

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 31st December of every year.

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

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

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

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

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

- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify) UGC 2f and 12 (B)
- Name of the Affiliating University: Vidyasagar University
- Name of the IQAC Co-ordinator : Dr. Saurav Samanta
- Phone no. : 9635930940

Alternate phone no.

- Mobile: 6294628423
- IQAC e-mail address: iqac.bmm@rediffmail.com
- Alternate Email address: samanta.saurav@gmail.com

3. Website address: www.bajkulcollege.org

Web-link of the AQAR: (Previous Academic Year):

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

4. Whether Academic Calendar prepared during the year? Yes

Yes/No....., if yes, whether it is uploaded in the Institutional website:

Weblink:

5. Accreditation Details:

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

6. Date of Establishment of IQAC: DD/MM/YYYY: 18/04/2008

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
1. Submission of data to AISHE portal	15.02.2018	IQAC Coordinator

Regular meeting	01.8.2017, 03.11.2017, 08.2.2018, 29.05.2018	IQAC members
2. Participation in “Institutional Swachhta Ranking” Programme	2017-18	College members

Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

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

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

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

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
BAJKUL MILANI MAHAVIDYALAYA		UGC	2017-2018	1000

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

*upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: Four (4)

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

Yes/No Yes

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

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

If yes, mention the amount: 00 Year:

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

- * Biometric attendance system has been started
- * Jio wi-fi net connection has been installed
- * PG course for Philosophy has been started
- * One archaeological museum has been established under supervision of History
- * IQAC organized one workshop on WBCS examination, one seminar on newly implemented CBCS system and one seminar Career Advancement Scheme

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 introduce computerized attendance system for the college staff.	Biometric attendance system has been started
Improve of internet facility for the students	Jio wi-fi net connection have been installed
Necessary preparation for the smooth conduction of newly introduced PG course in Philosophy	PG course for Philosophy has been started
To set an archaeological museum	Archaeological museum has been established under supervision of History
To arrange seminar, workshop etc by IQAC	IQAC organized one workshop on WBCS examination, one seminar on newly implemented CBCS system and one seminar on Career Advancement Scheme. Also IQAC conducted a programme on “Bhasa Dibas” to celebrate International Mother Language Day.
More active participation in research	A research cell was opened
To improve infrastructure of the departments.	Separate departmental staff rooms were provided to Arts departments. Also Sound systems for big class rooms were provided.
To provide more student support.	Coaching classes for competitive examination for the students, carrier counseling programmes were conducted. Digital Identity cards were provided to the students.
To take feedback from various stakeholders, IQAC members conducted discussed in the meeting and plan for it.	Feedback from stakeholders were taken and analyzed by IQAC and this was submitted to the TIC for taking necessary action.

To recruit more guest teachers and CWTT in some departments proposals were made.	Guest and CWTT teachers were recruited in various departments .
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14. Whether the AQAR was placed before statutory body? Yes /No: Yes

Name of the Statutory body: Governing Body Date of meeting(s):

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: No

Date:

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

Year:

Date of Submission: 15.02.2018

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.
2. Tender and quotations notices are served on the college website as well as on newspapers and through the local administrations.
3. Information Communication with the affiliating university and state government is done through email.
4. AISHE data are published through AISHE portal regularly every year
5. Online complain box is available
6. E-tendering system is available
7. Salary information are communicated through e-Pradhan /HRMS portal
8. Online application forms are available.
9. In the case of e-book and e-journal the central library is N--listed in UGC- INFONET digital library consortium from 2015 and is completed now.
10. OPAC system in the central library is available partially.
11. Bio-metric attendance of all the staffs 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						
<ol style="list-style-type: none"> 1. At the beginning of each academic session, college prepares its proposed academic calendar, which is uploaded in the college website. The proposed academic calendar is prepared according to the notices and circulars received from the affiliating university. 2. Routine committee of the college prepares the master routine for all programmes and circulates it to different departments at the beginning of each academic session. Routine is prepared strictly in accordance with the number of credit points mentioned in the prescribed syllabus of each course offered by the departments. 3. Based on the master routine, every department prepares its own departmental routine and conduct meetings for allotment of classes and syllabus distribution among the teachers. Students are given details of teaching assignment of each teacher at the beginning of a session by the department. 4. Departmental teachers prepare their "teaching plans" according to the number of lectures allotted in the university syllabus for each topic. 5. Along with the traditional chalk and talk method, a few departmental teachers use power-point projections during the lectures to demonstrate topics. 6. Class tests/surprise test and student seminars are held after completion of a section of the syllabus and periodic review of performance of students is undertaken. 7. All science programmes started their courses under CBCS system. Routines and curriculum implementation planning made according to the new CBCS syllabus. 8. 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. 9. Direct email communication with affiliated University started under the initiative of University. 10. Full academic and administrative notifications become online to the institution website. 						
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		
P.G. -1 : Philosophy	July, 2017		NCC	July, 2017		
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
U.G.: Chemistry, Botany, Physics, Mathematics, Zoology, Geography, Physiology, Nutrition, Economics, Computer Science. P.G.: Philosophy	10	1	July, 2017			
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	01.12.2017-15.12.2017	60
Yoga & Meditation	23.12.2017-29.12.2017	131
1.3.2 Field Projects / Internships under taken during the year		
Project/Programme Title	No. of students enrolled for Field Projects / Internships	
A Taxonomical and Ecological Survey on Coastal Ecosystem with special reference to Digha Medicinal Plant Garden (Dept. of Botany)	27	
A Taxonomical Survey in Pelling and Darjeeling (Dept. of Botany)	27	
Bakkhali And Surrounding Area		
Biodiversity of Nagzira and Novegaon Tiger reserve (Dept. of Zoology)	31	
A field report on Lagoon ecosystem (Chilika) and Marine ecosystem (Vizag) (Dept. of Zoology)	33	
A field report on Digha coast and faunal assemblage of Marine Aquarium. (Dept. of Zoology)	55	
<i>Tourism Development, Uncontrolled Urbanization and Landscape Transformation: A Case Study of Digha Rurban Existence over Midnapore Coast, West Bengal (Dept. of Geography)</i>	12	
<i>Comparative Analysis of Beach Status in relation with Morphology, Sedimentology and Wave Hydrodynamics: A Case Study at Digha Coastal Zone (Dept. of Geography)</i>	06	
<i>"A comprehensive study on Dakshin Purusottampur Mouza of Ramnagar –II Block of Purba Medinipur in West Bengal, as Typical Coastal Rural Landscape and Its Problematic Scenario". (Dept. of Geography)</i>	44	
<i>A Socio-economic Report on Mirzapur Village under Bhagwanpur-II CD Block in Purba Medinipur District (Dept. of Geography)</i>	05	
<i>A Socio-economic Survey at Jatimati Village under Ramnagar-I CD Block in Purba Medinipur District (Dept. of Geography)</i>	39	
Boudha Gaya, Rajgir, Nalanda, Poapuri, Dimna Lake & Hudru Falls (Bihar & Jharkhanda) (College General Tour)	179	
Hijli and Khejuri (Dept. of History)	63	
Bihar & Digha (West Bengal) (Dept. of Bengali)	65	
Mayapur, Murshidabad, Tarapith, Santiniketan & Digha (Dept. of Physical Education)	61	
Ranchi, Buddhagaya, Ayodha, etc. in	62	

Jharkhanda & Bihar (Dept. of Philosophy)	
Excursion in Research Laboratory of Vidyasagar University (Dept. of Nutrition)	15
Internship in a District Hospital, Tamluk (Dept. of Nutrition)	29
Visit different labs and study different instruments (Gitam medical college, Vishakapattanam, AP) (Dept. of Physiology)	17
Diet survey and assessment of nutritional status in different family (Bajkul and surrounding area) (Dept. of Physiology)	17
Diet survey in different family (Bajkul and surrounding area) (Dept. of Physiology)	63
<i>Internship: Vocational Training under SBSTC</i> (Dept. of Automobile Maintenance)	46

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

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

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

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

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

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

Specifically, this Policy provides a framework for:

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.
2. Providing students and stakeholders with the opportunity to actively participate in the continual improvement of programs.
3. Recognizing, documenting, supporting and extending good practices for effective implementations of curriculum

provided by affiliating University.

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.

Responsibilities:

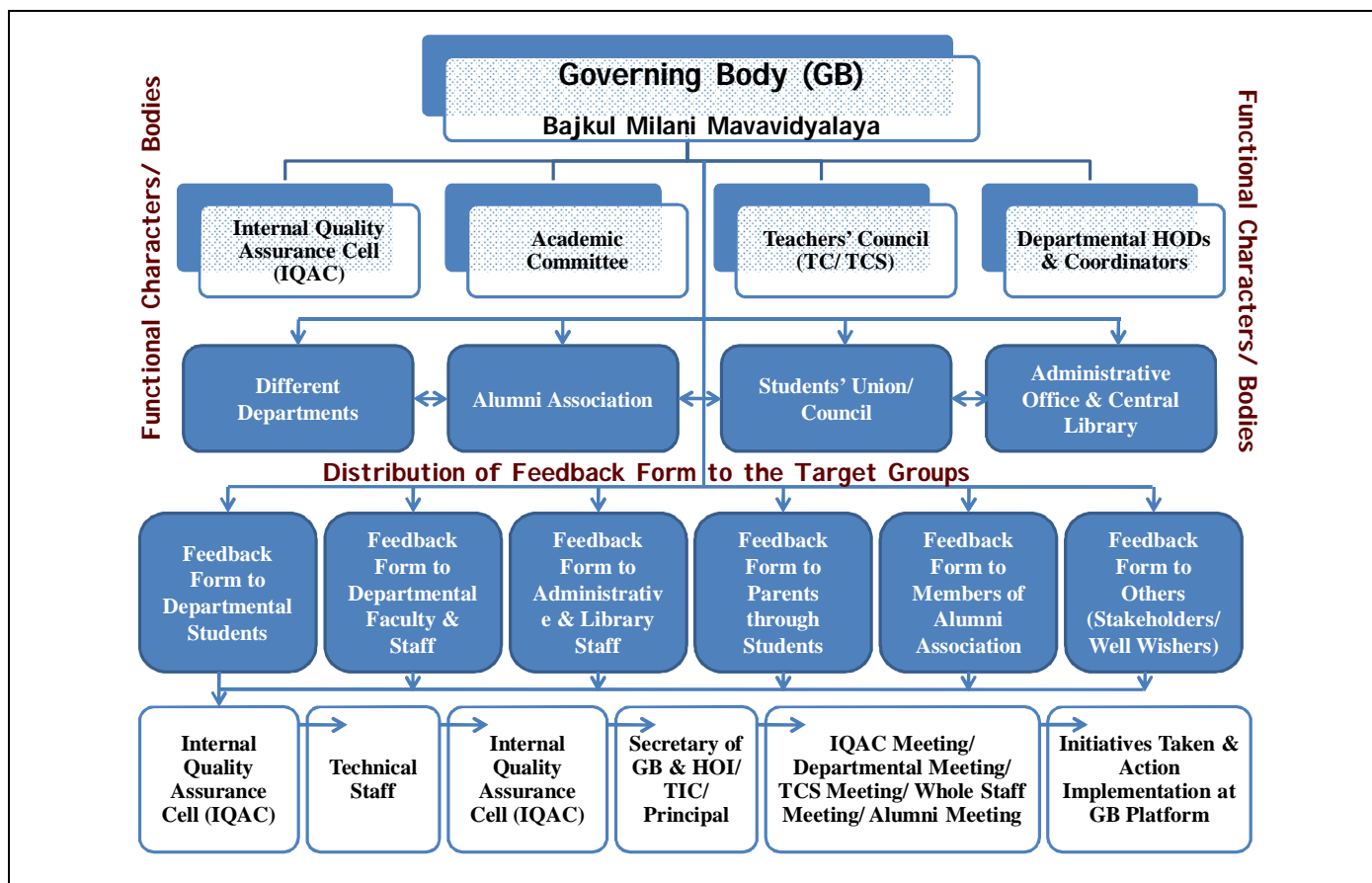
- The Academic Coordinator and the Administrative officer are jointly responsible for the collection, analysis and reporting of stakeholder feedback relating to academic programs.
- Coordination of responses to feedback is the responsibility of the Heads of Departments. Policy Provisions General Provisions
- All students and stakeholders have the opportunity to provide feedback.
- Student feedback is a core component of program evaluation but feedback is also sought from Alumni, Graduates, Parents, Industry partners and Academic peers.
- Feedback processes will be systematic, rigorous and respectful of the rights of students and staff and will incorporate strategies to maximize student participation.
- A range of feedback mechanisms including surveys, focus groups, informal comments and other participatory activities will be employed as appropriate.

Collecting Feedback:

- 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.
- A core set of questions forms the basis of a survey deployed to systematically evaluate teaching and learning in all UG and PG courses.
- Stakeholder feedback is collected as required for specific purposes using methods appropriate for the specific feedback sought.

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
Bengali (H)	116	353	116
English (H)	107	305	99
Sanskrit (H)	103	207	42
Geography (H)	70	367	47
History(H)	77	87	28
Music(H)	28	28	14
Philosophy (H)	77	105	47
Political Science (H)	61	52	15
Economics (H)	33	12	5
Sociology (H)	55	47	12
Education (H)	32	332	30
Chemistry (H)	54	332	49
Mathematics (H)	85	353	80
Nutrition(H)	28	222	24
Physics (H)	55	267	37
Zoology (H)	52	305	52
Botany(H)	47	306	31
Physiology (H)	32	190	28
Sanskrit (PG)	45	20	13
Geography (PG)	20	132	20
Bengali (PG)	45	99	45

Philosophy (PG)	40	28	12
Automobile (Major)	66	79	57
B.A. (General)	1000	935	830
B.Sc. (General)	300	250	211

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
2017-18	3924	168	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
4092	30	1:136

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	8	01	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>
<i>Nil</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>

2.5 Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
UG	B.A. (Hons.)	Annual System/ Pattern: Part-I, Part-II & Part-III CBCS Pattern: B.Sc. (Hons.), Semester-I & II	<ul style="list-style-type: none"> • Part-I Examination: May to June during the Session • Part-II Examination: March to April during the Session • Part-III Examination: February to March during the Session • Semester-I: December • Semester-II: June 	<ul style="list-style-type: none"> • Part-I Examination: Last Week of October to 1st Week of November • Part-II Examination: Last Week of September to 1st Week of October • Part-III Examination: Middle to Last Week of June • Semester-I: January • Semester-II: July
	B.Sc. (Hons.)			
	B.A. (General)			
	B.Sc. (General)			
	B.Sc. (Major)			
P.G.	M.A.	Sem.-I & III	December	January
		Sem.-II & IV	June	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	66	66	100
ECOH	Economics	00	00	00
EDCH	Education	13	13	100
ENGH	English	67	67	100
GEOH	Geography	45	45	100
HISH	History	18	18	100
MUCH	Music	6	6	100
PHIH	Philosophy	34	32	94.12
PLSH	Pol. Sc.	7	7	100
SANH	Sanskrit	32	17	53.12
SOCH	Sociology	5	4	80
BOTH	Botany	23	23	100
CEMH	Chemistry	24	24	100
MTMH	Mathematics	41	40	97.56
NUTH	Nutrition	15	15	100
PHSH	Physics	35	35	100
PHYH	Physiology	15	15	100
ZOOH	Zoology	38	38	100
	B.A. General	233	213	91.40
	B.Sc.	54	53	98.15

	General			
	B.Sc. Major	52	52	100
	PG Sanskrit	30	29	96.67
	PG Bengali	31	29	93.55
	PG Geography	18	18	100

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	2 Years	UGC	-	529820/-
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				529820/-

3.2 Innovation Ecosystem

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

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

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
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Nil	Nil	Nil	Nil	Nil
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year				
Incubation Centre	Name		Sponsored by	
Nil	Nil		Nil	
Name of the Start-up	Nature of Start-up		Date of commencement	
Nil	Nil		Nil	
3.3 Research Publications and Awards				
3.3.1 Incentive to the teachers who receive recognition/awards				
State	National		International	
Nil	Nil		Nil	
3.3.2 Ph. Ds awarded during the year (<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	Physiology	2		
	Zoology	2		
	Geography	1		
International	Physics	3	4.5	
	Physiology	1		
	Mathematics	3		
	Zoology	1	.9	
	Physical education	2		
	Geography	12	SJIF: 6.89	
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		
Philosophy		8		
Pol. Science		3		
Physical Education		6		
Bengali		5		
Sanskrit		4		
Geography		18		
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
Unique Probabilistic p-cyclic c-contraction results using special product T-Norm	Samir Kumar Bhandari	Bull. Cal. Math. Soc	2017	NC	Bajkul Milani Mahavidyalaya	NC
Two unique fixed point results of p-cyclic probabilistic c-contractions using different types of t-norm.	Samir Kumar Bhandari	Journal of the International Mathematical Virtual Institute	2017	NC	Bajkul Milani Mahavidyalaya	NC
PROBABILISTIC CIRIC TYPE CONTRACTION RESULTS USING DRASTIC T-NORM.	Samir Kumar Bhandari	Bull. Cal. Math. Soc Virtual Institute	2017	NC	Bajkul Milani Mahavidyalaya	NC
<i>Environmental ethics and sustainable development: 'Nature +Development: Green growth in terms of sustainable development.</i>	Sujit Maity	Nectar Book Chapter	2017	NC	Bajkul Milani Mahavidyalaya	NC
<i>Losing biodiversity: An ethical perspective in our global society: Role of biodiversity and natural resources and sustainable development.</i>	Sujit Mairty	Nectar Book Chapter	2017	NC	Bajkul Milani Mahavidyalaya	NC
<i>Global innovation and research in education, sports, science and Yoga: Thinking through the body :A study of philosophy and yoga.</i>	Sujit maity	Book Chapter	2017	NC	Bajkul Milani Mahavidyalaya	NC
<i>Hidegarian environmentalism on ecological feminism: Cosmos: An effortless and Evergreen Journey on Geo Environmental Track.</i>	Sujit Maity	Book Chapter	2017	NC*	Bajkul Milani Mahavidyalaya	NC*
<i>Jiberpraktan karma o</i>	Sitali Jana	Book Chapter	2017	NC	Bajkul Milani	NC

<i>Janmantar</i> Bishoyenyay-baisesiskamataparyalochona: BHĀRATĪYADARSANESU KARMAVĀDA-JANMĀNTARVADA-SAMIKSĀ					Mahavidyalaya	
<i>Yoga in the light of Yogadarsana: Thinking through the body :A study of philosophy and yoga,</i>	Sitali Jana	Book Chapter	2017	NC	Bajkul Milani Mahavidyalaya	NC
<i>Karma, Karmaphala and Rebirth are related to each other, A discussion in the light of Buddhism:</i> BHĀRATĪYADARSANESU KARMAVĀDA-JANMĀNTARVADA-SAMIKSĀ	Ratna Panda	Book Chapter	2017	NC	Bajkul Milani Mahavidyalaya	NC
Effects of Aerobics on overweight college students :International conference on global education, physical education and sports , research and technology for sustainable development.	Dilip Biswas	Book Chapter	2017	NC	Bajkul Milani Mahavidyalaya	NC
Effects of selected weight training exercises on leg power in relation to long jump ability :International congress on global innovation and research in education, sports science and yoga	Kalpataru Smanta	Book Chapter	2017	NC	Bajkul Milani Mahavidyalaya	NC
Influence of different conditioning programme on physiological fitness of college going students.	Atanu Nanda	International Journal of Scientific Research	2017	NC	Bajkul Milani Mahavidyalaya	NC
Effect of Six Week Conditioning Programme on Physical Fitness Status of Professional Physical Education Students.	Atanu Nanda	Global Journal For Research Analysis(GJRA)	2017	NC	Bajkul Milani Mahavidyalaya	NC
<i>Van der Waals criticality in AdS black holes: a phenomenological study</i>	Saurav Samanta	Phys.Rev.	2017	21	Bajkul Milani Mahavidyalaya	19
<i>Entropy corresponding to the interior of a Schwarzschild black hole</i>	Saurav Samanta	Phys. Lett	2017	8	Bajkul Milani Mahavidyalaya	7

Phys. Lett.					a		
<i>P-V criticality of AdS black holes in a general framework</i>	Saurav Samanta	Phys.Lett.	2017	48	Bajkul Milani Mahavidyalaya	44	
Purification and biochemical characterization of a maltooligosaccharide Producing α -amylase from Bacillus licheniformis SKB 4. Indian Journal of Applied Microbiology. 20(2), 55-71.	Saswati Parua	Indian Journal of Applied Microbiology	2017	NC	Bajkul Milani Mahavidyalaya	NC	
Low Birth Weight is associated with maternal nutrition of Indian Women,	Monoj Maity	International Journal and Experimental Research	2017	NC	Bajkul Milani Mahavidyalaya	NC	
Gram Sansad, Janaganer Khamatayan O Rajnoitik Dal: Ekti Parzalochana (in bengoli), <i>Nabyasrote</i> ,	Sujit Ghosh	<i>Nabyasrote</i> Book Chapter	2017	NC	Bajkul Milani Mahavidyalaya	NC	
An Effective Way for Women's Empowerment', Rudra Prasad Roy (Ed.) Women's Empowerment in India: Achievements and Possibilities	Sujit Ghosh	Neo Publications Book Chapter	2017	NC	Bajkul Milani Mahavidyalaya	NC	
Changing status of Indian Windows in 21 century: a Brief Study', Rudra Prasad Roy (Ed.) Women's Empowerment in India: Achievements and Possibilities.	Subhra Debnath	Neo Publications Book Chapter	2017	NC	Bajkul Milani Mahavidyalaya	NC	
Karmavada o janmantravada : Bauddha o vedantamatasmiksa.	Ritabrata Sau	Book Chapter	2017	NC	Bajkul Milani Mahavidyalaya	NC	

Maner svarup : Vaisesik o Vedanta samiksa	Ritabrata Sau	Book Chapter	2017	NC	Bajkul Milani Mahavidyalaya	NC
Practical Aspect of Astanga yoga with special reference to yoga sutra and the Bhagavad gita.	Ritabrata Sau	Book Chapter	2017	NC	Bajkul Milani Mahavidyalaya	NC
Vedanta Darsan o' kathaponisade Karmavada prasanga .	Sudipta Kumar Karan		2017	NC	Bajkul Milani Mahavidyalaya	NC
<i>Gymnothorax pseudotile</i> sp. nov. (Muraenidae: Muraeninae) from Bay of Bengal India.	Dipanjan Ray	Zootaxa	2017	6	Bajkul Milani Mahavidyalaya	5
Snappers (Perciformes: Lutjanidae) of West Bengal coast with eight new records and a key for their identification.	Dipanjan Ray	<i>Rec. zool. Surv. India</i>	2017	NC	Bajkul Milani Mahavidyalaya	NC
First report of Fusilier Fish family Caesionidae (Perciformes) from Northern part of East coast of India.	Dipanjan Ray	<i>Rec. zool. Surv. India</i>	2017	NC	Bajkul Milani Mahavidyalaya	NC
প্রাচীন ভারতীয় সাহিত্যে কয়েকজন প্রত্নবিদ্য নারী চরিত্র	Srilekha Dan	''সোনার প্রবন্ধ সংগ্রহ'', ১লা আঘাত Book chapter	2017	NC	Bajkul Milani Mahavidyalaya	NC
আলমাহমুদঃ প্রমে চতেনা	Mans Maity	কাফলো Book chapter	2017	NC	Bajkul Milani Mahavidyalaya	NC
আরগ্যক - আদিকালরে অরগ্যরে অধিকাররে ধর্মযুদ্ধ সুবোধ ঘোষরে চতুর্থ পানপিথরে যুদ্ধ।	Manas Maity	সাথী পত্রিকা Book chapter	2017	NC	Bajkul Milani Mahavidyalaya	NC

মৃত্যুগন্ধী বসন্তঃ জীবনানন্দরে ক্যাম্পে ও পাথরী কবিতা বিশ্লেষণে।	Bratati Maity	কাফলো Book chapter	2017	NC	Bajkul Milani Mahavidyalay a	NC
মুক্ত বহিঃগামী ডানাঃ বনফুলেরে 'ডানা' অনুসরণে।	Sujit Kumar Sahoo	কাফলো Book chapter	2017	NC	Bajkul Milani Mahavidyalay a	NC
Analysis of landforms development in the chaibasa plain of Jharkhand, (India)''	Debashis Manna	The konkon Geograph er	2017	NC	Bajkul Milani Mahavidyalay a	NC
An Environmental Assessment of the urban Heart Island of NCT of Delhi during the period,2000-2014 using the Remote sensing &GIS Techniques	Debashis Manna	Book Chapter	2017	NC	Bajkul Milani Mahavidyalay a	NC
<i>Endangered Dune Ecology with its risky Phyto- resources – a red alarm to Mandermoni-Tajpur sector over Midnapore Coast in West Bengal."</i>	Suman Pahari	Internation al Journal of Recent Scientific Research Internation al Journal of Recent Scientific Research	2017	NC	Bajkul Milani Mahavidyalay a	NC
<i>Acute Intervention of Civilized People on the Plant Resources over Midnapore Coast in West Bengal: A Biogeographical Study."</i> International Journal of Research in Economics and Social Sciences (IJRESS)	Suman Pahari	Internation al Journal of Research in Economics and Social Sciences (IJRESS)	2017	NC*	Bajkul Milani Mahavidyalay a	NC*

A Spatio-temporal Change Analysis and Assessment of the Urban Growth over Delhi National Capital Territory (NCT) during the Period, 1977- 2014	Goutam Kumar Das	IJRAR- International Journal of Research and Analytical Reviews	2017	NC	Bajkul Milani Mahavidyalaya	NC
Sand Mining from the River Bed and Its Impacts on the Channel Fringed Point Bar: A Study on the Subarnarekha River at Gopiballavpur Section	Subrata Jana	“Nature + Development: Green Growth in terms of Sustainable Development” – A Myth or Reality?, Rabin Das & Pijushkanti Dandapath (ed.), NECTAR. Book Chapter	2017	NC	Bajkul Milani Mahavidyalaya	NC
<i>Mining top-soil for Brick Making and Cost Feedback to Economy and Environment”– An Assessment on the Brick Manufacturing of Khejuri CD Blocks over Coastal Medinipur in West Bengal, India</i>	Raibn Das	International Journal of Advanced Research (IJAR): A Cross Ref. Indexed Journal	2017	NC	Bajkul Milani Mahavidyalaya	NC
Acute Intervention of Civilized People on the Plant Resources over Midnapore Coast in West Bengal: A Bio-geographical Study	Raibn Das	International Journal of Research in Economics and Social Sciences (IJRESS)	2017	NC	Bajkul Milani Mahavidyalaya	NC
ENDANGERED DUNE ECOLOGY WITH ITS RISKY PHYTO-RESOURCES – A RED ALARM TOMANDERMONI-TAJPUR SECTOR OVER MIDNAPORE COAST IN WEST BENGAL	Raibn Das	<i>International Journal of Recent Scientific Research</i>	2017	NC	Bajkul Milani Mahavidyalaya	NC
Think Ecology, Do Ecology and Save Ecology– Is it a Better Pathway to the Long-lasting Green Economy instead of the Mythical Efforts as Green Growth or Sustainable Development, or Not...?	Raibn Das	International Journal of Science and Research (IJSR)	2017	NC	Bajkul Milani Mahavidyalaya	NC

A Spatio-temporal Change Analysis and Assessment of the Urban Growth over Delhi National Capital Territory (NCT) during the Period, 1977-2014	Raibn Das	IJRAR- International Journal of Research and Analytical Reviews	2017	NC	Bajkul Milani Mahavidyalaya	NC	
A RS-GIS based Spatial Analysis and Assessment on the Urban Growth of Delhi National Capital Territory (NCT) from 1977 to 2014	Raibn Das	<i>IOSR Journal Of Humanities And Social Science (IOSR- JHSS)</i>	2017	NC	Bajkul Milani Mahavidyalaya	NC	
<i>"Population, Development and Environment - the Conflicting Trio to Civilization: A Special Attention to the Fate-Fortune Journey of Khejuri over Coastal Medinipur in West Bengal"</i>	Rabin Das	International Journal of Advanced Research (IJAR): A Cross Ref. Indexed Journal	2017	NC	Bajkul Milani Mahavidyalaya	NC	
<i>The Geo-historical Journey of Khejuri with Its Rise-Fall and Fate-Fortune Entities: A Historical Analysis from Geographical Effort"</i>	Rabin Das	International Journal of Science and Research (IJSR)	2017	NC	Bajkul Milani Mahavidyalaya	NC	
<i>Roles of Information and Communications Technologies (ICT) to support the Education for Sustainable Development (ESD) in Dreamy but Challenging Digital India</i>	Rabin Das	<i>Global Innovation and Research in Education, Sports Science and Yoga</i> Book Chapter	2017	NC	Bajkul Milani Mahavidyalaya	NC	
<i>Women Education and Empowerment: An Indian Overview</i>	Rabin Das	NC	Bajkul Milani Mahavidyalaya	NC	Bajkul Milani Mahavidyalaya	NC	
<i>"Brick Manufacturing: A Way of the Short-term Economic Gain to Society, but the Misfortune to the Regional Ecology and Environment" – An Assessment on Khejuri over Bengal Coast</i>	Rabin Das	NC	Bajkul Milani Mahavidyalaya	NC	Bajkul Milani Mahavidyalaya	NC	
<i>An Environmental Assessment of the Urban Heat Island of NCT of Delhi during the Period, 2000-2014 using the Remote Sensing & GIS Techniques</i>	Rabin Das	<i>"Nature + Development: Green Growth in terms of Sustainable Development" – A Myth or</i>	2017	NC	Bajkul Milani Mahavidyalaya	NC	

		Reality? Book Chapter					
<i>Soil Degradation in terms of Environmental Deterioration: Emerging Challenges to the Agro-based India and Its Modern Developing Journey</i>	Rabin Das	<i>"Nature + Development: Green Growth in terms of Sustainable Development" – A Myth or Reality?</i> Book Chapter	2017	NC	Bajkul Milani Mahavidyalaya	NC	
<i>"Think Ecology, Do Ecology and Save Ecology" A Unique Pathway to Green Economy</i>	Rabin Das	<i>"Nature + Development: Green Growth in terms of Sustainable Development" – A Myth or Reality?</i> Book Chapter	2017	NC	Bajkul Milani Mahavidyalaya	NC	
<i>"The Ethics to Sustainability"- A Debatable Outline for the Security Man and Nature</i>	Rabin Das	<i>"Nature + Development: Green Growth in terms of Sustainable Development" – A Myth or Reality?</i> Book Chapter	2017	NC	Bajkul Milani Mahavidyalaya	NC	
<i>"Fish Farming and Shrimp Cultivation: An Ecological Undermining" – A Zoo-geographical Study on Khejuri Coastal Blocks of Purba Medinipur, West Bengal</i>	Rabin Das	<i>Role of Biodiversity and Natural Resources in Sustainable Development</i> Book Chapter	2017	NC*	Bajkul Milani Mahavidyalaya	NC*	
<i>Endangered Dune Ecology with Its Risky Phyto-resources – A Red Alarm to Mandermoni-Tajpur Sector over Midnapore Coast in West Bengal</i>	Rabin Das	<i>Role of Biodiversity and Natural Resources in Sustainable Development</i> Book Chapter	2017	NC*	Bajkul Milani Mahavidyalaya	NC*	
<i>"Body, Self and Landscape": A Geographical Investigation on the Philosophical Track into the Place-World Entity</i>	Rabin Das	<i>"Nature + Development: Green Growth in terms of Sustainable Development" – A Myth or Reality?</i>	2017	NC	Bajkul Milani Mahavidyalaya	NC	

		<i>Book Chapter</i>				
<i>Tele/ Tal Kankra (Sartoriana spinigera, Wood- Mason, 1871) and Chiti Kankra (Varuna litterata, Fabricius, 1798): Causality Analysis of Endangering the Two Fresh Water Crabs over Khejuri Fluvio-Coastal Landscape in West Bengal</i>	Rabin Das	COSMOS-III: Departmental Research Volume-2017 Book Chapter	2017	NC	Bajkul Milani Mahavidyal aya	NC
<i>Rainwater Flooding and Related Problems: An Impact Study on Baragarania Village of Khejuri-II CD Block in Purba Medinipur District, West Bengal</i>	Rabin Das	COSMOS-III: Departmental Research Volume-2017 Book Chapter	2017	NC	Bajkul Milani Mahavidyal aya	NC
<i>An Indepth Observation of the Deteriorating Status of Child Labourers in the Brick Field of Rangyametya village under Nandakumar CD Block of PurbaMedinipur District in West Bengal</i>	Rabin Das	COSMOS-III: Departmental Research Volume-2017 Book Chapter	2017	NC	Bajkul Milani Mahavidyal aya	NC
<i>Increasing Trend in Using the Social Media by the School Level Students and Its Impact"- A Case Study on Some Selected Schools of Bhagwanpur-I and Khejuri-I CD Blocks in PurbaMedinipur District, West Bengal</i>	Rabin Das	COSMOS-III: Departmental Research Volume-2017 Book Chapter	2017	NC	Bajkul Milani Mahavidyal aya	NC
<i>Alcoholism as an Emerging and Upgrowing Issue and its Impact on Society: A case study on Kayalchak Village under DakshinNarghat Nodal Region of PurbaMedinipur District in West Bengal</i>	Rabin Das	COSMOS-III: Departmental Research Volume-2017 Book Chapter	2017	NC	Bajkul Milani Mahavidyal aya	NC
<i>Impact Analysis of 'Aila' Cyclone: A Case Study on Bijaybati Village over Frejarganj Coastal Sector, South 24-Parganas, west Bengal</i>	Rabin Das	COSMOS-III: Departmental Research Volume-2017 Book Chapter	2017	NC	Bajkul Milani Mahavidyal aya	NC
<i>Impact Assessment of Road Re-construction and Expansion: A Study on Magrajpur Nodal Section over Nandakumar-Digha State cum National Highway (SH/NH – 116B)</i>	Rabin Das	COSMOS-III: Departmental Research Volume-2017 Book Chapter	2017	NC	Bajkul Milani Mahavidyal aya	NC

<i>Campus Auditing and Developing a Plan for Sustainable Infrastructure and Environment: A Case Study on Bajkul Milani Mahavidyalaya</i>	Rabin Das	COSMOS-III: Departmental Research Volume-2017 Book Chapter	2017	NC	Bajkul Milani Mahavidyalaya	NC

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	23	10	6	
Presented papers	20	9	3	
Resource Persons	0	4		

3.4 Extension Activities

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

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
Aranya Saptaha (21/7/17)	IQAC & NCC	13	230
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	6	118-205
Blood donation camp (7/8/17)	Students' Union & IQAC	15	185
Swachata Pakhwada (12/8/17)	NSS Units-I, II & III & IQAC	13	215
Observation of Independence Day (15/8/17)	College IQAC	15	212
Dengue awareness programme (25/11/17)	NSS Units & IQAC	13	205
Words AIDS Day (1/12/17)	NSS Units & IQAC	17	215
Special Winter camp (24/12/17-29/12/17)	NSS Units-I, II & III	10	118
National youth day (12/1/18)	NSS Units-I, II & III & IQAC	11	237
Republic Day (26.1.18)	College IQAC	16	218
International	Dept. of Bengali, NSS	15	276

Mother language Day (21/2/18)	Units-I, II & III & IQAC		
Saccha Bharat Avijan (22/5/18)	NSS Units-I, II & III & IQAC	9	188
International Yoga Day (21/6/18)	Dept. of Physical Education, NCC & IQAC	8	212
World Population Day Celebration 11 th July, 2017	Department of Geography & IQAC	14	186
World Habitat Day Celebration 3 rd October, 2017	Department of Geography & Botany	18	192
World Soil Day Celebration 5 th December, 2017	Department of Geography & IQAC	12	165
National Geographic Day Celebration 27 th January, 2018	Department of Geography & IQAC	11	146
World Wetlands Day Celebration 2 nd February, 2018	Department of Geography & Botany	16	202
World Water Day Celebration 22 nd March, 2018	Department of Geography & IQAC	10	148
World Women Day Celebration 8 th March, 2018	Department of Geography & IQAC	14	189
World Earth Day Celebration (22 nd April, 2018)/ 23 rd April, 2018	Department of Geography & IQAC	12	134
World Environment Day Celebration 5 th June, 2018 (Tuesday/ During Summer Recess)	Department of Geography & IQAC	14	168
National Seminar on “Stress Feel Life”, 11-12th April, 2018	Dept. of ITI	12	148
State Level Seminar cum Workshop on “Career Guidance and CAS Promotion”, 21st April, 2018	IQAC, BMM	7	168
Celebration of International Biodiversity Day & Inter-disciplinary Seminar, 22nd May, 2018	Dept. of Zoology & Geography	14	169
State Level Workshop cum Orientation Programme on “Enlightenment on Newly Introduced CBCS at the UG Level”, 31st May, 2018	IQAC	82 (Inside & Outside)	-
World Environment Day Celebration & National Seminar on “Beat Plastic Pollution”, 5th June, 2018	Digha Regional Center, Zoological Survey of India and Dept. of Zoology & Geography, BMM	13	112
World Ocean Day Celebration & Inter- disciplinary Seminar, 8th June, 2018	Dept. of Zoology & Geography, BMM	16	168

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

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

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

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
Social Awareness Scheme/ Programme	Bajkul Milai Mahavidyalaya, Contai Sub-divisional Blood Bank (GO) & Bajkul United Forum (NGO)	Blood donation camp	15	185
Environmental Programme	Bajkul Milai Mahavidyalaya, Bhagwanpur-I CD Block & Bajkul United Forum (NGO)	Tree Plantation	13	167

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 Sciences)	College	1 st week of January, 2018.
Faculty Exchange Programme with Swarnamayee Jogenranath Mahavidyalaya & Siddhinath Mahavidyalaya	2	College (as per honorary service)	Throughout the session
Faculty & Student Exchange Programme	Swarnamayee Jogenranath Mahavidyalaya (Botany & Geography)	Responsible College	Near about 3-months at the end of the session
	Sitananda College (Geography & Philosophy)	Responsible College	
	Mugberia College (Philosophy/ PG)	Responsible College	
	Moyna College (Physics)	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	Title of the	Name of the partnering	Duration	participant
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linkage	linkage	institution/ industry /research lab with contact details	(From-To)	
Internship	Vocational Training	SBSTC, Durgapur Division Workshop	27 days (26.09.16-23.10.16)	46
On-the-job training	Job campussing & selection	Bhandari Automobiles, Mahindra and Mahindra, Tata Motors, Maruti Suzuki, Ashok Leyland	September-October	46

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
Lokmata Rani Rasmani Ashram. PO: Nimpith, Dist: South 24 Parganas; Pin: 743338; West Bengal.	18.08.2017	Research, Socio-economic activities and awareness programme.	Teachers and students of the Zoology and Sociology Departments (Bajkul Milani Mahavidyalaya).
Bhandari Automobiles	31.03.2015	Campussing & providing job facilities	46+1
Anatech Instrument Pvt. Ltd.	06.05.2014		46+1
Mahindra & Mahindra (Star India Agencies Pvt. Ltd.)	2014		46+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
5500000	5587311

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	11.67 acres	No
Class rooms	32	8
Laboratories	28	No
Seminar Halls	1	No
Classrooms with LCD facilities	04	01
Classrooms with Wi-Fi/ LAN	1	No
Seminar halls with ICT facilities	1	No
Video Centre	Nil	No
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	Nil	No
Value of the equipment purchased during the year (Rs. in Lakhs)	12,73,600	No
Others	Nil	No

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	27162	2178459	489	456869	27651	2635328
Reference Books	3507	854750	36	7463	3543	862213
e-Books	-	-	22	-	-	-
Journals	39	-	-11	26570	28	26570
e-Journals	00	00	00	00	00	00
Digital Database	19127	-	4365	-	23492	-
CD & Video	320	-	05	-	325	-
Library automation	00	00	00	00	00	00
Weeding (Hard & Soft)	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	48	3	Yes	3	-	8	40	2 MBPS	-
Added	10	-	Yes	-	-	2	8	2 MBPS	-
Total	58	3		3		10	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		

4.4 Maintenance of Campus Infrastructure

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

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
8000000	8292608	5500000	5587311

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

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

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

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

facilities.

Laboratory:

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

Classrooms:

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

Library:

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

Computers:

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

Sports:

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

Major Responsible Committees/ Sub-Committees for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Governing Body (GB): The Supreme Authority

IQAC	UGC Grant Expenditure Sub-committee
Finance Committee	Purchase Sub-committee
NAAC Sub-committee	Teachers' Council
Academic committee	Students' Union/ Council
Building sub-committee	Sports and Games committee
Library committee	Technical Sub-committee
Laboratory Sub-committee	Campus Development Sub-committee
Fact-Findings Sub-committee	Website Design Sub-committee
Canteen Sub-committee	Students' Common Room Sub-committee

CRITERION V - STUDENT SUPPORT AND PROGRESSION**5.1 Student Support****5.1.1 Scholarships and Financial Support**

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Tuition Fee Concession & Poor Student's Relaxation	269+45=314	155055+25000 =180055/-
	Memorial Fund (merit basis & marginal category)	22	Banking Interest of 3,03,000/- per year

Financial support from other sources

a) National	Kanyashree/K2	597	
	Kanyashree/K3	21	
	Swami Vivekananda Scholarship	271	
	NSP Minorities	82	
	NSP Beedi	677	
	NSP Central Sector	8	
	Scholarship of SC	435	
	Scholarship of ST	1	
	Scholarship of OBC-	194	
	Scholarship of OBC-B	63	
	Chief Minister Scholarship	262	
	Sitaram Jindal Foundation	301	
	Sarada Scholarship	06	
	Indian Bulis Scholarship	05	
	Birla Scholarship	25	
	Seva J.M	17	
	PriyanBoda scholarship	02	
	G.S.B Scholarship	8	
	J.B.M Scholarship	4	
	Bhander 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	1.12.17-15.12.16	60	Bangla Bratachari Samiti

Yoga Training during NSS Winter Special Camp	23.12.17-29.12.17	121	College IQAC & NSS Units organized with the help of certified trainers
Spoken English	6-months Duration	57	Certified Expert/ Teacher involved by the institution
Personal Counselling	Throughout the Session (Last Saturday/ Month)	19	College IQAC & NSS Units organized with the help of certified trainers & relevant expert cum teachers
Yoga & Meditation	December, 2017	Camp Volunteers (121) & others (34)	

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
2017-18	JAM-Chem.	17	17	02	02
	WBCS	131	131	Data Not Available	

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
Two cases	Two cases	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	46	41	-	-	-

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 Programme
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	into higher education	graduated from	graduated from	joined	admitted to
2017-18	18 (51.4%)	UG	Physics	Diamonad Harbour Women's University, V.U, PK College Contai, Birla Institute of Tech & others	M.Sc. & Equivalent
2017-18	14 (58.3%)	UG	Chemistry	City College Midnapore, B.U,Kalyani University,Viswa Bharati Univ.,Mahisdal Raj College,IISER Kolkata,P.B.C	M.Sc. & Equivalent
2017-18	19 (47.5%)	UG	Mathematics	V.U. & others	M.Sc.
2017-18	17 (44.7%)	UG	Zoology	V.U, Mahishadal Raj College, GOPE College, Midnapore City College, JRC & others	M.Sc.
2017-18	7 (46.7%)	UG	Physiology	V.U,Kalyani Univ, C.U, Midnapore College & others	M.Sc.
2017-18	10 (43.5%)	UG	Botany	V.U, Midnapore College, SKBU & others	M.Sc.
2017-18	5 (33.3%)	UG	Nutrition	V.U. & others	M.Sc.
2017-18	02 (28.6%)	UG	Political Science	Vidyasagar University & others	M.A.
2017-18	12 (37.5%)	UG	Philosophy	BMM, V.U, J.U	M.A.
2017-18	8 (44.4%)	UG	History	V.U. & others	M.A.
2017-18	4 (30.8%)	UG	Education	RBU & others	M.A.
2017-18	1 (25.0%)	UG	Sociology	V.U. & others	M.A.
2017-18	2 (33.3%)	UG	Music	RBU & others	M.A.
2017-18	10 (58.8%)	UG	Sanskrit	BMM, RBU, V.U, J.U	M.A.
2017-18	44 (66.7%)	UG	Bengali	BMM, V.U, J.U	M.A.
2017-18	17 (25.4%)	UG	English	RBU,V.U, C.U, IGNOU,PK	M.A.

				College	
2017-18	32 (71.1%)	UG	Geography	V.U and Other	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	04	-
SET	01	-
SLET	-	-
GATE	-	-
GMAT	-	-
CAT	-	-
GRE	-	-
TOFEL	-	-
Civil Services	-	-
State Government Services	09	-
Any Other	12	-

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

Activity	Level	Participants
Cultural Competition & Programme	Institute level	336
Annual Sports Competition & Programme	Institute level	460
Netaji Birthday Celebration	Institute level	224
Republic Day Celebration	Institute level	235
International Mother Language Day	Institute level	186
Women's Day Celebration	Institute level	195
Basanta Utsav	Institute level	480
Independence Day	Institute level	230
Teachers Day Celebration	Institute level	420
Agamani Utsav	Institute level	530

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

<p>2. Anti-Ragging: This committee ensures zero ragging incidents in the Institute and also spreads awareness among students against any type of ragging activities.</p> <p>3. Cultural: This committee coordinates various cultural activities and events throughout the year. Our students participate in prestigious intercollegiate competitions.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>7. Other regular activities conducted, managed and helped by the council/ union:</p> <ul style="list-style-type: none"> • 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.
<p>5.3 Alumni Engagement</p>
<p>5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):</p>
<p>Yes, Registration No.: S/2L/No-64228</p>
<p>5.3.2 No. of enrolled Alumni:</p>
<p>268</p>
<p>5.3.3 Alumni contribution during the year (in Rupees) :</p>
<p>Rs.22938/-(Collected and contributed by Alumni Association for Building Construction and others)</p>
<p>5.3.4 Meetings/activities organized by Alumni Association :</p>
<p>A meeting was held on 26.02.2018 for discussion to open PAN Card and saving account in favour of Alumni Association. Other two meetings are organized by the Association during this session. The meetings are held for 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.</p>
<p>CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT</p>
<p>6.1 Institutional Vision and Leadership</p>
<p>6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)</p>
<p>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</p>

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,

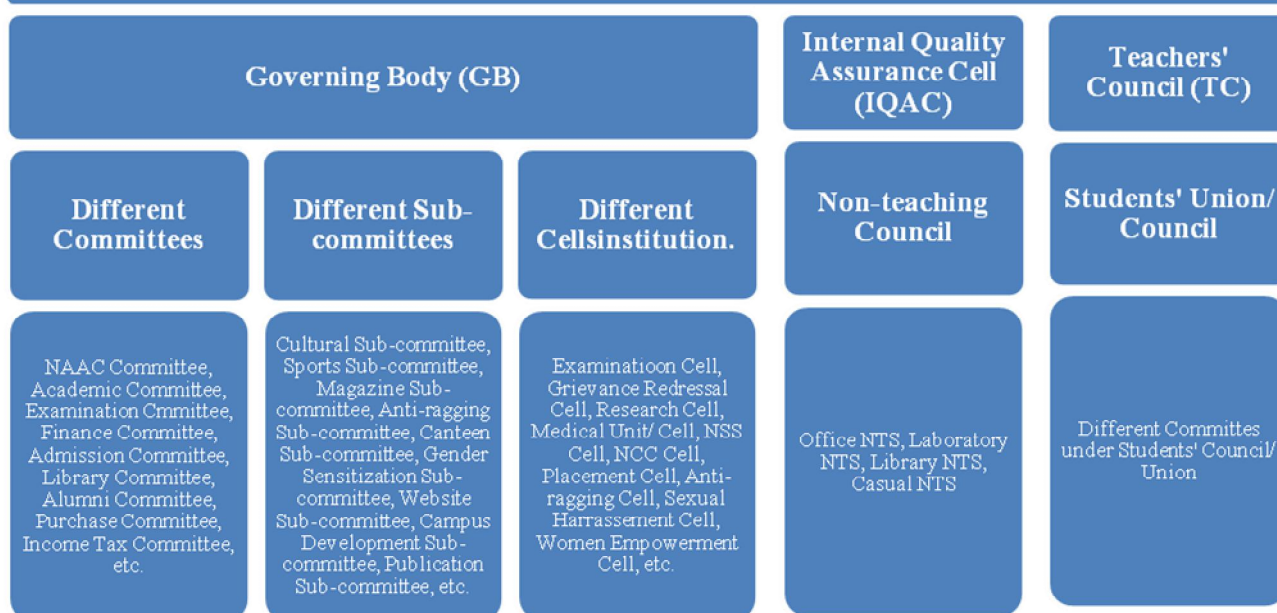
Institution is featured by a well designed Management Information System (MIS) whereas Governing Body plays the pivotal role with its initial and final responsibilities along with decision making power. IQAC has the most important role to influence, manage and assess the internal quality of the institution. 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.

Major Important Characters for Management Information System in the Institution



6.2 Strategy Development and Deployment

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

❖ Curriculum Development

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

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

affairs and collecting feedback from various stakeholders.

❖ **Teaching and Learning**

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

1.Semester/ Section Pre-commencement Preparations

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

2.Monitoring the teaching process through

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

3.Addressing issues of individual student

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

4.Addressing issues related to course

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

5.Addressing issues of faculty

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

❖ **Examination and Evaluation**

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

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

❖ **Research and Development**

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

- i) The college has a planning sub-committee, a development sub-committee and library sub-committee to meet the needs of researchers especially in the new and emerging areas of research.
- ii) As per decision of the development committee, the college has constructed the new infrastructure for science laboratory so that the researchers/ faculty members can avail themselves of the facilities for their research.
- iii) Increasing the number of computers with internet connections.
- iv) As per decision of the financial sub-committee, the college has increased the amount of fund to the allotted for the

central library for purchasing more books & subscribing to more journals.

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

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

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

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

❖ **Human Resource Management**

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

The NSS units and department, IQAC and some of the departments of the college arranged talks on issues concerning public health and especially on Thalassemia, HIV, epidemic diseases etc. The students participated in door to door campaign programme regarding health issues.

❖ **Industry Interaction / Collaboration**

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

❖ **Admission of Students**

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

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

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

❖ **Planning and Development**

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

❖ **Administration**

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

❖ **Finance and Accounts**

The college office is wholly computerized and the financial activities like preparation of salary bill, arrears, issuance of pay slip are performed through the HRMS portal of the Department of Finance, Government of West Bengal. For

finance, Aidni Infotech Pvt. Ltd. and Tally software Package is used.

❖ **Student Admission and Support**

The college ensures publicity and transparency in the admission process through some local cable networks and website Selection list of students is prominently displayed on the notice board and on the website. The students are selected for admission strictly on the basis of merit. For student admission and 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)
2017-'18	CAS Training Programme		21.04.2018	30	24
2017-'18	Seminar on "Newly Introduced CBCS System at UG Level: Its Implementation, Problem and Prospects"		31.05.18	112	13

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)
Orientation Programme	02	<ul style="list-style-type: none"> • Dr. Samir Kumar Bhandari : 21st Aug -18th Sep 2017 (30 days) • Dr. Sunirban Das : 5th Feb to 6th Mar 2018 (30 days)
Refresher Course	03	<ul style="list-style-type: none"> • Gobinda Prasad Kar : 3rd Mar – 23 Mar 2018 (21 days) • Sujit Maity : 11 Aug – 31 Aug 2017 (21 days) • Dr. Swaswati Parua (Mandal): 25th Oct – 18th Nov 2017 (21days)

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
01	01	Nil	Nil

6.3.5 Welfare schemes for

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

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	Rs. 20000/-	College Welfare in terms of Infrastructural Development
Memorial Prize	Rs.18726/	For helping to Merit and Poor Students

6.4.2 Total corpus fund generated: **Rs.38726/-**

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.
- 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)

- Computer literacy programmes are conducted for the office staff.
- Soft skill training program for support staff
- Spoken English Programme is attended by the teaching and non-teaching staff.
- 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.
- Professional Ethics, Accountability and attitude of Teachers in Higher Education
- 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:

- CBCS completely introduced in both Arts and Science departments as per University New CBCS Curriculum.
- Beginning of Biometric Attendance System in the college
- Opening PG course in Philosophy and UG course in NCC as per local demands
- Construction of new classrooms (08) as per requirement
- Construction of ICT-enabled more smart classroom
- Providing sound system for big classrooms
- Organizing career based programmes, career development programmes, curriculum related programmes, academic events like workshop, seminar, etc. by IQAC
- Providing Digital Identity Card to both student and staff of the college
- Invoking the online admission system
- Opening the Research Cell, establishing the examination cell and providing the separate staff rooms for all of the Non-lab based departments
- Instalment of Jio Wi-Fi net connection
- Conducting the coaching classes for competitive examination in self of the students
- Starting the 2nd Phase construction of Auditorium
- Conducting one national, four state level and more than 16 regional level seminars and training and a lot of class room seminars by various disciplines and departments
- Establishing one Archaeological Museum for the Department of History
- Recruitment of Guest Teachers for NSS and NCC Departments, etc.

Emphasizing Areas as the initiatives taken on IQAC Platform:

- Initiatives to introduce and implement the CBCS system in science (Hons.) disciplines (01.08.17)
- Making the new curriculum plans to adjust the New CBCS and Old Annual Pattern of syllabus (01.08.17)
- Providing the new books, equipments and other essentials in the central library and different departments for preparation and conduction of new curriculum (01.08.17)
- Advising the Routine Sub-committee to prepare a new complicated routine for both CBCS and Annual System following university and college academic calendar (01.08.17)
- Initiatives to organize the seminars, workshops, conference, training programmes, career counselling programmes from the end of various departments (03.11.17)
- Proposal to introduce PG Course in History (03.11.17)
- Proposal to introduce Research Cell and Examination Cell to monitor and assess all of the research, publication, seminar and other programme related activities and to smoothly arrange and conduct the examinations of the institution and university (03.11.17)
- Initiative to open PG Course in Physics (08.02.18)
- Proposal to construct a language laboratory (08.02.18)
- Proposal to provide sound system in every middle and large sized classrooms (08.02.18)
- Proposal to provide sufficient tables, chairs, benches, fans, lights, white/ black board facilities in newly constructed classrooms (08.02.18)
- Proposal to provide computers, printers, almirahs and bookshelf in every department (08.02.18)
- Proposal/ initiative to recruit guest and contractual teachers for better teaching and learning as soon as possible (08.02.18)

14. Proposal to organize seminars on International Mother Language Day, CAS for full time teachers, CBCS system on UG Level under VU syllabus. (08.02.18)
15. Initiative to invoke online admission system (29.05.18)
16. Initiative/ proposal to recruit guest teachers in different subjects for smooth running of CBCS Curriculum (29.05.18)
17. Initiative to distribute newly set up departmental staff rooms properly (29.05.18)
18. Proposal to take the initiatives for purchasing equipments for science labs due to CBCS 2nd semester (29.05.18)

6.5.5

- a. Submission of Data for AISHE portal : (Yes /No) Yes
- b. Participation in NIRF : (Yes /No) No
- c. ISO Certification : (Yes /No) No
- d. NBA or any other quality audit : (Yes /No) No

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to)	Number of participants
2017 - 2018	Workshop on WBCS	09.12.2017	10 a.m. to 4 p.m.	238
	Celebration of International Mother Language Day	21.02.2018	11 a.m. to 4 p.m.	210
	State Level Seminar cum Workshop on “Career Guidance and CAS Promotion”	21.04.2018	11:30 a.m. to 5:30 p.m.	54
	State Level Workshop cum Orientation Programme on “Enlightenment on Newly Introduced CBCS at the UG Level”	31.05.2018	10:00 a.m. to 5:00 p.m.	200
	World Population Day Celebration: Regional Level Seminar on “ <i>Population, Development & Environment: Conflict and Trend in Globalized Context</i> ” (Jointly)	11.07.2017	11:00 a.m. – 1:00 p.m.	200
	‘Manav Bandhan Utsav’ & Blood Donation Camp (Jointly)	25.08.2018	10:30 a.m.-3:00 p.m.	185
	National Youth Day Celebration through Seminar (Jointly)	12.01.2019	10:30 a.m.-12:30 p.m.	248
	Republic Day Observation	26.01.2019	9:00 a.m.-11:00 a.m.	240
	Career Counselling Programme	16.02.2019	11:00 a.m. to 4:30 p.m.	256
	Seminar on “International Mother language Day” (Jointly)	21.02.2019	11:30 a.m. – 2:00 p.m.	291
	Aranya Saptaha (Plantation & Seminar) (Jointly)	21.07.2017	11:30 a.m. – 1:30 p.m.	243
	World Soil Day Celebration: College Level Seminar on “ <i>Soil Degradation: Causes, Threats and Management</i> ” (Jointly)	05.12.2017	11:00 a.m. – 1:00 p.m.	177
	World Water Day Celebration: Regional Level Webinar on “ <i>Save Water, Sustain the Life & Secure the Future</i> ” (Jointly)	22.03.2018	11:00 a.m. – 1:00 p.m.	158
World Women Day Celebration:	08.03.2018	11:30 a.m. – 1:30 p.m.	203	

College Level Seminar on “Gender Discrimination and Women Empowerment” (Jointly)			
World Earth Day Celebration: Regional Level Seminar on “World Earth Day: Relevance of Celebration and Reality of the Globe” (Jointly)	22.04.2018	11:30 a.m. – 1:00 p.m.	156
World Environment Day Celebration: Regional Level Seminar on “Save Nature, Safe Life & Sustainable Development”(Jointly)	05.06.2018	11:00 a.m. – 1:00 p.m.	182
Saccha Bharat Avijan (Jointly)	22.05.2019	10:30 a.m.-12:30 p.m.	166
International Yoga Day (Jointly)	21.6.2019	11:30 a.m.-1:30 p.m.	177

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
Celebration of International Women’s Day	08/03/19	114	89

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources

Nil

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	02
Provision for lift	No	No
Ramp/ Rails	No	No
Braille Software/facilities	No	No
Rest Rooms	Yes	03
Scribes for examination	Yes	03
Special skill development for differently abled students	No	No
Any other similar facility: Fees Relaxation, Concession, First Aids Facility at emergent situation, etc.	Yes	07

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
2017-2018	08	08	07/08/2017	Blood Donation Camp	Contributing to life against blood crisis	147
			26/08/2017	Tree Plantation in adapted villages	Awareness for saving, protecting	110

					and conserving trees against environmental degradation	
			25/11/2017	Dengue Awareness Programme	Awareness against Dengue	218
			01/12/2017	Observation of World AIDS Day	Awareness against AIDS	232
			09/12/2017	WBCS Workshop	Career Advancement and Job Oriented Practice against Unemployment Scenario	238
			12/01/2018	National Youth Day	Inspiring towards Patriotism and Responsibility of Youth to Individual, Community, Society and Nation	257
			22/05/18	Saccha Bharat Avijan	To be, to do and to save the cleanliness in self of transparent society and nation	197
			21/07/2017	Aranya Saptaha/ Week	Ecocentrism to save the environment	243
			21/06/2018	International Yoga Day	Physical, Spiritual and Personality Development	220

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

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

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants
Bratachari	1 st Dec – 15 th Dec 2017	60
Winter Camp of NSS	23 rd Dec – 29 th Dec 2017	129

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

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

7.2 Best Practices

1. Interactive library visit one day per week by teachers and students of different subjects rotation wise.
 2. Each teacher should use library resources for half an hour three days in a week.
 3. Campus cleaning programmes and practice through NSS department and Units and one week-long special winter camp of the NSS.
 4. One departmental class room seminar by the students per month.
 5. Certificate course in Broachary every year for willing students.
 6. Guardian meeting by institution and Department at least two times in each academic session.
 7. Publication of magazine by departments and student Union separately.
 8. First aid training for willing students per year.
 9. Inclusion of plastic cleaning programme in UG and PG environmental projects under VU syllabus to create plastic free zones.
 10. Monthly health checkup for willing students and staffs.
 11. Arrangement of blood donation camp in collaboration with Alumni Association of the college
- Involvement of students in socio-cultural activities and sports through different cultural programs and competitions.
12. College participate in “Institutional Swachhta Ranking” Programme

Describe at least two institutional best practices

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

1. Choice Based Credit System was introduced in both Arts and Science departments. In fact CBCS had been running in the science faculty since the previous academic session of 2016-17. Following the mandate of the university, Arts faculty too had to adopt the system. As a result the old annual system is going to be phased out eventually.
2. New classrooms total eight in number were constructed to meet the ever increasing number of students.

www.bajkulcollege.org

7.3 Institutional Distinctiveness

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

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

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

There is an effective mechanism for maintaining discipline, nurturing leadership abilities, exposing hidden talents of the students and punctuality. Extracurricular activities are conducted in the College which gives a platform to the students to display their talents and potentialities. And in this regard, clubs based on variety of activities have been formed. Each student has been assigned a club based on his/her preference so as to encourage their interest besides the academic. The College also consists of various committees which look after the welfare of the students and cater to their needs. The Mentoring Programme that has been initiated by the College has also made a positive impact

especially on the personal development of the students. The close relationship formed between the mentor and the mentees has helped the students to feel connected to the College as a member of the fraternity and not just as a mere student with a daily class routine. In the process of the mentoring, the mentors are able to learn more not only about their personal interests but also about the challenges that they face both as a student and as a member of the society.

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

- ❖ Full implementation of Choice Based Credit System in the all UG programmes.
- ❖ Introduction of History and Philosophy PG programmes.
- ❖ Encouraging faculty members to complete their doctoral degrees and to continue research activities through quality publications, research projects and editing books.
- ❖ Inspiring the students to take part in co-curricular activities, various social welfare and awareness activities in the local vicinity.
- ❖ Extension and renovation of UG building for promoting more class rooms for the implementation of CBSC system.
- ❖ Renovation of Laboratory buildings and purchasing new instruments for up gradation.
- ❖ Promoting activities such as Yoga, physical exercise, meditation etc related to development of mental and physical fitness of students, faculty and staff.
- ❖ Implementation of online tuition fee collection.
- ❖ Construction of new boys' hostel for male students.
- ❖ Extension of internet facilities in Central Library

- ◆ Opening PG course in History
- ◆ Digital classroom for all PG courses
- ◆ Extension of internet facilities in Central Library Computer literacy programmes are conducted for the office staff.
- ◆ Spoken English for the teaching and non-teaching staff.
- ◆ Focus on NSS activities to get a clean and pollution free campus involving the support staff as well.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____***_____

Abbreviations:

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

For Communication with NAAC

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