

*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. Prabhat Kumar Roy
- Designation:           Associate Professor
- Does the institution function from own campus:                               :                               Yes

Phone no./Alternate phone no.: 03220-274460

- 
- Mobile no.:
- 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 : Rabin Das
- Phone no. : 9775255027

Alternate phone no.

- Mobile:
- 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: Co-education

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	Date & duration	Number of

IQAC		participants/beneficiaries
1. Submission of Data to AISHE portal	<b>NOT DONE</b>	IQAC Coordinator
Regular meetings	18.11.2016, 07.02.2017, 19.5.2017	Members of IQAC
Participation in “Institutional Swachhta Ranking” Programme	2016-2017	College members

**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	Virtual Class Room	D.P.I (WBGovt)	2016-2017	300000
BAJKUL MILANI MAHAVIDYALAYA		UGC	2016-2017	454500
BAJKUL MILANI MAHAVIDYALAYA		RUSA	2016-2017	5000000

**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: Three (3)**

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

Yes/No

(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)**

\* PG courses in Bengali and Geography and UG courses in Computer science and NSS have been started.

\* Construction and renovation of classrooms on top floor of Geography, Botany and Zoology have been completed

\* One examination committee for PG has been formed according to university guideline.

\* Toilets on the second floor of PG building have been completed.

\* New books worth 2 Lac and Laboratory equipments of worth 10 Lac have been purchased for all science departments.

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
To make necessary preparation for the smooth running of newly introduced courses	PG courses in Bengali and Geography and UG courses in Computer science and NSS have been started.
To take step for construction of new classrooms.	GB provided financial support for the construction and renovation of classrooms on top floor of Geography, Botany and Zoology.
To set an examination cell for post graduate courses.	One examination committee for PG has been formed according to university guideline.
To arrange new toilets for the students of PG courses.	Toilets on the second floor of PG building have been completed.
To purchase books and laboratory equipments for science departments	New books worth 2 Lac and Laboratory equipments of worth 10 Lac have been purchased for all science departments.
To construct a road from college building gate to PG building	Approach road in front of PG building has been completed.

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:

Date:

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

Year:

Date of Submission:

17. Does the Institution have Management Information System?

Yes No

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

Our college provide the following computerized information communications

1. All notices are served in the college website partially.
2. Tender and quotations notices are served on the college website as well as on newspapers and through the local administrations.
3. AISHE data are published through AISHE portal regularly every year
4. Online complain box is available
5. Salary information are communicated through HRMS portal
6. Online application forms are available.
7. In the case of e-book and e-journal the central library is N--listed in UGC- INFONET digital library consortium from 2015.
8. OPAC system in the central library is available partially.
9. Bio-metric attendance of all 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 tests 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 ever academic session institution organize a general study tour.
8. Two new UG programme namely Computer Science and NSS and two post graduate programmes Geography and Bengali started from this session.

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
Nil	Nil	Nil	Nil	Nil

#### **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
<b>P.G.-2 : Geography &amp; Bengali</b>	July, 2016	<b>N.S.S. &amp; Computer Science</b>	July, 2016

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
P.G.: Sanskrit, Geography and Bengali	Nil	3	July, 2016		
Already adopted (mention the year)					

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

	Certificate	Diploma Courses
No of Students	Nil	Nil

#### **1.3 Curriculum Enrichment**

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

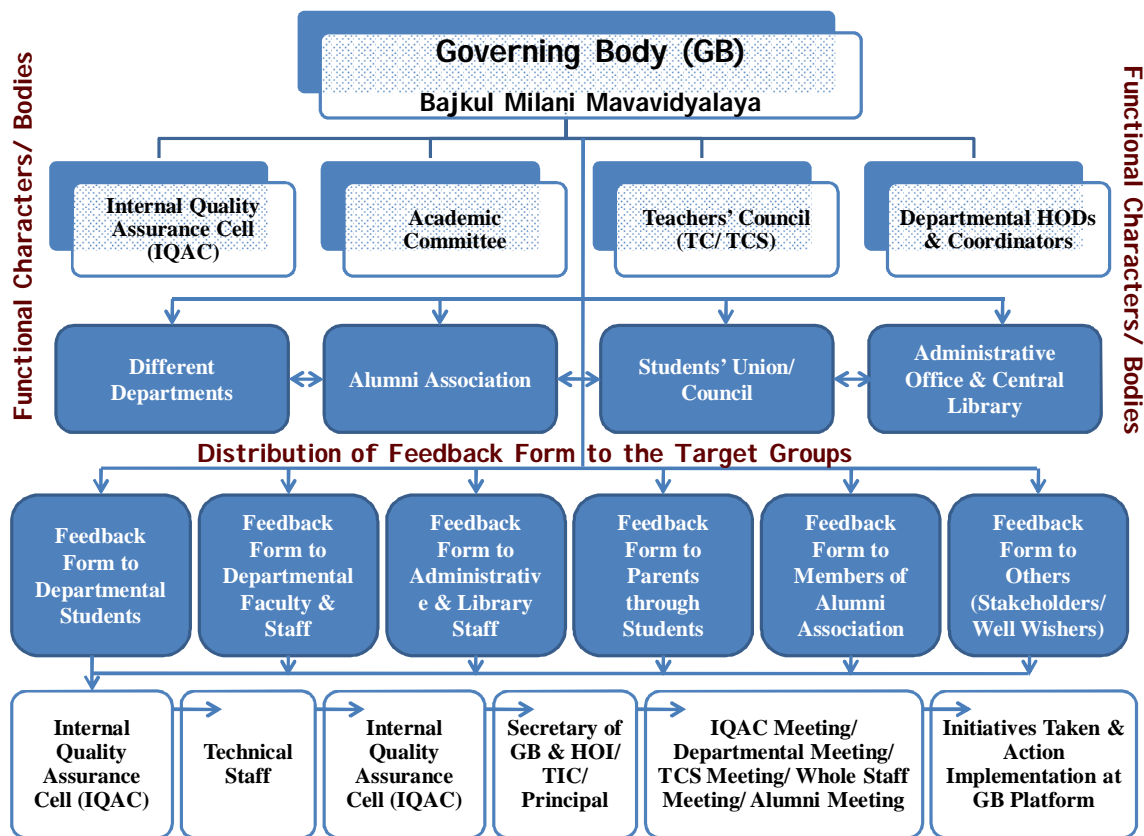
Value added courses	Date of introduction	Number of students enrolled
“Bratachari”	01.12.2016-15.12.2016	92

Yoga & Meditation	26.12.2016-31.12.2016	143
1.3.2 Field Projects / Internships under taken during the year		
Project/Programme Title	No. of students enrolled for Field Projects / Internships	
A Tour Report on Central National Herbarium and Botanical Garden (Dept. of Botany)	26	
A Survey Report on Coastal Ecosystem with special reference to Digha Medicinal Plant Garden (Dept. of Botany)	84	
A Survey of the Lower Plants Vegetation at Darjeeling and Gangtok Mountaneous Region (Dept. of Botany)	26	
Biodiversity of Bandipur Tiger reserve. (Dept. of Zoology)	28	
A field report on Lava-Lolegaon. (Dept. of Zoology & Geography)	55	
Fish fauna diversity of Digha Coast. (Dept. of Zoology)	70	
“A Comprehensive Study on Mandermoni Mouza of Ramnagar –II Block of Purba Medinipur in West Bengal,as a Typical Coastal Rural Landscape and Its problematic Scenario” (Dept. of Geography)	37	
A Comprehensive Study on the Lifestyle in adjustment with mountaneous environment of Ichhey Gaon Village, Kalimpong –II, Darjeeling (Dept. of Geography)	27	
A Socio-economic Survey at Bichitrapur in Orissa (Dept. of Geography)	57	
Puri (Orissa) and Digha (West Bengal) (General Tour of the College)	187	
Buddhist Momentary, Mongalmari & Dantan (History)	60	
Bhubaneswar, Puri, Konark, Kalinga Stadium, Dhabalgiri, Khandagiri, Chandrabhaga & Digha in Orissa & West Bengal (Dept. of Physical Education)	65	
Mayapur, Murshidabad, Tarapith & Santiniketan (Dept. of Philosophy)	63	
Internship in a District Hospital, Tamluk (Dept. of Nutrition)	17	
Visit biotechnology lab and study different instruments (IIT-KGP, WB) (Dept. of Physiology)	12	
Diet survey and assessment of nutritional status in different family (Bajkul and surrounding area) (Dept. of Physiology)	12	
Diet survey in different family (Bajkul and surrounding area) (Dept. of Physiology)	109	
<i>Internship: Vocational Training under SBSTC</i> (Dept. of Automobile Maintenance)	48	

<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)				
<p>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.</p> <p>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.</p> <p>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.</p> <p><b>Specifically, this Policy provides a framework for:</b></p> <ol style="list-style-type: none"> <li>1. Monitoring and improving the quality of students’ learning experiences through the timely collection, analysis and reporting of student feedback concerning teaching, learning and assessment.</li> <li>2. Providing students and stakeholders with the opportunity to actively participate in the continual improvement of programs.</li> <li>3. Recognizing, documenting, supporting and extending good practices for effective implementations of curriculum provided by affiliating University.</li> <li>4. Ensuring the provision of information to students and stakeholders regarding the consideration of feedback collected over time, including actions taken to address concerns raised in any feedback received.</li> </ol> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• The Academic Coordinator and the Administrative officer are jointly responsible for the collection, analysis and reporting of stakeholder feedback relating to academic programs.</li> <li>• Coordination of responses to feedback is the responsibility of the Heads of Departments. Policy Provisions General Provisions</li> <li>• All students and stakeholders have the opportunity to provide feedback.</li> <li>• Student feedback is a core component of program evaluation but feedback is also sought from Alumni, Graduates, Parents, Industry partners and Academic peers.</li> <li>• Feedback processes will be systematic, rigorous and respectful of the rights of students and staff and will incorporate strategies to maximize student participation.</li> <li>• A range of feedback mechanisms including surveys, focus groups, informal comments and other participatory activities will be employed as appropriate.</li> </ul> <p><b>Collecting Feedback:</b></p> <ul style="list-style-type: none"> <li>• The Institute seeks student feedback in a form which can be captured, analyzed and reported every time a course is delivered through course end survey.</li> <li>• A core set of questions forms the basis of a survey deployed to systematically evaluate teaching and learning in all UG and PG courses.</li> <li>• Stakeholder feedback is collected as required for specific purposes using methods appropriate for the specific feedback sought.</li> </ul>				

**Actions on summarized feedback:**

- All the feed backs received from various stakeholders are summarized and analysis is carried out at department level.
- Recommendations made from the feedback comprise, recommendations to liable authorities for changes in the syllabus of the university and the suggestions made to management on procurement of facilities and equipments.
- Recommendations received from the heads are discussed in HODs meeting, academic meeting and IQAC meeting and forwarded to management for approval/sanctions. The whole objective of the policy is effective implementation of Curriculum for better learning and continuous improvement of the processes and practices.



**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
<b>Bengali (H)</b>	<b>116</b>	<b>855</b>	<b>102</b>
<b>English (H)</b>	<b>107</b>	<b>927</b>	<b>107</b>
<b>Sanskrit (H)</b>	<b>103</b>	<b>302</b>	<b>67</b>
<b>Geography (H)</b>	<b>70</b>	<b>624</b>	<b>70</b>
<b>History(H)</b>	<b>77</b>	<b>40</b>	<b>28</b>
<b>Music(H)</b>	<b>28</b>	<b>19</b>	<b>10</b>
<b>Philosophy (H)</b>	<b>77</b>	<b>187</b>	<b>62</b>
<b>Political Science (H)</b>	<b>61</b>	<b>67</b>	<b>19</b>
<b>Economics (H)</b>	<b>33</b>	<b>12</b>	<b>07</b>
<b>Sociology (H)</b>	<b>55</b>	<b>38</b>	<b>27</b>
<b>Education (H)</b>	<b>32</b>	<b>200</b>	<b>30</b>
<b>Chemistry (H)</b>	<b>54</b>	<b>387</b>	<b>54</b>
<b>Mathematics (H)</b>	<b>85</b>	<b>426</b>	<b>75</b>
<b>Physics (H)</b>	<b>55</b>	<b>427</b>	<b>55</b>

<b>Zoology (H)</b>	<b>52</b>	<b>309</b>	<b>52</b>
<b>Botany(H)</b>	<b>47</b>	<b>309</b>	<b>46</b>
<b>Nutrition (H)</b>	<b>28</b>	<b>149</b>	<b>26</b>
<b>Physiology (H)</b>	<b>32</b>	<b>301</b>	<b>32</b>
<b>Sanskrit (PG)</b>	<b>42</b>	<b>56</b>	<b>30</b>
<b>Geography (PG)</b>	<b>20</b>	<b>48</b>	<b>18</b>
<b>Bengali (PG)</b>	<b>40</b>	<b>75</b>	<b>35</b>
<b>Automobile (Major)</b>	<b>66</b>	<b>134</b>	<b>60</b>
<b>B.A. (General)</b>	<b>-</b>	<b>1000</b>	<b>910</b>
<b>B. Sc. (General)</b>	<b>-</b>	<b>275</b>	<b>251</b>

## 2.2 Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016-2017	4686	119	30	0	24 (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 ( <i>LMS, e-Resources</i> )	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
30	11	Computer, laptop, LCD, Printer, Audio-visual system, Network Facility, etc.	3	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>4805</b>	<b>30</b>	<b>1:160</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.
38	30	08	06	08

### 2.4.2 Honours and recognitions received by teachers

*(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )*

<i>Year of award</i>	<i>Name of full time teachers receiving awards from state level, national level, international level</i>	<i>Designation</i>	<i>Name of the award, fellowship, received from Government or recognized bodies</i>



2016-17	Mr. Rabin Das	Assistant Professor	Vidyasagar NSS Award Best NSS Programme Officer among Different Colleges and the University, Vidyasagar University
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## 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

Program me Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
UG	B.A. (Hons.)	Annual System/ Pattern: Part-I, Part-II & Part-III	<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.Sc. (Hons.)			
	B.A. (General)			
	B.Sc. (General)			
	B.Sc. (Major)			
P.G.	M.A.	Part-I	May-June	Middle to Last Week of July
		Part-II	May-June	Middle to Last Week of July

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

- According to the university curriculum internal assessment of the students is done through the written examination. In each academic session internal examination is taken two times. Some departments conduct surprise tests; give students assignments, home tasks. Students are regularly stimulated to use library reading room as resource for preparation of assignment tasks. Class room seminars are arranged in some departments where students deliver lectures on the topics according to their own choice. According to the university syllabus there are project works in some subjects. The departmental laboratories are well decorated for the students to serve this purpose. In case of field studies college helps the students to go to nearby coastal areas as well as remote areas for conducting the field study.
- Record of class attendance is strictly maintained for each student to be able to present in the internal assessment. Marks obtained in the class test, in the internal assessment and also the evaluated answer scripts are displayed to the students. This initiative is very effective in motivating the students in the process of their learning.
- As per the University rules and regulations end-semester/ end term examinations and valuations are conducted to enhance the knowledge and skills of the students. It has included in the courses of study, skill oriented programs like evaluating assignments, internship, investigative projects, applied aspects of the theory, fabricating and assembling of new equipments, industrial training and seminars, for Continuous Internal Assessment.
- At the beginning of the academic session students were oriented about the continuous internal evaluation. They were informed how much they should obtain in order to be eligible for the end term examination. As per the needs of fulfilment, the College laid equal importance of the performance of the students in every categories of the assessment. According to the convenience of the concerned teacher Class tests are conducted regularly. Students who are found to be exceptionally weak are given special attention and are made to reappear the same test until they could improve. Assignments, Seminars and Project Works are another major evaluation wherein students are made to perform either individually or in group. The College also gives special attention on Group discussion, Field trip/ excursion and other curriculum activities so as to make the students engage themselves in cognitive learning, learning through exposure, learning through peer review etc. The implication of various teaching method is to supplement the theoretical method of teaching

learning process and through this process, Internal Evaluation system is assisted.

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

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

#### 2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
BNGH	Bengali	72	72	100
ECOH	Economics	00	00	00
ENGH	English	34	34	100
GEOH	Geography	33	33	100
HISH	History	23	21	95.65
MUCH	Music	8	8	100
PHIH	Philosophy	37	37	100
PLSH	Political Science	9	9	100
SANH	Sanskrit	40	38	95
SOCH	Sociology	6	6	100
BOTH	Botany	30	29	96.66



CEMH	Chemistry	30	29	96.66
MTMH	Mathematics	45	43	95.55
PHSH	Physics	17	16	94.11
PHYH	Physiology	17	16	94.11
ZOOH	Zoology	27	27	100
	B.A. General	279	208	74.56
	B.Sc. General	97	96	98.97
	B.Sc. Major	46	46	100
	PG Sanskrit	34	33	97.06

## 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 (other than compulsory by the College)	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

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

Title of Workshop/Seminar	Name of the Dept.	Date(s)
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Nil		Nil		Nil	
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year					
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category	
Nil	Nil	Nil	Nil	Nil	
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year					
Incubation Centre		Name		Sponsored by	
Nil		Nil		Nil	
Name of the Start-up		Nature of Start-up		Date of commencement	
Nil		Nil		Nil	
<b>3.3 Research Publications and Awards</b>					
3.3.1 Incentive to the teachers who receive recognition/awards					
State		National		International	
Rabin Das-NSS Best Programme Officer awards (Vidwasagar Award) from Vidyasagar University		Nil		Nil	
3.3.2 Ph. D.'s awarded during the year ( <i>applicable for PG College, Research Center</i> )					
Name of the Department			No. of Ph. Ds Awarded		
NA			NA		
3.3.3 Research Publications in the Journals notified on UGC website during the year					
	Department	No. of Publication		Average Impact Factor, if any	
National	Zoology	4		.4	
	Geography	6			
	Political Science	3			
International	Physiology	2			
	Mathematics	4			
	Zoology	3		.5	
	Botany	1			
	Physiology	1			
	Physical Education	2			
	Physiology	1		1.5	
	Nutrition	1			
Geography	15		SJIF: 6.18		

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year	
Department	No. of publication
History	4
Bengali	7
Philosophy	3
Sanskrit	2
Physiology	1

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
<i>Annanaya Jatiya Sikhasak Nirmal chandra Maity,</i>	Gobinda Prasad Kar	Nectar Book Chapter	2016	NC	Bajkul Milani Mahavidyalaya	NC
<b>The Role of the Two Kings</b> of Tamluk Raj Family in the Freedom Struggle of the Undivided Sub-division of Tamluk. Edited Book Tamraliter Yetihasik Yetihayas O Uttasab by Dipendranarayan Roy,	Gobinda Prasad Kar	Mandakranta. Book Chapter	2016	NC	Bajkul Milani Mahavidyalaya	NC
<i>Abibhakatya Tamluk Mahakumar Swadhinater Andolaney Tamluk Ramkrishna Mission Sebashram-Kichu Bhabna Kichu Prasannya,</i> Edited Book Tamraliter Yetihasik Yetihayas O Uttasab by Dipendranarayan Roy.	Gobinda Prasad Kar	Mandakranta. Book Chapter	2016	NC	Bajkul Milani Mahavidyalaya	NC
<b>Matrisahakti Birangana Mahiyasinari-</b> Sathi Patrika,	Gobinda Prasad Kar	Sathi Patrika Book Chapter	2016	NC	Bajkul Milani Mahavidyalaya	NC
Kannan Type Cyclic Contraction Results In 2-Menger Space.	Samir Kumar	Mathematica Bohemica	2016	8	Bajkul Milani Mahavidyalaya	8

	Bhandari				alaya	
Unique fixed points of p-cyclic kannan type probabilistic contractions.	Samir Kumar Bhandari	Boll. Unione Mat. Ital	2016	2	Bajkul Milani Mahavidyalaya	2
P-Cyclic C-Contaction Result In Menger Spaces Using a Control Function,	Samir Kumar Bhandari	Demonstratio Mathematico	2016	1	Bajkul Milani Mahavidyalaya	1
Common Coupled Fixed Point Theorems in V-Fuzzy Metric Spaces.	Samir Kumar Bhandari	IJCTA	2016	NC	Bajkul Milani Mahavidyalaya	NC
Screening of phyto-constituents of West Bengal Amla ( <i>Phyllanthus emblica</i> L.): A Comparative enumeration.	C.K. Acharya	Int. J. Exp. Res. Rev	2016	NC	Bajkul Milani Mahavidyalaya	NC
<i>Sustainable developmental and values in nature of environmental ethics,</i>	Sujit Maity	Conservation of biodiversity and natural resources  Book Chapter	2016	NC	Bajkul Milani Mahavidyalaya	NC
<i>Karmabaderaloke Janm antarvada: aktiparjalochona: Bharatiyadarsanekarmavada- Janmantarvada: aktiparjalochona</i>	Sujit Maity	Book Chapter	2016	NC	Bajkul Milani Mahavidyalaya	NC
<i>Self Consciousness and Body: A Contemporary Indian thought of Sri Aurobindo: Self ,consciousness and body: A comparative reflection in Indian and Western Philosophy.</i>	Sujit Maity	Book Chapter	2016	NC	Bajkul Milani Mahavidyalaya	NC
“A Survey Of Postural Characteristics of School	D. Samanta	International Journal of Physiology,	2016	NC	Bajkul Milani Mahavidyalaya	NC

Children In Pune”:		Nutrition And Physical Education			alaya	
Effect of 6 weeks asana and pranayama on physiological variables of pre-adolescent school students	D. Samanta	International journal of yogic, human movement and sports sciences	2016	NC	Bajkul Milani Mahavidyalaya	NC
Ethnic preparation and quality assessment of Chhurpi, a home-made cheese of Ladhak, India.	<b>Saswati Parua (Mondal)</b>	Journal of Ethnic Foods	2016	NC	Bajkul Milani Mahavidyalaya	NC
Impact of hypobaric hypoxia on the pathophysiology of GI system : Evaluation of the roles of indigenous microbiota.	<b>Saswati Parua (Mondal)</b>	Indian Journal of Physiology & Allied Sciences.	2016	NC	Bajkul Milani Mahavidyalaya	NC
Rice-based Fermented Foods and Beverages : Functional and Nutraceutical properties.	<b>Saswati Parua (Mondal)</b>	CRS Press, Boca Raton, USA.  Book Chapter	2016	NC	Bajkul Milani Mahavidyalaya	NC
Development Monitoring Committee: An Attempt to Strengthen Bureaucratic Governance in Rural West Bengal,	Sujit Ghosh	<i>Edulight-Multi-disciplinary, Peer Reviewed Print Journal</i>	2016	NC	Bajkul Milani Mahavidyalaya	NC
Coalition Politics and the Emerging Trends in Centre-State Relation in India,	Sujit Ghosh	<i>Contemporary Research Spectrum (CRSJ)- Multidisciplinary, Refereed Print Journal</i>	2016	NC	Bajkul Milani Mahavidyalaya	NC

Local Democracy in West Bengal: Regime Change and After, <i>Nabyasrote</i> ,	Sujit Ghosh		2016	NC	Bajkul Milani Mahavidyalaya	NC
paramapurasharthalave karmanah prasangikatvam: advaitavedantamatasa miksa nam	Satyanarayan Sau	Book Chapter	2016	NC	Bajkul Milani Mahavidyalaya	NC
Karmavada o Janmantarvada: Baudhhadarshaner Aloke	Sushil Kumara jana	Book Chapter	2016	NC	Bajkul Milani Mahavidyalaya	NC
Bait preference study of a day biting mosquito in a rural area of West Bengal,	Dipanjana Ray	<i>Int. J. Exp. Res. Rev</i>	2016	NC	Bajkul Milani Mahavidyalaya	NC
Occurrences of seven new records of goat fishes (family: Mullidae) from the coastal waters of West Bengal.	Dipanjana Ray	<i>Int. J. Exp. Res. Rev</i>	2016	NC	Bajkul Milani Mahavidyalaya	NC
A new species of elongate unpatterned moray eel of the genus <i>Gymnothorax</i> (Muraenidae: Muraeninae) from the Bay of Bengal,	Dipanjana Ray	<i>Zootaxa</i>	2016	13	Bajkul Milani Mahavidyalaya	13
First Report of <i>Paraperca diplospilus</i> Gomon, 1981: Double spot Grubfish (Family: Pinguipedidae) from Indian waters.	Dipanjana Ray	<i>Indian Journal of Geo Marine Sciences,</i>	2016	NC	Zoological Survey of India.	NC
First Report of the Snake Eel <i>Neenchelys cheni</i> (Chen and Weng, 1967) (Anguilliformes: Ophichthidae: Myrophinae) from Indian waters.	Dipanjana Ray	<i>Indian Journal of Geo Marine Sciences,</i>	2016	1	Zoological Survey of India.	1
First record of <i>Neomerinthe rotunda</i> Chen, 1981 (Actinopterygii: Scorpaeniformes: Scorpaenidae) from Indian waters.	Dipanjana Ray	<i>Indian Journal of Geo Marine Sciences,</i>	2016	NC	Zoological Survey of India.	NC
First Report of two fish	Dipanjana	<i>Indian Journal</i>	2016	1	Zoological	1

species of genus Pterygotrigla (Family: Triglidae) from East coast of India.	Ray	of Geo Marine Sciences,			Survey of India.	
Iron Fortificants Wheat Flour and Iron Bioavailability on Rats.	Sunanda Bera	Int. J. Exp. Res. Rev	2016		Bajkul Milani Mahavidyalaya	
নতুন ভারতীয় নারী ও একটা চলচ্চিত্র; জনপ্রিয়তার অন্তরাল	Srilekha Dan	বিশি শতকরে জনপ্রিয় সংস্কৃতি ও মুক্তকলা ক'ছি ভাবনা” Book Chapter	2016	NC	Bajkul Milani Mahavidyalaya	NC
ভাঙা মনরে আয়নায় সুখ, স্বপ্ন আর বিশ্বাসরে অন্য আকাশ বমিল কররে “আত্মজ”	Manas Maity	কাফলো Book Chapter	2016	NC	Bajkul Milani Mahavidyalaya	NC
পুরাণ ঐতহিযরে বমিন্ন আলোয় উদ্ভাসতিঃ “অবডিকি”।	Manas maity	নবাঙ্কুর শারদীয়া পত্রিকা Book Chapter	2016	NC	Bajkul Milani Mahavidyalaya	NC
হমেন্ত প্রয়ি কবি জীবনানন্দ।	Bratati Maity	কাফলো Book Chapter	2016	NC	Bajkul Milani Mahavidyalaya	NC
বনলাতা সনেঃ ঝতু চতেনায় জীবনানন্দ।	Bratati Maity	কাফলো Book Chapter	2016	NC	Bajkul Milani Mahavidyalaya	NC
রবীন্দ্রনাথরে রঙে মানব অবয়ব।	Sujit Kumar Sahoo	কাফলো Book Chapter	2016	NC	Bajkul Milani Mahavidyalaya	NC
রবীন্দ্র কবতিঃ লাল-	Sujit Kumar Sahoo	স্রোত Book Chapter	2016	NC	Bajkul Milani Mahavidyalaya	NC

নীল-সবুজের মলো।					alaya	
A Spatio-temporal change analysis and assessment of the urban growth over Delhi National capital territory (NCT) during the period 1977-2014.	Pijush Kanti Dandapath	International journal of experimental research and review	2016	NC	Bajkul Milani Mahavidyalaya	NC
Tourism caused jeopardize of Biodiversity: A case study on Mandarmani-Dadanpatrabarh coastal tourist destination IN Purba Medinipur district, West Bengal, India.	Pijush Kanti Dandapath	International journal of experimental research and review	2016	1	Bajkul Milani Mahavidyalaya	1
Ecotourism: A panacea towards the sustaining Biodiversity-A case study on Major Tourist Destination of coastal Purba Medinipur, West Bengal, India	Pijush Kanti Dandapath	International Journal of Science and research. (IJRS)	2016	NC	Bajkul Milani Mahavidyalaya	NC
<b>Mapping of the Forest Cover based on Multi-criteria Analysis: A Case Study on Jhargram Sector in Paschim Medinipur District.</b>	Goutam Kumar Das	<b>International Journal of Science and Research (IJSR),</b>	2016	NC	Bajkul Milani Mahavidyalaya	NC
<b>Land Use/Land Cover Status relating the Coal fire of Jharia Coal Field" - An Analytical Case Study by RS-GIS Techniques</b>	Goutam Kumar Das	<b>International Journal of Science and Research (IJSR),</b>	2016	NC	Bajkul Milani Mahavidyalaya	NC
<b>Modeling of Risk of Soil Erosion in Kharkai Watershed using RUSLE and TRMM Data: A Geospatial Approach</b>	Goutam Kumar Das	<b>International Journal of Science and Research (IJSR),</b>	2016	NC	Bajkul Milani Mahavidyalaya	NC
<b>Geo-spatial Analysis of</b>	Goutam	<b>International</b>	2016	NC	Bajkul	NC



<b>Watershed Characteristics Using Remote Sensing and GIS Techniques: A Case Study of Kassai River</b>	Kumar Das	<b>al Journal of Scientific Engineering and Research (IJSER),</b>			Milani Mahavidyalaya	
<b>Pachimbonger Upokulio Somotolumir somosya o somvabyo somadhan</b>	<b>Suraj Kumar Mallick</b>	<b>Bhugol O Paribesh</b>	2016	NC	Bajkul Milani Mahavidyalaya	NC
<b>Narisomaj o Prokiti</b>	<b>Suraj Kumar Mallick</b>	<b>Bhugol O Paribesh</b>	2016	NC	Bajkul Milani Mahavidyalaya	NC
Problems of Some Erosion affected areas of Sagar Island and Proposal for Eco-tourism Development Sites in a sustainable manner	<b>Subrata Jana</b>	<b>Eastern Geographer</b>	2016	NC	Bajkul Milani Mahavidyalaya	NC
Monitoring of the Agricultural Land of Chilika Watershed using Satellite Images	<b>Subrata Jana</b>	<b>Journal of coastal Sciences.</b>	2016	NC	Bajkul Milani Mahavidyalaya	NC
<i>Journey of Regionalism On and Along the Track of Nationalism and Federalism in Indian Democracy- A Critical Geo-Political Analysis</i>	<b>Rabin Das</b>	International Journal of Science and Research (IJSR)	2016	NC	Bajkul Milani Mahavidyalaya	NC
<i>The Ethics of Sustainability" - A Debatable Outline for the Security of Man and Nature</i>	<b>Rabin Das</b>	International Journal of Science and Research (IJSR)	2016	NC	Bajkul Milani Mahavidyalaya	NC
<i>FROM APPLYING EFFORT TO APPLIED DISCIPLINE"- GEOGRAPHY AS THE DYNAMIC FIELD WITH TODAY'S CONTEXTUALIZING ISSUES OF SOCIETY AND NATURE.</i>	<b>Rabin Das</b>	International Journal of Advanced Research (IJAR)	2016	NC	Bajkul Milani Mahavidyalaya	NC
Land Use/Land Cover Status relating the Coal fire of Jharia Coal Field" - An Analytical Case Study by RS-GIS Techniques	<b>Rabin Das</b>	International Journal of Science and Research (IJSR)	2016	NC	Bajkul Milani Mahavidyalaya	NC
"Dwindling the Major Indigenous Freshwater Fish Species- An Ecological Meltdown Scenario to Local Environmental Sustainability":	<b>Rabin Das</b>	International Journal of Science and Research (IJSR)	2016	NC	Bajkul Milani Mahavidyalaya	NC

A Bio-geographical Study on Khejuri over Coastal Medinipur						
<i>Mapping of the Forest Cover based on Multi-criteria Analysis: A Case Study on Jhargram Sector in Paschim Medinipur District</i>	<b>Rabin Das</b>	International Journal of Science and Research (IJSR)	2016	NC	Bajkul Milani Mahavidyalaya	NC
<i>A Bio-geographical Study on Major Existed and Endangered Phyto-resources over Fragile and Sensitive Coastal Tract of Midnapore in West Bengal</i>	<b>Rabin Das</b>	International Research Journal of Human Resources and Social Sciences/ IRJHRSS	2016	NC	Bajkul Milani Mahavidyalaya	NC
<i>Dwindling the Major Indigenous Freshwater Fish Species- An Ecological Meltdown Scenario to Local Environmental Sustainability": A Bio-geographical Study on Khejuri over Coastal Medinipur</i>	<b>Rabin Das</b>	International Journal of Science and Research (IJSR)	2016	NC	Bajkul Milani Mahavidyalaya	NC
<i>A Spatio-temporal Change Analysis and Assessment of the Urban Growth over Delhi National Capital Territory (NCT) during the Period, 1977- 2014</i>	<b>Rabin Das</b>	City, Territory and Architecture, Springer Open Access Journal	2016	NC	Bajkul Milani Mahavidyalaya	NC
<i>"Journey of National and Regional Parties in India on and along the track of Nationalism, Federalism and Regionalism"- A Critical Geo-political Analysis</i>	<b>Rabin Das</b>	<i>The Impact of Coalition Politics on the Federal System in India</i>	2016	NC	Bajkul Milani Mahavidyalaya	NC

NC=not calculated

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

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

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	6	34	5	
Presented papers	5	16	2	
Resource Persons		2		

## 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/	Number of teachers	Number of students
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	collaborating agency	co-ordinated such activities	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	7	125-215
Thalassemia camp (10/2/17)	NSS Units-I, II & III and IQAC, Bajkul Milani Mahavidyalaya	7	234
Special winter camp (17/12/16-28/12/16)	NSS Units-I, II & III, Bajkul Milani Mahavidyalaya	12	128
International youth day celebration 12.08.2016	NSS Units-I, II & III & IQAC	13	225
Independence day celebration 15.08.2016	College	17	235
NSS day celebration 24.09.2016	NSS Units-I, II & III	7	223
Blood donation camp	Students' Union & IQAC	12	185
Rashtriyo Ekta Diwas Celebration 31.10.2016	NSS Units-I, II & III	12	235
AIDS day celebration, 01.12.2016	NSS Units-I, II & III & IQAC	21	328
Bratachari Training Programme 01.12.2016-14.12.2016	Department of Physical Education	5	92
National Youth Day Celebration 12.01.2017	NSS Units-I, II & III & IQAC	9	242
Republic Day Celebration 26.02.2017	College IQAC	14	245
Woman's Day Celebration 08.03.2017	Department of Geography, & IQAC	17	234
Dengue Awareness Programme	NSS Units & IQAC	12	212
Regional School & College Level NCC Camp, 18th -27th July, 2016	College & 46 Battalion, Contai, Purba Medinipur	5	250+
Teachers' Day Celebration, 5 <sup>th</sup> September, 2016	Students' Union	42	482
UGC Funded National Seminar on "Self, consciousness and body: A comparative reflection in Indian and Western Philosophy", 7th – 8th September, 2016	Dept. of Philosophy	17	189
UGC Funded National Seminar on "The Basics of Fluorescence with Its Present Day Application", 4th -5th October, 2016	Dept. of Chemistry & Physics, BMM	17	186
Annual Sports Programme, 24th -25th January, 2017	College & Students' Union	39	347
Annual Cultural Programme, 27th & 28th January, 2017	College & Students' Union	34	568
'B' Exam Camp (Zonal), 11th February, 2017	College & 46 Battalion, Contai, Purba Medinipur	6	200+

Matri Vasha Diwas, 21 <sup>st</sup> February, 2017	Dept. of Bengali & Dept. of NSS	18	246
UGC Funded National seminar on “Nutritional education and policy for rural community people of India by 2020”, 27th -28th February, 2017	Dept. of Nutrition	16	187
‘Vasanta Utsab’, 10th March, 2017	College & Students’ Union	36	556
Biodiversity Day, 22nd May, 2017	Dept. of Zoology & Geography	17	158
World No Tobacco Day, 31 <sup>st</sup> May, 2017	Dept. of NCC	7	122

### 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	12	160
Environmental Programme	Bajkul Milai Mahavidyalaya, Bhagwanpur-I CD Block & Bajkul United Forum (NGO)	Tree Plantation	17	187

## 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 and student exchange	Students of Dept. of Nutrition (Bajkul Milani Mahavidyalaya) and (Haldia Institute of Health	.College	4 <sup>th</sup> week of January, 2017.

	Sciences)		
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
Faculty & Student Exchange Programme	Swarnamayee Jogenranath Mahavidyalaya (Botany)	Responsible College	Near about 2-months at the end of the session
	Sitananda College (Geography)	Responsible College	
	Moyna College	Responsible 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 (26.09.16-23.10.16)	48
On-the-job training	Job campussing & selection	Bhandari Automobiles, Mahindra and Mahindra, Tata Motors, Maruti Suzuki, Ashok Leyland	September-October	48

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	48+1
Anatech Instrument Pvt. Ltd.	06.05.2014		48+1
Mahindra & Mahindra (Star India Agencies Pvt. Ltd.)	2014		48+1

**CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**

**4.1 Physical Facilities**

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3000000	2963115

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
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Campus area	11.67 acres	-
Class rooms	27	05
Laboratories	26	02
Seminar Halls	01	-
Classrooms with LCD facilities	04	-
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.	NIL	-
Value of the equipment purchased during the year (Rs. in Lakhs)	10,66,296	-
Others	-	-

#### 4.2 Library as a Learning Resource

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

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

##### 4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	26137	1928676	1025	249783	27162	2178459
Reference Books	3453	845451	44	9299	3505	854750
e-Books	-	-	-	-	-	-
Journals	39	-	-	34560	39	34560
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	17111	-	2016	-	19127	-
CD & Video	310	-	10	-	320	-
Library automation						
Weeding (Hard & Soft)						
Others (specify)						

<b>4.3 IT Infrastructure</b>									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	43	Yes	Yes	Nil	Nil	08	40	2 MBPS	Nil
Added	05	Yes	Yes	Nil	Nil	Nil	Nil	2 MBPS	Nil
Total	48	Yes	Yes	Nil	Nil	08	48		
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		

<b>4.4 Maintenance of Campus Infrastructure</b>			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
8000000	8116516	3000000	2963115
<b>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)</b>			
<p>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.</p> <p>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.</p> <p>There are different sub-committees like building committee, laboratory sub-committee etc to look after these facilities.</p>			



**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 Fee Concession & Poor Student's Relaxation	447 & 40	93665/- & 20000/-
	Memorial Fund (merit basis & marginal category)	20	Banking Interest of 3,03,000/- per year

**Financial support from other sources**

a) National	Kanyashree/K2	668	
	NSP Minorities	132	
	NSP Beedi	503	
	NSP Central Sector	8	
	NSP Disabilities	2	
	Scholarship of SC	532	
	Scholarship of ST	7	
	Scholarship of OBC-	224	
	Scholarship of OBC-B	69	
	Chief Minister Scholarship	245	
	Sitaram Jindal Foundation	267	
	Ramkrishna Mission	9	
	Birla Scholarship	64	
	Merit-Cum-Meance	13	
	Seva J.M	16	
	PriyanBoda scholarship	18	
	J.B.M Scholarship	9	
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	4.12.16-18.12.16	102	Bangla Bratachari Samiti
Yoga Training during NSS Winter Special Camp	26.12.16-01.01.17	128	College IQAC & NSS Units organized with the help of certified trainers
Spoken English	6-months Duration	60	Certified Expert/ Teacher involved by the institution
Communicative German Language	6-months Duration	30	

Personal Counselling	Throughout the Session (Last Saturday/ Month)	23	College IQAC & NSS Units organized with the help of certified trainers & relevant expert cum teachers
Yoga & Meditation	December, 2016	Camp Volunteers (128) & others (55)	
NCC Regional Camp	18.07.16-27.07.16	BMM Students=25 & Other College Students=370	46 Bengal Bn NCC, School Bazar, Contai, Purba Medinipur-721401

### 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
2016	Career Counselling (Tata Consultancy Service)	91	91	19	19

### 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
One case	One 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, Kharagpur Star India PVT.LTD and Shree Automotive Pvt.Ltd	45	39	-	-	-

### 5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling	Programme	Department	Name of institution	Name of
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	into higher education	graduated from	graduated from	joined	Programme admitted to
2016-17	11 (64.7%)	UG	Physics	IIT Bombay, Midnapore City College, PK College, VU & others	M.Sc. & Equivalent
2015-16	18 (62.1%)	UG	Chemistry	Mahisadal Raj College, Midnapore College, P.B.C, H.G. C, V.U, A.B Vajpayee Biswabidyalaya, Golsyn Business School Kolkata, VU & others	M.Sc. & Equivalent
2016-17	19 (44.2%)	UG	Mathematics	VU & others	M.Sc. & Equivalent
2016-17	14 (51.9%)	UG	Zoology	V.U, Mahisadal Raj College, CU, Egra SSB College, GOPE College	M.Sc.
2016-17	11 (37.9%)	UG	Botany	VU & Others	M.Sc.
2016-17	9 (56.3%)	UG	Physiology	Calcutta University, Midnapore College, V.U. & others	M.Sc.
2016-17	05 (55.6%)	UG	Political Science	Vidyasagar Univ. & others	M.A.
2016-17	14 (37.8%)	UG	Philosophy	BMM, V.U. & others	M.A.
2016-17	9 (42.2%)	UG	History	V.U. & others	M.A.
2016-17	2 (33.3%)	UG	Sociology	V.U. & others	M.A.
2016-17	3 (37.5%)	UG	Music	RBU & others	M.A.
2016-17	19 (50%)	UG	Sanskrit	BMM, V.U, RBU, RSKS New Delhi & others	M.A.
2016-17	32 (44.4%)	UG	Bengali	BMM, V.U, PK College, Egra College, Nandigram College	M.A.

				& others	
2016-17	13 (38.2%)	UG	English	VU & others	M.A.
2016-17	27 (81.8%)	UG	Geography	V.U. and Others	M.A. and 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	02	-
SET	-	-
SLET	-	-
GATE	-	-
GMAT	-	-
CAT	-	-
GRE	-	-
TOFEL	-	-
Civil Services	-	-
State Government Services	25	-
Any Other	08	-

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

Activity	Level	Participants
Cultural Competition & Programme	Institute level	346
Annual Sports Competition & Programme	Institute level	432
Netaji Birthday Celebration	Institute level	240
Republic Day Celebration	Institute level	280
International Mother Language Day	Institute level	220
Women's Day Celebration	Institute level	185
Basanta Utsav	Institute level	440
Independence Day	Institute level	225
Teachers Day Celebration	Institute level	395
Agumani Utsav	Institute level	465
Swachh Bharat Abhiyan (NCC & NSS)	Institute level	150
Communal Harmony Day Celebration (NCC)	Institute level	320

### 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 has already taken the initiatives to start up the journey of Alumni Association during previous session. Under this perspective, the newly formed Alumni Association is strongly activated through the discussion in meeting and they fix the organizational regular and special activities for this session. Later on, they take the decision to accelerate the process of registration of the association immediately and to be activated as regular basis.

5.3.2 No. of-enrolled Alumni:

**179**

5.3.3 Alumni contribution during the year (in Rupees) :

**Rs. 24483/-** (Collected and contributed by Alumni Association for Building Construction and others)

5.3.4 Meetings/activities organized by Alumni Association :

Three meetings are organized by Alumni Association during this session. The meetings are held for accelerating the registering process the association and to plan for 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 sort 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.



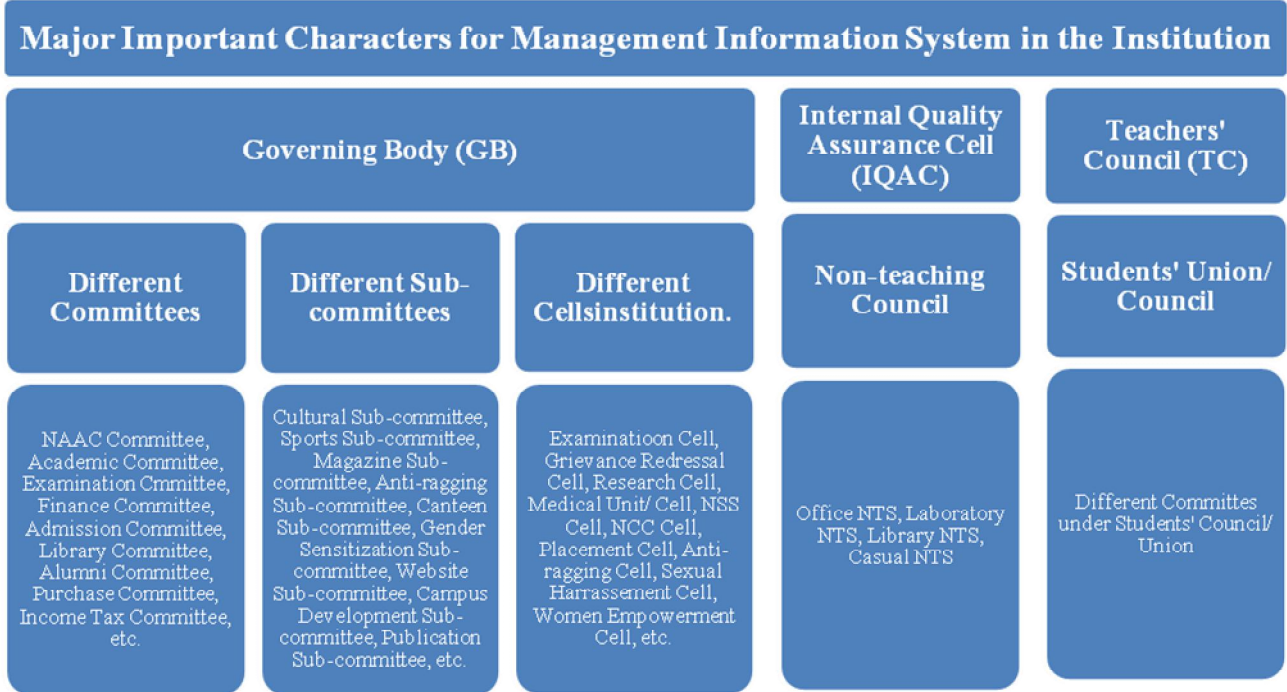
**6.1.2 Does the institution have a Management Information System (MIS)?**

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.



**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.
<p>❖ <b><u>Research and Development</u></b></p> <p>To enhance the teaching quality the teaching faculty were constantly motivated to take up research work.</p> <p>i) The college has a planning sub-committee, a development sub-committee and library sub-committee to meet the needs of researchers especially in the new and emerging areas of research.</p> <p>ii) As per decision of the development committee, the college has constructed the new infrastructure for science laboratory so that the researchers/ faculty members can avail themselves of the facilities for their research.</p> <p>iii) Increasing the number of computers with internet connections.</p> <p>iv) As per decision of the financial sub-committee, the college has increased the amount of fund to the allotted for the central library for purchasing more books &amp; subscribing to more journals.</p>
<p>❖ <b><u>Library, ICT and Physical Infrastructure / Instrumentation</u></b></p> <p><b>Library:</b> Necessary equipments &amp; 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 &amp; 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.</p> <p><b>ICT:</b> 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.</p> <p><b>Physical Infrastructure:</b> More light, fans, chair, tables, lab. Tables, benches, racks, almirah, etc. were installed and the conventional blackboards were replaced with whiteboards, aquaguard was procured.</p>
<p>❖ <b><u>Human Resource Management</u></b></p> <p>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.</p> <p>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.</p>
<p>❖ <b><u>Industry Interaction / Collaboration</u></b></p> <p>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.</p>
<p>❖ <b><u>Admission of Students</u></b></p> <p>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.</p> <p>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.</p>
<p><b>6.2.2 : Implementation of e-governance in areas of operations:</b></p>
<p>❖ <b><u>Planning and Development</u></b></p> <p>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.</p>
<p>❖ <b><u>Administration</u></b></p> <p>The Governing Body of the college is the highest policy making body. It meets regularly and takes decisions related</p>

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 which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
	Nil	Nil	Nil	Nil

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

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

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

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
NSS Orientation Programme	<b>02</b>	Preetam Bera : 20 <sup>th</sup> Nov -26 <sup>th</sup> Nov 2016 (7 days) Subhra Debnath : 20 <sup>th</sup> Nov -26 <sup>th</sup> Nov 2016 (7 days)

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
09	09	Nil	

6.3.5 Welfare schemes for

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

#### 6.4 Financial Management and Resource Mobilization

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

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

All bills and payment vouchers are checked by Bursar and then signed by Accountant and finally goes to Teacher-in-Charge for payment order. Internal Audit is done at time of submission of utilisation certificates against UGC/Govt. Grants. The detail of income and expenditure is presented to the charter accountant. External financial audit is regularly done by DPI, Higher Education, Govt. of WB.

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

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
Collection for Abha Maity Subarna Jayanti Building Construction by Alumni and Others	Rs. 74486/-	College Welfare in terms of Infrastructural Development

##### 6.4.2 Total corpus fund Rs. 74486/-

#### 6.5 Internal Quality Assurance System

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

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

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

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

##### 6.5.3 Development programmes for support staff (at least three)

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

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

##### **Functionalized Initiatives taken by IQAC and institution:**

1. CBCS introduced in only Science Subjects (Hons.)
2. Opening PG courses in Geography and Bengali and UG courses in NSS and Computer Science.
3. Construction of new classrooms (05) and laboratories (02)
4. Preparing Firing Ground for NCC and holding a NCC Regional Camp in the campus
5. Updating the Service Books for the staff
6. Formation of new Routing Committee and one examination committee is formed as per new guideline of the university
7. Recruiting the Guest Teacher and Full Time Contractual Teachers for various departments
8. Completion of Approach Road towards PG Building
9. Purchasing the new books and equipments for all science departments
10. Completion of the construction and renovation of classrooms on the top floor of Geography, Botany and Zoology and completion of new toilet on the second floor of PG Building
11. Taking the step to form new ICT classroom with the sanctioned financial assistance of DPI, Govt. of West Bengal
12. Purchasing table, chair, bench, etc. as the physical facilities in the institution
13. Completion of newly opening two unit (Electrician and Fitter) of ITI under mother institution
14. Etc.

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

1. Initiative to make the list of supervisors as per university examination schedule with the fixation of some rules for reducing the trouble of conducting those (18.11.16)
2. Fixation and documentation of year wise programmes and activities of IQAC of 2017 (07.02.17)
3. Initiative to take annual feedback/ response from the student, staff, alumni and parents (07.02.17)
4. Initiatives to prepare the AQAR (07.02.17)
5. Proposal to initiate a journal regarding research (07.02.17)
6. Initiative to organize seminar, workshop, etc. department wise (07.02.17)
7. Proposal to take the necessary step by the authority for pay fixation of newer teachers (19.05.2017)
8. Initiative/ proposal to open a rescue centre and for beautification of college campus (19.05.2017)
9. Proposal to provide free Jio Wi-Fi facility in the campus (19.05.2017)
10. Proposal to take the necessary step for covering the important sections of the college with CCTV Camera facility (19.05.2017)
11. Proposal to provide the fixed room for Alumni Association within college campus (19.05.2017)
12. Proposal for the expansion of canteen laboratories (19.05.2017)
13. Proposal to provide separate staff rooms for all Arts Departments with departmental library (19.05.2017)
14. Proposal to provide Digital Identity Card for students and staff (19.05.2017)
15. Proposal to arrange more tutorial and remedial classes for weaker section of the students (19.05.2017)
16. Initiative to arrange more classroom or interdisciplinary seminars from every department (19.05.2017)

#### **6.5.5**

- a. Submission of Data for AISHE portal : (Yes /No) Yes
- b. Participation in NIRF : (Yes /No) Yes
- 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
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2016 - 2017	World Population Day Celebration: Regional Level Seminar on “ <i>Population, Health &amp; Environment</i> ” (Jointly)	11.07.2016	11:00 a.m. – 1:00 p.m.	144
	International youth day celebration (Jointly)	12.08.2016	11:30 a.m. – 1:30 p.m.	212
	Independence day celebration	15.08.2016	9:00 a.m. – 12:30 p.m.	252
	Blood donation camp (Jointly)	18.08.2016	10:30 a.m. – 3:00 p.m.	197
	Rashtriyo Ekta Diwas Celebration (Jointly)	31.10.2016	11:00 a.m. – 1:00 p.m.	247
	AIDS day celebration (Jointly)	01.12.2016	11:00 a.m. – 1:30 p.m.	349
	Dengue Awareness Programme (Jointly)	27.12.2016 (During Winter Special Camp)	10:00 a.m. – 12:45 p.m.	224
	Programme on Yoga and Meditation (Jointly)	28.12.2016 (During Winter Special Camp)	9:30 a.m. – 11:30 p.m.	224
	National Youth Day Celebration (Jointly)	12.01.2017	11:00 a.m. – 12:30 p.m.	251
	Thalassemia camp (Jointly)	10.02.2017	11:00 a.m. – 1:00 p.m.	241
	Republic Day Celebration	26.02.2017	11:00 a.m. – 2:30 p.m.	259
	Woman’s Day Celebration	08.03.2017	11:00 a.m. – 1:00 p.m.	251
	World Water Day Celebration: Regional Level Webinar on “ <i>Water Crisis and Conservation: the Reality and Remedial Measures in India</i> ” (Jointly)	22.03.2017	11:30 a.m. – 1:00 p.m.	129
	World Women Day Celebration: College Level Seminar on “ <i>Women Empowerment: Its Nature &amp; Status in India</i> ” (Jointly)	08.03.2017	11:30 a.m. – 2:30 p.m.	198
	World Earth Day Celebration: Regional Level Seminar on “ <i>Green Idea, Green Thinking and Green Technology towards Sustainable Earth</i> ” (Jointly)	22.04.2017	10:30 a.m. – 1:00 p.m.	142

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

Title of the programme	Period (from-to)	Participants	
		Female	Male
Nil			

#### 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		01	
Provision for lift			No		No	
Ramp/ Rails			No		No	
Braille Software/facilities			No		No	
Rest Rooms			Yes		02	
Scribes for examination			Yes		05	
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
2016-2017	07	07	12/01/2017	National Youth Day	Inspiring towards Patriotism and Responsibility of Youth to Individual, Community, Society and Nation	109
			12.08.2016	International youth day celebration		238
			18.08.2016	Blood donation camp	Contributing to life against blood crisis	197
			31.10.2016	Rashtriyo Ekta Diwas Celebration	Inspiring youth towards integration of Community, Society and Nation	247
			01.12.2016	AIDS day celebration	Awareness against AIDS	349
			01.12.2016-14.12.2016	Bratachari Training Programme	Physical, Spiritual and Personality Development	92
			28,12.2016	Tree Plantation	Awareness for saving, protecting and conserving trees against environmental degradation	131
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	1 <sup>st</sup> Dec – 12 Dec 2016	102
Winter Camp	26 <sup>th</sup> Dec 2016 – 1 <sup>st</sup> Jan 2017	106

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)		
<ul style="list-style-type: none"> <li>• The Institution always emphasizes on the necessity to keep the campus as totally pollution free and making the surroundings completely as clean as.</li> <li>• Trees are planted every year and students are inspired to take part in programmes of aforestation.</li> <li>• The institution always emphasizes on making the campus as plastic-free zone.</li> <li>• 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.</li> <li>• The institution gives emphasis on using LED Light Bulbs for sustainable energy consumption.</li> <li>• The college campus is declared as a non-smoking area.</li> <li>• 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</li> <li>• Energy saving awareness program, environmental awareness programme, biodiversity conservation programme, resource management programme have been organized including the staff and students.</li> </ul>		

## 7.2 Best Practices

<ol style="list-style-type: none"> <li>1. Each teacher should use library resources for half an hour three days in a week.</li> <li>2. Campus cleaning program and practice through NSS Units and one week winter camp of the same.</li> <li>3. One departmental class room seminar by the students per month.</li> <li>4. Certificate course in Brotachary every year for willing students.</li> <li>5. Guardian meeting by institution and Department at least two times in each academic session.</li> <li>6. Publication of magazine by departments and student Union separately.</li> <li>7. First aid training for willing students per year.</li> <li>8. Inclusion of plastic cleaning programme in UG environmental projects under VU syllabus to create plastic free zones.</li> <li>9. Monthly health checkup for willing students and staffs.</li> <li>10. Arrangement of blood donation camp in collaboration with Alumni Association of the college</li> </ol> <p>Involvement of students in socio-cultural activities and sports through different cultural programs and competitions.</p> <ol style="list-style-type: none"> <li>11. College participate in “Institutional Swachhta Ranking” Programme</li> </ol> <p>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</p>
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<ol style="list-style-type: none"> <li>1. PG courses were introduced in Geography and Bengali with student intake capacity of 20 and 40 respectively. This has facilitated those students who find it difficult to get admission in the university as they can choose to continue their higher studies here.</li> <li>2. UG courses in NSS and Computer Science were opened in this year. So far NSS has been operational only as an activity but with the introduction of the subject the students have been able to relate the theoretical and practical aspects of the same. <a href="http://www.bajkulcollege.org">www.bajkulcollege.org</a></li> </ol>
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## 7.3 Institutional Distinctiveness

<p>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</p> <p>Abha Maity was an eminent social activist from this area who was instrumental in establishing this college in 1965.</p>
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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.

The three storied PG building was completed in this year with financial grants provided from RUSA. As a result PG course was opened in Bengali with a student intake capacity of 40; in addition some teachers were also recruited for these courses. Department of Sanskrit was shifted there as well. So far it has been running successfully. Moreover, the old building was extended by constructing another floor which presently houses many classrooms of both UG and PG courses. So in terms of infrastructural development, this year witnessed a lot of activity.

Spoken English course was also introduced in this academic session (September 2016) for the students of the Automobile department. The college signed a MOU with Blue Angels, a reputed spoken English training centre of Tamluk, Purba Medinipur. It has immensely helped the students of this department to improve their communication skills and overall smartness thus enhancing their employability significantly. The course has been running successfully since then.

[www.bajkulcollege.org](http://www.bajkulcollege.org)



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

- ❖ Encouraging faculty members to complete their doctoral degrees and to continue research activities through quality publications, research projects and editing books.
- ❖ Extension of UG building for promoting more UG courses and extracting more class rooms for the implementation of CBSC system.
- ❖ Implementation of Choice Based Credit System in the UG programmes.
- ❖ Inspiring the students to take part more social awareness programme through NSS
- ❖ Implementation of Choice Based Credit System in the UG programmes.
- ❖ Up gradation of more ICT enabled class rooms the academic departments.
- ❖ Complete implementation of online books database through OPEC.
- ❖ Renovation of Laboratory buildings and purchase of new instruments for up gradation.
- ❖ Promoting participation of students and staff in seminars, workshops, sports and cultural activities organized by the college and external agencies.
- ❖ 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.
- ❖ Promoting activities such as Yoga, physical exercise, meditation etc related to development of mental and physical fitness of students, faculty and staff.
- ❖ Introducing separate Examination cell with full time in charge for conducting regular examination under UG-CBCS system and PG programmes.
- ❖ Initiative to introduce more PG programmes like History, Philosophy, etc.
- ❖ Implementation of online tuition fee collection.
- ❖ Website up gradation for online availability of all academic and administrative notifications.
- ❖ Introduction of self defence programme for girl's students.
- ❖ Construction of new boys' hostel for male students.

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**

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