The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

1. Details of the Institution

1.1 Name of the Institution

> BAJKUL MILANI MAHAVIDYALAYA

1.2 Address Line 1

> P.O.-KISMAT BAJKUL

Address Line 2

> DIST. - PURBA MEDINIPUR

City/Town

> P.S.-BHAGABANPUR

State

> WEST BENGAL

Pin Code

> 721655

Institution e-mail address

> bajkul_college@rediffmail.com

Contact Nos.

> 03220-274291

Name of the Head of the Institution:

> Dr. SATYANARAYAN SAU

Tel. No. with STD Code:

> 03220-274460

Mobile:

> 09775144026

Name of the IQAC Co-ordinator:

> DR. NITHAR RANJAN MADHU

Mobile:

09733697736

IQAC e-mail address:

iqac.bmm@rediffmail.com

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

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

EC/02/A&A/235 dated 31-03-2007

1.5 Website address:

www.bajkulcollege.org

Web-link of the AQAR:

http://www.bajkulcollege.org/aqar2009-10.doc/

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

1.6 Accreditation Details

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

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

1.8 AQAR for the year *(for example 2010-11)*   2009-10

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

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

1.10 Institutional Status

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

Affiliated College   Yes [√]   No [ ]

Constituent College   [ ] Yes [√]   No

Autonomous college of UGC   Yes [ ]   No [√]

Regulatory Agency approved Institution   Yes [ ]   No [√]
(eg. AICTE, BCI, MCI, PCI, NCI)

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

          Urban [ ]   Rural [√]   Tribal [ ]

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

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

1.11 Type of Faculty/Programme

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

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

Others   (Specify)   [.   NA]

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

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

Autonomy by State/Central Govt. / University   [UNIVERSITY]

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

DST Star Scheme   [NO]   UGC-CE   [NO]

UGC-Special Assistance Programme   [NO]   DST-FIST   [NO]

UGC-Innovative PG programmes   [NO]   Any other *(Specify)*   [NO]

UGC-COP Programmes   [NO]

2. IQAC Composition and Activities

2.1 No. of Teachers

| 05 |

2.2 No. of Administrative/Technical staff

| 01 |

2.3 No. of students

| 01 |

2.4 No. of Management representatives

| 01 |

2.5 No. of Alumni

| 01 |

2. 6 No. of any other stakeholder and

Community representatives

| 01 |

2.7 No. of Employers/ Industrialists

| 01 |

2.8 No. of other External Experts

| 02 |

2.9 Total No. of members

| 15 |

2.10 No. of IQAC meetings held

| 10 |

2.11 No. of meetings with various stakeholder: No. | 10 | Faculty | 03 |

Non-Teaching Staff Students | 03 | Alumni | 02 | Others | 00 |

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

If yes, mention the amount | NA |

2.13 Seminars and Conferences (only quality related)

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

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

(ii) Themes | 'VALUE BASED EDUCATION IN UPANISADS' |

2.14 Significant Activities and contributions made by IQAC

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

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

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

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

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

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

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. All the departments plan to organize seminars on different relevant topics in the coming academic year, according to the under graduate syllabus.	1. With the objective of providing man – making education some special workshops and seminars/ lectures were held.
2. The IQAC proposes to hold inter disciplinary seminars within the college where senior professors of various departments will deliver key-note address.	2. We are successfully running the Inter-disciplinary lecture programme where different teachers belonging to one discipline deliberate on a topic of their choice and discuss it with the faculty members from other disciplines. In the year under review, eight such lectures have been delivered.
3. Smart classes will be arranged in place of traditional classes. For this purpose modern equipments will be installed.	3. The teachers' of various departments used white board instead of black board. Some teachers delivered their valuable lectures with the help of LCD projectors, overhead projectors and using some models, charts & diagrams.
4. Some teachers of the college belonging to both science and humanities groups are working under the minor research project scheme of the UGC and some other teachers are waiting for the sanction of their minor research projects.	4. During this session, many faculty members were inspired to submit proposal for conducting minor research projects. Some proposals of MRPS were approved by the UGC and other funding agencies as mentioned below.
5. Initiative should be taken to fill up the vacant posts of Lab-attendant and teachers in some Lab-based subjects, though such attempts were made unsuccessfully in the previous years.	5. The West Bengal College Service Commission (CSC) filled up some of the vacancies in the teaching post. Mr. Rabin Das (Geography), Mr. Sujit Ghosh (Political Science), Mr. Sujit Maity (Philosophy), Mr. Dilip Biswas (Physical Edication) & Miss Subhra Debnath (Political Science) joined the college in this session. The CSC assured us to fill up further vacancies in the next session.

6. Initiative would be taken to develop the condition of the existing cycle – vehicle stand by replacing the wooden pillar and making it more spacious.	6. New concrete pillars were erected in the cycle-stand instead of old wooden pillars and the stand was made more spacious.
7. The IQAC again proposes to take proper steps for establishing a Boys' Hostel in the college campus. .	7. The proposal of the IQAC regarding Boys' Hostel was placed to the financial sub-committee of the College once again. The latter regretted its inability to comply with the request of IQAC because of financial problem.
8. The IQAC plans to construct an Indoor Stadium in the college where there will be proper arrangement for various Indoor games like table tennis, Badminton , chess, Carom etc.	8. The college authority prayed to the UGC for funding the construction of an Indoor Stadium in the college. A green signal was received from the UGC.
9. Serious effort would be made to open the Post- graduate courses in Chemistry, Geography, Bengali, History, Philosophy, Zoology, Physics, Political Science and Sanskrit.	9. The college has no say, beyond offering suggestions for opening the P.G courses, which is the sole prerogative of the Vidyasagar University to which the college is affiliated. The college authority took serious steps for that purpose several times, but no positive gain in this regard was achieved in this session.
10. Infrastructure of the college will be developed as per as practicable to cater to the growing needs of the students.	10. Some new furniture and requirements like bench, tools, Almirah, computer, Glass Goods, racks, Water filters etc were bought and installed in proper places for the benefit of the students and the staff.
11. The IQAC proposes to increase the number of campus interviews for the students of Automobiles Maintenance. The IQAC also proposes to contact various Institutions, Private concerns, Industries for this purpose. Though every year, a good number of students get placement after campus interview, the IQAC proposes to enhance both the quality and the quantity of	11. The college authority arranged the campus interview for the final year students. Ashok Leyland from Shree Automotives and Mahindra & Mahindra from Star India recruited more than twenty students from the Dept. of Automobile Maintenance during this academic session.

students' placements.	
12. Half yearly wall-magazines will be published from all the Departments.	12. The Students of various departments published half yearly departmental wall magazines and some departments like Bengali & Sanskrit published quarterly wall magazines.
13. The IQAC proposes to take initiative again to start the distance M.A. courses (viz Geography, Sanskrit, Bengali, and History) in the college campus.	13. Some inspection was carried by the University for opening distance M.A. courses and the Inspection team assured us about sanctioning some subjects at the earliest.
14. The NSS programme officers of Unit-I, II, & III of the college will be requested for making an all out endeavour to inculcate the spirit of tolerance, co-operation and social consciousness among the students and local people.	14. The NSS programme officers of the college, Mr. Pijush Kanti Dandapath of Unit-I, Dr. Nithar Ranjan Madhu of Unit-II and Dr. Nirmal Kumar De of Unit-III arranged a winter special camp in the neighbouring villages of Kajlagarh, Garbari-I and Garbari-II from 24.12.2009 to 31.12.2009. This camp arranged for making an all out Endeavour to inculcate the spirit of tolerance, co-operation and social consciousness among the students and the local people
15. The proper authority will be re-approached for sanctioning the new courses (Physiology Honours, Music Honours, Sociology Honours, Education Pass and Nutrition Pass) for which steps were already taken by the college in the previous two years.	15. Repeated attempts were made to move the authority for sanctioning new courses in various subjects but this year also, we did not see the face of any practical success in this regard.
16. Career counseling for 3rd year students (Final Year) should be continued in this year also by expert teachers.	16. Career counselling was given to the 3rd year students (Final year students) of the college by senior departmental teachers and external experts.
17. Students will be motivated and encouraged for increased participation in extra -curricular activities.	17. Various competitions on extra-curricular activities like debate, elocution, recitation, dance, music, quiz etc were organized by the students' Union under the supervision of departmental teachers in charge of cultural

	affairs.
18. The IQAC proposes to uplift the weaker students and plans to arrange remedial classes for them.	18. Again special attention was paid to the weaker section of the students and various departments arranged several special coaching classes for them
19. The IQAC wants to re-introduce NCC in our college for the benefit of the students.	19. The NCC could not be re-introduced this year owing to some communication gap
20.The IQAC also proposes to invite the banking authority for opening a Nationalizes Bank (SBI) in our college campus to facilitate the monetary transaction of the college and the local people.	20. The college authority took initiative for opening a Nationalized Bank (SBI) in the college campus. Some positive result was gained and the college authority was contemplating about the next steps to be taken for the said purpose like raising fund, erecting building etc
21. The IQAC requests the Governing Body to make arrangements for the construction of a new building for Post Graduate course.	21. The college authority prepared a design with the help of an engineer for the PG building and submitted a proposal for that to the UGC.
22. The IQAC proposes to construct a spacious new building to accommodate a permanent canteen for the students and the staff of the college.	22. The college authority agreed to the proposal of building a canteen - house & Main gate of the college and requested the Hon'ble MLA of Bhagwanpur-I, Mr. Ardhendu Maity, (who is also the president of the Governing Body of this college) to provide financial help for translating this proposal into reality.

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

2.15 Whether the AQAR was placed in statutory body   Yes ☐   No ☐

Management ☐   Syndicate ☐   Any other body ☐ √

Provide the details of the action taken

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

Part – B
Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

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

Interdisciplinary	00	00	00	00
Innovative	00	00	00	00

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	NA
Trimester	NA
Annual	19

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

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

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

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

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

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

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	23	16	07	0	59

2.2 No. of permanent faculty with Ph.D.: 14

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	13	0	0	0	0	0	0	0	13

2.4 No. of Guest and Visiting faculty and Temporary faculty

G-02	V-00	T-28

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	02	04	10
Presented papers	02	03	05
Resource Persons	00	00	01

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

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

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

2.7   Total No. of actual teaching days   :
during this academic year   252 days

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

University Examination

2.9   No. of faculty members involved in curriculum
restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop

02	02	03

2.10 Average percentage of attendance of students

72.09

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
1st year B.A.	871	*	33	499	67	68.77
2nd year B.A.	484	*	3	328	98	88.63
3rdyear B.A.	325	*	6	185	124	96.92
1st year B.Sc.	219	*	10	100	84	88.58
2nd year B.Sc.	140	*	17	75	25	83.57
3rdyear B.Sc.	104	*	19	82	-	97.11
1st year Automobile Maintenance	43	*	1	14	-	34.88
2nd year Automobile Maintenance	19	*	10	9	-	100
3rdyear Automobile Maintenance	4	*	3	1	-	100

'*': % of Distinction is not recorded.

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

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

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

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	03
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	02
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Winter camp	07
Others	00

2.14 Details of Administrative and Technical staff

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

Criterion – III

3. Research, Consultancy and Extension

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

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

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

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

3.4   Details on research publications

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

3.5 Details on Impact factor of publications:

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

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	00	00	00	00
Minor Projects	02	UGC	87800	87800
Interdisciplinary Projects	00	00	00	00
Industry sponsored	00	00	00	00
Projects sponsored by the University/ College	00	00	00	00
Students research projects *(other than compulsory by the University)*	00	00	00	00
Any other(Specify)	00	00	00	00
Total	00	00	87800	00

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

ii) Without ISBN No. [00]

3.8 No. of University Departments receiving funds from

UGC-SAP [0]　CAS [0]　DST-FIST [0]

DPE [0]　DBT Scheme/funds [0]

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

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

3.10 Revenue generated through consultancy [00]

3.11 No. of conferences organized by the Institution

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

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

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

3.14 No. of linkages created during this year   0

3.15 Total budget for research for current year in lakh : 63000.00

From Funding agency   UGC   From Management of University/College   0

Total   Rs.87800

3.16 No. of patents received this year

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

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

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

3.18 No. of faculty from the Institution   0
   who are Ph. D. Guides
   and students registered under them   0

3.19 No. of Ph.D. awarded by faculty from the Institution   0

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

JRF `0`   SRF `0`   Project Fellows `0`   Any other `0`

3.21 No. of students Participated in NSS events:

University level `10`   State level `0`   National level `00`   International level `0`

3.22 No. of students participated in NCC events:

University level `0`   State level `0`   National level `0`   International level `0`

3.23 No. of Awards won in NSS:

University level `0`   State level `0`   National level `0`   International level `0`

3.24 No. of Awards won in NCC:

University level `0`   State level `0`   National level `0`   International level `0`

3.25 No. of Extension activities organized

University forum `0`   College forum `0`

NCC `0`   NSS `06`   Any other `0`

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

a) Realizing the Institutional Social Responsibility right from the inception of the institution it has established close linkage with neighborhood villages. Almost all the extension activities are linked with the community that sends their children to the college. The NSS units of the college organize winter camp and render various types of social service in the neighboring villages. These include repair of rural roads, sanitation arrangements, creation of the pollution free environment, awakening of health –consciousness among the illiterate & half literate rural mass, giving advice regarding child rearing, looking after pregnant mothers, the necessity of sending children to schools and promoting mass literacy campaign.
b) Apart from these, extension activities are carried out in the field of family planning, health and hygiene, blood donation, tree plantation, voter awareness, AIDS awareness and consumer awareness campaigns.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	11.67 acres	00	00	11.67 acres
Class rooms	22	00	00	22
Laboratories	20	00	00	20
Seminar Halls	0	00	00	00
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	0	0	0	0
Value of the equipment purchased during the year (Rs. in Lakh)	0	0	0	0
Others	0	0	0	0

4.2 Computerization of administration and library : No

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14159		285	159917	14444	*
Reference Books	9371		183	65087	9554	*
e-Books	00	00	00	00	00	*
Journals	13		13		13	*
e-Journals	INFLIB	NET-	N-	LIST	JOURNAL	*
Digital Database	3500	*	*	*	*	*
CD & Video	118	*	62	*	180	*
Others (specify)	*	*	*	*	*	*

4.4 Technology up gradation (overall)

	Total Computer	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Departments	Others
Existing	21	01	15	07	00	03	14	05
Added	0	5	1	0	00	01	0	0
Total	21	6	16	07	00	3	14	05

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

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

4.6 Amount spent on maintenance in lakhs :

i)   ICT

0

ii) Campus Infrastructure and facilities

Rs. 30000

iii) Equipments

Rs. 218952

iv) Others

Rs. 114537

Total: Rs.363489.00

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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

5.2 Efforts made by the institution for tracking the progression

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

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2126	-	-	-

(b) No. of students outside the state

0

(c) No. of international students

00

Men

No	%

Women

No	%

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

Demand ratio   Dropout %

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

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

No. of students beneficiaries

279

5.5 No. of students qualified in these examinations

NET `0`   SET/SLET `0`   GATE `0`   CAT `0`

IAS/IPS etc `0`   State PSC `0`   UPSC `0`   Others `11`

5.6 Details of student counseling and career guidance:

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

No. of students benefitted   `68`

5.7 Details of campus placement

On campus			*Off Campus*
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
00	00	00	00

5.8 Details of gender sensitization programmes

No such programme was undertaken during this session.

5.9 Students Activities

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

State/ University level   12   National level   00   International level   00

No. of students participated in cultural events

State/ University level   05   National level   00   International level   00

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

Sports : State/ University level   04   National level   00   International level   0

Cultural: State/ University level   02   National level   00   International level   00

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	380	98,020
Financial support from government	50	147250
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0

5.11   Student organized / initiatives

Fairs   : State/ University level | 0 | National level | 0 | International level | 0 |

Exhibition: State/ University level | 0 | National level | 0 | International level | 0 |

5.12   No. of social initiatives undertaken by the students | 06 |

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

➢ Our vision is to impart qualitative higher education to the students hailing mostly from disadvantaged families of rural Bengal.

➢ Our innate desire is to help the students of the locality as they may grow up as responsible good citizens of future India and to motivate and make them upgraded for the challenging modern trends of academics.

➢ To open job-oriented courses and introduce need-based subjects for the advancement and upward mobility of the students towards globalization.

➢ To uphold the ambience of discipline, learning and culture with deep regard for human values for becoming good human beings.

➢ To inculcate the qualities of morality, nobility and magnanimity among students removing of soul reaming all barriers to comprehensive education of good quality in order to serve society better.

MISSION

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

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

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

- ➢ Evolving suitable strategies for sustaining quality in teaching learning, research and extension activities, student support and progression and infrastructure and learning resources.
- ➢ Seeking collaboration with institution of higher learning of repute to enhance and upgrade the quality of the institution.
- ➢ Integrating teachers' research-works with teaching for the benefit of students and also enhancing teachers' quality with reference to the interest of beneficiaries.
- ➢ Organizing seminars in various departments every year for the teaching, non-teaching staff and also students which focuses on various aspects.
- ➢ The hostel life is so designed that the students are made to practice the fundamental values like regular prayer, yoga practice, self supported life style, good hygiene, clean environment, discipline and punctuality and fellow-feelings.

6.2 Does the Institution has a management Information System :

Yes, the College Students' Union play a vital role in the management information system of the college.

a) A complaint box has been placed in front of the college for collecting information about ragging or any other untoward incident.
b) Students Grievance Redressal Cell, Library Committee, Cultural Committee, Magazine Committee, Admission Committee, NSS Committee, Canteen Committee, Anti-ragging Committee, UGC Committee, Gender Sensitization Committee, Committee against Sexual Harassment etc work together for management information system.

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

6.3.1   Curriculum Development

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

6.3.2   Teaching and Learning:

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

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

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

6.3.3   Examination and Evaluation:

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

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

6.3.4   Research and Development:

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

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

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

iii)   Increasing the number of computers with internet connections.

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

6.3.5   Library, ICT and physical infrastructure / instrumentation

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

6.3.6   Human Resource Management:

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

6.3.7   Faculty and Staff recruitment:

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

6.3.8   Industry Interaction / Collaboration

Nil

6.3.9   Admission of Students:

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

6.4 Welfare schemes for

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

6.5 Total corpus fund generated:

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

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

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

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

For UG Programmes   Yes ☐   No √

For PG Programmes   Yes ☐   No √

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

NA

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

NA

6.11 Activities and support from the Alumni Association

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

6.12 Activities and support from the Parent – Teacher Association

NIL

6.13 Development programmes for support staff

NIL

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

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

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

Nil

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

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

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

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

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

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

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

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

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

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

Best Practice No. 1: No Capitation, No Donation

Best Practice No 2: Regular Internal Assessment of Students

---

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

7.4 Contribution to environmental awareness / protection

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

(2) Particular attention is given to keep the college campus plastic- free.

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

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

Nil

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

1. Seminars and Workshops:-
All the departments plan to organize seminars and workshops on different relevant topics in the coming academic year, according to the under graduate syllabus.

IQAC consider the relevance of creating a platform for faculty members Degree course students are to be acquainted with the new trends and developments in various disciplines. For this purpose inter-disciplinary lectures are to be held.

2. Interdisciplinary lectures:-
The IQAC proposed to hold interdisciplinary lectures within the college where senior professors of various departments will deliver the lectures.

3. Career Guidance and Placement cell:-

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

This year a placement cell will be organized and the cell will be directed to offer training to improve the students.

4. Enhancement of computer facility:

In our college most of the departments have their own computers, laptops with broad band internet connection. Teachers and students can avail themselves of all these facilities.

The college has sufficient number of computers in its office and Principals' Chamber for accounting and administrative functions.

The central library of our college also provides internet and printing facilities for all general students and teachers.

So, IQAC proposes to the authority to open a computer training programme in our college premises for the benefit of unskilled students and members of the staff.

5. Remedial Teaching and Enrichment programmes:

It is also decided by IQAC to pay special attention to the fast learners of our college and also we have decided to offer tutorial and remedial classes for academically weaker students.

The IQAC also proposes to uplift the students belonging to SC/ST/OBC and minor category and to arrange special classes for them.

6. Distance Education programme:

Subsequently, the IQAC proposes to take initiative again to start the distance M.A. courses in Geography, Sanskrit, Bengali, English & History in the college campus.

7. Research activities:

The needs for accelerating research activities are seriously considered by the IQAC and during this session some teachers of certain departments are contemplating to work under major and minor research projects of the UGC and other funding agencies.

8. Social commitment programme:

The IQAC requests the NSS officers of Unit- I, II and III of the college for making an all-out endeavour to inculcate the spirit of tolerance, co-operation and social consciousness among the students and local people.

9. Examinations:

The IQAC proposes that each department should take a preparatory test before the University final examination (Part-I, II & III), in addition to the existing system of regular class tests (internal assessment).

10. Recruitments:
Initiative should be taken to fill up the permanent vacancies of the teaching and non-teaching staff. Fresh interviews should be taken for appointing some members of guest faculty as there is dearth of sufficient teachers.

11.Creation of new posts:
The number of existing posts in various honours and lab-based departments is not at all sufficient to maintain the proper teachers-taught ratio. So, the IQAC proposes to move the DPI and the University for the creation of new posts which will augment the academic strength of the college.

12. Health service:
The IQAC proposes to increase facilities in health services for the students.
Training should be given to the students by medical experts and NSS programme officers for developing awareness about some fatal diseases like AIDS, Thalla semia, Chlerea, diarrhoea, Hepatitis etc.

13. Modern teaching and gearing teaching:
The IQAC proposes that smart class will be arranged in place of traditional classes. For this purpose, modern equipments (eg., LCD projector, Visualize projector, overhead projector, computer, Laptop, Chart, Models etc) will be installed.
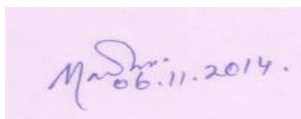
14. Infra-structural Development:
The IQAC has chalked out a multidimensional plan to augment the infrastructural development of the college. The plan consists of the following points-

a)   Installation of a new transformer in the college campus for solving the low voltage problem the college has been facing for a long time.

b) Purchasing a high capacity generator for the college to solve the problem of power –cut.

c) Extension of college building to accommodate the ever-increasing number of students studying in this college.

d) Better lighting arrangement along the college campus road for the security of the college staff in general and the boarders of Women's hostel in particular.

e) Renovation of the college play ground to meet the sports-needs of the students of the college, and also the youth of the locality.

f) Increasing number of equipments to make the college Gym multipurpose and modern.

g) To invite again the SBI authority for opening a branch in the college campus as soon as possible.

h) Installation of a big water plant cum purifier to cater to the need of pure drinking water for the staff and students of the college.

i) Purchasing various types of academic furniture (Viz computer, Printer, Scanner, Table, Benches, Chair, Desks, Almirahs, Racks, White boards, Black boards etc) for various departments, office, library and laboratory of the college.
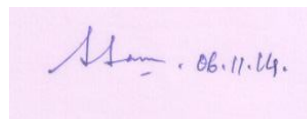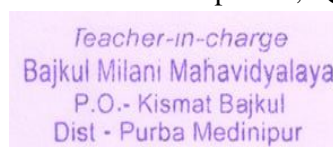
Name: Dr. N.R. Madhu   Name: Dr. S.N. Sau

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

Annexure I

Abbreviations:

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

Annexure-II
* Academic Calendar: (Session: 01.07.2009 to 30.06.2010)

Sl. No	Subjects	Date	Agenda & Purpose
1. 2. 3. & 4.	a) Meeting with teachers, b) Meeting with non-teaching staff, c) Meeting with Students & d) Meeting with Alumni members.	11.06.2009 a) Time: 2:30 PM b) Time: 3:30 PM c) Time: 4:30 PM d) Time: 5:10 PM	a) To motivate all for working together for the all-round development of the Institution. b) To collect names from stakeholders for forming various committees.
5	Meeting with teachers	12.09.2009 Time: 2:00 PM	a) For submitting research projects. b) For some special workshops and seminars c) For taking some extra internal examinations, pre-test etc. d) Guideline for SSC candidates e) For communicative English f) For arranging some special lectures and training for Computer courses, Kitchen-Gardening, Vermi-composting, Aquaculture, Mushroom, and Gardening courses etc.
6	Meeting with Non-teaching staff	24.10.2010 Time: 3:30 PM	a. For making list of their requirements. b. Work load distribution. c. Training for their improvement. d. Plantation of campus and beatification of campus e. For maintenance of college instruments etc.
7.	Meeting with students	14.11.2009 Time: 3:30 PM	a) For maintaining good relation between the students and the staff. b) Participating in all developing programmes c) Attention for all examinations d) Regular attention for Notice board. e) Intimation of any important

			and emergent matter among students to higher authority. f) For attending special and remedial classes without any hesitation. g) Intimation of any financial problem. h) Miscellaneous
8.	Meeting with Alumni members	Date:21.11.2009 Time: 4:00 PM	a) For participating in all academic and cultural programmes. b) For participating in financial contribution to the Institution. c) For maintaining healthy academic atmosphere in the college premises. d) Need for extending their helping hand towards any emergency, check-up of health, and discoursing on some relevant topics for the uplift of the students and imparting training in related fields.
9.	IQAC meeting	Date:05.12.2009 Time: 3:30 PM	a) Arrangement of data and thorough discussion for taking future steps. b) For starting NAAC process c) Miscellaneous
10	a) Meeting with teachers, b) Meeting with non-teaching staff, c) Meeting with Students	Date:06.03.2010 Time: 2:00 PM Common meeting	a) Smooth University examination process. b) All round development of the college c) Miscellaneous

Annexure-III FEEDBACK FORM FOR TEACHERS BY STUDENTS   Model
SESSION-2009-2010

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

- **PLEASE** √ **THE FOLLOWING:**

NO.	PARAMETER	EXCELLENT	VERY GOOD	GOOD	AVERAGE	POOR
5	Punctuality in the Class					
6	Regularity in taking Classes					
7	Completes syllabus of the course in time					
8	Scheduled organization of assignments, class test, quizzes and seminars					
9	Self-confidence					
10	Communication skills					
11	Conducting the classroom discussions					
12	Refers to latest developments in the field					
13	Uses of teaching aids (OHP/Blackboard /PPT's)					
14	Uses of innovative teaching methods					
15	Shows the evaluated answer books of class tests to the students					
16	Helping approach towards varied academic interests of students					

17	Regular checking of laboratory log books/ note books					
18	Motivate for social activity					
19	Overall behavior with students					
20	Suggestions (if any)					

Date: 06/11/2014

(Full Signature)

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

Annexure-III   **FEEDBACK FORM FOR EMPLOYER'S (CONFIDENTIAL)**
Model
SESSION-2009-2010

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

- **PLEASE** | √ | **THE FOLLOWING:**
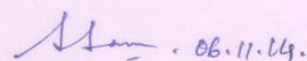
NO.	PARAMETER	EXCELLENT	VERY GOOD	GOOD	AVERAGE	POOR
5	Curriculum (based on knowledge of the employee)					
6	Communication Skills					

7	Contribution in development of Organization					
8	Instructing / Teaching capabilities					
9	Overall behavior with colleagues					
10	Overall behavior with students					
11	Leadership qualities					
12	Dependability					
13	Ability and motivation for social activity					
14	Independent thinking					
15	Ability to take up extra responsibility					

16	Overall impression about the college	
17	Suggestions (if any)	

Date: 06/11/2014

Mon . 06.11.14.

(Full Signature)

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

Annexure-III   **ALUMNI FEEDBACK FORM**   **Model**

BAJKUL MILANI MAHAVIDYALAYA

SESSION-2009-2010

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

> **Please** [√] **the following:**

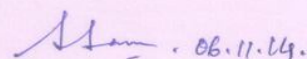| Sl. No	Parameters	Yes	No
1	Do you feel proud to be associated with Bajkul Milani Mahavidyalaya as an Alumni?		
2	Are you willing to contribute to the development of the college?		
3	Were /Are your grievances properly handled at the college?		
4	Have you obtained sufficient technical know-how (both in theory and practice) at Bajkul Milani Mahavidyalaya?		
5	Were the Head of the Institution & Faculties cooperative?		
6	Have you availed Career counselling and guidance for higher studies?		
7	Have you participated in any Alumni meet as of now?		
8	Do you receive regular updates from the college through Mails/ Calls/ SMS etc?		
9	If you are invited to deliver a Guest Lecture/ a Special Talk / a Motivational Session for your juniors, will you be interested?		

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

16	tenure as a student).					
	Suggestions (if any)					

Date: 06/11/2014

(Full Signature)

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

Annexure-IV
BEST PRACTICES
   (A) No Capitation, No Donation

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

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

The practice: The fees structure is carefully designed by the management taking into account the financial constraints of the local society. When compared to other colleges, the fees structure of our college is fixed very low. The students are allowed to pay their fees in installments. In some select cases, fee is exempted. The college hostel is also not very expensive. Many scholarships & Prizes have been created to encourage the meritorious students. At no point of time the college is ready to compromise its basic principles. The

college never collects donation at the time of admission to the students or at the time of appointment of staff members.

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

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

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

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

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

The Practice: A methodical internal assessment system has been introduced by the college for last six years. Each student of each year/ part has to sit for 5 internal assessments of 10 marks each for every honours paper and 2 internal assessments of 10 each for every general paper. The average marks of 5 papers/ 2 papers are taken into account for final University examination. University examinations are taken for 90 marks out of 100 marks on each theoretical paper of honours/ general. Internal assessment marks out of 10 marks are sent by college to the University for making the final result of each paper.

Our college has been maintaining its internal examination system methodically. Short term notices are given to the students for taking their examination. Answers scripts are carefully examined and suggestions for developing their performance are also being provided to the students by the departmental teachers.
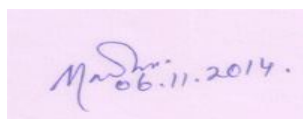
Evidence of Success: The system of internal assessment is bringing the students back to close contact with preparing the answers of internal assessment throughout the year. Thus the burden of their preparation for the final exams is being slowly but surely lightened. The teachers have a constant watch over their performance. And it is evidenced that they have

been performing better day by day. Their progress is also being reflected in their results in university final examination.

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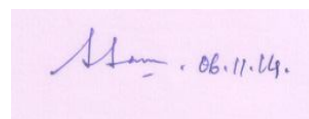
Name: Dr. N.R. Madhu

Name: Dr. S.N. Sau

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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

Teacher-in-charge
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