AQAR REPORT (2011-2012) OF BAJKUL MILANI MAHAVIDYALAYA

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

1. Details of the Institution

1.1 Name of the Institution

> BAJKUL MILANI MAHAVIDYALAYA

1.2 Address Line 1

> P.O.-KISMAT BAJKUL

Address Line 2

> DIST.- PURBA MEDINIPUR

City/Town

> KOLKATA

State

> WEST BENGAL

Pin Code

> 721655

Institution e-mail address

> bajkul_college@rediffmail.com

Contact Nos.

> 03220-274291

Name of the Head of the Institution:

> Dr. 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/aqar2007-08.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

18.04.2008

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

2011-12

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 | 02

2.11 No. of meetings with various stakeholder: No. | 05   Faculty | 01

Non-Teaching Staff & Students | 02 | Alumni | 01 | Others | 01

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. | 00 | International | 0 | National | 0 | State | 0 | Institution Level | 00

(ii) Themes | Nil

2.14 Significant Activities and contributions made by IQAC

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

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. Development and application of quality benchmarks / parameters for the various academic and administrative activities of the institution.

5. Dissemination of information on the various quality parameters of higher education.

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. Seminars and workshops : It is proposed in the meeting of IQAC that workshops, seminars lectures will be arranged for increasing knowledge of material world as well as for spiritual development of the teachers, students, and staff, so that every member of this educational Institution can act as role model of our human society. All the departments plan to organize seminars and workshops on different relevant topics in the coming academic year.	1. Five seminars were held successfully.
2. Interdisciplinary Lectures: The IQAC has proposed to organize interdisciplinary lecture-series by renowned speakers on different disciplines. The reason behind this proposal is that students of our college usually obtain remarkable places in the University examinations. But we are sorry to say that many of them lack in inter-disciplinary knowledge. That means the students of social sciences lack in the basic knowledge of Physical sciences and vice-versa. Therefore, IQAC has proposed to conduct speeches on nine (9) topics. These are- A) The crisis of Universal Human Rights. B) The crisis of World Environment. C) Reservation and specially Women's' Reservation. D) Solid waste Management E) Conservation of energy and the production of unconventional energy F) Scientific and Technological	2. With the objective of providing man – making & character building education, some special seminars lectures were held.

development Vs The crisis of Human civilization. G) Human values, specially found in ancient Indian literature and their application for total welfare of all concerned.	
3. Remedial Teaching and Enrichment programmes: The IQAC proposes to pay special attention to the fast learners of our college and also requests, to offer tutorial and remedial classes for academically weaker students. The IQAC also proposes to uplift the students belonging to SC/ST/OBC and minority category and to arrange special classes for them.	3. Some departments were arranged some classes for weaker students.
4. 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. A placement cell was organized in the last session. Some placement cell members will be added for providing more service to more students. The IQAC proposes to enhance both the quality and the quantity of students' placements.	4. Career guidance and placement cell arranged few job oriented classes by outside resource persons.
5. Enhancement of computer and internet 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 number of students is increasing from session to session. But computers and internet facility are not sufficient to meet the needs of all students every day. So IQAC proposes to increase these said facilities and also proposes to the	5. Computer and internet facilities were more developed during this session.

authority to open a computer training programme in our college premises for the improvement of unskilled students and the members of the staff.	
6. Research activities: The IQAC is constantly encouraging the young teachers to conduct research works under different Universities and the teachers who have already obtained their Ph.D. degrees are advised to undertake junior and senior research fellowships under UGC. 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.	6. 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. One teacher get a major research project.
7. Extra-curricular activities: Students will be encouraged for participating in extra-curricular activities. They would be advised to publish wall magazines, exhibit wall painting and arrange quiz competition and mock parliament session etc.	7. The Students of various departments published half yearly departmental wall magazines and some departments like Bengali & Sanskrit published quarterly wall magazines.
8. Social commitment programme: The IQAC requests the NSS officers of Unit-I, II & III of the college for making an all-out endeavour to inculcate the spirit of character-building ideas of great men like Vivekananda etc, and also of self reliance, responsibility, sincerity, honesty tolerance, co-operation and social consciousness among the students and local people.	8. The NSS programme officers of the college, Mr. Pijush Kanti Dandapath of Unit-I, Mr. Gobinda Prasad Kar of Unit-II and Mr. Rabin Das of Unit-III arranged a winter special camp in the neighbouring villages 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

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

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

Management [ ] Syndicate [ ] Any other body [ ]

Provide the details of the action taken

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

Part – B
Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	00	00	00	00
PG	00	00	00	00
UG	18	02	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	02	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	26

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
25	16	09	00	63

2.2 No. of permanent faculty with Ph.D.:   07

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	14	0	0	0	0	0	0	0	14

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	01	04	10
Presented papers	00	02	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

262

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

NA

2.9 No. of faculty members involved in curriculum
restructuring/revision/syllabus development

01	01	01

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

71.17

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.	952	*	16	450	133	62.92
2nd year B.A.	578		6	400	70	82.34
3rdyear B.A.	496		25	348	104	96.16
1st year B.Sc.	282		20	175	50	86.87
2nd year B.Sc.	167		17	101	11	72.25
3rdyear B.Sc.	138		13	102	10	90.58
1st year Automobile Maintenance	69		1	36	-	53.63
2nd year Automobile Maintenance	16		10	6	-	100
3rdyear Automobile Maintenance	7		14	2	-	85.72

* NA

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	02
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	06
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	18
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	01	00	01
Outlay in Rs. Lakh	00	329814	173749	00

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	03
Outlay in Rs. Lakh	00		00	00

3.4   Details on research publications

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

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	01	WB, DST	329814	72285
Minor Projects	00	00	00	00
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	329814	72285

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	03	00	00
Sponsoring agencies	00	00	00	00	00

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

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

3.14 No. of linkages created during this year | 0 |

3.15 Total budget for research for current year in lakh : Rs. 72285

From Funding agency | WB, DST | From Management of University/College | 0 |

Total | Rs. 72285 |

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	27	02	00	29
Laboratories	22	01	00	23
Seminar Halls	0	00	00	00
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	21	09	UGC & College	30
Value of the equipment purchased during the year (Rs. in Lakh)	10 lakh approx	5 lakh	UGC & College	15 lakh
Others	-	-	-	-

4.2 Computerization of administration and library

> Nil

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14789		1468	363612	16257	
Reference Books	9757		389	250742	10146	
e-Books						
Journals	13		15	27280	15	27280
e-Journals	INFLIB	NET-	N-	LIST	JOURNAL	5000
Digital Database	SOUL 2.0 USED					
CD & Video	229		26		255	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computer	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Departments	Others
Existing	28	5	12	-	-	3	16	4
Added	7	5	-				2	
Total	35	10	12	-	-	3	18	4

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

> nil

4.6 Amount spent on maintenance in lakhs :

i) ICT | 00 |

ii) Campus Infrastructure and facilities | 2525965 |

iii) Equipments | 933298 |

iv) Others | 00 |

Total: | 3459263 |

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
3235			

(b) No. of students outside the state   0

(c) No. of international students   00

Men | No | % | Women

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 | 244 |

5.5 No. of students qualified in these examinations

NET | 0 | SET/SLET | 0 | GATE | 0 | CAT | 0 |

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

5.6 Details of student counseling and career guidance:

No fund was received and or allotted for this purpose. As per proposal of the IQAC, the senior teachers of several departments take classes for career guidance of the students

No. of students benefitted | 122 |

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
4	40	10	01

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 | 8 | National level | 01 | International level | 0 |

No. of students participated in cultural events

State/ University level | 05 | National level | 0 | International level | 0 |

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

Sports : State/ University level | 02 | National level | 0 | International level | 0 |

Cultural: State/ University level | 01 | National level | 0 | International level | 0 |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	395	92,810
Financial support from government	48	673180
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

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 | 03 |

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

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

MISSION

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

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

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

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

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

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

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

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

6.2 Does the Institution has a management Information System :

Yes,

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

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

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

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

    6.3.1 Curriculum Development

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

6.3.2 Teaching and Learning:

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

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

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

6.3.3 Examination and Evaluation:

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

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

6.3.4 Research and Development:

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

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

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

iii) Increasing the number of computers with internet connections.

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

6.3.5 Library, ICT and physical infrastructure / instrumentation

Time to time developed

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 campus fund generated: 57753120.00

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

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	yes	yes	Nil	Nil
Administrative	yes	yes	Nil	Nil

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

For UG Programmes   Yes ☐   No √

For PG Programmes   Yes ☐   No √

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

NA

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

> NA

6.11 Activities and support from the Alumni Association

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

6.12 Activities and support from the Parent – Teacher Association

> NIL

6.13 Development programmes for support staff

> NIL

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

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

Criterion – VII

7. **Innovations and Best Practices**

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

> Nil

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

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

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

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

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

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

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

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

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

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

Best Practice No. 1: No Capitation, No Donation

Best Practice No 2: Regular Internal Assessment of Students

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*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. More attention should be given to follow the advice and proposal given by the NAAC peer team and act accordingly.

2. We plan to propose for the construction of boys' hostel in the college premises.

3. a) A few permanent lab-attendant posts would be fulfilled as soon as possible by the authority for the lab-based departments, i.e., department of Geography, Mathematics, Physical Education and also Music department.
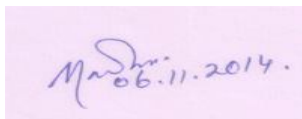
b) The IQAC also proposes to arrange interview for appointing Guest teacher in various subjects.

4. It is necessary to start more distance courses (both UG & PG) in the college.

5. We plan to extend our infrastructure in the college by opening a cheap book store and enhancing the quality of the existing canteen as per students' demand.

6. For the development of health consciousness among the students, we plan to modernize the college Gym with the assistance of skill trainers in the college.

7. Modernization of the Women's hostel-kitchen by the installation of cooking gas system and other equipments replacing the coal arrangement is imminent.

8. We shall request the NSS programme officers of Unit-I, II & III of the college for making an all-out endeavour to inculcate the spirit of tolerance, co-operation and social consciousness among the students and local people.

9. Some departments like physics, Botany, English, Geography, Zoology and Chemistry are thinking to organize some workshops & seminars in the coming academic year mainly focusing on the syllabus of UG levels.

10. Some teachers of certain departments are contemplating to initiate major and minor research projects under UGC scheme and other financial agencies.

11. We shall re-approach the proper authority for sanctioning the new courses (Physiology Honours, Music Honours, Sociology Honours, Education and Nutrition) for which we approached the authority of the concerned University in the previous year.

12. Career counseling will be arranged for 3rd year (final year) students of the college by senior departmental teachers and external experts from various fields.

13. Students will be encouraged for participating in extracurricular activities.

14. It is also decided by IQAC to pay special attention to the fast learners of our college and we leave also decided to offer tutorial and remedial classes for the slow learners.

15. The IQAC also proposes to uplift the academically weaker students belonging to SC, ST, OBC and minor category. The IQAC proposes to take special care of them by arranging remedial classes.

16. The IQAC proposed to pray to the DPI for the creation of new posts (both teaching & non-teaching) for various departments of the college.

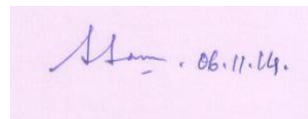17. The IQAC wants to re-introduce NCC in our college for the fulfillment of the students' demand.
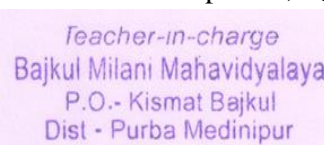
Name: Dr. N.R. Madhu   Name: Dr. S.N. Sau

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

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

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

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: (Date of Establish of the IQAC: (Session: 01.07.2011 to 30.06.2012)

Sl. No	Subjects	Date	Agenda & Purpose
1.	Meeting with teachers	09.07.2011 Time: 2:30 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.
2	Meeting with students' Union	23.07.2011 Time: 2:00 PM	a) Attention for classes, seminars, rules & regulation of the colleges b) For some special classes c) Attention for facing Interview of students. a) Participating in all developing programmes b) Regular attention for Notice board. d) Attention for some special lectures and training for Computer courses, Kitchen-Gardening, Vermi-composting, Aquaculture, Mushroom, and Gardening courses etc.
3	Meeting with Non-teaching staff	20.08.2011 Time: 3:30 PM	a. Discussions about problems and solutions of office and Library. b. Work load distribution. c. Training for their improvement.
			a) For maintaining healthy

4	Meeting with Alumni members	Date:17.12.2011 Time: 5:30 PM	academic atmosphere in the college premises. b) For participating in financial contribution to the Institution. c) For participating in all academic and cultural programmes.
5	IQAC members 'meeting	Date:07.01.2012 Time: 3:30 PM	a) Attention for improvement of teacher's quality. b) For promotion of teachers c) For starting NAAC process d. Plantation of campus and beatification of campus d) Miscellaneous

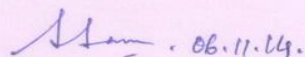**Annexure-III FEEDBACK FORM FOR TEACHERS BY STUDENTS   Model SESSION-2011-2012**

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)					

(Full Signature)

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

Annexure-III   <u>**FEEDBACK FORM FOR EMPLOYER'S (CONFIDENTIAL)**</u>
Model

<u>**SESSION-2011-2012**</u>

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)	

. 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-2011-2012

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

➢ **Please** | √ | **the following:**

Sl. No	Parameters	Yes	No
1	Do you feel proud to be associated with Bajkul Milani Mahavidyalaya as an Alumni?		
2	Are you willing to contribute to the development of the college?		
3	Were /Are your grievances properly handled at the college?		
4	Have you obtained sufficient technical know-how (both in theory and practice) at Bajkul Milani Mahavidyalaya?		

5	Were the Head of the Institution & Faculties cooperative?		
6	Have you availed Career counselling and guidance for higher studies?		
7	Have you participated in any Alumni meet as of now?		
8	Do you receive regular updates from the college through Mails/ Calls/ SMS etc?		
9	If you are invited to deliver a Guest Lecture/ a Special Talk / a Motivational Session for your juniors, will you be interested?		

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

2014

06.11.14.

(Full Signature)

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

<u>**Annexure-IV**</u>

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.
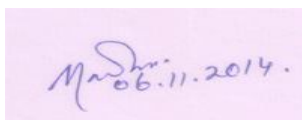
Evidence of Success: The system of internal assessment is bringing the students back to close contact with preparing the answers of internal assessment throughout the year. Thus the

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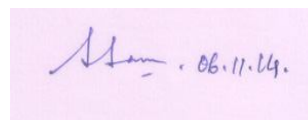
Name: Dr. N.R. Madhu   Name: Dr. S.N. Sau

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