



## **YEARLY STATUS REPORT - 2020-2021**

### **Part A**

#### **Data of the Institution**

<b>1.Name of the Institution</b>		<b>BAJKUL MILANI MAHAVIDYALAYA</b>
• Name of the Head of the institution		<b>Dr. Pijush Kanti Dandapath</b>
• Designation		<b>Principal (in-charge)</b>
• Does the institution function from its own campus?		<b>Yes</b>
• Phone no./Alternate phone no.		<b>03220274291</b>
• Mobile No:		<b>9830905420</b>
• Registered e-mail		<b>bajkul_college@rediffmail.com</b>
• Alternate e-mail		<b>pkdandapath@gmail.com</b>
• Address		<b>VILL-TETHIBARI, P.O.-KISMAT BAJKUL, P.S.-BHAGWANPUR, DIST.-PURBA MEDINIPUR</b>
• City/Town		<b>Tamluk</b>
• State/UT		<b>West Bengal</b>
• Pin Code		<b>721655</b>
<b>2.Institutional status</b>		
• Affiliated / Constitution Colleges		<b>Affiliated</b>
• Type of Institution		<b>Co-education</b>
• Location		<b>Rural</b>

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Vidyasagar University				
• Name of the IQAC Coordinator	Dr. Saurav Samanta				
• Phone No.	03220274460				
• Alternate phone No.	9635930940				
• Mobile	9635930940				
• IQAC e-mail address	iqac.bmm@rediffmail.com				
• Alternate e-mail address	samanta.saurav@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	<a href="http://www.bajkulcollege.org/doc/AQAR_2019-202013.09.pdf">http://www.bajkulcollege.org/doc/AQAR_2019-202013.09.pdf</a>				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://www.bajkulcollege.org/pdf/Calender%202020-21.pdf">http://www.bajkulcollege.org/pdf/Calender%202020-21.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	70.55	2007	31/03/2007	30/03/2012
Cycle 2	B	2.66	2015	01/05/2015	30/04/2020
6.Date of Establishment of IQAC			18/04/2008		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Institutional	BEUP FUND	State Government	2020	700000	
faculty	R&D Project	WBDHEST& BT	2018	241084	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		

<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>	
<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
Distribution of sanitizer and mask in the local area, COVID Warriors and also to the staff.		
Organization of one blood donation camp collaboration with Alumni association and local welfare association. Distribution dry foods among the local area people to help them in Lock Down situation		
Meetings, Classes and webinars have been conducted by online method during Covid situation when offline teaching was stopped.		
Renovation of college, office, Principal's chamber, exam cell and IQAC room.		
Construction of guard-wall around college pond.		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes				
To use the lockdown situation for infrastructural development.	Renovation of college, office, Principal's chamber, exam cell and IQAC room				
To increase the facilities of toilet and washroom.	Renovation of students' toilet and staff toilet. Construction of new toilet cum washroom for office and Principal's chamber. Construction of new toilet near auditorium building.				
Management of disaster made by the cyclone (amphan) in college campus.	Renovation of statues and college ghat.				
Development of drainage system to protect the campus from water stagnation and also to prevent malaria and Dengue	At the south west corner of the campus a new drain has been constructed.				
Plan to conduct online activities (academic and administrative).	Classes, internal examinations, evaluation of answerscripts have been conducted via online mode. Meetings and webinars have also been conducted by online method.				
To carry out social activities regarding COVID-19 pandemic situation. Distribution dry foods among the local area people to help them in Lock Down situation	Distribution of sanitizer and mask in the local area, COVID Warriors and also to the staff. Organization of one blood donation camp. Distribution dry foods among the local area people to help them in Lock Down situation				
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>				
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>					
<table border="1"> <tr> <th>Name</th><th>Date of meeting(s)</th></tr> <tr> <td>Governing Body</td><td>01/02/2022</td></tr> </table>		Name	Date of meeting(s)	Governing Body	01/02/2022
Name	Date of meeting(s)				
Governing Body	01/02/2022				

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2019-2020	10/04/2021

**15. Multidisciplinary / interdisciplinary**

Our college provides honours courses in nine science subjects and students can choose pass subjects from ten science subjects. In case of Arts, there are honours courses in nine subjects and students can choose from thirteen pass subjects. We also offer Automobile Maintenance as B.Sc. major course. We offer I.T.I. course under the regulation of N.C.V.T.. Course flexibility is as per Vidyasagar University guideline. The institute organizes many interdisciplinary conferences every year to promote a blending of different disciplines leading to the exchange of ideas and knowledge on topics of overlapping domains. To promote collaborative activity in interdisciplinary area we have some MOU agreements with other reputed institute and organization.

**16. Academic bank of credits (ABC):**

We have no Academic Bank of Credit system as per requirement of NEP guideline. But we keep record of class attendance of students, marks obtained in internal assessment, presentation of classroom seminars by students and home work in college office. Also college office preserves the data of marksheet of the University examination.

**17. Skill development:**

Following skill development courses are taught under different discipline: Clinical Biochemistry, Physiological technique and public health assessment, Environmental Epidemiology, Medical Diagnosis, Maternal and child nutrition, Health Physiology, Physiology of stress and stress management, Apiculture, Sericulture, Animal Biotechnology, Aquarium Fish Keeping, Biofertilizers, Mushroom Culture Technology, Floriculture, Medical Botany, Coastal Management, Remote Sensing, Simple Electric Circuit, Electromagnetic Instruments, Instrumentation, Renewable Energy and Energy Harvesting, Pharmaceutical Chemistry, Chemistry of Pesticide, Logic and Graph Theory.

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

Modern Indian Language, Sanskrit, Bengali, Indian History (present and past) are integrated part of UG and PG courses. Seminars are

conducted on topics which are helpful for appropriate integration of Indian Knowledge system in parallel with main courses.

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

Students are given freedom for choice of their SEC papers. College provide necessary instruments and equipments for practical demonstration of skill.

#### 20.Distance education/online education:

Our college does not conduct any distantance course or online course at present.

### Extended Profile

#### 1.Programme

1.1	26
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

#### 2.Student

2.1	3761
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	2839
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	1101
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	34
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	38
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	51
Total number of Classrooms and Seminar halls	
4.2	153.9
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	72
Total number of computers on campus for academic purposes	
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
At the beginning of each academic session, the current prospectus is	

given to students in order to make them aware of the history and previous accomplishments of the institution. Since the 2020-2021 academic session commenced during the pandemic of Covid-19, only the soft copy of the prospectus was uploaded in the college website. All the departments responsibly ensured that their respective students get a tentative idea of how the different texts and topics of the syllabus will be approached in the online classes. Particularly in this academic session, mostly all the works related to teaching and the transaction of teaching information have been realised through Whatsapp groups of respective departments. All the necessary information like teaching plans, time tables for online classes, other important notices like the schedule of tutorials were posted in these groups. The orientation for the newly admitted students was conducted by each department through the online platform of Google Meet. Similarly, through Google Meet regular classes of all the semesters were conducted by the teaching faculty. The institution also has active NCC and NSS students. Both these units have organised some important activities related to Covid-19 Pandemic Management, relief camps for the Amphan and Yaas Cyclone.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

Keeping in mind a well-planned system of curriculum implementation the academic calendar is prepared at the beginning of the academic session. Following the academic calendar of the affiliated university tentative dates of admission, commencement of classes, internal examinations and final examinations are incorporated in the academic calendar of the college. The college goes back to this calendar from time to time to notify the various dates of academic activities as already mentioned above. This academic calendar becomes a helping tool to the faculty members who prepare their respective teaching plans according to it. Heads of the different departments ensures the completion of the syllabus according to the teaching plan. Internal examinations and assignments are part of the continuous internal evaluation of students. Teachers give assignments to their students following the teaching plan of respective departments. The internal examinations are conducted according to the academic calendar of the college. All academic



activities got delayed specifically in this year due to the pandemic; hence the academic calendar needs to be revised.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="http://bajkulcollege.org/pdf/Calender%202020-21.pdf">http://bajkulcollege.org/pdf/Calender%202020-21.pdf</a>

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

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

## **1.2 - Academic Flexibility**

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

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

**26**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

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

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File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

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

Our affiliated university, Vidyasagar University, has already included Environmental Studies as one of the Ability Enhancement Compulsory Courses (AECC) in all the undergraduate level. Following the syllabus of our affiliated university all the students of our college have to study these crosscutting issues which are related to environment and sustainability. Besides, this extremely pertinent issue of environment, students are also made to study other socially relevant topics like gender, human rights, women empowerment, soft skills, business ethics, professional ethics and the likes in the syllabi of different subjects like English, Philosophy, Political

Science and Education to name a few. These crosscutting issues are included primarily in the Skill Enhancement Course (SEC), Generic Elective (GE) and Discipline Specific Elective (DSE) course of our college.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

12

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

1520

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 1.4 - Feedback System

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

A. All of the above

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

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="http://www.bajkulcollege.org/feed_report.htm">http://www.bajkulcollege.org/feed_report.htm</a> <a href="#">1</a>

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

**2274**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

928

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

The IQAC ensures a systematic gradation of students which enables the departments to differentiate between the students who are academically advanced and those who are weak. The individual departments organize screening tests through which they can identify the advanced and weak students and evaluate their academic abilities. On the basis of this they evaluate and grade the students. The method/procedure of this aforesaid screening test is based on the demands and specificities of the individual departments. But the general procedure, like distribution of marks and pattern of questions, of the screening test of all the departments remain similar.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
3915	34

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

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

One of the primary objectives of the IQAC is to ensure that all academic activities enrich the students in their learning process. All the departmental teachers are encouraged to assess and evaluate their respective students through varied ways like home assignments, textual analysis, quiz contests, group discussion and class seminars to name a few. During the lockdown, due to Covid-19, we have endeavoured our best to maintain and achieve this properly in the online mode too.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

All the departmental teachers are encouraged to use ICT tools to help students in a better way in their learning process. The use of ICT tools is being implemented as an established practice despite the limited access to ICT tools due to our geographic location in a semi-rural area. The college with the help of IQAC has organized different training programmes to make the teachers conversant with ICT tools. IQAC has made it a point to create Whatsapp groups for each department and for each semester. The purpose is to circulate all the relevant matters like class routine, evaluation notices, study materials and the likes. Classes are regularly conducted through Google Meet, which has enabled teachers to ensure an unprecedented audio-visual interaction. Google Classroom has been created for all subjects and semesters which has no doubt, improved the learning process as a whole. The college website also has a section that uploads study materials regularly for the easy access

to students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="http://www.bajkulcollege.org/Laboratory.html">http://www.bajkulcollege.org/Laboratory.html</a>

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

#### 2.3.3.1 - Number of mentors

33

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

34

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

14

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

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

#### 2.4.3.1 - Total experience of full-time teachers

267

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

The college follows a transparent evaluation system and each and every department is strictly guided to do so. Some differences in the evaluation system may be perceived due to methodology specific variations. Students are strictly evaluated on the basis of what has been taught in class. Sometimes, to examine the analytical skills of students, 'trick questions' are given and students are always informed beforehand about the possibility of such questions in the class. The college also motivates its various departments to go through a continuous evaluation process, in place of the traditional examinations, and keep a track of the progress of the students. Teachers of our college always provide a helping hand to assuage the various queries and anxieties of the students. Teachers make sure that all grievances of students are heard and mitigated through proper explanation and discussion. Many departmental teachers make it a point to discuss with students about the errors they commit in their internal evaluations so that they can rectify them properly.



File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

The college always tries its level best to remain flawless in its execution of all official matters but to err is to human. In rare cases when unintentional human errors crop up the IQAC takes the onus to prevent such unfortunate incidents. When any such inadvertent mistakes are reported the honorable TIC is immediately informed and he takes up the matter through proper channel with the affiliated university. He ensures that it is resolved within four weeks from the report of the same.

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

## 2.6 - Student Performance and Learning Outcomes

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

With the implementation of the CBCS several academic meetings have been organized to understand the specific needs of this model. It was decided that if the need arises, then the affiliated university teachers would be approached to for clarifications and comprehension of this model. Given the time constraint and the differently configured syllabus of the new model it was decided that there would be an awareness initiative for each semester at the beginning of the session. The emphasis is primarily given to the first semester students because for them the transition from school to college is more pronounced. In this awareness initiative session or the orientation session the students acclimatized with the various methods and structures of the CBCS. Besides, the specifics of the syllabus, the course outcome, opportunities of the course and such other relevant topics are discussed and explained in detail.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://www.bajkulcollege.org/Program%20Outcomes.html">http://www.bajkulcollege.org/Program%20Outcomes.html</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

Once the academic session in each semester nears its end the Academic sub-committee of the college meets and the HODs discuss the progress of the syllabus across the departments and other relevant issues related to the outcome of the courses. The departments have a good deal of autonomy in deciding their course works as deemed fit by the affiliated university. The HODs also prepare and submit a report to the convenor of the Academic sub-committee regarding the course outcome. The outgoing students also provide a feedback through a Google form. Their feedback is circulated among the concerned teachers, the IQAC Coordinator and the convenor.

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

#### 2.6.3 - Pass percentage of Students during the year

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

949

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

## 2.7 - Student Satisfaction Survey

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

[http://www.bajkulcollege.org/pdf/UG\\_SSS\\_2020\\_2021\\_6th\\_SEM.pdf](http://www.bajkulcollege.org/pdf/UG_SSS_2020_2021_6th_SEM.pdf)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

## 2.40

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

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

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

2

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

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

17

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

45

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

19

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Keeping in mind the unparalleled challenges pelted at the society during COVID-19, the college along with its various departments and NSS units decided to spread awareness among students and in neighbouring areas to fight against the onslaught of the pandemic. The college conducted the following extension activities. (1) Distribution of sanitizer, mask to the people of local area and college staff (2) Periodic sanitization of entire college campus and surrounding area (3) Distribution of food to flood affected region in the COVID period. Also NSS units I, II and III of the college organised a seminar on "Social Awareness on COVID-19". The speakers Dr. Nikhilesh Sil and Dr. Arnab Sengupta spoke on the nature, symptoms and the ways to fight against disease.

File Description	Documents
Paste link for additional information	<a href="http://www.bajkulcollege.org/Social_2020_21.html">http://www.bajkulcollege.org/Social_2020_21.html</a>
Upload any additional information	<a href="#">View File</a>

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

1

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**13**

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

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

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

**3137**

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration**

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

06

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

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

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

6

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The college feels extremely honoured to announce that it has twenty four departments offering UG courses. Each and every department has their own respective internet enabled computer arena. With the help of the master routine the college administration has been able to allot classrooms with proper seating arrangements for both students and teachers and each classroom has blackboard to facilitate the teaching learning process. Laboratory based departments have proper

equipments to conduct their laboratory works. Records of all equipments are maintained in such a way that they can be easily accessed and back up of the records are also kept. The computer lab of the college with internet gives access to students whenever they require it. Some classrooms in addition to this have ICT facilities in order to boost the digital opportunities of the globalized age. Moreover, the N-List programme helps students and teachers download e-book and e-resources from the different sites and this no doubt enriches the total teaching learning experience of both students and teachers. All the departments of the college maintain their respective departmental libraries which helps students in a larger way.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.bajkulcollege.org/InfrastructureFacilities.html">http://www.bajkulcollege.org/InfrastructureFacilities.html</a>

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

The college can proudly declare that even during the pandemic situation it never stopped its extra-curricular activities. With online seminars the NSS units I, II and III observed the birthday of Netaji Subhash Chandra Bose and Republic day. On 13th February 2021 an online seminar on "National Education Policy (NEP)-2020 in the era of globalization: Prospects and challenges in the new Mass-momentum of Higher Education in Advanced India", was organised and the resource person was Prof. Suranjan Das. Another online seminar was organised on 26th February 2021 by NSS units I, II and III wherein Dr. Kinsuk Giri spoke on "Online Teaching -Learning and Assessment during COVID-19 Pandemic: strength, Weakness, Opportunity and Challenges to the Institution and System." Similar online seminars were organized during this session to celebrate International Women's Day and International AIDS Day to name among others. The college has a sprawling green playground which has the capacity to hold cricket and football matches. There is also an indoor stadium which accomodates many sports activities and also cultural ones. There is also a well maintained gymnasium centre in our college.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.bajkulcollege.org/Play_Ground.htm">http://www.bajkulcollege.org/Play_Ground.htm</a> <a href="#">1</a>

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

8

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

8

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.bajkulcollege.org/Laboratory.html">http://www.bajkulcollege.org/Laboratory.html</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

7

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

The central library of our college boasts of a huge collection of books in both the humanities and science fields. Periodical purchases of books related to the CBCS syllabus is undertaken whenever funds permit it. The library provides open-access facility to its users. The integrated library management system has helped the library become automated. Users also have access to different online resources through the N-List portal.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

## 4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

## 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

## 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.059

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

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)****4.2.4.1 - Number of teachers and students using library per day over last one year**

00

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

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

We have broadband connection with internet speed 150MBPS. There are four connentions. Also we provide wifi facility. These facilities are updated as per requirement.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**4.3.2 - Number of Computers**

72

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	No File Uploaded

**4.3.3 - Bandwidth of internet connection in the Institution**

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****144.4**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

Ensuring of proper administration entails a structured system for the maintenance of infrastructural, academic and support facilities that include laboratory, library, sports, computers, classrooms and seminar halls. College administration always tries to keep all the instruments in proper working condition. Immediate and effective steps are taken to repair or replace if any instrument malfunctions. All instruments and appliances related to sports are taken care of the Department of Physical Education. Regular maintenance is done for all the computers, printers, water coolers, aquaguards, wifi facilities and library automation software and servers. The accounts office, the bursar and the decentralized administrative committees look after the renewal of all such maintenance contracts and ensures that the smooth running of all these systems are prudently distributed among teachers, non-teaching staff and library officials. The Group-D staff manages the regular cleanliness of the classrooms and offices of the college. It is the responsibility of the laboratory assistants to maintain all the equipments in functional order.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

2057

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

27

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>D. 1 of the above</b>								
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Link to institutional website</td><td>Nil</td></tr> <tr> <td>Any additional information</td><td>No File Uploaded</td></tr> <tr> <td>Details of capability building and skills enhancement initiatives (Data Template)</td><td><a href="#">View File</a></td></tr> </tbody> </table>	File Description	Documents	Link to institutional website	Nil	Any additional information	No File Uploaded	Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>	
File Description	Documents								
Link to institutional website	Nil								
Any additional information	No File Uploaded								
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>								
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>									
<b>155</b>									
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>									
<b>155</b>									
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Any additional information</td><td>No File Uploaded</td></tr> <tr> <td>Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)</td><td><a href="#">View File</a></td></tr> </tbody> </table>	File Description	Documents	Any additional information	No File Uploaded	Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>			
File Description	Documents								
Any additional information	No File Uploaded								
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>								
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b>	<b>A. All of the above</b>								

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

38

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

288

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

**examinations) during the year****34**

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.****00**

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

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

**It has been maintained in our college to involve and engage students' representatives in the various important administrative and academic decision-making bodies like the Governing Body and the IQAC. The students' representatives perform important role in the decision making process and their suggestions are considered to be equally valuable. The inclusion of the students' representatives in various administrative and academic committees ensures a cordial and healthy environment among the teachers and students and it also provides a democratic ambience in the college. The students' representatives are involved in different cultural programmes and**



celebrations that are a part of the college. In the different sports events that a college organises from time to time, the students' representatives are always included. In these various cultural programmes and sports events they perform the important duty of maintaining discipline and decorum in the celebrations.

File Description	Documents
Paste link for additional information	<a href="http://www.bajkulcollege.org/Major.html">http://www.bajkulcollege.org/Major.html</a>
Upload any additional information	No File Uploaded

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

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

00

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

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The college has a registered Alumni association which dedicatedly looks after the development process by providing financial and other support services. Through Whatsapp groups the Alumni Association engages in open discussion regarding what the ex-students think is best for the all-round development of the institution. Members of the alumni association are free to share their views for the betterment of the college. The different feedback of this association is gathered and they are discussed and even implemented by the college administration.

File Description	Documents
Paste link for additional information	<a href="http://www.bajkulcollege.org/Alumni_Association.html">http://www.bajkulcollege.org/Alumni_Association.html</a>
Upload any additional information	No File Uploaded

#### 5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

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

The College endeavours to promote education to all the youths in and around the vicinity of Bajkul. It tries to instil progressive mindset through the proliferation of education thereby provide a better living standard in the area.

The college provides higher education to the ever growing young population of the place and thereby inculcates dreams and aspirations among the youths to rise in the social ladder. It also tries to maintain a democratic ambience so that all the stakeholders get the opportunity to participate and share their views in the administration. The Governing Body assigns authority to the Secretary and the TIC who in turn shares it with the various functionaries of the college. The heads of the different departments and conveners of the various committees along with the office staffs play an active and significant role in implementing the plans and strategies of the college.

The teachers of the college perform the task of putting in to practice the vision and objectives of the college. All the teachers and non-teaching staffs of the college encourage the students to participate in extracurricular activities which help in the holistic development of the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

The college administration takes honour in declaring that it has always tried to uphold the essentially democratic nature of the college. The institution follows a decentralised mechanism of administration keeping in mind the hugeness of the college and its varied departments in the humanities and science faculties. The heads of the departments are consigned with all the works related to their respective departments like distribution of syllabus, attendance related matters and the likes. The heads of every department reports to the Academic Committee. All the details and information are clarified through formal meetings in consultation with IQAC coordinator before conveying the same to the respected TIC. In rare instances if formal meetings cannot be held then the convener in consultation with the IQAC coordinator takes final decision in such matters. The library also follows the decentralised mechanism. Each department has their respective departmental libraries and there is also the central library. This two-tier library system helps in larger procurement of books and study materials for the students. There are thirty nine subcommittee to look after various important academic and other aspects of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Since the college is a government-aided college so it follows all the government policies as it comes from the Department of Higher Education of the West Bengal government. A perspective plan is in force in the college which takes the following in to consideration: (a) Annual Calendar (b) Annual Institutional Plan (c) Annual

Academic Plan (d) AQAR (e) MOU with different academic institutions (f) Vision and Aim of the college (g) Departmental Action Plan (h) Student's requirements (i) Future plans of the college The college formulates a course of action so that the available human resources can be tapped and utilised properly so that an overall progress can be achieved.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institution aspires to be one of the leading centres of higher learning in the area and to fulfil its dream it ensures a participative management system where all the stakeholders are engaged. The important components of the structure of organisation entail the Governing Body, the Principal/TIC, Head of the Departments, Teaching and non-teaching staffs and the various committees. There is a system of reviewing of the strategies which in turn guides the academic aims and objectives and the financial plans of the college. There are a group of external members too in various committees who help in the overall functioning of the college and in sustaining the educational standard of the institution. The organisational hierarchy thus helps in decision making process. The various committees like the career Counselling, Student's Welfare, Anti-ragging, Research Cell, and Journal to mention a few provide further support and leadership to the college.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

6.2.3 - Implementation of e-governance in

A. All of the above

**areas of operation Administration Finance and  
Accounts Student Admission and Support  
Examination**

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

**6.3 - Faculty Empowerment Strategies**

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

We have Bajkul Milani Mahavidyalaya Employee's Cooperative Credit Society Limited from which members can take loan at cheap interest rate. In total there are thirty five members in this society.

Also permanent staff of this college can take loan from their provident fund as per rules.

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<a href="#">View File</a>

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

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

00

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

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

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

00

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

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

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

15

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

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

The college follows the UGC recommended Performance Appraisal System (API-PBAS for teachers) All the college teachers maintains their own Performa of academic records, respective teaching plans, reference books and journals, examination related works, research and publication, presentation of academic papers in seminars/conferences, teaching duties, co-curricular activities and awards. Annual self assessment of teachers for API is submitted to the IQAC who in turn verifies the same.

The college maintains duly filled service books of both teaching and non-teaching members. The college also maintains confidential records of the non-teaching staff that are required for their placement, pay fixation and promotion purposes. The Confidential Reports (CR) of the non-teaching staffs are also kept by the college.

Teaching Plans are prepared by all the departments at the beginning of the academic session. The TIC checks and verifies the teaching plans of every teacher at the end of the semester and he prepares reports about the performance of the teachers on its basis.

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

### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various

internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Higher Education Department govt. of west bengal have not nominated any authority for external audit. For this academic year (2020-2021) no external audit has been done.

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

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

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

13.7

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

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

Resource mobilization is an essential part for the realisation of the vision and objectives of the institution. Resource mobilization includes not only financial matters but also the creation, expansion and identification of soft resources like technical and academic skills, knowledge system and the utilization of machines and equipments. It is a way of uplifting various types of support for the institution. The raising of funds and financial support is achieved through the submission of proposals to interested donor agencies, the UGC and the affiliated university. Installation of photocopy machines also leads to generation of funds in the college.



File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC has been instrumental in helping the college to transform itself from the offline to the online mode during the novel corona virus outbreak. All departmental classes had been shifted from the physical class to digital ones with the help of Google meet platform.

The IQAC had also planned for creating awareness during the pandemic situation by organising various seminars through the online platform. "online Teaching Learning and Assessment during Covid-19 pandemic: Strength, Weakness, Opportunity and Challenges to the Institution and System" was organised by the Research Cell & Academic and career Council Sub-Committees in collaboration with IQAC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

The IQAC along with the Academic Committee of the college holds formal meetings at regular intervals to discuss and review issues related to academics. If there are any urgent matters then they are immediately addressed and resolved with the help of the decision making body. One of the important functions of the IQAC is to raise the qualitative aspect of the teaching learning process. In this regard the IQAC not only looks after the availability of academic resources for the students but it also tries to involve students in different life-enhancing activities. The IQAC also has created a way of gathering feedbacks which helps the college in assessing its

performance and in the creation of future plans and strategies.

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

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

C. Any 2 of the above

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

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

The college, from its initiation period, has always tried to uphold the idea of gender equity. The teachers of the college endeavour to help the students as mentors and guide them in any crisis, whether academic or personal. The girl student in a semi-rural area experiences early marriage leading to a rise in the rate of drop-outs. In these cases, when the girl student approaches her respective departmental teachers the latter extend a helping hand by talking with the parents and solving the problem in a friendly way. The students also have access to meet the TIC and discuss their

problems.

The college has a common room with all the modern amenities for both boy and girl students. Grievance Redressal Cell operates in our college to cater to various demands and grievances of both girl and boy students. The Anti-ragging Committee is there to look after the problems faced by both boy and girl students. The motto of the college is to promote gender equity that is reflected in the men-women ratio of college staffs.

File Description	Documents
Annual gender sensitization action plan	<a href="#">(1) Plan to conduct seminar on gender equity. (2) To install sanitary napkin vending machine. (3) To conduct thalassameia test for girl students</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">Girls have a common room of their own. They also have a safe and secured hostel inside the campus.</a>

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

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

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

Our college has a sprawling campus with a huge playground and garden all around it. The wastes that are collected are mainly solid and liquid ones. Dustbins are placed in every nook and corner of the college campus and also in each of the floors so that garbage can be dumped and easily disposed off by the waste management team. There

is a vermicompost station where biodegradable wastes are disposed and used to convert it into organic fertilizer. There is a separate dumping station for glass waste. Particularly for chemical waste of chemistry laboratory there is a chemical waste dumping station. The liquid wastes get disposed through the underground pipeline into the outside drains. The college takes care to maintain cleanliness in a strict way. From time to time NSS units I,II, &III of the college organises Cleanliness Drive programmes to make both students and staffs understand the value of hygiene and cleanliness.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="http://www.bajkulcollege.org/Eco_friendly_20_20_21.html">http://www.bajkulcollege.org/Eco_friendly_20_20_21.html</a>
Any other relevant information	No File Uploaded

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

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

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

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

**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

  

<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>D. Any 1 of the above</b>

  

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	No File Uploaded

  

<b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b>	<b>E. None of the above</b>
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File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Our college is located in a semi rural area in East Midnapur where majority of the residents are workers and farmers. The students enrolled in the college, in most cases, are from the marginalised communities and are first generation learners. The teachers make it a point to develop academic interests among the students and direct their passion for learning in a holistic way. The college also emphasises upon different extra-curricular activities and organises different cultural programmes, debate competition and quiz sessions so that it creates bonds among students coming from different socio-economic and cultural backgrounds. In the modern world where tradition is getting bulldozed by western impact our college takes pride in organising cultural programmes with special emphasis upon tradition and custom. The 'Vasantatsav' (Welcoming the Spring season) observed by the college is one such example among others. Moreover, to initiate tolerance and harmony NSS units I,II & III of the college arrange awareness programmes in the neighbouring villages and meet the villagers to create social awareness among them.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

The motto of the college is not only to create academically oriented students but also to inculcate constitutional rights, duties and values that make one perfect citizen of the country. With this idea in mind, NSS units I, II & III observe Republic Day, International Vernacular Day, International Women's Day, International Yoga Day to mention a few. On 27th January 2021 the NSS units organised an online seminar on "Seven Decades of Indian Republic: Expectations and Attainments". On 22nd February, 2021 an online seminar entitled "Antarjatik Matribhasa Divasa" was arranged. Online seminar on "Women in Leadership, Empowerment and Development" was organised on 8th March, 2021 to commemorate International Women's Day.

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

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

C. Any 2 of the above

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

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

College celebrates all major national and international events like Independence Day, Teachers' Day, World AIDS Day, World Youth Day, International Mother Language Day, International Women's Day, Republic day etc. Also college together with all students and staff celebrates various festivals like Agamoni, Basantotsav, Saraswati Puja, Biswakarma Puja and conduct various socio-cultural programme.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### Best practice - I :

1. Title of practice: Financial aid for meritorious/needy students

2. Objective:

(a) Financially support to meritorious/needy students

(b) Encouraging in pursuation of higher education.

3. Practice:

(a) On the basis of application with income certificate fees concession is provided.

(b) HODs are asked to recommend one poor but meritorious student who will get financial support.

(c) Best performers are provided various awards from sixteen major funds.

(d) Due to COVID, many families lost job so college authority decided to reduce course fees of students by Rs. 1000/

### Best practice - I I:



1. Title of practice: Community service through NSS, NCC

2. Objective:

(a) To create a pollution free environment in college surroundings.

(b) To create social and community awareness among students and local people.

(c) To provide support to local people.

3. Practice:

(a) Periodically students of NSS and NCC group make selected areas clean and pollution free.

(b) NSS units adopted two villages where cleanliness and awareness programmes were conducted.

(c) In the COVID pandemic situation, sanitizer and mask distribution, sanitization and blood donation programmes were conducted by NSS and NCC team.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

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

Given the location of the college in one of the semi rural areas of East Midnapur, where students primarily come from marginalised communities and are first generation learners, the departmental teachers have to put extra effort to alleviate the academic mind of the students. In this regard, our college teachers deserve special applause as they try their level best to inculcate analytical thinking and building of cogent arguments through classroom discussion and class presentation of topics/texts once taught in class. In the present session this was carried on through online teaching. Majority of the departmental teachers provided online study resources to the students so that they can sit and read at

home. Online lecture sessions by professors proficient in the respective fields were organised where students actively participated. The Department of Chemistry had organised Webinar Lecture series in January 2021.

One distinctivative feature of our college is we have I.T.I. course under the regulation of NCVT. This two years course was started in 2015 to satisfy local demand. At present there are 20 seats for fitter and 20 seats for electrician. We are proud to say that each year we conduct campus interview for this stream and to date students have almost 100% placement

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

We make following plan of action for the next academic session (2021-2022)

(1) To complete the interior decoration of college office, exam cell and Principal's chamber.

(2) Ronovate the ground floor of college building

(3) To make a kitchen garden and also make a garden for medicinal plant.

(4) Complete the rain water harvesting project by transferring the rainwater to a soak pit.

(5) Since every year there is a problem of water logging in college campus a proper drainage system should made in the next academic session.

(6) To buy new books specially for PG courses in central library.

(7) To conduct campus interview and job offer programme for college students.