Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC)

and Submission of Annual Quality Assurance Report (AQAR) by Accredited Institutions

(For Affiliated/Constituent Colleges)

(Revised as per Revised Accreditation Framework in November, 2017)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, **Bengaluru - 560 072** India

---

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research*
- *in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value Sysstem among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC)

and Submission of Annual Quality Assurance Report (AQAR) by Accredited Institutions

(for Affiliated/Constituent Colleges)

(Revised as per Revised Accreditation Framework in November, 2017)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, **Bengaluru - 560 072**, India

Printed at:

Contents

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance Report (AQAR)
in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives.

Its success depends upon the sense of belongingness and participation in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

IQAC – *Vision*

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

Objective
The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies
IQAC shall evolve mechanisms and procedures for

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) Relevant and quality academic/ research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of assessment and evaluation process;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks

b) Parameters for various academic and administrative activities of the institution;

c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters to all stakeholders;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Periodical conduct of Academic and Administrative Audit and its follow-up

j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Benefits

IQAC will facilitate / contribute to

a) Ensure clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. Teachers to represent all level (Three to eight)

3. One member from the Management

4. Few Senior administrative officers

5. One nominee each from local society, Students and Alumni

6. One nominee each from Employers /Industrialists/Stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

* It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

* It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.

* It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- ◈ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of the Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC by end of September every year positively. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Governing Council/ Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.

The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.

Revised Accreditation Framework

NAAC has launched Revised Accreditation Framework since July, 2017 and hence AQAR format also modified, in cognizance with the new methodology. The tools and parameters are designed in the new AQAR format are in such a way that the preparation of AQAR would facilitate the HEI's for upcoming cycles of Accreditation. Data collected/prepared infuses quality enhancement measures undertaken during the years. Further, it also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution. It is hoped that new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

As per the Revised Accreditation Framework (RAF), the NAAC Accredited institutions need to submit the AQAR online. NAAC is in the process of ICT integration in Assessment and Accreditation. The login id for the online submission for AQAR submission will be the e-mail id used for the IIQA. The AQAR submission is part of the post accreditation module, in due course of time. NAAC portal will have the facility to submit the AQAR online and Institutions will receive automated response. AQAR of the preceding year be submitted to the NAAC within six months i.e. the institutions should submit the AQAR before 31st December of every year.

The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC.
Mandatory Submission of AQAR by IQAC

The Executive Committee of NAAC has decided that **regular submission of AQARs is mandatory for 2nd and subsequent cycles of accreditation with effect from 16th September 2016**:

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A:

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

Note: The terms and abbreviation used in AQAR are in accordance with respective manuals for assessment of NAAC. Please refer institutional manual for glossary and abbreviations terms used in AQAR.

The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution
(data may be captured from IIQA)

1. Name of the Institution   BAJKUL MILANI MAHAVIDYALAYA

Name of the Head of the institution :   Dr. Satyanarayan Sau

Designation: Associate Professor

Does the institution function from own campus: Yes

Phone no./Alternate phone no.:   03220-274291

Mobile no.:   09775144026

Registered e-mail: bajkul_college@rediffmail.com

Alternate e-mail :

Address   :   P.O.-KISMAT BAJKUL , DIST. - PURBA MEDINIPUR

City/Town   :   KOLKATA

State/UT   :   WEST BENGAL

- Pin Code   : 721655

2. Institutional status:
- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education/Men/Women   Co-education
- Location : Rural/Semi-urban/Urban: Rural

- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing
  (please specify) UGC 2f and 12 (B)

- Name of the Affiliating University: Vidyasagar University

Name of the IQAC Co-ordinator : Dr. Nithar Ranjan Madhu (upto 04.02.2015) Dr. Nirmal Kumar De (from 05.02.2015)

Phone no. : 09733697736

Alternate phone no.

- Mobile: 9732661835

IQAC e-mail address: iqac.bmm@rediffmail.com

Alternate Email address:

3. Website address: www.bajkulcollege.org

Web-link of the AQAR: (Previous Academic Year): http://www.bajkulcollege.org/aqar2007-08.doc/

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc   **4.**
Whether Academic Calendar prepared during the year?
Yes/No....., if yes, whether it is uploaded in the Institutional website:

Weblink:

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	B	70.50(Institutional Score)	2007	from: 2007 to: 2012
2nd	B	2.66	2015	from: 2015 to: 2020
3rd	-	-	-	from: to:
4th	-	-	-	from: to:
5th				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 18.04.2008

7**.** Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Submission of data to AISHE portal	21.07.2015	1. IQAC Coordinator
Regular meeting	15.5.2015, 12.06.2015	Members of IQAC
Meeting with alumni	20.03.2015	Alumni and IQAC members

Note: Some Quality Assurance initiatives of the institution are: (Indicative list)

- *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
- *Academic Administrative Audit (AAA) conducted and its follow up action*
- *Participation in NIRF*
- *ISO Certification*
- *NBA etc.*
- *Any other Quality Audit*

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
BAJKUL MILANI MAHAVIDYALAYA		UGC	2014-2015	2432393

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

   *upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: Two

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website…….

Yes/No Yes

   (Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?   Yes   √   No

        If yes, mention the amount: 300000   Year: 2014-2015

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

      * Submission of data to AISHE portal

      * Proposed for Introducing ITI course

      * Started a spoken English course

      * Online form fill up system

      * Proper website with complain box and online notification system

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

Plan of Action	Achievements/Outcomes
1. Improvement of online system of college administration.	1. Online form fill up system implemented. Complaint box for students was put on Website
2. To start necessary preparation to start ITI department.	2. Installation of machines for ITI started
3. Submission of data to AISHE portal.	3. Data submitted to AISHE portal
4. To conduct seminars by various departments.	4. One National level seminar by the department of Sanskrit, two state level seminars by the departments of Sanskrit and Philosophy were held.
5.Taking feedback from alumni in alumni association meeting.	5.Meetings were held with ex-students to discuss their opinions and views about the college

14. Whether the AQAR was placed before statutory body?   Yes /No: YES

Name of the Statutory body: GOVERNING BODY   Date of meeting(s):

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?
Yes/No: NO   Date:

 16. Whether institutional data submitted to AISHE: Yes/No: YES

Year: Date of Submission: 21.07.2015

17. Does the Institution have Management Information System?
Yes   √   **No**

If yes, give a brief description and a list of modules currently operational. (Maximum 500 words)

Our college provides the following computerized information communications

1. AISHE data are published through AISHE portal regularly every year

2. Online complain box is available.

3. Salary information are communicated through HRMS portal

4. In the case of e-book and e-journal the central library is N--listed in UGC- INFONET digital library consortium from 2015.

Part-B

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

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

1. At the beginning of each academic session, college prepares its proposed academic calendar, which is uploaded in the college website. The proposed academic calendar is prepared according to the notices and circulars received from the affiliating university.
2. Routine committee of the college prepares the master routine for all programmes and circulates it to different departments at the beginning of each academic session. Routine is prepared strictly in accordance with the number of credit points mentioned in the prescribed syllabus of each course offered by the departments.
3. Based on the master routine, every department prepares its own departmental routine and conduct meetings for allotment of classes and syllabus distribution among the teachers. Students are given details of teaching assignment of each teacher at the beginning of a session by the department.
4. Departmental teachers prepare their "teaching plans" according to the number of lectures allotted in the university syllabus for each topic.
5. Along with the traditional chalk and talk method, a few departmental teachers use power-point projections during the lectures to demonstrate topics.
6. Class tests/surprise test and student seminars are held after completion of a section of the syllabus and periodic review of performance of students is undertaken.
7. Field tours are organized by Departments of Geology, Botany, Zoology and physiology to ensure effective implementation of the prescribed curriculum.
8. Orientation programme is organized every year for newly admitted students to make them aware of the mechanism for curriculum delivery and implementation.
9. In total there are 21 departments. Honours courses are offered in 16 subjects, general course are offered in 20 subjects and one of the departments is Automobile maintenance which is unique in Vidyasagar University. PG course in Sanskrit is also there in regular mode.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
NA	NA	NA	NA	NA

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
PG	**2014**	**Sanskrit (M.A.)**	**2014**

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

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
		Nil			

Already adopted (mention the year)

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

|	Certificate	Diploma Courses
No of Students	Nil	

1.3 Curriculum Enrichment

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

Value added courses	Date of introduction	Number of students enrolled
Bratachari	1.12.14-12.12.14	77

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
A Survey of the Vegetation of Mountaneous Zone with special reference to Darjeeling and Gangtok (Dept. of Botany)	26
A field report on Rajaji National Park **(Dept. of Botany)**	**27**
A field report on biodiversity of Digha coast (Dept. of Botany)	**80**
Visit to Indian Museum and Alipore Zoo. (Dept. of Zoology)	**55**
Study of different physiological parameters in tribal people (Araku valley, Andhra Pradesh) (Dept. of Physiology)	**11**
Visit and study the anatomical and experimental physiology lab. (Gitam medical college, Vishakapattanam, AP) (Dept. of Physiology)	**12**
Diet survey in different family (Bajkul and surrounding area) (Dept. of Physiology)	**75**
Puri, Nandan Kanan, Konark Sun Temple, etc. In Orissa (Dept. of Philosophy)	**59**
"A Comprehensive Study on Tajpur Mouza of Ramnagar-I Block of Purba Medinipur in West Bengal, as a Typical Coastal Rural Landscape and Its Problematic Scenario with Major Environmental Changes" **(Dept. of Geography)**	**48**
"An Analytical study on the Lifestyle in adjustment with Physical Environment of Siyal Village of Manali in Himachal Pradesh, India." **(Dept. of Geography)**	**26**
A Socio-economic Survey in Nij Kasaba Village of Khejuri-II CD Block, Purba Medinipur District **(Dept. of Geography)**	**56**
Internship: Vocational Training under SBSTC **(Dept. of Automobile**	**42**

Maintenance)	

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	Yes	Yes	Yes

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

There is a formal mechanism to obtain feedback from students on a regular basis. The feedback is also obtained from the students and the remaining stakeholders and their views are considered to bring in the appropriate timely changes in the system. During the reformation of the curriculum university invites the representative from the college to put forward the view on behalf of all the stakeholders of the Institute. The senior faculty would participate from the institution and share the feelings of all the stakeholders, which would help in enriching the curriculum and to bring the new changes in the syllabus and the environment.

Effective Feedback encourages the instructor, improving motivation and stimulating increased effort. Both the tone of feedback and the context in which it is given have both been shown to be important for determining effectiveness. It helps learners to maximize their potential at different stages of training, raise their awareness of strengths and areas for improvement, and identify actions to be taken to improve performance. The most effective leaders actively seek feedback to enhance their performance. Feedback can also be highly motivating and energizing. It has strong links to employee satisfaction and productivity. People like to feel involved and identified with their organization. Effective leaders have good listening and emotional awareness – they understand the impact that their behaviour has on others. When staff receives little feedback they tend to be self-critical or self-congratulatory as they are relying upon events rather than specific feedback to measure their performance and impact.

The purpose of this Policy is to provide a framework for obtaining, summarizing and documenting information on student and stakeholder perceptions of the quality and effectiveness of the Institute's curriculum for use in program evaluation, accreditation and other academic quality assurance processes and activities. The scope of this Policy covers all the programs run by Bajkul Milani Mahavidyalaya.

1. The feedbacks are collected from the entire stakeholders including students, teachers, employers, employers, parents and alumni by website notifications, conducting various meetings, get-together, reunion, farewell and so on through the acceptance of formal feedback report from students.

2. The feedbacks from the students are carefully taken and analysed in terms of grade based evaluation on different parameters like syllabus completion, teaching and learning techniques, efficiency, initiatives, punctuality, disciplines and performance from the end of teachers in concerned department.

4. Teacher-in-charge conducts specific interval based meeting with member of teaching staff to take necessary steps for the improvements of teaching quality, syllabus completion and performance-related proposals analysed from the student's feedbacks.

5. Teacher's feedback on teaching-learning, evaluation, infrastructure and facilities, programmes regarding academic development, etc. are also taken as per annual basis.

6. Regular (semester/ annual basis at least once) teacher-guardian meetings are arranged after/

before internal examination during every academic session to improve the attendance and performance of the students, to justify the roles of parents, department and institution for student's development, to get the advice regarding academic and infrastructural development of the institution, etc.

7. Every department takes measure to ensure the implementation of proposals and overcome the drawbacks recognized from the student and parent feedback analysis.

8. Facility and resource related proposals derived from different meetings with students, staff, alumni, guardians, etc. are discussed in Governing Body meeting and the outcomes are intimated to the various subcommittees for its proper enforcement.
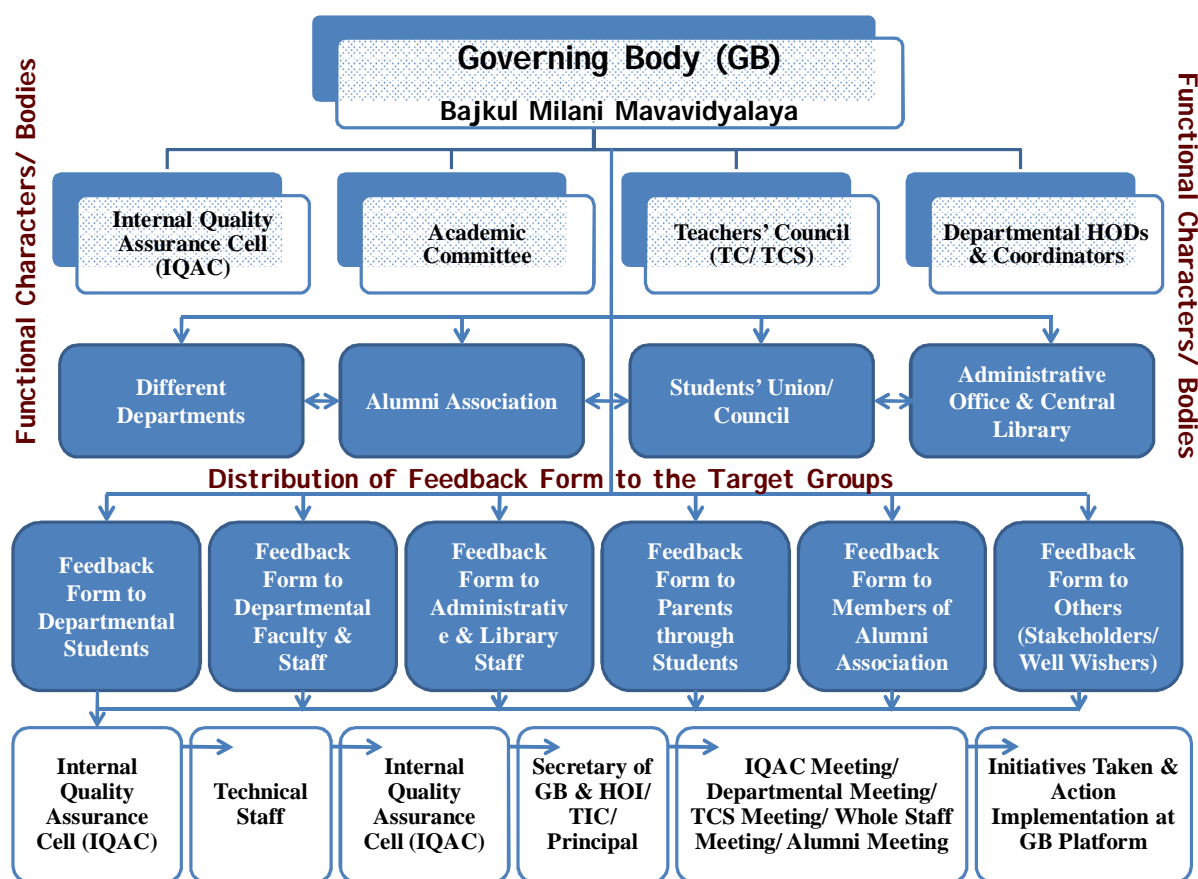
CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
Bengali (H)	99	393	94
English (H)	93	359	69
Sanskrit (H)	88	139	65
Geography (H)	60	306	56
History(H)	67	125	34
Music(H)	23	42	07
Philosophy (H)	66	180	39

Political Science (H)	52	62	16
Economics (H)	28	35	0
Sociology (H)	47	57	`10
Chemistry (H)	45	308	45
Mathematics (H)	72	227	58
Physics (H)	47	288	42
Zoology (H)	45	472	44
Botany(H)	40	266	39
Physiology (H)	28	185	25
Sanskrit (PG)	40	80	40
Automobile (Major)	89	256	89

2.2 Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2014-2015	4060	81	24	0	04

2.3 Teaching - Learning Process

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

Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources & techniques used
24	09	Computer, laptop, LCD, Printer, Audio-visual system, Network Facility, etc.	2	1	E-study materials, PPT Techniques, Smart Board, Audio-visual facilities, Network facility, etc.

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

Yes.
Student Mentoring System is adopted in the Institution. This enables bridging gap between the Teachers and Students. This creates a better environment in the college, where students can approach teachers for both educational and personal guidance. It is happening in monthly or as per necessary and submitted report

through class teacher of each section/ semester to mentor coordinator. It motivates students to attend holistic activities like placement, programme and technical symposium in inter-intra College. The system provides guidance/suggestions for the slow learners. The system is run up in following ways:

➢ At the beginning of the academic session, the classwise names of the mentors are selected in the departments. The mentors are responsible for academic progress and psychological wellbeing of their mentees. They are also entrusted with the task of monitoring the attendance and academic progress of the students. They also provide primary psychological counselling to those who need them and refer them for more professional counselling, if required. At the beginning of the academic session, the mentors conduct orientation programmes for the mentees, whereby they are acquainted with the institution, its goals and mission, the facilities available and the regulations of the affiliating university. The mentors maintain the biographic details of each individual mentee including their educational background and socioeconomic status. They also maintain record of their class attendance, class performance and academic progress. The mentors use both formal and informal means of mentoring.

➢ In each department teacher-student relationship is maintained as good as possible. Weaker students are identified by the relevant departmental teachers and are taken into intensive interaction to encourage in study. Brilliant students are recognised by the departmental teachers and are encouraged to higher study. In this case the identified students are stimulated to use library resources; they are informed about different admission test for admission to higher institution. Students are made aware of reference books, Journals and research areas of the concerned disciplines by the teachers. This is done by the teachers in time of face to face discussion with the students after classes.

➢ The college runs three NSS units where students can attend different seminars, lectures, awareness camp and various social welfare programmes. These steps are useful for monitoring the students in social activities and developed their social responsibilities.

➢ Some departments conduct classroom seminar for the students which helps the students to improve their potentialities.

➢ Some departments arranged parent-teacher meetings for mentoring the students properly.

➢ Remedial classes are arranged in vacations.

➢ Students are also inspired to attend the seminars organised by nearby institutions and organizations.

➢ In the Automobile Department campusing is arranged each year where major part of the students of Automobile Maintenance course is absorbed in jobs of reputed companies.

➢ College arranges carrier counselling programme for students of all disciplines.

➢ College with its own effort offers spoken English Courses to the interested students.

➢ There is a minority cell which makes the minority students aware of different Government facilities as well as scholarships offered by other organizations.

➢ Seminars involving stress management is organised where students from different departments participate.

➢ Different prizes are provided from our college to inspire students in their learning. Students are encouraged in sports and cultural activities through various programmes.

➢ College arranges guardian meeting two times in academic session to discuss the problems regarding irregularities of the students in the classes and the financial problems, communication problems and other problems of the students are discussed.

➢ From this session college improved its communication with students concerning examination scheduled date of form fill up date of registration, information regarding scholarship, syllabus, class routine, other academic activities through email and sms.

Our college has a student mentoring Committee headed by teachers and the student's representatives and all the above mentioned activities are performed in collaboration with this committee.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
4141	**24**	**1:173**

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned	No. of filled positions	Vacant	Positions filled	No. of

positions			positions	during the current year	faculty with Ph.D
38	24	14	**04**	08	

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

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	*Nil*	*Nil*	*Nil*

2.5 Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester / year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
UG	**B.A. (Hons.)** **B.Sc. (Hons.)** **B.A. (General)** **B.Sc. (General)** **B.Sc. (Major)**	**Annual System/ Pattern: Part-I, Part-II & Part-III**	• **Part-I Examination:** May to June during the Session • **Part-II Examination:** March to April during the Session • **Part-III Examination:** February to March during the Session	• **Part-I Examination:** Last Week of October to 1st Week of November • **Part-II Examination:** Last Week of September to 1st Week of October • **Part-III Examination:** Middle to Last Week of June
P.G.	**M.A.**	**Part-I**	May-June	Middle to Last Week of July
		Part-II	May-June	Middle to Last Week of July

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

• According to the university curriculum internal assessment of the students is done through the written examination. In each academic session internal examination is taken two times. Some departments conduct surprise tests; give students assignments, home tasks. Students are regularly stimulated to use library reading room as resource for preparation of assignment tasks. Class room seminars are arranged in some departments where students deliver lectures on the topics according to their own choice. According to the university syllabus there are project works in some subjects. The departmental laboratories are well decorated for the students to serve this purpose. In case of field studies college helps the students to go to nearby coastal areas as well as remote areas for conducting the field study.

• Record of class attendance is strictly maintained for each student to be able to present in the internal assessment. Marks obtained in the class test, in the internal assessment and also the evaluated answer scripts are displayed to the students. This initiative is very effective in motivating the students in the process of their learning.

• As per the University rules and regulations end-semester/ end term examinations and valuations are conducted

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

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

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

2.6 Student Performance and Learning Outcomes

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

- Programmes outcomes in terms of section wise and final examination result, are displayed at the relevant caption and college prospectus on the institutional weblink.
- Programme specific outcomes like position holding, award winning, campus output, passing out specific examination, placement specific, etc. are stated and acknowledged in the weblink also.
- Outcomes of specific programmes like NSS, NCC, other camp, workshop, seminar, etc. are stated and displayed in the college weblink.

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage

BNGH	Bengali	58	58	100
ECOH	Economics	0	0	0
ENGH	English	48	45	93.75
GEOH	Geography	44	42	95.46
HISH	History	35	34	97.15
PHIH	Philosophy	19	17	89.47
PLSH	Pol. Sc.	11	11	100
SANH	Sanskrit	55	55	100
SOCH	Sociology	6	6	100
MUCH	Music	4	4	100
BOTH	Botany	21	20	95.23
CEMH	Chemistry	33	32	96.96
MTMH	Mathematics	28	28	100
PHSH	Physics	25	24	96
PHYH	Physiology	11	10	90.90
ZOOH	Zoology	28	21	75
	B.A. Gen	283	276	91.52
	B.Sc. Gen	48	46	95.83
	B.Sc. Major	36	36	100
	PG Sanskrit	35	34	97.14

2.7 Student Satisfaction Survey

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

Institute likes know about Teaching – Learning and Evaluation in college, which helps to upgrade the quality of teaching learning. A student should have to respond to all the questions given in the providing student satisfactory survey format with her/his sincere effort and thought.

- Institution prepares the questionnaire for taking the section wise student satisfactory report on overall institutional performance during the session.
- Questionnaire is prepared for perception based survey on the student target group incorporating some specific qualitative multiple choice based question.
- The survey has been done just like in feedback taking way at the end of the session. After conducting the survey, the data organization and analysis are done by technical staff of the institution with the help of IQAC for making the student satisfactory report.
- Later on, this report has been emphasized and discussed as an important agenda on the table of GB meetings, TCS meetings and departmental staff meeting for evaluation of the student satisfactory report and to be prepared for next session recovering the drawbacks of the running this one.

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant Sanctioned (Rs./-)	Amount received during the Academic year (Rs./-)
Major projects	Nil	Nil	Nil	Nil
Minor Projects	**2-years**	**UGC**	**17,18,000**	**14,87,285**
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored Projects	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students Research Projects	Nil	Nil	Nil	Nil

(other than compulsory by the College)				
International Projects	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total			**17,18,000**	**14,87,285**

3.2 Innovation Ecosystem

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

Title of Workshop/Seminar	Name of the Dept.	Date(s)
Nil	**Nil**	**Nil**

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
Nil	**Nil**	**Nil**	**Nil**	**Nil**

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

Incubation Centre	Name	Sponsored by
Nil	**Nil**	**Nil**

Name of the Start-up	Nature of Start-up	Date of commencement
Nil	**Nil**	**Nil**

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
Nil	**Nil**	**Nil**

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

Name of the Department	No. of Ph. Ds Awarded
Nil	**Nil**

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

National	Department	No. of Publication	Average Impact Factor, if any
International	Physiology	1	1.00
	Geography	8	4.5

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

Department	No. of publication
Bengali	1
Geography	2

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

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
Ethnic preparation of a rice based fermented beverage Haria in the province of lateritic West Bengal, India. Ethnobotany Research & Applications, 12:039-049.	Saswati Parua (Mondal)	Ethnobotany Research & Applications	2014	25	Bajkul Milani Mahavidyalaya	25
সীতাঃ এক চিরন্তনী প্রতীক প্রতিমা	Srilekha Dan	নাব্যস্রোত'' ৮ম বর্ষ ১ম ও ২য় সংখ্যা ,আগস্ট (Book Chapter)	২০১৪	NC	Bajkul Milani Mahavidyalaya	NC
Existence and experience of Purba Medinipur Belt on its Morpho-Dynamic Journey with the Distinctive Geology and Geomorphology.	Pijush Kanti Dandapath.	International Journal of Advance Research (IJRS)	2014	1	Bajkul Milani Mahavidyalaya	1
The impact of Education on Econmy and Society of Rural Kumirajole Village, Purba Medinipur, West Bengal, India.: A case study. International	Pijush Kanti Dandapath.	International Journal of Advance Research (IJRS)	2014	NC	Bajkul Milani Mahavidyalaya	NC
Existence and Experience of Purba Medinipur Coastal Belt on its Morpho-Dynamic Journey with the Distinctive Geology and Geomorphology	Rabin Das	International Journal of Science and Research (IJSR)	2014	NC	Bajkul Milani Mahavidyalaya	NC
"Natural Kurseong is under Civilized Intervention-An Alarm to Its Eco-fitness."- A	Rabin Das	International Journal of Science and Research	2014	NC	Bajkul Milani Mahavidyalaya	NC

Case Study on Kurseong Municipality, West Bengal.		(IJSR)				
Modern Trends of Mathematical Application in Geographical Thoughts and Its Environment – Increasing Relevance in Geo-scientific Study	Rabin Das	International Journal of Science and Research (IJSR)	2014	NC	Bajkul Milani Mahavidyalaya	NC
An Analytical Study on the Phytoresources and Vegetation Ecology of Coastal Medinipur of West Bengal in India	Rabin Das	International Journal of Science and Research (IJSR)	2014	NC	Bajkul Milani Mahavidyalaya	NC
"Women's Empowerment– Great Ideas, Great Minds"-A Special Focusing on Self-Help Group (SHG) For Women's Empowerment as Well as Rural Development of Khejuri CD Blocks in Purba Medinipur, West Bengal, India	Rabin Das	International Journal of Science and Research (IJSR)	2014	NC	Bajkul Milani Mahavidyalaya	NC
Impact of Civilized Intervention on the Eco-fitness of Kurseong Municipality, West Bengal, India.	Rabin Das	International Journal of Advanced Research (IJAR)	2014	NC	Bajkul Milani Mahavidyalaya	NC
"Go in the Depth............................ "	Rabin Das	*"Subarna Jayanti Smaranika"* (book chapter)	2014	NC	Bajkul Milani Mahavidyalaya	NC

"Socio-economic Standing of Working Women in Brick Kilns: Exploitation to Social Health."- A Study on Khejuri CD Blocks in Purba Medinipur, West Bengal	Rabin Das	*Equality & Discrimination : Ethical, Religious & Socio-economic Issues",* (book chapter)	2014	NC	Bajkul Milani Mahavidyalaya	NC
(NC=Not Calculated)							

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

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	05	07	05	-
Presented papers	04	02	06	-
Resource Persons	-	03	-	-

3.4 Extension Activities

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

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers **co-ordinated** such activities	Number of students participated in such activities	
Regular activity	NSS Units-I, II & III	3	237	
International youth day celebration 12.08.2014	NSS Units-I, II & III & IQAC	6	198	
Independence day celebration 15.08.2014	College IQAC	17	368	
NSS day celebration 24.09.2014	NSS Units-I, II & III	10	268	
Blood donation camp 10.08.2014	Students' Union & IQAC	9	185	
Rashtriyo Ekta Diwas Celebration 31.10.2014	NSS Units-I, II & III & IQAC	9	212	
AIDS day celebration	NSS Units-I, II & III & IQAC	7	257	
Bratachari Training	Department of Physical	5	70	

Programme	Education			
Special winter camp 26.12.2014-01.01.2015	NSS Units-I, II & III	12	131	
National Youth Day Celebration 12.01.2015	NSS Units-I, II & III & IQAC	9	246	
Republic Day Celebration 26.01.2014	College IQAC	15	347	
Woman's Day Celebration 08.03.2015	Department of Geography, NSS Units & IQAC	15	266	
Dengue Awareness Programme (29.12.2014)	NSS Units & IQAC	13	283	

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

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
Nil	Nil	Nil	Nil

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

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers **coordinated** such activities	Number of students participated in such activities
Social Awareness Scheme/ Programme	Contai Sub-divisional Blood Bank (GO) & Bajkul United Forum (NGO)	Blood Donation Camp	9	185
	Bajkul United Forum (NGO)	Aids Awareness	7	257
	Bajkul United Forum (NGO)	Dengue Awareness Programme	13	283

3.5 Collaborations

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

Nature of Activity	Participant	Source of financial support	Duration
Faculty Exchange Programme with Swarnamayee Jogenranath Mahavidyalaya & Siddhinath Mahavidyalaya	**2** (Gobinda Prasad Kar of History & Rabin Das of Geography)	College (as per honourary service)	Throughout the session
Student Exchange Programme	Swarnamaye e Jogenranath Mahavidyala ya (Botany)	College	Near about 2-months at the end of the session

	Sitananda College (Geography)	College	

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration **(From-To)**	Participant
Internship	Vocational Training	SBSTC, Durgapur Division Workshop	27 days	42
On-the-job training	Job campussing & selection	Bhandari Automobiles, Mahindra and Mahindra, Tata Motors, Maruti Suzuki, Ashok Leyland	September-October	42

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

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
Bhandari Automobiles	31.03.2015	Campussing & providing job facilities	42+1
Anatech Instrument Pvt. Ltd.	06.05.2014		42+1
Mahindra & Mahindra (Star India Agencies Pvt. Ltd.)	2014		42+1

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES
4.1 Physical Facilities
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
4000000	4111739

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	11.67 acres	Nil
Class rooms	20	Nil
Laboratories	25	Nil
Seminar Halls	01	Nil
Classrooms with LCD facilities	03	Nil
Classrooms with Wi-Fi/ LAN	03	Nil
Seminar halls with ICT facilities	01	Nil
Video Centre	Nil	Nil
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	01	Nil
Value of the equipment purchased during the year (Rs. in Lakhs)	12,80,681	Nil

Others		

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

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

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value (Rs)
Text Books	24916	16,06671	582	93,697	25498	17,00368
Reference Books	3426	8,27,677	23	8970	3449	8,36,647
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	39	-	NIL	28950	39	28,950
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	15326	-	1033	-	16359	-
CD & Video	285	-	25	-	310	-
Library automation	-	-	-	-	-	-
Weeding (Hard & Soft)	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs.	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	40	Nil	Yes	Nil	Nil	06	34	2 MBPS	-
Added	02	Nil	Yes	Nil	Nil	02	Nil	2 MBPS	-
Total	42	Nil				08	34		

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

2-MBPS /GBPS

4.3.3 Facility for e-content

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

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

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e – content
Nil	Nil	Nil	Nil

4.4 Maintenance of Campus Infrastructure

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

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
13000000	13140097	4000000	4111739

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

The primary responsibility of the College for developing the College infrastructure lies within the Governing Body of the College. Under its direction the College Administration avails funds from the University Grants Commission and other Agencies by which the necessary developmental works are done. In terms of the College Library, books are arranged in simple but systematic manner to help the user locate the books easily. Information regarding the arrival of new resources are circulated to all the departments and also posted on the notice board in the Central Library as part of the Current Awareness Service. In order to provide speedy and efficient service, library cards are issued to the students. Periodic upgradation of books and journals are done according to the needs of the students and faculties of various departments. Recognizing the importance of IT as a complementary process in education the College is committed to upgrading its IT infrastructure and associated facilities on a regular basis. The purchase of hardware and upgradation of software is need based. The College administration in coordination with the ICT Committee makes plans and decides on strategies regarding this matter.

Students of our college get various facilities like laboratories, classrooms, library and computers. Also they are allowed to use vast play ground, cycle stand, beautiful pond, drinking water etc free of cost.

There are different sub-committees like building committee, laboratory sub-committee etc to look after these facilities.

Laboratory:
- Laboratory assistants of each lab based department maintain a stock register to keep track of instruments and accessories of that department.
- Instruments are checked periodically by lab attendant with guidance from teachers to keep them ready for experiments.
- Upagraded and newly required instruments or equipments as per curriculum enrichment/ upgradation by university are provided to the departments in accordance with their needs and demands. Here, Lab committee plays a vital role to maintain the matter.

Classrooms:
- The college has a different committee for maintaining class rooms. At the beginning of the academic session, the HOD submits proposal to the principal as per requirement of classroom and furniture.
- New classrooms were added for increasing number of students. Also departmental rooms were provided to the departments which were earlier housed in the common staff room.
- The existing seminar hall was decorated and renamed as Vivekananda seminar hall.
- 6 new LCD facilities classroom are fitted in this year to convert more smart class room.
- Regular cleaning of classroom is done by the sweeping staffs.

Library:
- The requirements and list of books is taken from the HOD of the concern department at the beginning of the session.
- In the library books are available for both U.G and P.G courses.
- The librarian is the head of library and he is supported by assistant librarian and support staff.
- The reading places in the library are available for both students as well as teacher. The library staffs help the students for searching and leading off the books in the library.
- Around 36 thousand text books, almost 3.5 thousands reference books and 28 journals are available in the central library.
- Also every department has established a departmental library to encourage reading habits of the students and teachers. Books are borrowed by the students from their respective departmental libraries as well.

Computers:
- Every department has got computers to meet their official requirements.
- The computers are maintained in the institution by the computer sub-committee of the college. The committee has appointed a higher electrical technician for maintaining various problem such as hardware, software and equipments network with internet connectivity etc.
- Aidnifotech Software is used for digitally maintaining faculty and students details.
- BSNL Broadband connection is provided in the computers.

Sports:
- Various sports competitions in the college level are organized in every academic session by the students union/ council and an attended in great numbers by both the students as well as the teachers.
- Existing indoor sports facility, different play courts, gymnasium, playground and various types of instruments, equipments and items are systematically maintained by the Departments of Physical Education and NCC of the college.

Major Responsible Committees/ Sub-Committees for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
Governing Body (GB): The Supreme Authority	
IQAC	UGC Grant Expenditure Sub-committee
Finance Committee	Purchase Sub-committee
NAAC Sub-committee	Teachers' Council
Academic committee	Students' Union/ Council
Building sub-committee	Sports and Games committee

Library committee	Technical Sub-committee
Laboratory Sub-committee	Campus Development Sub-committee
Fact-Findings Sub-committee	Website Design Sub-committee
Canteen Sub-committee	Students' Common Room Sub-committee

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Tuition Fees Concession & Fees Relaxation for Poor Students	421	1,15,877/-
	Memorial Fund (merit basis & marginal category)	20	Banking Interest of 3,03,000/- per year
Financial support from other sources			
a) National	Scholarship		
	Kanyashree/K2	385	
	NSP Minorities	52	
	NSP Beedi	401	
	NSP Central Sector	3	
	Scholarship of SC	234	
	Scholarship of ST	2	
	Scholarship of OBC-A	43	
	Scholarship of OBC-B	86	Scholarship is drawn in candidate's individual account directly.
	Chief Minister Scholarship	287	
	Sitaram Jindal Foundation	192	
	Ramkrishna Mission	4	
	Birla Scholarship	12	
	Merit-Cum-Meance	10	
	Seva J.M	4	
	PriyanBoda scholarship	84	
	J.B.M Scholarship	2	
b) International	Nil	Nil	Nil

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Yoga Training during NSS Winter Special Camp	26.12.14-01.01.15	135	College IQAC & NSS Units organized with the help of certified trainers

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

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil

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

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
1-case	1-case	6-times per session. But, in case of emergent situation, addition days are considered for it.

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
NVQF Pilot Project,Bhandari Automobiles PVT.LTD , CSTC Kolkata, Isolant Gujrat, Sani Motors, Mahindra & Mahindra, and Volvo	42	40	00	00	00

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2014-15	15 (62.5%)	UG	Physics	VU & Other Universities	M.Sc.

2014-15	26 (81.3%)	UG	Chemistry	RMVC college,CMD College Bilashpur, V.U,Gwalior Hyderabad	M.Sc.
2014-15	13 (46.4%)	UG	Mathematics	VU & others	M.Sc.
2014-15	9 (45%)	UG	Botany	VU & others	M.Sc.
2014-15	12 (57.1%)	UG	Zoology	RNLK College, V.U, JRC, Midnapore College	M.Sc.
2014-15	07 (70%)	UG	Physiology	Midnapore College, V.U, Amity University	M.Sc.
2014-15	05 (45.5%)	UG	Political Science	Vidyasagar Univ. & others	M.A.
2014-15	09 (52.9%)	UG	Philosophy	J.U, V.U	M.A.
2014-15	15 (44.1%)	UG	History	Vidyasagar Univ. & others	M.A.
2014-15	2 (30%)	UG	Sociology	Vidyasagar Univ. & others	M.A.
2014-15	29 (52.7%)	UG	Sanskrit	Bajkul Milani Mahavidyalaya & Other Universities	M.A.
2014-15	21 (36.2%)	UG	Bengali	PK College, Panskuara Banamali College, RBU,	M.A.

				Tamralipta College, V.U. & Others	
2014-15	18 (40%)	UG	English	Adamas Univ., Ghasidas Univ. & Others	M.A.
2014-15	32 (76.2%)	UG	Geography	V.U. and other Univ.	M.A. and M.Sc.

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

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	15	
SET		
SLET		
GATE	01	
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services	06	
Any Other	12	

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

Activity	Level	Participants
Cultural Competition	Institute level	222
Annual Sports Competition	Institute level	410
Netaji Birthday Celebration	Institute level	245
Republic Day Celebration	Institute level	240
International Mother Language Day	Institute level	255
Women's Day Celebration	Institute level	235
Basanta Utsav	Institute level	734
Independence Day	Institute level	222
Teachers' Day Celebration	Institute level	724
Agamani Utsav	Institute level	915

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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

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

1. Student Grievance: This committee addresses student grievancesand maintains harmony and discipline among the students

2. Anti-Ragging: This committee ensures zero ragging incidents in the Institute and also spreads awareness among students against any type of ragging activities.

3. Cultural: This committee coordinates various cultural activities and events throughout the year. Our students participate in prestigious intercollegiate competitions.

4. Sport: This Committee organizes Annual Sports and Games Competition and Programmes. It also organizes interdepartmental sports event. Our students actively participate in various sports in intercollegiate, interuniversity, state and national level.

5. Magazine: 'Milani' is our annual magazine published by Magazine committee. Students express their talent in the form of articles, poetry, interviews of eminent personalities etc. This exercise imbibes societal values in students.

6. Extension Activities: Any education is incomplete without social awareness. "NSS Committee" is active in carrying out different activities such as Blood Donation Camp, Swachcha Bharat Abhiyan, Yoga day, Tree plantation etc. The students are motivated to take part in various events organized by different bodies.

7. Other regular activities conducted, managed and helped by the council/ union:
- Council/ union guides new applicants and their guardians how to take admission in our college.
- After the admission, union guides the new comer to find the appropriate departments and class rooms.
- Union/ council distribute the syllabus and central and departmental routines of to the fresher other students.
- At the time examination the exam schedule is widely circulated among the student by the union.
- Each year, the union is celebrates teacher's day to show respect to the teacher of our college.
- Council/ union organize fresher welcome program at every year.
- To organize various cultural programmes like Manab Bandhan, Agamani, Basanta Utsav, etc., student union is heartily active all time.
- To campaign different camps and awareness programmes with help of NSS and NCC department, union/ council play a vital role always.
- The president/ secretary of the student's union/ council participate in the Governing Body meeting and meetings of different committees and sub-committees and raises student's demandable facts on the table of discussion. Not only that, the council plays the positive role with constructive points of view in case of any academic, infrastructural and developmental activity of the institution.
- Students' Union provides all sorts of help in arranging educational tour and field work throughout the year.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

No.

But, the institution takes the initiatives to start up the journey of Alumni Association. Under this perspective, institution invites and requests the selected responsible alumni to form the association and takes the decision to co-operate with them. Hence, the Alumni Association is formed through the discussion in a meeting and they fix the organizational mission and vision, rules and regulation, regular and special activities for the session. Later on, they take the decision to register the association immediately and to be activated as regular basis.

5.3.2 No. of enrolled Alumni:

130

5.3.3 Alumni contribution during the year (in Rupees) **:**
Rs. 2183692/- (Collected and contributed by Alumni Association for Abha Maity Subarna Jayanti Building Construction)
5.3.4 Meetings/activities organized by Alumni Association **:**
3-meetings are held for registering the association and to fix organizational mission and vision, rules and regulation, regular and special activities for the session. On the first year of its journey, alumni are activated to co-operate with college authorities for organizing different socio-cultural and academic programmes like Blood Donation Camp, General Tour, Tree Plantation Programme, Agamani and Basanta Utsav, celebration of different days, etc. during the session.

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

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

Decentralization is having a significant impact on policy, planning and management. It is a means of improving the efficiency of education system and the quality of educational service. Since no institution can run smoothly both in academic and administrative sphere until all the stakeholders are included in the governance process. Our Institution practices decentralization and participative management. In this context, though Principal/ Teacher-in-Charge and the president of the GB are the sole authority of the institution, however, they do not take any decision in their own rather they send the matter to various committees for unanimous decision. And this short of practice can be treated as Democratic Decentralization for Academic (DDA) excellence in a rural college like us. Students are empowered to play an active role in co-curricular and extracurricular activities, and socio-cultural services. The institution promotes a culture of participative management by involving the staff and students in various activities. There are different committees such as Grievance cell, women Cell, NSS, NCC, IQAC, mentoring, etc. in which students and teachers participate and take active part. The College core committee formulates common working procedures and entrusts the implementation through departments. The department or committee in charge manages the activities of the department and keep track of co-curricular and extracurricular activities in the College. Other units of College like sports, library, students council also operates under the guidance of the various committees and also students are involved in the decision making process to some extent.

Mechanism of DDA:

The institute continued with decentralization practices and participative management a various level described as follows. Institute has vision and mission which are futuristic in nature. They satisfy the needs of society through involvement of each one in the process. The governance comprising of Governing Body (GB), College Development Committee (CDC), Academic Committee, Finance Committee, Internal Quality Assurance Cell (IQAC), etc. play significant role in the evolutionary reforms towards positioning the Institute in the preferred list of all stake holders. The Institute believes in promoting a culture of delegation of powers through strategic policies. The Principal of Institute is assisted by HODs, Administrative Head, Section in charges and coordinators of various cells/ committees in decision making process of the Institute. Faculty and staff are assigned with the roles and responsibility to work in a harmonious environment with complete transparency. IQAC has a well developed process to ensure quality benchmarks of academic and administrative activities. The Institute maintained the culture of retention of Faculty and hence has an edge of senior and dedicated Faculty for realizing its Vision. Institute follows recruitment policies and service conditions as per the rules and regulations of regulatory authorities. Based on the Vision and Mission of the Institution, Quality Policies are framed and driven by the needs of the corporate world, society and stakeholders. Institute has a perspective plan developed by Principal and HOD's with suggestions of IQAC and GB. Deployment of the quality policy is done by providing requisite academic infrastructure, learning environment and harmonious work culture. Student's surveys and feedback from all the stakeholders plays vital role in framing and revising policies. Internal Quality Assurance cell (IQAC) formulates perspective plan taking into consideration inputs from all stake holders. This plan is presented and deliberated in Institute Development Committees under the chairmanship of Principal to get consensus. This plan is forwarded to the governing body for approval. The Institution policy believes involvement of all staff in decision making and implementing the decentralized decision policy. To streamline the

same, various committees at Institute level are formed which look after academic and administrative activities which lead to the realisation of vision and mission of the Institute.

In reference to DDA, the institution follows the **following practices** throughout the year:

1. Formation of different committees once in every three years by the GB from the teacher, non-teaching staff and students wings and reshuffled if needed.

2. Arrangement of regular meeting on various agenda and the minutes of the meeting are recorded accordingly in a specific resolution book.

3. The resolutions taken in the meeting are discussed with the Principal and de-facto Chairman of all the committees and urgent matters are referred to the GB for final decision making.

4. Decisions taken in the various committees are implemented accordingly within stipulated time.

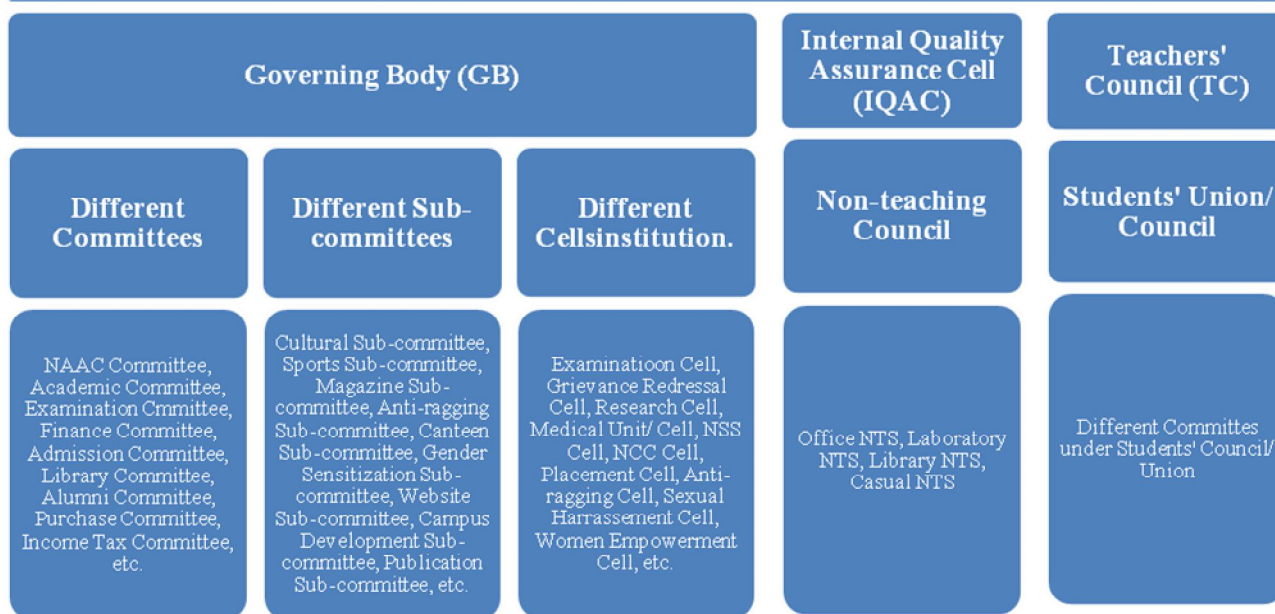6.1.2 Does the institution have a Management Information System (MIS)?
 Yes/No/Partial:

Yes,
Institution is featured by a well designed Management Information System (MIS) whereas Governing Body plays the pivotal role with its initial and final responsibilities along with decision making power. IQAC has the most important role to influence, manage and assess the internal quality of the institution. Different committees, sub-committees, cells, units, teachers' council, non-teaching council, students' union, etc. are the important characters in whole of the information management system. The comprehensive information management system is conducted in following way:

- Governing Body of the institution is formed as per election/ selection at 5-years interval having teaching, non-teaching and students' representatives from the college and other nominees from university, higher education, local administration, donors, etc.

- Different committees, sub-committees, cells and units for smooth running and management of the institution are formed as per UGC and Higher Education norms and university rules and regulation. The processing of these committee, sub-committee and cell formation is done at the table of Teachers' Council organized by TCS and recognizing those are placed in the meeting of GB by its Secretary cum HOI. Finally, all of the committees, sub-committees and cells are approved by Governing Body (GB) decorating with recognized teaching, non-teaching and student representative members.

- IQAC, this pivotal cell is formed, recognized and approved by Governing Body as per UGC and Higher Education norms. IQAC is headed by one selected Co-ordinator. All the proposals and actions taken by different committees, sub-committees, cells, TCS, students Union, etc. are submitted to IQAC and these are deposited to the Principal/ TIC/ HOI through IQAC. Finally, the recognized proposals and actions are placed on the table of GB in form of agenda made by GB Secretary/ Principal/ TIC/ HOI. GB takes the final decision about the proposals and actions recognized by different bodies from different corners of the institution.

- Hence, the academic, financial, infrastructural, developmental, planning and management related information generation, flow and formulation from different corners by different ends are justified and assessed by the institutional supreme body, GB and proceeded through proper decision making for implementation in self of development and management of the raising facts/ proposals/ actions in the institution.

Major Important Characters for Management Information System in the Institution

Governing Body (GB)			Internal Quality Assurance Cell (IQAC)	Teachers' Council (TC)
Different Committees	**Different Sub-committees**	**Different Cellsinstitution.**	**Non-teaching Council**	**Students' Union/ Council**
NAAC Committee, Academic Committee, Examination Cmmittee, Finance Committee, Admission Committee, Library Committee, Alumni Committee, Purchase Committee, Income Tax Committee, etc.	Cultural Sub-committee, Sports Sub-committee, Magazine Sub-committee, Anti-ragging Sub-committee, Canteen Sub-committee, Gender Sensitization Sub-committee, Website Sub-committee, Campus Development Sub-committee, Publication Sub-committee, etc.	Examinatioon Cell, Grievance Redressal Cell, Research Cell, Medical Unit/ Cell, NSS Cell, NCC Cell, Placement Cell, Anti-ragging Cell, Sexual Harrassement Cell, Women Empowerment Cell, etc.	Office NTS, Laboratory NTS, Library NTS, Casual NTS	Different Committes under Students' Council/ Union

6.2 Strategy Development and Deployment

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

❖ Curriculum Development

This college being an affiliated college of Vidyasagar University follows the time frame and curriculum prescribed by the University. Academic calendars, teaching modules are framed to ensure that lectures are of high quality and meet the time schedule. Teachers receive procedural and practical support from the college and university in implementing the curriculum. Problems, if any, for implementation of the same are brought to the notice of respective Board of studies and other University authorities for redressal. Institution makes also a distinct plan and formula for the curriculum development and implementation following the university provided frame and fixture. Every department is ordered to make a plan at the beginning of the session for university provided curriculum implementation and development for its smoothness of running throughout the year.

For the smooth flow of the syllabus, teachers are made to submit their lesson plan for every semester. The IQAC ensures quality in Curriculum development through regular meetings among the teaching staff regarding academic affairs and collecting feedback from various stakeholders.

❖ Teaching and Learning

The college brings out an academic calendar at the beginning of every academic year. For each year the teaching plans are prepared by the teachers based on the subject allotment. Internal tests are conducted to evaluate the students and the schedule of tests is incorporated in the academic calendar itself. The teachers of most departments make use of chart, model, graphs, diagrams, notes, model questions, projector, overhead projector, black board, white board, computer, power point, modules, reference books etc. Educational excursion, field work and industrial visits are also part of the evaluation system. Enhancement of learning skills of the Students through participation in different seminars. Regular feedback is obtained from students for improving teaching learning method. We are using LCD, ICT tools to enhance the quality of teaching and learning.

1.Semester/ Section Pre-commencement Preparations
- ❖ Departmental Academic Calendar following institutional and university calendars
- ❖ Lecture plans
- ❖ Course learning Objectives and Course Outcomes
- ❖ Topic learning Objectives and Outcomes
- ❖ Lecture notes
- ❖ Updating the central and departmental libraries with appropriate books as suggested by the faculty
- ❖ Modifying the laboratories to cater for the needs of revised syllabus and new technology.

2.Monitoring the teaching process through
- ❖ Feedback from students (end semester/ end term session)
- ❖ Audit of completed syllabus (at specific interval)
- ❖ Result analysis at the end of semester/ final examination.

3.Addressing issues of individual student
- ❖ Additional classes for slow learners
- ❖ Personal guidance to students approaching with difficulties
- ❖ Mentoring of students to motivate
- ❖ Addressing the student personal issues is also done by various committees

4.Addressing issues related to course
- ❖ Extra lectures are allocated in the time table for courses of difficult nature.
- ❖ Teaching methodology workshops are conducted
- ❖ Lectures are conducted on prerequisite topics
- ❖ Expert lectures are conducted on topics related to the course, but, outside the syllabus
- ❖ Assignments are given to students to get additional knowledge supporting to curriculum

5.Addressing issues of faculty
- ❖ Course assignment as per Competency.
- ❖ Mentoring and guidance to faculty for a course handled by him/her by senior/competent faculty
- ❖ Inspiring towards FDPs for faculties of different departments organized by various institutions
- ❖ Motivating the faculties towards research works/ activities, publication and other innovative works, etc

❖ **Examination and Evaluation**

The College follows the semester system as per the directives of the Vidyasagar University. The College also complemented continuous assessment of student's performance through internal test, assignments, project works, attendance, seminars, end semester exam, etc. with the traditional written examination. The external evaluation process is done in accordance to the performance of the students during the end term exam.

The Examination Cell of our college prepares the schedule for Internal Assessment Test (IAT) as per the academic calendar and question paper setting is done according to the norms of university. Besides this, the Annual Examination system (BA Part-III), CBCS Examination system (B.A./B.Sc./M.A./M.Sc.) is followed as per arrangement made by the University.

❖ **Research and Development**

To enhance the teaching quality the teaching faculty were constantly motivated to take up research work.

i) The college has a planning sub-committee, a development sub-committee and library sub-committee to meet the needs of researchers especially in the new and emerging areas of research.

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

iii) Increasing the number of computers with internet connections.

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

❖ **Library, ICT and Physical Infrastructure / Instrumentation**

Library: Necessary equipments & infrastructure are supplied to library as and when wanted. The library is enriched with large number of books and other necessary infra-structure. Necessary equipments & infra-structure have been given to the physical education for better practice by the students. The library is fully automated with SOUL Integrated Library Management System (ILMS) Software. The library is enabled with internet facility for the use of e-resources. New books are added every year for the requirement of teaching learning process.

ICT: Usage of teaching and learning process LCD projectors are installed in Audio Visual Room and Conference/ Seminar Hall. Procurement of more LCD projector and laptop for the same purpose.

Physical Infrastructure: More light, fans, chair, tables, lab. Tables, benches, racks, almirah, etc. were installed and the conventional blackboards were replaced with whiteboards, aquaguard was procured.

❖ **Human Resource Management**

All human resources available within the College is deployed and engaged according to one's aptitude and abilities. Maintenance of Grievance Redressal Cell, Anti-Ragging Committee, Sexual Harassment Committee, Gender Sensitization Committee, Fact Findings Committee, etc. is existed throughout the session.

The NSS units and department, IQAC and some of the departments of the college arranged talks on issues concerning

public health and especially on Thalassemia, HIV, epidemic diseases etc. The students participated in door to door campaign programme regarding health issues.

❖ **Industry Interaction / Collaboration**

Department of Automobile Maintenance is interacted as internship basis with SBSTC, Durgapur Division Workshop per year. On the other hand, this department is associated with Bhandari Automobiles, Mahindra and Mahindra, Tata Motors, Maruti Suzuki, Ashok Leyland, etc. for on job training and collaborated with Bhandari Automobiles, Mahindra and Mahindra and Anatech Instrument Pvt. Ltd. for regular campussing and drawing the job opportunities per session.

❖ **Admission of Students**

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

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

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

❖ **Planning and Development**

Planning and implementation of the curriculum by the college is done by introducing students and stakeholders first to the larger mission and the wider vision that define what the college stands for. Academic calendars are framed at the beginning of the session. Problems in implementation of the same are brought to the notice of the authority. During this year the college has fully implemented Computer literacy programmes for the office staff. Spoken English programme is running for the teaching and non-teaching staff. Extension of internet facilities in Central Library has also been extended. NSS activities focussed on a clean and pollution free campus involves the support staff as well. For planning and development, Aidni Infotech Pvt. Ltd. software Package is used.

❖ **Administration**

The Governing Body of the college is the highest policy making body. It meets regularly and takes decisions related to over all administration infrastructural development, introduction of new courses, and other important matters such as appointment of new staff etc. Different Committees and sub-committees of the college execute the policies and decisions taken by the Governing Body which gives directions to the Teacher-in-Charge on academic and other administrative matters of concern. Teachers' Council and Students' Union have also the important roles to accelerate the administrative activities for smooth running of the college. For administration, Aidni Infotech Pvt. Ltd. software Package is used.

❖ **Finance and Accounts**

The college office is wholly computerized and the financial activities like preparation of salary bill, arrears, issuance of pay slip are performed through the HRMS portal of the Department of Finance, Government of West Bengal. For finance, Aidni Infotech Pvt. Ltd. and Tally software Package is used.

❖ **Student Admission and Support**

The college ensures publicity and transparency in the admission process through some local cable networks and website Selection list of students is prominently displayed on the notice board and on the website. The students are selected for admission strictly on the basis of merit. For student admission and suppoort, Aidni Infotech Pvt. Ltd. software Package is used.

❖ **Examination**

As this is a general degree college under the affiliation of a mother university, so whole of the examination system and pattern are maintained by the rules and regulation of university examination policy as per regular notification. The system is controlled and conducted by college and university examination cells under the thoroughly supervision of university.

6.3 Faculty Empowerment Strategies

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

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

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
Nil		**Nil**	**Nil**	**Nil**	**Nil**

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

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Refresher Course	4	- Dr. Dulal Chandra Maity : 2nd Jan – 22nd Jan 2015 (21 days) - Sujit Maity : 2nd Jun – 22 Jun 2015 (21 days) - Rabin Das : 2nd Jun – 22 Jun 2015 (21 days) - Kabita Bhattacharya: 29 May- 18June 2015(21 days)

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
04	04	11	11/01

6.3.5 Welfare schemes for

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

6.4 Financial Management and Resource Mobilization

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

Internal audit is done after every year where the auditing team checks the income received from the students which is recorded in the software and reconciled with the fees that is to be received according to class wise. Cash book is checked with the help of bank statement and vouchers maintained by the institution along with physical cash verification. Reports of Income and Expenditure statement is submitted to the Chattered Accountant who prepared the financial statement and other reports for the institution.

Systematically, all bills and payment vouchers are checked and signed by Accountant, rechecked and then signed by Bursar and finally goes to DDO cum Principal/ Teacher-in-Charge for payment order. Internal Audit is done at time

of submission of utilisation certificates against UGC/Govt. Grants. The details of income and expenditure is presented to the charter accountant recommended by the Higher Education Department of the State Govt. External financial audit is regularly done by DPI, Higher Education, Govt. of WB.

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

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
Collection for Abha Maity Subarna Jayanti Building Construction by Alumni Association	Rs. 1768644/-	College Welfare
MLA (LAD)	Rs. 1437000/-	
MP (LAD)	Rs. 900000/-	

6.4.2 Total corpus fund generated: Rs. 4105644/-

6.5 Internal Quality Assurance System

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

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

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

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

6.5.3 Development programmes for support staff (at least three)

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

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

Functionalized Initiatives taken by IQAC and institution:

1. Proposing for ITI course and allotting Rs. 20 lac for installation of machines and tools for proposed ITI

2. Purchasing new books in Central Library (Rs. 102000/-)
3. Appointing the new Guest Teachers for various departments
4. Introducing the new online form fill up
5. Requisition of teaching post for different departments sanctioned by GB
6. Acceptance of the proposal for the completion of auditorium
7. Allotment of budget for construction of new classroom and toilets, renovation of academic buildings, dormitory, play ground, women's' hostel, library and classroom and procurement of sports facilities, computer, books/ journals, lab. Equipments, non-lab. Equipments and essential for PG in Sanskrit
8. Conducting one national, two state level and a lot of classroom seminars by IQAC and various departments
9. Etc.

Emphasizing Areas as the initiatives taken on IQAC Platform:

1. Proposal to activate the Alumni Association regularly and participate them in different academic and socio-cultural programmes and activities (02.08.2014)
2. Proposal to draw the attention of affiliating university for introducing CBCS at both UG level as per UGC norms (15.05.2015)
3. Proposal to take the initiative for opening the PG Courses in Bengali, Geography, Philosophy, History, Physics and Chemistry (15.05.2015)
4. Proposal to take the initiative for starting UG Courses in NSS, NCC and Computer Science (15.05.2015)
5. Proposal to open job oriented course like ITI (15.05.2015)
6. Proposal to maintain the class arrangement properly and smoothly additional classrooms (15.05.2015)
7. Proposal to construct laboratories and digital class room as per requirement (15.05.2015)
8. Proposal to improve the teacher-student ratio creating new full time permanent teaching post in different subjects (15.05.2015)
9. Proposal to provide better internet facility in Central Library and Lab. Based Departments (15.05.2015)
10. Initiatives to improve the activities of existing Grievance Redressal Cell and Women's Cell (15.05.2015)
11. Proposal to take the initiatives to strengthen and institutionalize the students' facilities like opening cheap store, completion of auditorium, improvement of Aid Fund, improvement of primary health service, improvement of concession facilities, proper maintenance of memorial funds, frequent arrangement of blood donation camps and thalasemea test, modernization of the gymnasium, improvement of the indoor sports centre, arrangement of career counselling programmes, providing Spoken English course, providing wheel chair for differently able students, providing sanitary napkin to girls students, improvement of boy's common room, arrangement of more ICT class rooms, construction of a rescue centre, improvement of water purification system, opening of all departmental libraries, arranging more tutorial and remedial classes, seminar, workshop, etc., providing more training programme like First Aid Training, Bratachari Camp, Yoga Camp, Disastaer Management Programme, etc. (15.05.2015)
12. Proposal for necessary actions to develop more technical and systematic feedback system from students, staff, alumni and parents (15.05.2015)
13. Proposal to open a language laboratory (15.05.2015)
14. Initiative to improve the committee and sub-committee based activities (15.05.2015)
15. Proposal to open the Medicinal Garden, Archaeological Museum, Central Computer Centre, etc. (15.05.2015)
16. Proposal for taking the necessary steps by the authority for promotion of some teachers (12.06.2015)

17. Proposal for construction of new classrooms (12.06.2015)

6.5.5

a. Submission of Data for AISHE portal   : (Yes /No): Yes

b. Participation in NIRF   : (Yes /No): No

c. ISO Certification   : (Yes /No): No

d. NBA or any other quality audit   : (Yes /No): No

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to)	Number of participants
2014 - 2015	Rashtriyo Ekta Diwas Celebration	31.10.2014	11:00 am – 1:30 pm	221
	Blood Donation Camp	10.08.2014	10:30 am – 2:30 pm	194
	International youth day celebration	12.08.2014	10:30 am – 12:30 pm	204
	Independence day celebration	15.08.2014	9:00 am-12:00 Noon	385
	Biodiversity Day Celebration: Inter-disciplinary Regional Level Seminar on "Conservation of Bio-Diversity: Essential to Society, Environment and Development"	21.09.2014	11:00 am – 2:00 pm	216
	AIDS day celebration (Rally & Seminar)	01.12.2014	11:00 am -2:00 pm	264
	World Soil Day Celebration: Inter-disciplinary College Level Seminar on "Our Soil: A Life Layer- So, Conserve It."	05.12.14	11:00 am – 1:30 pm	187
	Dengue Awareness Programme	29.12.2014	10:00 am – 12:30 pm	296
	National Youth Day Celebration	12.01.2015	10:30 am – 12:30 pm	255
	Republic Day Celebration	26.01.2015	9:30 am-11:30 pm	362
	World Women Day Celebration: Regional Level Seminar on "Relevance of Women's Empowerment throughout the Time"	08.03.2015	11:00 am -1:30 pm	281

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Title of the programme	Period **(from-to)**	Participants	
		Female	Male
"Women Empowerment in terms of Gender Development" A Regional Level Seminar organized by Department of Geography in collaboration with NSS Units & IQAC	8th March, 2015	132	149

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

Percentage of power requirement of the College met by the renewable energy sources

<div align="center">NIL</div>

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	No	No
Provision for lift	No	No
Ramp/ Rails	No	No
Braille Software/facilities	No	No
Rest Rooms	Yes	05
Scribes for examination	Yes	06
Special skill development for differently abled students	No	No
Any other similar facility: Fees Relaxation, Concession, First Aids Facility at emergent situation, etc.	Yes	04

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2014-2015	08	08	12.01.2015	National Youth Day Celebration	Inspiring towards Patriotism and Responsibility of Youth to Individual, Community, Society and Nation	255
			12.08.2014	International youth day celebration		204
			09.08.2014	Blood donation camp	Contributing to life against blood crisis	194
			31.10.2014	Rashtriyo Ekta Diwas Celebration	Inspiring youth towards integration of Community, Society and Nation	221
			01.12.2014	AIDS day celebration	Awareness against AIDS	264
			01.12.2014-15.12.2014	Bratachari Training Programme	Physical, Spiritual and Personality Development	75
			29.12.2014	Tree Plantation Programme	Awareness for saving, protecting and conserving trees against environmental degradation	143
			08.03.2015	Woman's Day Celebration	Making the awareness and	271

					responsibility towards gender equity, woman empowerment & other related issue	

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
NIL	NIL	NIL

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to-------)	Number of participants
Bratachari	1st Dec – 12 Dec 2014	77
Blood donation camp	09.08.2014	194

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

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

7.2 Best Practices

1. Regular and intensive use of library resources by each teacher for half an hour based three days activation in a week.
2. Maintaining the cleanliness responsibility through routine based campus cleaning program and practice by NSS Units per week during the session.
3. Organizing at least one departmental seminar per month whereas student's participation and presentation has been emphasized alongwith the resource person/ eminent speaker.
4. Arranging the certificate course in Bratachary every year for willing students in self of their personality and physical development.
5. Arranging the guardian meeting by institution and department at least two times in each academic session.
6. Publication of magazine by departments and student union separately for the cultivation and enhancement of student's creativity and potentiality.
7. Conducting the First aid training for willing students per year.
8. Arrangement of year wise regular blood donation camp and tree plantation programme in collaboration with Contai Sub-divisional Hospital Blaood Bank, Bajkul United Forum and Alumni Association of the college.
9. Involvement of students in socio-cultural activities and events through the arrangement of different social, cultural and academic programs and competitions.

Describe at least two institutional best practices
Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
❖ The results of the students in the consecutive university examinations are consistently very good. Some students of the Departments of Physics, Chemistry, Mathematics, Sanskrit, Philosoophy and Geography have secured First Class Marks and some secured University Ranks. The departmental teachers try their best for better achievements in the University Examinations. ❖ Most of the Passed out students in Automobile Maintenance are absorbed through Campus Interview in last three years. www.bajkulcollege.org

7.3 Institutional Distinctiveness

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

Abha Maity was an eminent social activist from this area who was instrumental in establishing this college in 1965. The vision of the College includes aims to provide knowledge of the highest standard and achieve excellence. To foster the spirit of love, compassion, universal brotherhood and patriotism through the ideal of tolerance of diversities within the society and thus fulfil the institution's motto, "Learn and Shine". To facilitate holistic development of the younger generation, which includes physical, mental and spiritual wellbeing moral values are taught and practised in the College campus. The students get requisite lessons that keep their minds ignited for seeking knowledge and are motivated to do well in every sphere of their life.

The Vision of the college focuses on essentially aspects like National Standards, Value-based Education, Interdisciplinary Research, Disciplinary Teaching-Learning, Interdisciplinary and Community-Environmental Criss-cross Programmes and Sustainable Development. The Institute has established its distinctive approach towards this comprehensive Vision Excellence in Academics and Exploration of Knowledge with Broad Vision and Social Responsibility. Participation of students in Co-Curricular Activities (CCA) and Extra Curricular Activities (ECA) like workshops, Technical talks, Training Programs, Industrial Visits, social welfare programmes helps to enhance all rounded personality to strongly face the turbulent road of the future. Experiences and appreciations gained through these activities assist students during internships. Career guidance, Personal counselling, Training are well structured through a Mentoring Training and Placement. The Institute's determination to be transformed into a centre for academic excellence is therefore a commitment to offer high quality teaching.

There is an effective mechanism for maintaining discipline, nurturing leadership abilities, exposing hidden talents of the students and punctuality. Extracurricular activities are conducted in the College which gives a platform to the students to display their talents and potentialities. And in this regard, clubs based on variety of activities have been formed. Each student has been assigned a club based on his/her preference so as to encourage their interest besides the academic. The College also consists of various committees which look after the welfare of the students and cater to their needs. The Mentoring Programme that has been initiated by the College has also made a positive impact especially on the personal development of the students. The close relationship formed between the mentor and the mentees has helped the students to feel connected to the College as a member of the fraternity and not just as a mere student with a daily class routine. In the process of the mentoring, the mentors are able to learn more not only about their personal interests but also about the challenges that they face both as a student and as a member of the society.

www.bajkulcollege.org

8. **Future Plans of action for next academic year (500 words)**

- ❖ Introduction of more PG Courses to fulfil the local demands.
- ❖ Introduction of job-oriented vocational courses, viz. ITI.
- ❖ Encouraging faculty members to complete their doctoral degrees and to continue research activities through quality publications, research projects and editing books.
- ❖ Inspiring the students to take part in co-curricular activities, various social welfare and awareness activities in the local vicinity.
- ❖ Up gradation of seminar hall with full ICT enabled and air condition facility.
- ❖ Extensions of Women's Hostel to accommodate more female students and PG building for implementation of more PG programmes.
- ❖ Enhancing the number of smart class rooms in the academic departments.
- ❖ Extension of Library for more accommodation of book stock and student seating capacity.
- ❖ More computerization of Library and improvement of online database storage.
- ❖ Improvement of campus play ground through soil refilling.
- ❖ Campus beautification and greener field coverage by tree plantation.
- ❖ Office up gradation to total computerization and online data storage.
- ❖ Introducing more Certificate Courses for the up gradation of locals and/or pass out students for the self entrepreneurship and job orientation training.
- ❖ Promoting participation of students and staff in seminars, workshops, sports and cultural activities organized by the college and external agencies.
- ❖ Increasing the number of environment friendly and social awareness initiatives by NSS and ensuring participation of maximum students in such initiatives
- ❖ Encouraging the online admission application submission system.
- ❖ Website up gradation for online availability of all academic and administrative notifications.
- ❖ Extension of internet facilities in Central Library Computer literacy programmes are conducted for the office staff.

Abbreviations:

CAS	-	Career Advancement 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

****

For Communication with NAAC

The Director
National Assessment and Accreditation Council (NAAC)
(An Autonomous Institution of the University Grants Commission)
P. O. Box. No. 1075, Nagarbhavi
Bengaluru - 560 072
Phone: +91-80-2321 0261/62/63/64/65
Fax: +91-80-2321 0268, 2321 0270
E-mail: director.naac@gmail.com
Website: www.naac.gov.in