskrit and UG Course in Computer Science 11. Appointed of Guest Teachers (04) 12. Significant upgradation and laboratory development for PG Course in Geography 13. Etc. Emphasizing Areas as the initiatives taken on IQAC Platform: 1. Initiative/ proposal from academic sub-

committee for opening the certificate course in foreign language and to start short term course like tissue culture, remote sensing, disaster management, etc. (07.08.2015) 2. Proposal regarding the development of infrastructure and increasing the academic strength made for sending to GB (07.09.15) 3. Proposal to increase table, fan, light, chair, table, black board, etc. for the improvement of classroom environment and lab atmosphere (07.09.15) 4. Proposal to prove the computer for different laboratories (07.09.15) 5. Proposal for proper maintaining the electricity supply to different classrooms and laboratories 6. Further proposal for PG Courses in Chemistry, English, Bengali and UG Courses in Computer Science and BCA (07.09.15) 7. Proposal for recruitment of Guest teachers to fill the lacking of Full Time Teacher in different departments (07.09.15 11.03.2016) 8. Proposal to take urgent initiative to fill the vacant post in the college (07.09.15) 9. Proposal to take the initiatives for promotion of some teachers (07.09.15) 10. Further proposal to accelerate the process for Archaeological Museum (27.11.15) 11. Further proposal to develop the cheap store in self of students (27.11.15) 12. Proposals to increase the teacher strength and teacher-student ratio, to expand a new submersible pump, to expand two new units for ITI section, to establish a firing ground for NCC Camp, to upgrade the PG Course in Geography, to update the service books for the staff, to promote the department through arranging different seminars, workshop, etc., to upgrade the college website and to provide the coordinators for some departments where full time teachers are not available (11.03.2016)

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
[View File](#)					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Nil	Nill	Nill	Nill	Nill

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Nil

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2

Provision for lift	No	Nill
Ramp/Rails	No	Nill
Braille Software/facilities	No	Nill
Rest Rooms	Yes	4
Scribes for examination	Yes	3
Special skill development for differently abled students	No	Nill
Any other similar facility	Yes	4

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							

View File

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Nil	Nill	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Bratachari	04/12/2015	15/12/2015	105
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. The Institution always emphasizes on the necessity to keep the campus as totally pollution free and making the surroundings completely as clean as. 2. Trees are planted every year and students are inspired to take part in programmes of aforestation. 3. The institution always emphasizes on making the campus as plastic-free zone. 4. Using the waste dumping dustbins throughout corridor and campus. The institution has emphasized on using the solid waste dumping stations for its management inside the campus. Every corridor of the institution is featured by movable dustbin to dispose the waste during college hours. 5. The institution gives emphasis on using LED Light Bulbs for sustainable energy consumption. 6. The college campus is declared as a non-smoking area. 7. College NSS units are active to exhibit a neat and clean campus whereas they are regularly activating through class pattern for clean up the academic environment of the college 8. Energy saving awareness program, environmental awareness programme, biodiversity conservation programme, resource management programme have been organized including the staff and students.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Each teacher uses library resources for at least half an hour every working day of the week. 2. Routine based Regular Campus cleaning programme through NSS Units and one week long special winter camp of NSS. 3. Organizing at least one departmental class room seminar per month by the students. 4. Certificate course in Brotachari every year for willing students. 5. Year wise organization of the Programmes on Yoga and Meditation, Gender Sensitization/ Equity, Tree Plantation, Manab Bandhan, Basanta Utsav, Agamani and so on. 6. Section wise regular Guardian and Alumni meeting by institution and Department at least two times in each academic session. 7. Regular year wise publication of magazine by departments and student Union separately. 8. First aid training for willing students per year. 9. Regular arrangement of blood donation camp in collaboration with Alumni Association of the college. 10. Involvement of students in socio-cultural activities and sports through different cultural programs and competitions. 11. Organizing different excursion or academic tour from various departments outside the curriculum related field/ project works of different subjects

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://www.bajkulcollege.org/Best_Practices.html

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Abha Maity was an eminent social activist from this area who was instrumental in establishing this college in 1965. The vision of the College includes aims to provide knowledge of the highest standard and achieve excellence. To foster the spirit of love, compassion, universal brotherhood and patriotism through the ideal of tolerance of diversities within the society and thus fulfil the institution's motto, "Learn and Shine". To facilitate holistic development of the younger generation, which includes physical, mental and spiritual wellbeing moral values are taught and practised in the College campus. The students get requisite lessons that keep their minds ignited for seeking knowledge and are motivated to do well in every sphere of their life. The Vision of the college focuses on essentially aspects like National Standards, Value-based Education, Interdisciplinary Research, Disciplinary Teaching-Learning, Interdisciplinary and Community-Environmental Criss-cross Programmes and Sustainable Development. The Institute has established its distinctive approach towards this comprehensive Vision Excellence in Academics and Exploration of Knowledge with Broad Vision and Social Responsibility. Participation of students in Co-Curricular Activities (CCA) and Extra Curricular Activities (ECA) like workshops, Technical talks, Training Programs, Industrial Visits, social welfare programmes helps to enhance all rounded personality to strongly face the turbulent road of the future. Experiences and appreciations gained through these activities assist students during internships. Career guidance, Personal counselling, Training are well structured through a Mentoring Training and Placement. The Institute's determination to be transformed into a centre for academic excellence is therefore a commitment to offer high quality teaching. There is an effective mechanism for maintaining discipline, nurturing leadership abilities, exposing hidden talents of the students and punctuality. Extracurricular activities are conducted in the College which gives a platform to the students to display their talents and potentialities. And in this regard, clubs based on variety of activities have been formed. Each student has been assigned a club based on his/her preference so as to encourage their

interest besides the academic. The College also consists of various committees which look after the welfare of the students and cater to their needs. The Mentoring Programme that has been initiated by the College has also made a positive impact especially on the personal development of the students. The close relationship formed between the mentor and the mentees has helped the students to feel connected to the College as a member of the fraternity and not just as a mere student with a daily class routine. In the process of the mentoring, the mentors are able to learn more not only about their personal interests but also about the challenges that they face both as a student and as a member of the society. To open job-oriented courses and introduce need-based subjects for the advancement and upward mobility of the students towards globalization: Private ITI has been introduced in this institute from the session 2015-16. Two courses are running successfully viz. Electrician and Fitter. So far nearly 200 students have passed these courses with nearly 100 placement records. As a result local candidates have found employment opportunities leading to successful careers in the technical fields.

Provide the weblink of the institution
http://www.bajkulcollege.org/doc/Institutional%20Distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

1. Promoting participation of students and staff in seminars, workshops, sports and cultural activities organized by the college and external agencies. 2. Introducing Geography and Bengali PG programme to fulfil the local demands. 3. Introduction of Nutrition and Computer science departments to full fill the student and local demands. 4. To increasing society and institution connectivity and maximization of student initiative in this, full phase NSS programme implementation is essential and ensuring participation of maximum students in such initiatives. 5. Encouraging faculty members to complete their doctoral degrees and to continue research activities through quality publications, research projects and editing books. 6. Inspiring the students to take part in co-curricular activities, various social welfare and awareness activities in the local vicinity. 7. Up gradation of seminar hall with full ICT enabled and air condition facility. 8. Up gradation of Geography laboratory for the implementation of PG programme. 9. Extensions of Women's Hostel to accommodate more female students and PG building for implementation of more PG programmes. 10. Enhancing the number of smart class rooms in the academic departments. 11. More computerization of Library and improvement of online database storage. 12. Implementation of online books database through OPAC. 13. Completion of INFLIBNET for online research journal and article surfing. 14. Raining water harvesting improvement through boundary concretizing of water tank. 15. Improvement of campus play ground through soil refilling. 16. Renovation of Laboratory buildings and purchase of new instruments for up gradation. 17. Organization of seminar and workshop by the IQAC to promote the quality improvement strategies in teaching-learning, research, extension related and co-and extracurricular activities. 18. Website up gradation for online availability of all academic and administrative notifications. 19. Extension of internet facilities in Central Library Computer literacy programmes are conducted for the office staff