

*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 System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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# ***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 31<sup>st</sup> 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 2<sup>nd</sup> and subsequent cycles of accreditation with effect from 16<sup>th</sup> September 2016:**

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2<sup>nd</sup> 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. Nirmal Kumar De
- Phone no. : 9732661835

Alternate phone no.

- Mobile: 7001675803
- 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
1 <sup>st</sup>	B	70.50(Institutional Score)	2007	from: 2007 to: 2012
2 <sup>nd</sup>	B	2.66	2015	from: 2015 to: 2020
3 <sup>rd</sup>	-	-	-	from: to:
4 <sup>th</sup>	-	-	-	from: to:
5 <sup>th</sup>				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	19.01.2016	IQAC Coordinator
Regular meetings	07.8.2015, 07.9.2015, 27.11.2015, 11.3.2016	Members of IQAC
Submission of data to NIRF	22.01.2016	Coordinator of IQAC

**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	2015-2016	1342332
BAJKUL MILANI MAHAVIDYALAYA		RUSA	2015-2016	10000000

## 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: Four**

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: 00 Year:

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

- \* Certificate course in English and German have been started.
- \* Guest and CWTT teachers have been recruited in Physiology, Bengali and Sociology.
- \* A vocational course in ITI has been started
- \* In order to introduce PG, significant upgradation was made in the Geography department.
- \* Two national level seminars by Zoology department, three national level seminars by Philosophy department and one state level seminar by Chemistry department were organized.

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. To initiate foreign language course.	Certificate course in English and German have been started.
2. Installation of machines for the introduction of ITI course	A vocational course in ITI with two units (Fitter and Electrician) has been started
3. Conduction of seminars by various departments	Two national level seminars by Zoology department, three national level seminars by Philosophy department and one state level seminar by Chemistry department were organized.
4. Appointment of more teachers in some of the departments.	Guest and CWTT teachers have been recruited in Physiology, Bengali and Sociology
5. To make necessary improvement in the Geography department for the introduction of PG course	In order to introduce PG, significant upgradation was made in the Geography department.
6. To make development of Girls' hostel.	Renovation work for Girls hostel was done. Also installation of water purifier have been completed.
7. To make overall infrastructural development	A new submersible pump was installed. Firing ground for NCC camp was established.

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

Name of the Statutory 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: 19.01.2016

**17. Does the Institution have Management Information System?**

**Yes          No          Yes**

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

Our college provide 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. Online application forms are available at the time of admission.
5. In the case of e-book and e-journal the central library is N--listed in UGC- INFONET digital library consortium from 2015.
6. Bio-metric attendance of all the member of the staff is maintained.



## 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. In every academic session institution organizes a general study tour.
8. In Addition to the 21 under graduate programmes and one PG programme, institution started a vocational course, ITI, affiliated to NCVT from this academic session.
9. Institution started receiving online admission application from this session.
10. Institution allows option for online complaint from the student as well as direct student-communication through SMS.

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
Spoken English	-	6-Months	Focus on promoting the way of employability and entrepreneurship	Development and enhancement of skill and increasing communication way from local to global scale
Spoken German Language	-	6-Months		

#### **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
ITI	July, 2015	UG	B.Sc. (Hons.) in Nutrition	June, 2015
			B.A. (Hons.) in Education	

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	Nil	Nil	Nil	Nil	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 in Spoken English Course		240	Nil	
No. of Students in Spoken German Language Course		45	Nil	
<b>1.3 Curriculum Enrichment</b>				
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		
NCC	1 <sup>st</sup> August, 2015	25		
Bratachari	04.12.2015- 18.12.2015	98		
1.3.2 Field Projects / Internships under taken during the year				
Project/Programme Title		No. of students enrolled for Field Projects / Internships		
Survey of Lower Plants in Darjeeling (Dept. of Botany)		24		
A Taxonomical Survey at Kajlagarh (Dept. of Botany)		24		
Taxonomical Survey in Indian Botanical Garden (Dept. of Botany)		96		
A field report on ichthyofauna diversity on Kanyakumari coast (Dept. of Zoology)		21		
Faunal diversity of Chadipur (Dept. of Zoology)		62		
Fish diversity of Digha Mohana (Dept. of Zoology)		105		
“A Field Report on An Analytical Study On Socio Cultural Landscape In Relation with Physical Landscape of the Myllem Village, Shillong, Meghalaya”.		39		
A Socio-economic Study on Dadanpatrabad Village under Ramnagar-II CD Block in Purba Medinipur District (Dept. of Geography)		18		
A Socio-economic Survey at Susunia Hill Region in Bankura District, West Bengal (Dept. of Geography)		62		
Puri (Orissa) & Digha (West Bengal) (Dept. of Geography)		187		
Dasam Falls, Jona Falls, Buddha Gaya, etc. Bihar (Dept. of Philosophy)		56		
Comparative study of different physiological parameters (height, weight, pulse rate, respiratory rate, blood pressure and hemoglobin concentration) between tribal and normal people (Ayodhyapahar, Purulia, West Bengal) (Dept. of Physiology)		12		
Diet survey in different family (Bajkul and surrounding area) (Dept. of Physiology)		81		
Comparative study of different physiological parameters (height, weight, pulse rate, respiratory rate, blood pressure and hemoglobin concentration) between tribal and normal people (Ayodhyapahar, Purulia, West Bengal) (Dept. of Physiology)		12		
<i>Internship: Vocational Training under SBSTC</i> (Dept. of Automobile Maintenance)		44		
<b>1.4 Feedback System</b>				
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.

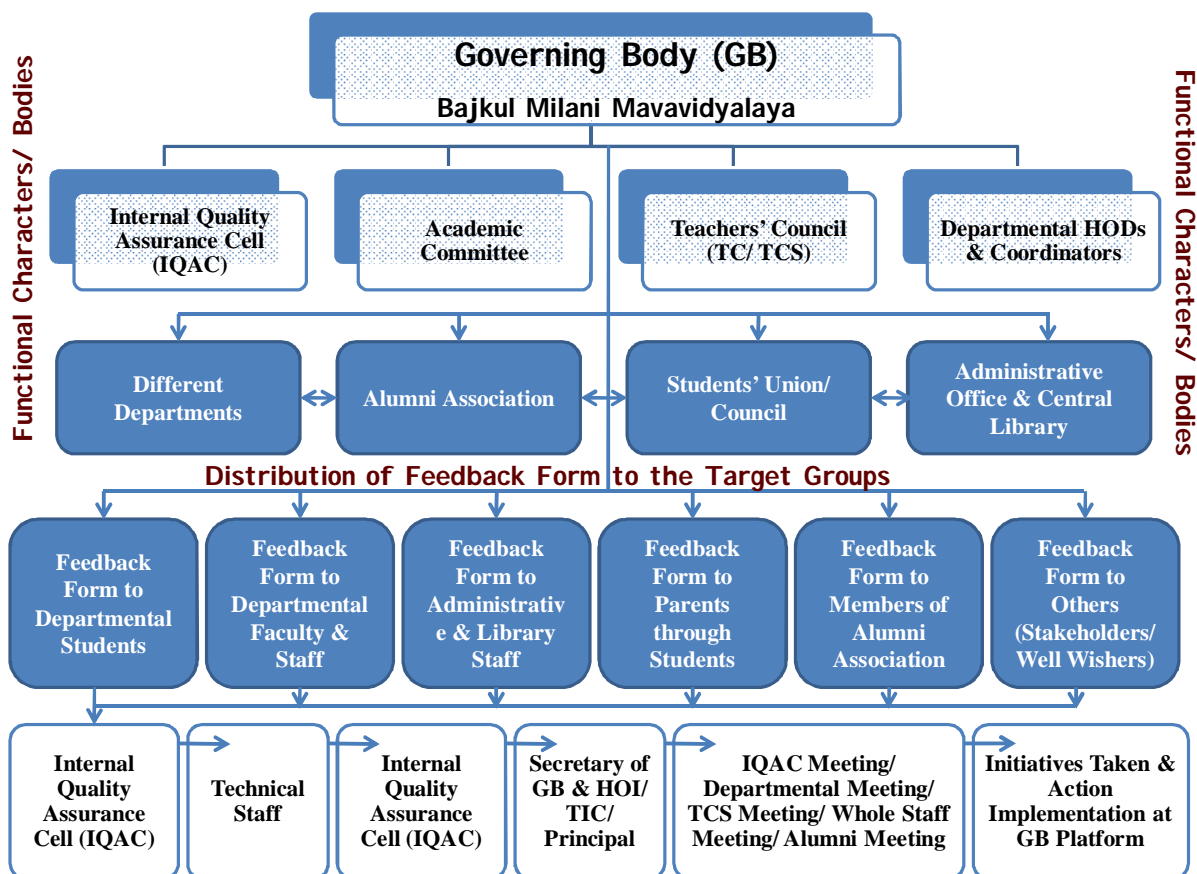
The purpose of this Policy is to provide a framework for obtaining, summarizing and documenting information on student and stakeholder perceptions of the quality and effectiveness of the Institute's curriculum for use in program evaluation, accreditation and other academic quality assurance processes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

**Specifically, this Policy provides a framework for:**

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)	110	778	108
English (H)	103	744	103
Sanskrit (H)	98	319	70
Geography (H)	67	311	47
History(H)	74	76	32
Music(H)	26	16	14
Philosophy (H)	74	232	74
Political Science (H)	59	120	18
Economics (H)	33	23	4
Sociology (H)	53	50	10
Education (H)	30	152	30
Chemistry (H)	45	404	45
Mathematics (H)	81	430	80
Physics (H)	53	315	50

Zoology (H)	50	269	50
Botany(H)	45	186	44
Physiology (H)	31	143	30
Nutrition (H)	25	250	20
Sanskrit PG	40	80	40
Automobile (Major)	70	91	70
B.A. (General)	-	800	752
B.Sc. (General)	-	250	178

## 2.2 Catering to Student Diversity

### 2.2.1. Student - Full time teacher ratio (current year data): **186:1**

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
2015-16	4310	40	24	0	4 (Full Time & Contractual)

## 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 and 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 camping 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
<b>4458</b>	<b>24</b>	<b>1:186</b>

## 2.4 Teacher Profile and Quality

### 2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D.
<b>38</b>	<b>24</b>	<b>14</b>	<b>0</b>	<b>10</b>

### 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	Designation	Name of the award, fellowship, received
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	<i>level, national level, international level</i>		<i>from Government or recognized bodies</i>
<i>Nil</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>

## 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>B.A. (Hons.)</b>	<b>Annual System/ Pattern: Part-I, Part-II &amp; Part-III</b>	<ul style="list-style-type: none"> <li>• <b>Part-I Examination:</b> May to June during the Session</li> <li>• <b>Part-II Examination:</b> March to April during the Session</li> <li>• <b>Part-III Examination:</b> February to March during the Session</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Part-I Examination:</b> Last Week of October to 1<sup>st</sup> Week of November</li> <li>• <b>Part-II Examination:</b> Last Week of September to 1<sup>st</sup> Week of October</li> <li>• <b>Part-III Examination:</b> Middle to Last Week of June</li> </ul>
	<b>B.Sc. (Hons.)</b>			
	<b>B.A. (General)</b>			
	<b>B.Sc. (General)</b>			
	<b>B.Sc. (Major)</b>			
P.G.	M.A.	<b>Part-I</b>	May-June	Middle to Last Week of July
		<b>Part-II</b>	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) and May-June (Sem-II & IV) for PG.

### 2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs 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.
- 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	64	59	92.2
ECOH	Economics	00	00	00
ENGH	English	46	46	100.0
GEOH	Geography	30	30	100
HISH	History	23	23	100
MUCH	Music	4	4	100
PHIH	Philosophy	20	20	100
PLSH	Pol. Sc.	4	4	100
SANH	Sanskrit	40	39	97.5
SOCH	Sociology	3	3	100
BOTH	Botany	24	23	95.8



CEMH	Chemistry	21	20	95.2
MTMH	Mathematics	47	46	97.9
PHSH	Physics	15	14	93.3
PHYH	Physiology	12	12	100
ZOOH	Zoology	25	25	100
	B.A. Gen	210	208	99.1
	B.Sc. Gen	58	58	100
	B.Sc. Major	44	44	100
	PG Sanskrit	37	36	97.3

## 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	Amount received during the Academic year
Major projects	Nil	Nil	Nil	Nil
Minor Projects	Nil	Nil	Nil	Nil
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 ( <i>other than compulsory by the College</i> )	Nil	Nil	Nil	Nil
International Projects	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil

### 3.2 Innovation Ecosystem

<b>3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year</b>				
Title of Workshop/Seminar		Name of the Dept.		Date(s)
Nil		Nil		Nil
<b>3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year</b>				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
Nil	Nil	Nil	Nil	Nil
<b>3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year</b>				
Incubation Centre		Name		Sponsored by
Nil		Nil		Nil
Name of the Start-up			Nature of Start-up	
Nil			Nil	
<b>3.3 Research Publications and Awards</b>				
<b>3.3.1 Incentive to the teachers who receive recognition/awards</b>				
State		National		International
Nil		Nil		Nil
<b>3.3.2 Ph. Ds awarded during the year (applicable for PG College, Research Center)</b>				
Name of the Department			No. of Ph. Ds Awarded	
Nil			Nil	
<b>3.3.3 Research Publications in the Journals notified on UGC website during the year</b>				
	Department	No. of Publication		Average Impact Factor, if any
National	Zoology	5		.4
	Geography	2		
	Philosophy	1		
	Political Science	1		
	Mathematics	1		
International	Physiology	2		5.5
	Zoology	4		1
	Geography	18		SJRF:6.1
	Botany	2		
	Mathematics	2		
<b>3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year</b>				
Department			No. of publication	
Bengali			7	
Zoology			1	
Sanskrit			6	
Political Science			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
Cyclic Type Fixed Point Results In 2-Menger Spaces.	Samir Kumar Bhandari	Acta Univ. Palacki. Olomuc., Fac. rer. nat. Mathematica	2015	NC	Bajkul Milani Mahavidyalaya	NC
A Cyclic Probabilistic C-Contraction Results Using Hadzic and Lukasiewicz T-Norm In Menger Space	Samir Kumar Bhandari	Anal. Theory Appl	2015	NC	Bajkul Milani Mahavidyalaya	NC
P-cyclic Kannan type contractions in 2-Menger Spaces using Hadzic type t-norm	Samir Kumar Bhandari	Proceedings of UGC sponsored national seminar on Recent trend on pure and applied mathematics	2015	NC	Bajkul Milani Mahavidyalaya	NC
'Ethnic uses and Conservation Practices of Some Plants with Major Medicinal Potential by the Tribal Community in India'.	C.K. Acharya	International journal of life science	2015	NC	Bajkul Milani Mahavidyalaya	NC
'Ethnicity and Scientific validation of West Bengal Amla ( <i>Phyllanthus emblica</i> L.) with special reference	C.K. Acharya	Int. J. Exp. Res. Rev	2015	NC	Bajkul Milani Mahavidyalaya	NC

to GC-MS screening'.						
<i>Reverse discrimination: some reflection in society: Equality and discrimination: Ethical, Religious and socio economic issues.</i>	Sujit Maity	Equality and discrimination: Ethical, Religious and socio economic issues	2015	NC	Bajkul Milani Mahavidyalaya	NC
Role of probiotic Lactobacillus fermentum KKL1 in the preparation of a rice based fermented beverage..	Saswati Parua (Mondal)	Bioresource Technology	2015	38	Bajkul Milani Mahavidyalaya	38
Microbial, saccharifying and antioxidant properties of an Indian rice based fermented beverage. Food Chemistry, 168, 196–202.	Saswati Parua (Mondal)	Food Chemistry	2015	34	Bajkul Milani Mahavidyalaya	34
<i>Women in Contemporary India: Aspects of Participation and Empowerment</i>	Sujit Ghosh	Education Forum	2015	NC	Bajkul Milani Mahavidyalaya	NC
An Overview, Kalipada Maity (Ed.) <i>Equality and Discrimination: Ethical, Religious and Socio-economic Issues</i>	Sujit Ghosh	Nectar Publishers Book Chapter	2015	NC	Bajkul Milani Mahavidyalaya	NC
'Moving Towards Gender Equality in India – A Myth or	Subhra Debnath	Nectar Publishers.	2015	NC	Bajkul Milani Mahavidyalaya	NC

Reality', Kalipada Maity (Ed.) <i>Equality and Discrimination: Ethical, Religious and Socio-economic Issues</i>		Book Chapter				
Srimadbhagavat gitay moksaprasanga	Satyanarayan Sau	Book Chapter	2015	NC	Bajkul Milani Mahavidyalaya	NC
mimansadarshan e moksaprasanga	Satyanarayan Sau	Book Chapter	2015	NC	Bajkul Milani Mahavidyalaya	NC
Srimadbhagavad gita( 4 <sup>th</sup> and 12 <sup>th</sup> Chapter)	Satyanarayan Sau	Book Chapter	2016	NC	Bajkul Milani Mahavidyalaya	NC
Upanisade o' bhagavadgitay Nitisiksa o' Manabakalyane tar prayoga.	Satyanarayan Sau	Book Chapter	2016	NC	Bajkul Milani Mahavidyalaya	NC
Jainadarsane Moksa prasanga	Ritabrata Sau	Book Chapter	20-15	NC	Bajkul Milani Mahavidyalaya	NC
Joinadarsane moksha ba mukti	Sudipta Kumar karan	Book Chapter	2015	NC	Bajkul Milani Mahavidyalaya	NC
First record of the evermann's snake eel, <i>Ophichthus lithinus</i> (Actinopterygii: Anguilliformes: Ophichthidae), from northern Indian ocean.	Dipanjana Ray	<i>acta ichthyologica et piscatoria</i>	2015	3	Zoological Survey of India	3
First record of <i>Parapercis ommatara</i> (Actinopterygii: Perciformes: Pinguipedidae) from the Indian Ocean, <i>acta ichthyologica et</i>	Dipanjana Ray	<i>acta ichthyologica et piscatoria</i>	2015	1	Zoological Survey of India	1

<i>piscatorial.</i>						
First occurrence of the moray eel <i>Gymnothorax prolatatus</i> Sasaki & Amaoka, 1991 (Teleostei: Anguilliformes: Muraenidae) from the northern Indian Ocean	Dipanjan Ray	<i>Marine Biological Association of the United Kingdom</i>	2015	4	Zoological Survey of India	4
A new species of Short Brown Unpatterned Moray Eel of the Genus <i>Gymnothorax</i> (Anguilliformes: Muraenidae) from the Bay of Bengal,	Dipanjan Ray	<i>Zootaxa</i>	2015	13	Zoological Survey of India	10
First Report of Two Jawfishes (Perciformes: Opistognathidae ) From Northern East Coast of India.	Dipanjan Ray	<i>Rec. zool. Surv. India</i>	2015	NC	Zoological Survey of India	NC
New records of four Squirrelfishes (Beryciformes: Holocentridae) from the coastal waters of West Bengal, India, <i>Rec. zool. Surv. India</i>	Dipanjan Ray	<i>Rec. zool. Surv. India</i>	2015	NC	Zoological Survey of India	NC
First Report of Mcadam's Scorpionfish <i>Parascorpaena Mcadamsi</i> (Fowler, 1938) From Indian	Dipanjan Ray	<i>J. Bombay Nat. Hist. Soc</i>	2015	NC	Zoological Survey of India	NC
First record of the moray eel <i>Gymnothorax dorsalis</i> Seale,	Dipanjan Ray	<i>Indian J. Fish</i>	2015	1	Zoological Survey of India	1

1917 (Anguilliformes: Muraenidae) from Indian waters, <i>Indian J. Fish.</i>						
First Record of Scorpionfish Genus <i>Neomerinthe</i> Fowler, 1935 (Actinopterygii: Scorpaeniforme s: Scorpaenidae) from Indian coast. 1228.	Dipanjan Ray	<i>Indian Journal of Geo Marine Sciences</i>	2015	NC	Zoological Survey of India	NC
Ichthyofauna of Digha Coast, India. <i>Marine Faunal Diversity in India, Taxonomy, Ecology and Conservation.</i>	Dipanjan Ray	<i>Marine Faunal Diversity in India, Taxonomy, Ecology and Conservation (Elsavier0 Book Chapter</i>	2015	3	Zoological Survey of India	3
রবীন্দ্র উপন্যাসঃ নতুন কালচিন্তার দর্পণে	Srilekha Dan	<i>Book Chapter</i>	2015	NC	Bajkul Milani Mahavidyalaya	NC
সাম্য ও বভিদেরে সংকটঃ রামায়ণে প্রক্বেষতি	Srilekha Dan	Equality and Discriminatio n Ethical, Religious and Socio- Economic Issues.  <i>Book Chapter</i>	2015	NC	Bajkul Milani Mahavidyalaya	NC
সীতাঃ এক চরিন্তনী প্রতীক প্রতীমা	Srilekha Dan	নাব্যস্রোত’ ফব্বেয়্যারী  <i>Book Chapter</i>	2015	NC	Bajkul Milani Mahavidyalaya	NC
রামায়ণ ; কালান্তর ও পরম্পরা	Srilekha Dan	বাংলা সাহিত্যে প্রাচীন ও মধ্য ভারতীয়	2015	NC	Bajkul Milani Mahavidyalaya	NC

		সাহিত্যের আনুসৃজন” <i>Book Chapter</i>				
প্রথাভাঙার প্রতিক্ষীয়াশীল স্রষ্ঠা কমলকুমার ও পত্নিত্বেরে পূর্নময় প্রকাশ, পাদরী মতলিলা	Manas Maity	স্রোত <i>Book Chapter</i>	2015	NC	Bajkul Milani Mahavidyalaya	NC
রবীন্দ্রনাট্যদর্ শনরে রঙগময় প্রকাশঃ এ কোন “তাসরে দশে”?	Manas Maity	জ.পূর্ব মদেনীপুর জলো বইমলো <i>Book Chapter</i>	2015	NC	Bajkul Milani Mahavidyalaya	NC
রবীন্দ্র কাব্যে প্রকৃতিঃ রঙরে আবহে	Sujit Kumar Sahoo	স্রোত <i>Book Chapter</i>	2015	NC	Bajkul Milani Mahavidyalaya	NC
Geomorphic regions of the chaibasa plain of Jharkhand(IN DIA)	<b>Debashis Manna</b>	Universal Multidiscip linary Research journa	2015	NC	Bajkul Milani Mahavidyalaya	NC
“Geo-Spatial Analysis of Watershed Characteristics using Remote Sensing and GIS Techniques: A Case Study of Kassai River.	<b>Suman Pahari</b>	Journal of Scientific Engineering and Research (IJSER)	2015	NC	Bajkul Milani Mahavidyalaya	NC
<b>Eknojore Bethuadahari Abhoyaronyo(Na dia),</b>	<b>Suraj Kumar Mallick</b>	<b>Bhugol O Paribesh</b>	2015	NC	Bajkul Milani Mahavidyalaya	NC
<i>Socio-Economic Conditions of Female Workers in Brick Kilns - An Exploitation to Healthy Social Structure: A Case Study on Khejuri CD Blocks in Purba Medinipur, West Bengal</i>	<b>Rabin Das</b>	International Journal of Science and Research (IJSR)	2015	NC	Bajkul Milani Mahavidyalaya	NC



<i>“Socio-economic Circumstances of Working Women in Brick Kilns-A Maltreatment to Social Health.”-A Study on Khejuri CD Blocks in Purba Medinipur, West Bengal.</i>	<b>Rabin Das</b>	International Journal of Advanced Research (IJAR)	2015	NC	Bajkul Milani Mahavidyalaya	NC
<i>Socio-Economic Standing of Female Workers in Brick Kilns: Mistreatment to Social Wellbeing.”-An Assessment on Khejuri CD Blocks in Purba Medinipur District, West Bengal.</i>	<b>Rabin Das</b>	International Journal of Humanities and Social Science Invention (IJHSSI)	2015	NC	Bajkul Milani Mahavidyalaya	NC
<i>Emergence and Activities of Self-Help Group (SHG)- A Great Effort and Implementation for Women’s Empowerment as well as Rural Development”: A Study on Khejuri CD Blocks in Purba Medinipur, West Bengal</i>	<b>Rabin Das</b>	International Journal of Innovative Research and Development (IJIRD)	2015	NC	Bajkul Milani Mahavidyalaya	NC
<i>Emergence and Activities of Self-Help Group (SHG)- A Great Effort and Implementation for Women’s Empowerment as well as Rural Development.”-A Study on Khejuri CD Blocks in Purba Medinipur, West Bengal</i>	<b>Rabin Das</b>	IOSR Journal of Humanities and Social Science (IOSR-JHSS)	2015	NC	Bajkul Milani Mahavidyalaya	NC
<i>Causes and Consequences of Land Degradation in and around the Brick Kilns of Khejuri CD Blocks over Coastal Medinipur in West Bengal</i>	<b>Rabin Das</b>	International Journal of Innovative Research and Development (IJIRD)	2015	NC	Bajkul Milani Mahavidyalaya	NC
<i>“The Worst Form of Child Workers in the Brick Fields – the Mistreatment to Society and</i>	<b>Rabin Das</b>	International Journal of Advanced Research (IJAR)	2015	NC	Bajkul Milani Mahavidyalaya	NC

<i>Nation”- A Case Study on Khejuri CD Blocks of Purba Medinipur District in West Bengal.</i>						
<i>Causes And Consequences of Child Workers in The Brick Fields of Khejuri CD Blocks in Purba Medinipur District, West Bengal.</i>	<b>Rabin Das</b>	International Journal of Humanities and Social Science Invention (IJHSSI)	2015	NC	Bajkul Milani Mahavidyalaya	NC
<i>Land Degradation in Terms of Environmental Cost Due to the Emergence and Development of Brick Kilns - A Study On Khejuri CD Blocks Over Coastal Medinipur in West Bengal</i>	<b>Rabin Das</b>	International Journal of Science and Research (IJSR)	2015	NC	Bajkul Milani Mahavidyalaya	NC
<i>An Analysis on the Worst Form of Child Workers as the Result of Brick Manufacturing in Khejuri CD-Blocks of Purba Medinipur District, West Bengal</i>	<b>Rabin Das</b>	IOSR: Journal of Humanities and Social Science (IOSR-JHSS)	2015	NC	Bajkul Milani Mahavidyalaya	NC
<i>“ The Nastiest Form of Child Workers in the Brick Fields – the Mistreatment to Society and Nation”: A Case Study on Khejuri CD Blocks of Purba Medinipur District in West Bengal</i>	<b>Rabin Das</b>	International Journal of Science and Research (IJSR)	2015	NC	Bajkul Milani Mahavidyalaya	NC
<i>“Health Hazards of Child Labour- An Untimed Death of Nation’s Potentiality.”-An Analytical Study on the Brick Kilns of Khejuri PS under Purba Medinipur in West Bengal.</i>	<b>Rabin Das</b>	International Journal in Management and Social Science (IJMSS)	2015	NC	Bajkul Milani Mahavidyalaya	NC
<i>Physical &amp; Psychological Hazards Faced by Child Labour in the Brick Kilns of Khejuri Blocks of Purba Medinipur</i>	<b>Rabin Das</b>	International Journal of Humanities and Social Science Invention (IJHSSI)	2015	NC	Bajkul Milani Mahavidyalaya	NC

<i>District in West Bengal”-An Assessment”</i>						
<i>An Assessment on the Socio-economic Position of Female Workers in the Brick Kilns of Khejuri P.S. under Purba Medinipur in West Bengal</i>	<b>Rabin Das</b>	International Journal of Research in Economics and Social Sciences (IJRESS)	2015	NC	Bajkul Milani Mahavidyalaya	NC
<i>Work related Injuries and Musculoskeletal Disorders among Child Workers in the Brick Kilns of Khejuri of Purba Medinipur in West Bengal.</i>	<b>Rabin Das</b>	International Journal of Advanced Research (IJAR)	2015	NC	Bajkul Milani Mahavidyalaya	NC
<i>Sexual Harassment at College Level-An Ongoing Gender Issue : A Study on Some Colleges of Purba Medinipur under Vidysagar University</i>	<b>Rabin Das</b>	International Journal of Research in Economics and Social Sciences (IJRESS)	2015	NC	Bajkul Milani Mahavidyalaya	NC
<i>Sexual Harassment at College Level-An Ongoing Gender Issue : A Study on Some Colleges of Purba Medinipur under Vidysagar University</i>	<b>Rabin Das</b>	International Journal of Science and Research (IJSR)	2015	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
-	-	-	-	NC	-	-

### 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	7	20	19	
Presented papers	7	12	4	
Resource Persons		1	1	

## 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 <b>co-ordinated</b> such activities	Number of students participated in such activities
Regular activity like campus cleaning, surroundings cleaning, Different Day Observation and Celebration, Social Activities and Programmes in College Campus and Adopted Village	NSS Units-I, II & III	<b>3</b>	<b>216</b>
International youth day celebration 12.08.2015	NSS Units-I, II & III & IQAC	7	205
Independence day celebration 15.08.2015	College IQAC	16	224
NSS day celebration 24.09.2015	NSS Units-I, II & III	9	257
Blood donation camp 10.10.2015	Students' Union & IQAC	11	215
Rashtriyo Ekta Diwas Celebration 31.10.2015	NSS Units-I, II & III & IQAC	13	248
AIDS day celebration, 01.12.2015	NSS Units-I, II & III & IQAC	19	313
Bratachari Training Programme 01.12.2015-14.12.2015	Department of Physical Education	5	98
Special winter camp 26.12.2015-01.01.2016	NSS Units-I, II & III	11	128
Training camp on "First Aid and Disaster Management" on 07.01.2016-9.01.2016	Red Cross Society & NSS Units-I, II & III	5	289
National Youth Day Celebration 12.01.2016	NSS Units-I, II & III & IQAC	13	265
Republic Day Celebration 26.10.2016	College IQAC	16	234
Woman's Day Celebration 08.03.2016	Department of Geography, NSS Units & IQAC	12	215
Dengue Awareness Programme, 28.12.2020	NSS Units & IQAC	9	207
UGC Funded State Level Seminar, 14 <sup>th</sup> January,2016	Dept. of Political Science	19	176
UGC Funded State Level Seminar, 16 <sup>th</sup> January,2016	Dept. of History	13	168
UGC Funded National Level Seminar, 18 <sup>th</sup> January,2016	Dept. of Geography	28	348
UGC Funded National Level Seminar, 19 <sup>th</sup> January,2016	Dept. of Zoology	19	212
Bangiya Bhugol Mancha	Bangiya Bhugol Mancha	16	186

Funded National Level Seminar, 6 <sup>th</sup> & 7 <sup>th</sup> February, 2016			
Annual Cultural Programme, 14.02.16	College Students' Union	32	431
Matri Vasha Diwas, 21 <sup>st</sup> February, 2016	Dept. of Bengali & Dept. of NSS	18	189

#### 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 <b>coordinated</b> such activities	Number of students participated in such activities
Social Awareness Scheme/ Programme	Bajkul Milai Mahavidyalaya, Contai Sub-divisional Blood Bank (GO) & Bajkul United Forum (NGO)	Blood donation camp	11	215
Environmental Programme	Bajkul Milai Mahavidyalaya, Bhagwanpur-I CD Block & Bajkul United Forum (NGO)	Tree Plantation	21	236

### 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 honorary service)	Throughout the session
Student Exchange Programme	Swarnamayee Jogenranath Mahavidyalaya (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	44
On-the-job training	Job campussing & selection	Bhandari Automobiles, Mahindra and Mahindra, Tata Motors, Maruti Suzuki, Ashok Leyland	September-October	44
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	44+1	
Anatech Instrument Pvt. Ltd.	06.05.2014		44+1	
Mahindra & Mahindra (Star India Agencies Pvt. Ltd.)	2014		44+1	

<b>CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES</b>		
<b>4.1 Physical Facilities</b>		
<b>4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year</b>		
Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development	
8000000	7609325	
<b>4.1.2 Details of augmentation in infrastructure facilities during the year</b>		
Facilities	Existing	Newly added
Campus area	11.67 acres	-
Class rooms	20	07
Laboratories	25	01
Seminar Halls	01	-
Classrooms with LCD facilities	03	01
Classrooms with Wi-Fi/ LAN	01	-
Seminar halls with ICT facilities	01	-
Video Centre	-	-
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	01	-
Value of the equipment purchased during the year (Rs. in Lakhs)	8,03,133	-
Others	-	-
<b>4.2 Library as a Learning Resource</b>		

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
Text Books	25498	1700368	639	228308	26137	1928676
Reference Books	3449	836647	14	8804	3463	845451
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	39	Nil	Nil	32560	39	32560
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	16359		752		17111	
CD & Video	310		NIL		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 bandwidth (MGBPS)	Others
Existing	42	Nil	Yes	Nil	Nil	08	34	2 MBPS	Nil
Added	01	Nil	Yes	Nil	Nil	Nil	01	2 MBPS	Nil
Total	43	Nil	Yes	Nil	Nil	08	35		

#### 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	Expenditure incurred	Assigned budget on	Expenditure incurred on
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academic facilities	on maintenance of academic facilities	physical facilities	maintenance of physical facilities
8500000	8824177	8000000	7609325

**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.
- Upgraded 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.

<b>Major Responsible Committees/ Sub-Committees for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.</b>	
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	669	165715/-
	Memorial Fund (merit basis & marginal category)	20	Banking Interest of 3,03,000/- per year
Financial support from other sources			
a) National	Kanyashree/ K2	490	Scholarship is credited in candidate's individual account directly.
	Scholarship of SC	273	
	Scholarship of ST	5	
	Scholarship of OBC-A	49	
	Scholarship of OBC-B	112	
	Chief Minister Scholarship	354	
b) International	Sitaram Jindal Foundation	214	
	Ramkrishna Mission	6	
	Birla Scholarship	17	
	Merit-Cum-Meance	12	
	Seva J.M.	5	
	PriyanBoda scholarship	129	
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
Bratchari	4.12.15-18.12.15	105	Bangla Bratachari Samiti

Yoga Training during NSS Winter Special Camp	26.12.15-01.01.16	131	College IQAC & NSS Units organized with the help of certified trainers
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**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
No case	No 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
Bhandari Automobiles PVT.LTD, Bharat Bench Tata, Star India PVT.LTD and Shree Automotive Pvt. Ltd, Haldia Spear parts, Saini Motors Ulberia	42	40	-	-	-

**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
2015-16	08 (57.1%)	UG	Physics	NISER Bhubaneswar, V.U.	M.Sc.
2015-16	14 (70%)	UG	Chemistry	V.U, CMD College Bilashpur	M.Sc.
2015-16	21 (47.2%)	UG	Mathematics	V.U. & others	M.Sc.
2015-16	8 (34.8%)	UG	Botany	V.U. & others	M.Sc.
2015-16	11 (44%)	UG	Zoology	RNLK College, B.U, V.U, Tamluk	M.Sc.

				College	
2015-16	07 (58.3%)	UG	Physiology	Vidyasagar University & Others	M.Sc.
2015-16	08 (40%)	UG	Philosophy	V.U, J.U	M.A.
2015-16	9 (39.1%)	UG	History	VU & Other Universities	M.A.
2015-16	1 (25%)	UG	Music	R.B.U. & others	M.A.
2015-16	26 (66.7%)	UG	Sanskrit	Bajkul Milani Mahavidyalaya(V. U), V.U	M.A.
2015-16	16 (27.1%)	UG	Bengali	PK College, BMM & Other Universities	M.A.
2015-16	18 (39.1%)	UG	English	V.U,Ghasidas Univ.,PK College, Mahishadal Raj College, DHWU, Alia Univ.	M.A.
2015-16	26 (86.6%)	UG	Geography	V.U and Other Univ.	M.A., M.Sc.

5.2.3 Students 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	04	-
SET	-	-
SLET	-	-
GATE	-	-
GMAT	-	-
CAT	-	-
GRE	-	-
TOFEL	-	-
Civil Services	-	-
State Government Services	09	-
Any Other	22	-

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

Activity	Level	Participants
Cultural Competition & Programme	Institute level	406
Annual Sports Competition & Programme	Institute level	432
Netaji Birthday Celebration	Institute level	105
Republic Day Celebration	Institute level	245
International Mother Language Day	Institute level	135

Women's Day Celebration	Institute level	132
Basanta Utsav	Institute level	483
Independence Day	Institute level	228
Teachers Day Celebration	Institute level	458
Agumani Utsav	Institute level	545
Communal Harmony Day Celebration (NCC)	Institute level	38
Plantation	Institute level	236
Blood Donation Camp	Institute level	215

### 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 grievances and 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, Swachha 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:

255

5.3.3 Alumni contribution during the year (in Rupees) :

**Rs. 92729/-** (Collected and contributed by Alumni Association for Abha Maity Subarna Jayanti Building Construction)

5.3.4 Meetings/activities organized by Alumni Association :

Two meetings are organized by Alumni Association during this session. The meetings are held for accelerating the registering process the association and to fix organizational mission and vision, rules and regulation, regular and special activities for this session. On the this year of 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:

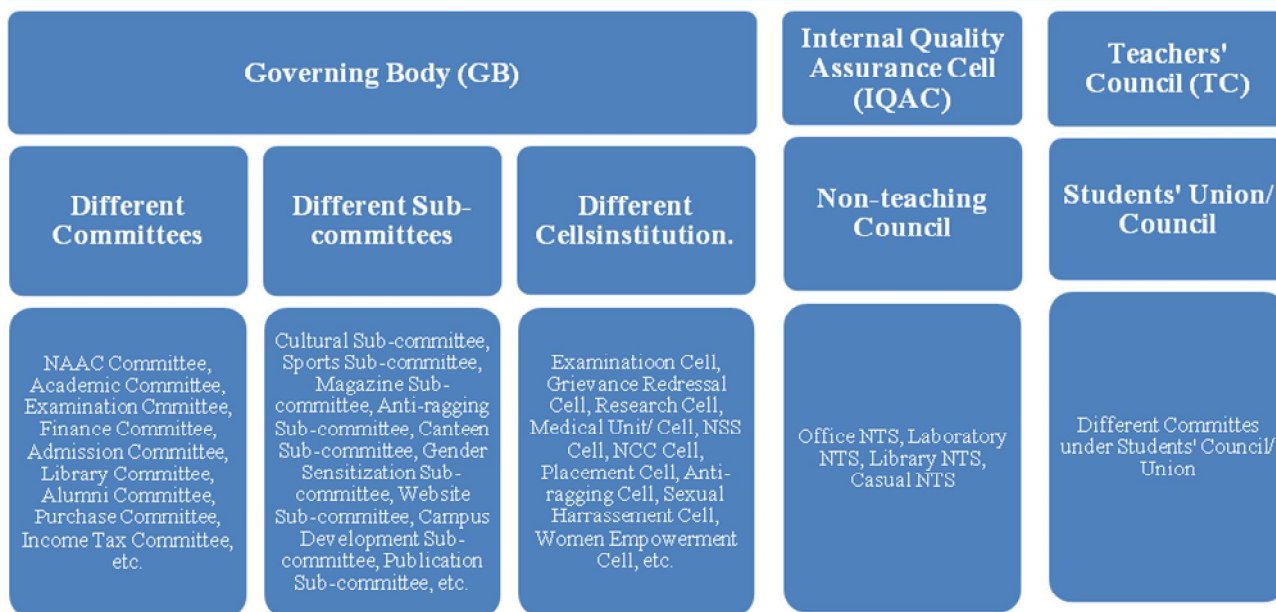
**Yes,**

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



## 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.

- 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.
- 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.
- Increasing the number of computers with internet connections.
- 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 support, 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	Name of the professional body for which membership fee is	Amount of
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		which financial support provided	provided	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		1		Dilip Biswas : 9 <sup>th</sup> Feb. – 29 Feb. 2016 (21 days)	
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):					
Teaching		Non-teaching			
Permanent	Fulltime	Permanent	Fulltime/temporary		
Nil		Nil	Nil		
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				
<b>6.4 Financial Management and Resource Mobilization</b>					
6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each)					
<p>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.</p> <p>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.</p>					
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. 164226/-	College Welfare
Memorial Prize	Rs. 4250/-	
MP (LAD)	Rs. 600000/-	
<b>6.4.2 Total corpus fund generated Rs. 768476/-</b>		
<b>6.5 Internal Quality Assurance System</b>		
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?		
Audit Type	External	Internal
	Yes/No	Yes/No
	Agency	Authority
Academic	Yes	GB Appointed Chartered Accounted
Administrative	Yes	GB Appointed Chartered Accounted
	Vidyasagar University, Medinipur	
	DPI, Higher Education, Govt. of WB	
6.5.2 Activities and support from the Parent – Teacher Association (at least three)		
<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ol>		
6.5.3 Development programmes for support staff (at least three)		
<ol style="list-style-type: none"> <li>1. Computer literacy programmes are conducted for the office staff.</li> <li>2. Soft skill training program for support staff</li> <li>3. Spoken English Programme is attended by the teaching and non-teaching staff.</li> <li>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.</li> <li>5. Professional Ethics, Accountability and attitude of Teachers in Higher Education</li> <li>6. Professional Preparation of Teachers in Higher Education</li> </ol>		
6.5.4 Post Accreditation initiative(s) (mention at least three)		
<b>Functionalized Initiatives taken by IQAC and institution:</b>		
<ol style="list-style-type: none"> <li>1. Introducing ITI</li> <li>2. Taking the initiatives from GB to fill 18 vacant posts for full time teachers by GB</li> <li>1. Conducting national, state level , regional level seminars and training and a lot of class room seminars by various disciplines and departments</li> <li>3. Renovation work for Girls’ Hostel and installation of water purifier</li> <li>4. Installation of a new submersible pump</li> <li>5. Buying the teaching-learning equipments and accessories for class room due to both science and arts departments</li> <li>6. Purchasing and manufacturing the tables, fans, blackboard, etc. for classrooms</li> <li>7. Updating the service books for staff</li> </ol>		

8. Appointing the coordinators for several departments in the absence of full time teachers
9. Beginning of certificate course in English and German Language
10. Improvement of the essentials for PG Course in Sanskrit and UG Course in Computer Science
11. Appointed of Guest Teachers (04)
12. Significant upgradation and laboratory development for PG Course in Geography
13. Etc.

**Emphasizing Areas as the initiatives taken on IQAC Platform:**

1. Initiative/ proposal from academic sub-committee for opening the certificate course in foreign language and to start short term course like tissue culture, remote sensing, disaster management, etc. (07.08.2015)
2. Proposal regarding the development of infrastructure and increasing the academic strength made for sending to GB (07.09.15)
3. Proposal to increase table, fan, light, chair, table, black board, etc. for the improvement of classroom environment and lab atmosphere (07.09.15)
4. Proposal to prove the computer for different laboratories (07.09.15)
5. Proposal for proper maintaining the electricity supply to different classrooms and laboratories
6. Further proposal for PG Courses in Chemistry, English, Bengali and UG Courses in Computer Science and BCA (07.09.15)
7. Proposal for recruitment of Guest teachers to fill the lacking of Full Time Teacher in different departments (07.09.15 & 11.03.2016)
8. Proposal to take urgent initiative to fill the vacant post in the college (07.09.15)
9. Proposal to take the initiatives for promotion of some teachers (07.09.15)
10. Further proposal to accelerate the process for Archaeological Museum (27.11.15)
11. Further proposal to develop the cheap store in self of students (27.11.15)
12. Proposals to increase the teacher strength and teacher-student ratio, to expand a new submersible pump, to expand two new units for ITI section, to establish a firing ground for NCC Camp, to upgrade the PG Course in Geography, to update the service books for the staff, to promote the department through arranging different seminars, workshop, etc., to upgrade the college website and to provide the coordinators for some departments where full time teachers are not available (11.03.2016)

**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
2015 - 2016	International youth day celebration (Jointly)	12.08.2015	11:30 a.m. – 2:30 p.m.	212
	Independence day celebration	15.08.2015	10:00 a.m. – 12:30 p.m.	240
	Blood donation camp (Jointly)	09.10.2015	10:30 a.m. – 3:00 p.m.	226
	Rashtriyo Ekta Diwas Celebration (Jointly)	31.10.2015	11:00 a.m. – 2:00 p.m.	261
	AIDS day celebration (Jointly)	01.12.2015	11:00 a.m. – 1:45 p.m.	332
	National Youth Day Celebration (Jointly)	12.01.2016	11:00 a.m. – 2:00 p.m.	278
	Seminar on “International Mother language Day” (Jointly)	21.02.2016	11:00 a.m. – 2:30 p.m.	232
	Republic Day Celebration	26.10.2016	10:00 a.m. – 12:30 p.m.	250
	World Women Day Celebration:	08.03.2016	11:00 a.m. – 2:30 p.m.	227

	College Level Seminar on “Women, Society and Development” (Jointly)			
	Dengue Awareness Programme (Jointly)	28.12.2015 (During Winter Special Camp)	10:00 a.m. – 1:00 p.m.	216

## 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	
Nil		Female	Male

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

**Nil**

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	02
Provision for lift	No	No
Ramp/ Rails	No	No
Braille Software/facilities	No	No
Rest Rooms	Yes	04
Scribes for examination	Yes	03
Special skill development for differently abled students	No	No
<b>Any other similar facility:</b> 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
2015-2016	08	08	12.08.2015	International youth day celebration	Inspiring towards Patriotism and Responsibility of Youth to Individual, Community, Society and Nation	212
			12.01.2016	National Youth Day Celebration		294
			09.10.2015	Blood donation camp	Contributing to life against blood crisis	11

			31.10.2015	Rashtriyo Ekta Diwas Celebration	Inspiring youth towards integration of Community, Society and Nation	228
			01.12.2015	AIDS day celebration	Awareness against AIDS	267
			01.12.2015-14.12.2015	Bratachari Training Programme	Physical, Spiritual and Personality Development	226
			08.03.2016	Woman's Day Celebration	Making the awareness and responsibility towards gender equity, woman empowerment & other related issue	227
			07.01.2016-9.01.2016	Training camp on "First Aid and Disaster Management"	Making the resilience and preparedness against any hazard, disaster, calamity, accident and so on.	139

#### 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		

#### 7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants
Bratachari	4 <sup>th</sup> Dec – 15 Dec 2015	105

#### 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 afforestation.
- 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. Each teacher uses library resources for at least half an hour every working day of the week.
2. Routine based Regular Campus cleaning programme through NSS Units and one week long special winter camp of NSS.
3. Organizing at least one departmental class room seminar per month by the students.
4. Certificate course in Brotachari every year for willing students.
5. Year wise organization of the Programmes on Yoga and Meditation, Gender Sensitization/ Equity, Tree Plantation, Manab Bandhan, Basanta Utsav, Agamani and so on.
6. Section wise regular Guardian and Alumni meeting by institution and Department at least two times in each academic session.
7. Regular year wise publication of magazine by departments and student Union separately.
8. First aid training for willing students per year.
9. Regular arrangement of blood donation camp in collaboration with Alumni Association of the college.
10. Involvement of students in socio-cultural activities and sports through different cultural programs and competitions.
11. Organizing different excursion or academic tour from various departments outside the curriculum related field/ project works of different subjects.

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

1. Introduced Certificate course in Foreign Language (German).
2. Private ITI has been introduced in this institute from the session 2015-16. Two courses are running successfully viz. Electrician and Fitter.

## 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.

To open job-oriented courses and introduce need-based subjects for the advancement and upward mobility of the students towards globalization: Private ITI has been introduced in this institute from the session 2015-16. Two courses are running successfully viz. Electrician and Fitter. So far nearly 200 students have passed these courses with nearly 100% placement records. As a result local candidates have found employment opportunities leading to successful careers in the technical fields.



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

- ❖ Promoting participation of students and staff in seminars, workshops, sports and cultural activities organized by the college and external agencies.
- ❖ Introducing Geography and Bengali PG programme to fulfil the local demands.
- ❖ Introduction of Nutrition and Computer science departments to full fill the student and local demands.
- ❖ To increasing society and institution connectivity and maximization of student initiative in this, full phase NSS programme implementation is essential and ensuring participation of maximum students in such initiatives.
- ❖ 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.
- ❖ Up gradation of Geography laboratory for the implementation of PG programme.
- ❖ 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.
- ❖ More computerization of Library and improvement of online database storage.
- ❖ Implementation of online books database through OPAC.
- ❖ Completion of INFLIBNET for online research journal and article surfing.
- ❖ Raining water harvesting improvement through boundary concretizing of water tank.
- ❖ Improvement of campus play ground through soil refilling.
- ❖ Renovation of Laboratory buildings and purchase of new instruments for up gradation.
- ❖ Organization of seminar and workshop by the IQAC to promote the quality improvement strategies in teaching-learning, research, extension related and co-and extracurricular activities.
- ❖ 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.

Name \_\_\_\_\_

Name \_\_\_\_\_

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*Signature of the Coordinator, IQAC*

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*Signature of the Chairperson, IQAC*

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

Name \_\_\_\_\_

Name \_\_\_\_\_

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*Signature of the Coordinator, IQAC*

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*Signature of the Chairperson, IQAC*

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**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

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For Communication with NAAC

**The Director**

**National Assessment and Accreditation Council (NAAC)**

*(An Autonomous Institution of the University Grants Commission)*

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