



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

BAJKUL MILANI MAHAVIDYALAYA

**VILL-TETHIBARI, P.O.-KISMAT BAJKUL, P.S.-BHAGWANPUR, DIST-PURBA
MEDINIPUR**

721655

www.bajkulcollege.org

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Bajkul Milani Mahavidyalaya is one of the premier government aided college of higher education in the district of Purba Medinipur, West Bengal, under the Vidyasagar University. It was founded on 3rd September of 1964 by Smt. Abha Maity, the then Honourable minister of state for industry in the Morarji Desai government from 1977 to 1979. Initially the college started its journey under the University of Calcutta and later it came under Vidyasagar University in 1985.

The college has a magnificent role in providing and promoting higher education to the students from rural area of the District of undivided Medinipur and also from neighbouring districts. The college has significant impact on the socio-cultural aspects of the surrounding areas of the college. The most significant feature of the college is that in-spite of large number of student strength and other constraints every action is carefully planned and so as to foster the composite cultural heritage of the district.

The college provides higher education each year to more than 3700 students on average in total 23 subjects in UG program and 5 subjects in PG program. Beside this one major course in Automobile Maintenance and an ITI course are offered by this college. Large number of students are offered placement in the last two courses through campusing each year.

The college conducts various extensive activities as a part of its community service plan through NSS units (Unit-I, II and III), NSS department, IQAC in collaboration with other organizations.

The college maintains a healthy and beautiful campus through continuously. The overall view of the college campus is attractive for students and other peoples. The college campus is ragging free.

The SSR cycle 3 has been prepared by the College IQAC/NAAC committee by gathering requisite information from the internal as well as external sources and consolidating the same in the format provided by NAAC. The major portion of the information has been consolidated in the seven criteria devised by the NAAC and are summarized as below

Vision

- **Our vision is to impart qualitative higher education to the students hailing mostly from disadvantaged families of rural Bengal.**
- **Our innate desire is to help the students of the locality so that they may grow up as responsible good citizens of future India and to motivate and make them up to date with the challenging modern trends of academics.**
- **To open job-oriented courses and introduce need-based subjects for the advancement and upward mobility of the students towards globalization.**
- **To open and provide more PG Courses in specifically Physics and other science disciplines to extend the higher education opportunities in this rural circumstance.**
- **To uphold the ambience of discipline, learning and culture with deep regard for human values for becoming good human beings.**

- To inculcate the qualities of morality, nobility and magnanimity among the students thus removing all barriers to comprehensive education of good quality in order to serve the society in a better manner.

Mission

- Our mission is to encourage the students in general to develop their latent talents and innate ideas through value based education under the ideology of great men and women of India and other countries in the world.
- We humbly try to infuse the spirit of Vivekananda's ideal of man-making and character building through education into the hearts of young students and inspire them to mould their lives accordingly.
- Shifting from conventional curriculum to a more dynamic and learner friendly system of curricular choices in response to social needs.
- Evolving suitable strategies for sustaining quality in teaching, learning, research and extension activities, student support and progression and infrastructure and learning resources.
- Seeking collaboration with reputed institution of higher learning to enhance and upgrade the quality of the institution.
- Integrating teachers' research-works with teaching for the benefit of students and also enhancing teachers' quality with reference to the interest of beneficiaries.
- Organizing seminars in various departments every year for the teaching, non-teaching staff and also students which focus on various aspects.
- The hostel life is so designed that the students are made to practice the fundamental values like regular prayer, practice of yoga, self supported life style, good hygiene, clean environment, discipline and punctuality and fellow-feelings.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Main strengths of the institution are

1. Large and well decorated campus
2. ICT class rooms
3. Internet facility
4. Well equipped laboratories
5. Central library with large collection of books
6. Departmental library in each department
7. Indoor sport complex and large play ground with good sport facilities
8. Modern gymnasium
9. Large numbers of teacher
10. Well administration which provides good governance
11. Girls' Hostel

Institutional Weakness

Main weaknesses of the institution are

1. There is no boys' hostel
2. The institution requires renovation of teachers' dormitory
3. Number of sanctioned substantive teaching post is average
4. Absence of registered research cell

Institutional Opportunity

The main opportunities of the institution are its geographical location, its communication facility and availability of meritorious students. The institution has opportunities to have collaboration with nearby institutes like IIT at Kharagpur, Jadavpur University, University of Calcutta and other so many government and non-government agencies regarding student and faculty exchange, research activities, and other social activities

Institutional Challenge

1. Many students are from financially weak background which causes college dropout
2. Many students are first learner of their family
3. Majority of the students are from Bengali medium hence lack good command in English language
4. Lack of sufficient financial aid.
5. Development of infrastructural facilities to adopt with curriculum under National Education Policy 2020.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

College gives intensive efforts to provide quality education to students through effective curricular planning and deliver it through well-planned and documented process. Academic subcommittee of the college conducts its regular meetings with the departmental HODs/Coordinators for preparation of academic calendar, implementation of academic plans, completion of syllabus, to discuss about academic facilities and analysis of students result in internal and university examination. The college provides various Add on and certificate courses for betterment of the students.

Transacting the curriculum crosscutting issues relevant to professional ethics, Gender, Human values, Environment and Sustainability are introduced to the students through seminars, tree plantation programs, Yoga camp, social awareness camp etc. students maximum disciplines take part in project work, field work and internship. Departmental teachers take complete responsibility and help the students in completing their project/field work. Field works are conducted in the local areas, coastal belt of the district and also different parts of the India regarding geographical aspects, social and economic status of people, environments, industrial visit etc.

IQAC collects feedback on the academic performance and ambience of the institution from students, teachers, employees, alumni etc. and after comprehensive analysis of the report suggests necessary measures and plans to

overcome the problems issues from the report. The reports are made available on the college website.

College has future plans for flexibility in learners to greater extent, to promote more job oriented and value added courses in compatibility with the National Education Policy -2020.

Teaching-learning and Evaluation

The most important thing is that the college has a permanent examination cell and an effective academic sub-committee for monitoring the teaching-learning and evaluation process of the college. Departmental teachers are highly active in completion of syllabus in due time.

Admission process is transparent, flexible, and completely in online mode. Government rules and regulations are maintained in admission to the seats reserved for SC/ST/OBC etc category students. Beside permanent full time teachers college have a large number of State Aided College teachers to maintain regular class loads. Student centric methods are adopted in the form of experiential learning, participative learning, class test, home task, assignment. To enhance learning experiences power point presentation using LCD projectors and other ICT tools are used by the teachers. There are facilities of smart class rooms. Teachers bear good academic qualifications with effective teaching capacity. Programme outcome and course outcome of all courses are displayed in the college website for awareness of the students.

Research, Innovations and Extension

Teachers are involved in research activities, publish research papers in reputed journals, and write books and chapters in edited volumes. Teachers and students are involved in innovative activities and transfer knowledge through collaborative way with other institutes and organization. Various types of extension activities are conducted by the college in neighboring community for sensitizing students in social issues for their holistic development. Collaborative activities under MOUs are done with five institutes/organizations regarding student exchange, faculty exchange, internships and job oriented activities. College has good record of NSS and NCC activities like cleanliness programme, tree plantation programme, awareness camps, social survey, seminars promoting gender equity, women empowerment, AIDS awareness, thalassaemia screening camp in college campus and surrounding areas. NSS units has an adopted village namely Tethebari near Bajkul. College has received award from Mahatma Gandhi National Council of Rural Education, Department of Higher Education, Ministry of Education Government of India for its extensive activities.

Infrastructure and Learning Resources

College is well equipped with adequate infrastructure and physical facilities viz., 45 class rooms, 24 well equipped laboratories. An indoor sports complex with sport equipments, modern gymnasium is available in the college. College has 10 class rooms with ICT facilities. Yoga camps are arranged in the indoor sport complex. Construction of an auditorium is under process. College has a central library with 35 thousands of books with regular accessibility for the students. Library has membership of e-journal, e-books, e-sodhsindhu, sodhganga (NLIST, NDL) and local and remote access through OPAC. Each department has computer facilities for use of students' use for their academic purpose. Internet facility (INFLIBNET) is available for office, principal's chamber, examination cell, central library, departments and students. Significant percentage of total expenditure is incurred in last five years for maintenance of infrastructural facilities.

Student Support and Progression

College has well planned policy to aware students to avail scholarships from different government and non-government agencies. Total 12458 scholarships have been received by the students in last five years. College has received Kanyashree award for such achievement. Identification of students from financially back-ward back ground and to provide them with frees concession is an important activity of the college. Capacity building and skills enhancement initiatives by college are reflected in the activities like soft skills courses, spoken English course, computer course, Yoga course. It is documented that numbers of students from this college qualified JAM, GATE, GMAT, CAT, SET and NET are 12, 18, 1, 1, 17 and 43 respectively. Number of student progressed to higher education in the last five year is 411, and 150 students have secured placement in different sectors. Student participation in different sports and cultural competition is good. There is a registered Alumni Association of the college which contributes in holistic development of the institution.

Governance, Leadership and Management

Institute has well planed future perspective in its administrative level to develop the infrastructural facilities to adopt the National Education Policy -2020. There are 29 sub-committees and 09 major committees except Governing Body, which takes part in policy formulation and implementation for holistic development of the college. Admission process, circulation of notice and orders, tendering process, financial transaction are done through online process. Employees are provided with service regarding loan benefit, leave benefit, PF-benefit. Performance Appraisal system is provided. Financial support is provided to the teachers for participation in workshops, seminars and in induction programmes. Number of FDP courses attended by teachers is 46 and by non-teaching staff is 87 in the last five years. Internal Academic Audit, Internal financial Audit and Green Audit up to date is completed.

IQAC conducts meetings with different subcommittees and plans strategies for quality assurance of teaching-learning methodologies and other academic facilities. IQAC collects feedbacks from different stake holders, analyzes it and takes measures for improvement. IQAC contributes in submission of college data in AISHE portal and also conducts collaborative initiatives with other institution through seminars, student and faculty exchange for quality development of the institution.

Institutional Values and Best Practices

By conducting seminars, commemorative days, by involving the women employees in different sub committees (specially Anti-ragging cell and Grievance & Redressal cell) and involving the girl students in sports and cultural activities college tries to promote gender equity in the institutional level.

Green audit and energy audit for the last session have been conducted. As a part of green campus initiatives college has taken different action through waste management system (for biodegradable and non-degradable waste, chemical waste, glass waste), vermicompost system, tree plantation and cleanliness programmes through NSS activities, covered drainage system and by providing ecosystem for maintenance of biodiversity in the campus. College pond is used as rain water conservation system. There is a rain water harvesting system to restore underground water. A solar plant is installed as an initiative to use of alternative energy source.

Institution through its extensive activities has created an inclusive environment regarding connection with

society and culture, promotion of gender equity, tolerance and constitutional responsibility within the students, employees. Out many best practices institution imparts continuous effort on freeships for financially backward students and blood donation camp in collaboration with other social organization.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	BAJKUL MILANI MAHAVIDYALAYA
Address	VILL-Tethibari, P.O.-Kismat Bajkul, P.S.-Bhagwanpur, DIST-Purba Medinipur
City	Tamluk
State	West Bengal
Pin	721655
Website	www.bajkulcollege.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Pijush Kanti Dandapath	03220-274291	9433209211	-	bajkul_college@rediffmail.com
IQAC / CIQA coordinator	Saurav Samanta	03220-274460	9635930940	-	iqac.bmm@rediffmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details

State	University name	Document
West Bengal	Vidyasagar University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	03-09-1964	View Document
12B of UGC	03-09-1964	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	VILL-Tethibari, P.O.-Kismat Bajkul, P.S.-Bhagwanpur, DIST-Purba Medinipur	Rural	11.67	6268

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Bengali	36	Higher Secondary or Equivalent	Bengali	116	92
UG	BSc,Economics	36	Higher Secondary or Equivalent	English + Bengali	17	2
UG	BA,Education	36	Higher Secondary or Equivalent	English + Bengali	40	38
UG	BA,English	36	Higher Secondary or Equivalent	English	110	96
UG	BSc,Geography	36	Higher Secondary or Equivalent	English + Bengali	70	67
UG	BA,History	36	Higher Secondary or Equivalent	English + Bengali	62	38
UG	BA,Music	36	Higher Secondary or Equivalent	English + Bengali	28	19
UG	BA,Philosophy	36	Higher Secondary or Equivalent	English + Bengali	77	56
UG	BA,Political Science	36	Higher Secondary or Equivalent	English + Bengali	31	22
UG	BA,Sanskrit	36	Higher Secondary or Equivalent	Bengali,Sanskrit	82	60
UG	BA,Sociology	36	Higher Secondary or Equivalent	English + Bengali	28	19
UG	BSc,Botany	36	Higher Secondary or	English + Bengali	47	46

			Equivalent			
UG	BSc,Chemistry	36	Higher Secondary or Equivalent	English + Bengali	60	44
UG	BSc,Mathematics	36	Higher Secondary or Equivalent	English + Bengali	85	62
UG	BSc,Nutrition	36	Higher Secondary or Equivalent	English + Bengali	35	32
UG	BSc,Physics	36	Higher Secondary or Equivalent	English + Bengali	38	22
UG	BSc,Physiology	36	Higher Secondary or Equivalent	English + Bengali	32	26
UG	BSc,Zoology	36	Higher Secondary or Equivalent	English + Bengali	55	51
UG	BA,Nss	36	Higher Secondary or Equivalent	English + Bengali	100	5
UG	BA,Ncc	36	Higher Secondary or Equivalent	English + Bengali	150	29
UG	BA,Physical Education	36	Higher Secondary or Equivalent	English + Bengali	300	122
UG	BA,Human Rights Education	36	Higher Secondary or Equivalent	English + Bengali	40	0
UG	BSc,Computer Science	36	Higher Secondary or Equivalent	English + Bengali	45	42
UG	BSc,Automobile Maintenance	36	Higher Secondary or Equivalent	English + Bengali	66	47
PG	MA,Bengali	24	Honours Graduate	Bengali	50	45

PG	MSc,Geography	24	Honours Graduate	English + Bengali	30	29
PG	MA,History	24	Honours Graduate	English + Bengali	40	33
PG	MA,Philosophy	24	Honours Graduate	English + Bengali	50	50
PG	MA,Sanskrit	24	Honours Graduate	Bengali,Sanskrit	45	44

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				4				34			
Recruited	0	0	0	0	2	2	0	4	21	8	0	29
Yet to Recruit	0				0				5			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				38
Recruited	23	1	0	24
Yet to Recruit				14
Sanctioned by the Management/Society or Other Authorized Bodies				22
Recruited	19	3	0	22
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	1	0	9	3	0	14
M.Phil.	0	0	0	0	0	0	3	3	0	6
PG	0	0	0	1	1	0	9	2	0	13
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male		Female	
	Others		Total	
	7		1	
	0		8	

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1440	0	0	0	1440
	Female	2013	0	0	0	2013
	Others	0	0	0	0	0
PG	Male	63	0	0	0	63
	Female	305	0	0	0	305
	Others	0	0	0	0	0
Certificate / Awareness	Male	94	0	0	0	94
	Female	1	0	0	0	1
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	121	116	109	160
	Female	128	127	126	135
	Others	0	0	0	0
ST	Male	2	6	0	4
	Female	2	4	1	0
	Others	0	0	0	0
OBC	Male	72	91	74	95
	Female	100	106	112	97
	Others	0	0	0	0
General	Male	535	552	519	617
	Female	892	913	863	934
	Others	0	0	0	0
Others	Male	0	0	0	2
	Female	1	0	0	3
	Others	0	0	0	0
Total		1853	1915	1804	2047

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	As per notification and order of the affiliating university, Vidyasagar University, as well as State Government of West Bengal National Education Policy already have been implemented in the first semester of UG programme from the session 2023-2024 in multidisciplinary mode in 24 four subjects in our college.
2. Academic bank of credits (ABC):	As per instruction of the Vidyasagar University college has notified to all the students to open ABC Id in proper portal. During admission to first semester in the session 2023-2024, ABC Id of all students were mandatory criteria for form fill up. We are in process to implement online courses through

	National schemes like SWAYAM, NPTEL, Coursera, etc, for our students and considering for credits earned against elective courses.
3. Skill development:	college, after comprehensive analysis in its administrative body has decided to open new skill development courses beside the existing courses to offer students academic flexibility. Courses like disaster management, surveying, remote sensing and GIS, hand-loom, beautician training, basic computer course and spoken English are in proposal.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	College has already created an inclusive environment for appropriate integration of Indian knowledge through celebration of Independence day, Republic day, International Mother Language day, Women day, National Youth day, etc. College conducts different cultural activities like Basant Utsav, Agomoni Utsav to promote Indian culture. College has plan to introduce courses to offer learning Indian Language in online mode.
5. Focus on Outcome based education (OBE):	To focus on out come based education college prepares POs and COs of each subjects. Community participation and service, environmental education, and value-based education are all part of an innovative curriculum that includes credit-based courses and projects. Lab experiments and mini projects with a focus on community health awareness & promotion are included in the curriculum. Professional Ethics & Human Values, Gender sensitization are value-based education courses that are introduced in Departmental programmes. Environmental Sciences is a course that looks at all areas of environmental sustainability.
6. Distance education/online education:	Due to Covid -19 pandemic, educational institutions in the country have increasingly involved in using the digital platforms for engaging classes, conducting conferences and meetings. Online education has broken the geographical barriers creating interaction of experts and students from far off places. Opening up of the economy including that of educational institutions has paved the way of adopting hybrid mode of education combining online and offline resources. This can be considered as the new normal, which is envisaged in New Education Policy as well. Due to the experience gained during lock-down period of Covid-19, access to online resources by

educators and students will not be a constraint any more.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	No
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	NA
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	NA
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	NA
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	NA

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
4244	3745	3761	4346	4209

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 37

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
33	33	34	30	30

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
287.8	198.6	153.9	135.8	136.2

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

(1) 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. 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. In this session upto January 2022 classes were conducted in blended mode i.e. through both online and offline mode. From February 2022 classes were held only through traditional offline mode. All the necessary information like teaching plans, time tables for online classes, other important notices like the schedule of tutorials were provided to students in due time. The orientation for the newly admitted students was conducted by each department through the online platform of Google Meet. Departmental meetings were conducted regarding syllabus distribution, completion of syllabus and conduction of internal and University examination. Internal assessment is conducted centrally. Attendance record of students is collected from the respective departments by the exam cell of the college. The institution also has active NCC and NSS students.

(2) 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.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response:

File Description	Document
List of students and the attendance sheet for the above mentioned programs	View Document
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	View Document
Institutional data in the prescribed format	View Document
Evidence of course completion, like course completion certificate etc. Apart from the above:	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response:

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
719	287	0	122	111

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

Our affiliated university, Vidyasagar University, has already included Environmental Studies as one of the Ability Enhancement Annual Quality Assurance Report of BAJKUL MILANI MAHAVIDYALAYA 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. Besides this in this session some relevant seminars like "Save the Girl Child", "Violence Against Women: Social and Ethical Concerns and the Way Forward" etc. were held.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response:

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 3591

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response:

File Description	Document
Feedback analysis report submitted to appropriate bodies	View Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response:

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2022-23	2021-22	2020-21	2019-20	2018-19
1889	1845	1752	1855	2046

2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
2304	2112	2097	2311	2474

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list as published by the HEI and endorsed by the competent authority	View Document
Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response:

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2022-23	2021-22	2020-21	2019-20	2018-19
467	427	401	441	498

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1100	614	603	630	633

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response:

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

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. In each laboratory room there are arrangements for board work needed for discussion on the theoretical background of the experiment.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality**2.4.1****Percentage of full-time teachers against sanctioned posts during the last five years****Response:****2.4.1.1 Number of sanctioned posts year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
38	38	38	38	38

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response:

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
31	31	32	27	27

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.5 Evaluation Process and Reforms**2.5.1**

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

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.

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. Students having low attendance are warned beforehand so that they can obtain the required percentage of attendance required by the university.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

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	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

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	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.3**Pass percentage of Students during last five years (excluding backlog students)****Response:****2.6.3.1 Number of final year students who passed the university examination year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
1259	1060	880	831	859

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1275	1067	888	946	902

File Description	Document
Institutional data in the prescribed format	View Document
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	View Document
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response:

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	9.7	3.9	10.9

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

The institution fosters a culture of innovation by encouraging creativity and experimentation among the students through in-house and field projects, wall magazine, poster presentation in seminar etc. The institution encourages collaboration and partnerships with different departments, colleges, organizations to create cross-disciplinary innovation and knowledge transfer to the wider community. College promote students for participating in model exhibitions contest. Teachers and students of some departments are involved in research activities with other organizations through collaborative activities. Department of chemistry prepared sanitizer during covid situation and distributes it to the local people through the NSS. Students of physics department device instrumental design through their project works. department of computer science designed the online system for conducting online classes and administrative work during covid situation.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response:

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
4	8	19	9	14

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards**3.3.1**

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response:

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
28	25	44	174	60

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	View Document
Link to re-directing to journal source-cite website in case of digital journals	View Document
Links to the papers published in journals listed in UGC CARE list or	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response:

3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
38	43	38	28	12

File Description	Document
List of chapter/book along with the links redirecting to the source website	View Document
Institutional data in the prescribed format	View Document
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

College performs different extension activities (other than the conventional teaching learning activities) to build a linkage with the community and also to involve the students in different social activities. Through these extension activities college tries to develop social awareness and social responsibilities among students and staffs. Sometimes these activities are done from humanitarian ground on community service. Here is a brief description of such activities.

Blood Donation Camp

College organizes blood donation camp every year in collaboration with local welfare organizations, Alumni Association, Contain Blood Bank and Bhagwanpur Health Centre. Large numbers of students, staff and local area people participate and donate blood in the camp. IQAC takes important part in these camps. Each time tree plantation program is associated with the blood donation camp. In the last five years as per record the camps were conducted with grand success.

Tree Plantation Program

Each year college organizes tree plantation program in collaboration with Alumni Association of the college and IQAC of the college. NSS department of the college also takes extensive part in such tree plantation program. Plantation is done in the college campus as well as in the local area, road sides etc.

College considers the tree plantation program as an environmental responsibility. This program creates motivation and awareness among the students about environment.

Cleanliness Program

College organizes cleanliness programs under NSS department and NSS units (unit-I, II and III) in collaboration with IQAC of the college. These programs are conducted in different times of the sessions. Cleanliness programs involved cleaning the campus, plastic free environments, swaschhata Abhijan in local area, waste disposal in proper places etc. numbers of students of the college takes part in the programs.

Sanitization during Covid-19 Pandemic

During the COVID-19 pandemic situation college has performed extensive activities on sanitization programs and awareness about COVID-19 pandemic. Followings are such activities

1. Distribution of sanitizer among college staffs and local area peoples.
2. Sanitizing the entire college campus.
3. Sanitizing the local area.
4. Webinar to promote awareness among students and teacher about COVID-19 pandemic.

Food Distribution to Flood victims

The area of Bhagwanpur-I and Bhagwanpur-II was largely affected by floods two times during the last five years. College from its humanitarian ground and as a part of social responsibility conducted food and water distribution to the victims. Also the college was a rescue center for the victims.

Social Awareness Programs

College under the aegis of IQAC, different departments (basically department of NSS and NSS units) in collaboration with social organizations organizes social awareness programs. these types of programs includes health awareness, thalassemia awareness, cleanliness programs, tree plantation in college campus and local area, and seminars.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Our college have been recognized by government organization and have been appreciated by peoples of the surrounding area for extension activities.

1. Our college has been recognised by Mahatma Gandhi National Council of Education Department of Higher Education, Ministry of Education; Government of India as a **SOCIAL ENTREPRENEURSHIP, SWACHHATA & RURAL ENGAGEMENT CELL (SES REC) INSTITUTION** from 29.08.2020.
2. Each year a large numbers of students and local peoples donate blood in the blood donation camps organized by our college. This activity is highly appreciated by the students and as well as by local community peoples as is reflected by its regular success. Even during the COVID-19 pandemic situation our college was able to organize the blood donation camp successfully.
3. The thalassemia awareness and medical awareness programs along with medical checkups is highly appreciated by the students and the local community peoples. Block Health Centre of Bhagwanpur block every time gives us good support.
4. Tree plantation and cleanliness programs are also highly appreciated and are also popular among the students as well as the local community people.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response:

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
4	3	8	3	4

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	View Document
Institutional data in the prescribed format	View Document
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.5 Collaboration**3.5.1**

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response:

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
List of year wise activities and exchange should be provided	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

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 equipment to conduct their laboratory works. Records of all equipment 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. In case of PG departments one classroom has 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. College provides free wifi connection to all students.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response:

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
55.28	72.56	66.47	10.35	40.99

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

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	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

We have broadband connection with internet speed 150MBPS. There are four connentions. Also we provide wifi facility. These facilities are updated as per requirement. College office, examination cell, principal's chamber, all departments, IQAC, computer laboratoies, and library are provided with the internet facility.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response:

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 74

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities

excluding salary component, during the last five years (INR in Lakhs)

Response:

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

2022-23	2021-22	2020-21	2019-20	2018-19
23.5	33.18	22.25	26.05	17.58

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response:

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
3935	3745	3761	2474	2564

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	View Document
Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).	View Document
Upload policy document of the HEI for award of scholarship and freeships.	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response:

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	View Document
Report with photographs on ICT/computing skills enhancement programs	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response:

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
09	0	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

Response:

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	View Document
Proof related to Mechanisms for submission of online/offline students' grievances	View Document
Proof for Implementation of guidelines of statutory/regulatory bodies	View Document
Details of statutory/regulatory Committees (to be notified in institutional website also)	View Document
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response:

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
179	219	148	109	63

5.2.1.2 Number of outgoing students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1259	1060	880	831	859

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	View Document
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response:

5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)

2022-23	2021-22	2020-21	2019-20	2018-19
37	26	15	6	9

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

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 last five years

Response:

5.3.1.1 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 wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
0	1	0	1	0

File Description	Document
Upload supporting document	View Document
list and links to e-copies of award letters and certificates	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response:

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
23	17	0	33	33

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

Response:

The college has a registered Alumni association which dedicatedly looks after the development process by providing financial and other support services. Through meetings, 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	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

The institute has been keeping track of the latest developments in the field of education; as we know the central government brought into practice a new system of education called New Education Policy (NEP) in the year 2020. The change in policy took place after more than three decades, so the institution also embraced this change as per the instruction of the government. From the current academic year of 2023-24, all courses have been introduced in keeping with the framework of the New Education Policy (NEP). In order to make the teachers aware about the changes in curriculum, a workshop was also organised in July 2023. Previously, a meeting with all the Heads of the Departments was held by the Teacher-in-charge. These were supplemented by another online meeting held by the university with the Teacher-in-charge, the IQAC co-ordinator and the examination in-charge.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

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 into 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	Document
Upload Additional information	View Document
Institutional perspective Plan and deployment documents on the website	View Document
Provide Link for Additional information	View Document

6.2.2

Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response:

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

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	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response:

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

2022-23	2021-22	2020-21	2019-20	2018-19
13	21	08	04	07

File Description	Document
Policy document on providing financial support to teachers	View Document
Institutional data in the prescribed format	View Document
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	View Document
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response:

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
52	66	11	02	03

6.3.3.2 Number of non-teaching staff year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
44	45	45	45	45

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	View Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers.	View Document
Annual reports highlighting the programmes undertaken by the teachers	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

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 equipment. 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.

The institution is run by mobilizing funds from grants obtained from the Govt. of West Bengal, Central Sector, interested stakeholders and fees received from the students. The salary component is borne entirely by the W.B. State Government. There are other sources for mobilization of funds for scholarships endowed to the students like the scholarship from various scholarships directly transferred to the students' accounts from the State Government / Private Sector like Sitaram Jindal Scholarship. The college has also received funds from M.P Lads, used for augmenting laboratory and campus development for the college. The state Government has also sanctioned some funds for development work like the Auditorium building in the college campus.

The Alumni Association regularly helps needy students to submit their examination fees. In 2021 and 2022 the Association donated. The college was allocated an amount of Rs. 2 crores from RUSA out of which Rs. 1.5 Crores is already received. Institution conducts internal and external (Govt. provided Auditors) financial audits regularly. At the initial stage, the Head of the Department or any other teacher from the department certifies that the material has actually been delivered or the service has actually been provided. For office purchases this certification is done by a responsible office staff or a member of the Finance Committee. This is again scrutinized by the Accountant, Bursar and the Principal for clarity, authenticity, transparency and financial accuracy. Income/Expenditure is closely monitored by the Bursar, the Principal and the Accountant properly. Quotations are called for and prices are compared. For the grants received from the UGC, West Bengal Government or other sources, utilization certificates are prepared according to the allowed expenditure under various heads. The Utilisation Grant Certificates are duly submitted to the concerned agency. The external audit takes place annually after the completion of every financial year. The Chartered Accountant, who works as an auditor on the recommendation of the Higher Education Department, Government of West Bengal. The college has no say in appointing the auditor. The bills and vouchers of the revenue expenditure are checked. The vouchers and proper record with the concerned Department of the capital expenditure is also checked and verified. The Utilisation Grant Certificates are also audited by the external auditor. Statutory external audit and assessment of Income- Expenditure and Receipt-Payment is also done by the external auditor. The audit objections/compliance, if any, is handled by the Accounts Department.

File Description	Document
Upload Additional information	View Document

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the

incremental improvement in various activities**Response:**

IQAC takes different strategies for internal quality assurance in various aspects of the academic institution. Total 24 subjects are taught in the institution including UG and PG courses. More than three thousands and seven hundred students read in the college. The students come from rural or village areas. A significant part of the students are from poor financial background. Some students are first learner of their family. However, the college gets a large numbers of meritorious students.

But our college has 38 full time teacher posts, 98 State Aided College Teachers and 44 non-teaching employees. To maintain such a large numbers of student strength in regular basis, to provide a good teaching-learning environment, to provide a good administration, for proper documentation of all the information IQAC in collaboration with College administration adopts various policies and performs various activities in institutional level. Most significant activities are,

- 1.Meeting with different sub-committees to know their observation about different academic and administrative problems.
- 2.Meeting with college administrative office staffs to know about their requirements in smooth running of the official work
- 3.Proper documentation of students data (application, admission, result and student progression, placement etc)
- 4.Carrier counselling for students
- 5.Inspection of class room and practical room facilities and initiatives to improve the facilities.
- 6.Observation on syllabus distribution, syllabus completion and internal assessment of all subjects.
- 7.Identification of weaker students and arrangement of remedial classes for them.
- 8.Meeting with all departments to analyse teaching-learning outcomes and to identification of any failure and also to take initiatives to overcome the problems.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5.2**Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response:

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	View Document
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

Bajkul Milani Mahavidyalaya enrolls Students from various parts of our state irrespective of caste, creed, religion, sect etc which ensures an inclusive environment for all the students and staff by arranging different cross-cultural discourses, cultural programs on constitutional obligations like values, rights, duties and responsibilities of citizens. Also in this institution tolerance and harmony is promoted through observation of various days, seminars on tolerance towards different kind of diversities present in our country and community outreach programmes. To promote gender equity in the professional level college involves women employees in different subcommittees of the college. College's anti-ragging cell and grievance-Redressal cell includes women employees in majority. To provide physical facilities college has arrangement of sanitary napkin vending machines in ladies toilets. Good hygienic condition is maintained in ladies toilets, bath rooms and wash rooms. Girls students participate in different cultural and sports events. Women employees also participate in sport activities

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.1.2

The Institution has facilities and initiatives for

- 1. Alternate sources of energy and energy conservation measures**
- 2. Management of the various types of degradable and nondegradable waste**
- 3. Water conservation**
- 4. Green campus initiatives**
- 5. Disabled-friendly, barrier free environment**

Response:

File Description	Document
Policy document on the green campus/plastic free campus.	View Document
Geo-tagged photographs/videos of the facilities.	View Document
Circulars and report of activities for the implementation of the initiatives document	View Document
Bills for the purchase of equipment's for the facilities created under this metric	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

- 1.Green audit / Environment audit**
- 2.Energy audit**
- 3.Clean and green campus initiatives**
- 4.Beyond the campus environmental promotion activities**

Response:

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Policy document on environment and energy usage Certificate from the auditing agency	View Document
Green audit/environmental audit report from recognized bodies	View Document
Certificates of the awards received from recognized agency (if any).	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of

students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)**Response:**

Bajkul Milani Mahavidyalaya enrolls Students from various parts of our state irrespective of caste, creed, religion, sect etc which ensures an inclusive environment for all the students and staff by arranging different cross-cultural discourses, cultural programs on constitutional obligations like values, rights, duties and responsibilities of citizens. Also in this institution tolerance and harmony is promoted through observation of various days, seminars on tolerance towards different kind of diversities present in our country and community outreach programmes.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.2 Best Practices**7.2.1****Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual****Response:**

Our college have been practicing two activities in its best. One is Financial aid for meritorious/needly students and the other is Community service through NSS, NCC.

Best practice – I: Title of practice: Financial aid for meritorious/needly students

Objective: (a) Financially support to meritorious/needly students (b) Encouraging in persuasion of higher education.

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 – II: Title of practice: Community service through NSS, NCC

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.

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) Blood donation programmes were conducted by NSS and NCC team. (d) Foods were distributed to flood victims.

File Description	Document
Best practices as hosted on the Institutional website	View Document

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

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. One distinctiveness 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 40 seats for fitter and 40 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	Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

Besides the information submitted in the report, there is some additional information of the Institution.

1. College annually organises institutional excursion in which staff and students participated.
2. Departments conducts Guardian meetings and aware them regarding the academic performance and progression of the students.
3. College has applied to the competent authority for the grant-in aids-
 - To install solar plant in large scale,
 - For the construction of new academic building,
 - For the extension of central library building.
1. The construction of the college Auditorium is near completion and its information are not included in the prescribed criteria.

Concluding Remarks :

The SSR cycle 3 is prepared by college IQAC/NAAC committee gathering requisite information from internal as well as external sources. There remains additional information in physical form which college can produce during time of physical inspection. Departments have activities within their degree of freedom (as permitted by the Governing Body) for improvement of student's quality regarding learning ability, knowledge, skills and manners. Such information may be reflected in the departmental profile of the respective departments. There may remain some missing information due to unavoidable circumstances of COVID-19 pandemic. The suggestion recommended by the peer team of last NAAC inspection has been implemented by the institution as per availability of financial strength. Some previous plan of up-gradation of infrastructural facilities has been hampered due to the COVID situation. The institution is determined to overcome all the weakness in future. The institute is now ready to follow the subsequent stages of as per direction of the NAAC.