

# INTERNAL QUALITY ASSURANCE CELL ANNUAL QUALITY ASSURANCE REPORT (AQAR)

**NAAC Executive Committee No. & Date**

**NAAC/A&A/outcome-383/2007/      dated 17.04.2007**

**2014 – 2015**

**Submitted to**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**(NAAC)**



**ESTD:1944**

**BANWARILAL BHALOTIA COLLEGE: ASANSOL-713303**

**WEST BENGAL**

**INTERNAL QUALITY ASSURANCE CELL (IQAC):**

**BANWARILAL BHALOTIA COLLEGE: ASANSOL**

**‘NAAC REACCREDITATION – A COLLECTIVE RESPONSIBILITY’**

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## **The Annual Quality Assurance Report (AQAR) of the IQAC**

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

### **Part – A**

#### **I. Details of the Institution**

1.1 Name of the Institution	BANWARILAL BHALOTIA COLLEGE
1.2 Address Line 1	B.B.COLLEGE ROAD
Address Line 2	USHAGRAM
City/Town	ASANSOL
State	WEST BENGAL
Pin Code	713303
Institution e-mail address	bbcollege1944@gmail.com
Contact Nos.	9932940169
Name of the Head of the Institution:	DR AMITAVA BASU
Tel. No. with STD Code:	0341-2275414
Mobile:	8617098473

Name of the IQAC Co-ordinator:

DR TRIDIBSANTAPA KUNDU

Mobile:

9434331453

IQAC e-mail address:

iqacbbc@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) \_\_ N/A\_\_

OR

1.3 NAAC Executive Committee No. & Date:

NAAC/A&A/outcome-383/2007/ dated 17.04.2007

1.4 Website address:

[www.bbcollege.ac.in](http://www.bbcollege.ac.in)

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

#### 1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	A	85-90%	2007	2012
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.6 Date of Establishment of IQAC: DD/MM/YYYY

28/11/2007

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

2013-14

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR \_\_\_\_\_ 2013-14 \_\_\_\_\_ (22/12/2018)  
 ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
 iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
 iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.9 Institutional Status

University State ☒ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☒ No ☐

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☒ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☒ Totally Self-financing ☐

1.10 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☒

Others (Specify)

. Bachelor in Computer Application

1.11 Name of the Affiliating University (*for the Colleges*)

Kazi Nazrul University, Asansol

## 1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

☒

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2. 6 No. of any other stakeholder and  
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☒

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

1. CAS for promotion of teachers.

2.14 Significant Activities and contributions made by IQAC

Student Feedback on Teachers was conducted on 24.04.2015.

Before commencement of new academic session, various committees were proposed by the Teachers' Council and then finalized in the faculty meeting. So that the activities of the new academic session can be planned in advance. Then the academic calendar fix time bound targets which are set on the basis of its perspective plan. These calendar acts as the plan of action that is used for monitoring actual performance at the institutional level.

In order to conduct Academic Audit, a Core Committee, comprising the TIC, IQAC Coordinator and other member of the academic council, was constituted. The academic audit was held from August to October 2013.

To give impetus to Research on campus, an action plan is chalked out focusing on encouraging faculty members to attend Seminars and Conferences and also to encourage faculty members to register for research degrees.

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
IQAC proposed a master plan of providing cool and pure drinking water to all members of the B B College.	A large RO water purifier cum cooler has been installed at the ground floor of main building.
A plan has been taken to purchase several numbers of high and low benches, tables and chairs to meet the requirement of huge number of students.	The construction of new science building was completed. Purchased 50 high and low benches, 8 chairs and 8 tables as per our plan of action.
The IQAC planned to introduce scholarships for students in the following manner: <ol style="list-style-type: none"> <li>1. Institutional Free ship :</li> <li>2. Minority Scholarship :</li> <li>3. KanyaShree:</li> <li>4. Miscellaneous Scholarships:</li> </ol>	There are different Scholarship facilities for boys as well as girls. <ol style="list-style-type: none"> <li>i) The college instituted different personnel to disburse scholarships smoothly.</li> <li>ii) The female students are encouraged to apply for government scholarships like Kanyashree (K2 &amp; K3).</li> </ol>
The college follows the practise of getting student feedback on teachers to ensure quality teaching.	The student feedback was successfully conducted (from Final Year students) on 24.4.15.

\* Attach the Academic Calendar of the year as Annexure - I.

2.15 Whether the AQAR was placed in statutory body      Yes ☒      No ☐

Management ☐      Syndicate ☐      Any other body ☐

Provide the details of the action taken

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	3	0		
UG	6	0	2	0
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	3			
Others				
<b>Total</b>	11	0	2	0
Interdisciplinary				
Innovative				

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option/Open Option

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	3
Trimester	
Annual	8

1.3 Feedback from stakeholders\* Alumni ☒ Parents ☒ Employers ☒ Students ☒  
(On all aspects)

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

*\*Please provide an analysis of the feedback in the Annexure*

##### 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

NA

##### 1.5 Any new Department/Centre introduced during the year. If yes, give details.

NA



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
67	27	23	0	17

2.2 No. of permanent faculty with Ph.D.

26

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
10	21	NA	NA	NA	NA	0	2	10	23

2.4 No. of Guest and Visiting faculty and Temporary faculty

28

Nil

06

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	07	00
Presented papers	01	07	00
Resource Persons	00	00	00

2.6 Innovative processes adopted by the institution in Teaching and Learning:

The institute has introduced the different innovative methods for enriching the learning experience. These includes

- **ICT Enabled Teaching:** Uses of LCD projectors in the classrooms
- **Project based method:** Survey, testing and report writing ensure the required project-based learning among the students.
- **Field study and experimental method:** Experimentation, demonstration, visual aids, periodical industrial visits, organizing exhibitions as well as presenting papers.
- **Students interactive method:** Group discussion, role-play, subject quiz, news analysis, educational games and discussion with question/answers.
- **Student Seminar:** students present seminar on contemporary topics.
- **Student Encouragement:** Students are also encouraged to participate in subject related programmes and seminars at other colleges and university departments.

2.7 Total No. of actual teaching days during this academic year

180

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

Written exam via class test/viva – voce / class

- 2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

04		42
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- 2.10 Average percentage of attendance of students:

74

- 2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.(Hons)	378	NA	7.1	27.25	NA	34.39
B.Sc.(Hons)	169	NA	21.89	44.97	NA	66.86
B.Com.(Hons)	101	NA	26.73	56.43	NA	83.17
B.B.A.(H)	55	NA	45.45	49.1	NA	94.55
B.C.A.(H)	34	NA	52.94	32.35	NA	85.29
B.A.(Genl)	155	NA	0.0	2.5	41.93	44.51
B.Sc.(Genl)	22	NA	4.5	27.27	0.0	31.81
B.Com.(Genl)	82	NA	1.22	18.3	46.34	65.85
M.Sc.(Physics)	13	NA	53.85	38.46	NA	92.31
M.Sc.(Zoology)	09	NA	100	0.0	NA	100

- 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

To monitor and evaluate the Teaching and Learning process IQAC took the following measures.

- **Inductive meeting** is organized to make the students familiarized with the course, mode of internal assessment as well as facilities available in college.
- **Meeting of the teaching members** are conducted course-wise around the middle of the session to get the measures on progress of the curriculum.
- **Student – teachers** meeting were arranged to discuss their performances
- **Feedback from the students** is collected at the middle of the academic session to take necessary corrective measures.

- 2.13 Initiatives undertaken towards faculty development

IQAC took different initiatives towards faculty development.

- Conducts meetings regarding CAS promotion of teachers.
- Encourages the faculty member for engagement in the promotional research
- Encourages faculty members to attend Orientation/Refresher courses, workshops and to present papers in seminars.

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	06
UGC – Faculty Improvement Programme	02
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	03
Others	02

#### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	31	27	0	35
Technical Staff	01	0	0	0

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Major initiatives taken by the IQAC include:

- Creating research culture among faculty members and students.
- Motivating to undertake minor and major research projects from various funding agencies viz, UGC, DST, DBT, ICMR and CSIR etc.
- Provide guidance for publication of papers/articles in reputed journals.

#### 3.2 Details regarding major projects-NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects -NIL

	Completed	Ongoing	Sanctioned	Submitted
Number			1	
Outlay in Rs. Lakhs		1,30,000/-	1,30,000/-	

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	04	30	0
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	1	5	0

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations  
- 01

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects		Ramkrishna Mission, Institute of culture, Golpark, Kolkata	1,25,000/-	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other (Specify)				
Total				

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from NIL

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.12 No. of faculty served as experts<sup>✓</sup>, chairpersons or resource persons - 06

3.13 No. of collaborations 01 International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year: NIL

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year: NIL

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level	<input type="text" value="35"/>	State level	<input type="text" value="20"/>
National level	<input type="text" value="7"/>	International level	<input type="text" value="0"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="01"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>
NCC	<input type="text"/>	NSS	<input type="text" value="7"/>
		Any other	<input type="text"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Tree plantation at college campus as well as outside the campus.
- Earn and Learn program by making handicraft goods
- Blood donation camp
- Tasar silk worm and *cocoon* cultivation at adopted village. (Collaboration with Directorate of Textiles (Sericulture), Burdwan)
- Medicinal plant garden.
- Free Health check up Camp and Free medicine supply to the adapted villagers.
- **Road Safety Program.**

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	7.2268 Acres	Nil	NA	7.2268 Acres
Class rooms	57	Nil	NA	57
Laboratories	19	Nil	NA	19
Seminar Halls	1	Nil	NA	1
No. of important equipments purchased ( $\geq 1$ -0 lakh) during the current year.		Nil		
Value of the equipment purchased during the year (Rs. in Lakhs)		Nil		
Others	Nil	Nil	Nil	Nil

#### 4.2 Computerization of administration and library

- Computerisation of Salary Account (COSA) has been upgraded for teaching and non – teaching staff under the Grant in aid Colleges and State aided Universities.
- The B.B. College Online Fees Payment System provides student's username and password. Students can pay fees online and print fees slip and can also log - in and view own pending fees.
- Web based Fees Management System, manages fees structure course wise and keeps the collection details.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	34738	4615409	793	76050	35531	4691459
Reference Books	11534	960280	92	9825	11626	970105
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	Nil	Nil	Nil	Nil	Nil	Nil
e-Journals	NLIST	-	Renewed	5000	Renewed	5000
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil



#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	114	70	The entire college campus is facilitated with internet access via 20 Broadband BSNL Connections	114	Nil	13	27	4
Added	Nil	70	Wi Fi leased line connection for entire campus with 2 mbps speed and subsequently the speed is increased to 10 mbps	Nil	Nil	Nil	Nil	4
Total	114	70	Wi Fi leased line connection for entire campus with 10 mbps speed	114	Nil	Nil	Nil	4

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

- NME – ICT broadband connections under BSNL is replaced by Wi Fi leased line connection with 2 mbps speed in April, 2012. The single lined connection is divided broadly between two connections, one caters Principal's Chamber and the other is for the rest of the college that is different Departments, Accounts Section, Library, College Hostels and Faculty Quarters.
- However, both Accounts Section and Library faced problem of slow connectivity and hence in February,2015 the Wi Fi connection is upgraded .The Wi Fi broadband connection speed has been increased to 10 mbps. Now the Wi Fi line is divided into 3 units, i) Accounts section, ii) Principals Chamber and iii) rest of the college. Such upgradation in the internet access has helped different official as well as academic activities of the college.
- Training for on line admission and online easy payment system to concerned teachers and non – teachings staff for smooth conduction of admission process.

4.6 Amount spent on maintenance in lakh:

i) ICT	Rs 1.70
ii) Campus Infrastructure and facilities	Rs 1.09
iii) Equipments	Rs 0.53
iv) Others	Rs 0.47
<b>Total:</b>	Rs 3.79

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. New students are familiarised with the college environment through the induction programme at the beginning of an academic year
2. The students especially those belonging to scheduled tribes, scheduled castes, minority community and low-income groups are regularly updated about the possible governmental and non-governmental scholarships they can avail. Also, many of the students are first-generation learners.
3. The students are made aware of the strict Anti-Ragging policy. The contact details of the Anti-Ragging committee members are made easily available.
4. Renovation of the NCC/NSS centres to facilitate the participation of students.
5. The College houses a Central Computer lab with Internet facility for students. The Internet connectivity has been further upgraded through optical fibre.
6. Reading room facilities developed further developed
7. The certificate courses like Functional English, Vermicompost and Mobile Repairing continued.

#### 5.2 Efforts made by the institution for tracking the progression

1. The progress of individual student is marked carefully. Their parents are made aware of their performance in class at regular intervals.
2. Remedial classes are organised for slow learners
3. Routine evaluation of practical exercises where laboratory work is involved.
4. The departments guide the students in preparation of their ENVS projects.

#### 5.3 (a) Total Number of students

UG	PG	PhD	Others
3542	72	Nil	Nil

(b) No. of students outside the state

36

(c) No. of international students

Nil

Men	No	%	Women	No	%
	1863	51.5		1751	48.5

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2734	482	80	332	4	3632	2664	484	108	351	7	3614

Demand ratio 2.5:1 Dropout 9%

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The faculty of various departments especially those which offer post-graduate courses impart guidance as to the preparation required in the context of competitive examinations like NET.

No. of students beneficiaries

19

#### 5.5 No. of students qualified in these examinations

NET 11 SET/SLET  GATE  CAT 8  
IAS/IPS etc  State PSC  UPSC  Others

#### 5.6 Details of student counselling and career guidance

The students are provided guidance regarding their career and higher education options by the faculty of various departments.

No. of students benefitted

No ready available data are available

#### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
			97

## 5.8 Details of gender sensitization programmes

The Women's Development Centre established with the objective of handling gender issues has been quite an active agent in this regard. It has been instrumental in spreading awareness about the problems faced by women and to combat them.

### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

### No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	385	284610
Financial support from government	246	3705800
Financial support from other sources		
Number of students who received International/ National recognitions		

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

8
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5.13 Major grievances of students (if any) redressed:

1. Demand for better internet facilities
2. Demand for better drinking water facility
3. Demand for indoor and outdoor games facility

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

##### **Vision:**

The vision of Banwarilal Bhalotia College is to provide comprehensive education for understanding human values, professionalism, social responsibilities, political awareness and install scientific state of mind to all sections of students including schedule caste, schedule tribe, other backward communities, economically poor peoples and religious minorities group with special focus to girl's students.

##### **Mission:**

1. The mission of our institution is to provide profuse scope for versatile development of youth section of society irrespective to caste, faith, gender and religious or political affiliations.
2. To provide quality education to the student of all shift and streams.
3. To develop academic programmes based on local/regional/national needs.
4. To pursue student centric learning for self-development and skill development among students.
5. To nurture social and environmental awareness and responsibilities among all students of all sections.
6. To introduce advanced technology in our existing academic system.
7. To create more affable atmosphere in the academic periphery.

The College Teachers' Council consists of different committees with a combination of senior and junior faculty members. This combination of seniors and juniors helps grooming of leadership at various levels. The Students' Union Council consists of class representatives (**One Class representative per 40 students**) elected from all streams, Science, Arts, Commerce and morning section and Hindi Shift to represent the whole student community. The members as class representatives of Students' Council act for running mainly the day-to-day academic affairs of the College and pass it to the concerned authority. This also helps in grooming of leadership.

The Principal/Teacher-In-Charge in coordination with Teachers' Council, members Governing body, different committees, HODs, Students' Union Council, NSS & NCC programme officers monitors all the institutional activities. The Principal in consultation with academic committee, UGC committee and all HODs evaluate policies and plans of the College for effective implementation and improvement from time to time.

The academic leadership is provided to the faculty through formulation of different committees and units of the College with specific activities: (1)Teacher's Council (Academic Committee) (2) Building Committee (3) Examination Committee (4)Admission Committee (5) Anti -Ragging (6)Grievance Redressal Committee and Disciplinary sub- committee (7) Women Cell (8) UGC Sub-Committee (9) NACC Committee (10) Games and Sports Committee (11) Cultural Committee (12) NCC Female Wing and Male Wing (13) NSS Unit (14) Campus Maintenance (15) Magazine and Prospectus Committee (16) Library Committee (17) Routine Committee (18)Finance Committee (19) Purchase Committee. These committees consist of senior and junior faculty members both male and female. It helps them to share experiences and learn leadership qualities. The faculty members take care of all the activities of the mentioned committees.

The recruitment of teaching staff, non-teaching staff, infrastructure development, student support and welfare schemes are managed by the department of Higher Education (DHE), Government of West Bengal. The higher education department, the Principal, the non-teaching staff, the Teachers' Council, Departmental Heads upholds a healthy interaction which helps in designing and implementation of its quality policy and plans. Being a Government added College; the Principal has a central role for all correspondence with highest administrative body, the Governing Body. The Principal is the administrative Head of the institution and operates all types of financial transaction along with a competent member of Governing body.

## 6.2 Does the Institution has a management Information System

Yes, the regular teaching and non-teaching staff attendance is maintained in register kept in secure custody. For students, attendance registers are regularly maintained in the respective departments.



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

#### 6.3.1 Curriculum Development

The college is affiliated to University of Burdwan. It is strictly following the 1+1+1 system prescribed by the University Grants Commission from 2007-2008 onwards. In addition to the above appreciable use of projector and power point presentations are in use in some departments. Different distinguished faculty members are often invited for delivering lectures. Students are also actively encouraged to give their own presentation on different subject topics as per their prescribed syllabus in some departments.

#### 6.3.2 Teaching and Learning

1. Provides remedial coaching classes for the socially-backward and economically-weaker students to enable them to cope with the programme of their choice.
2. Follows the academic calendar as per guidelines of University of Burdwan.
3. Provides modern learning facilities by LCD projector, well-equipped laboratories with lab assistants, educational excursion, and library with reading room with computers connected to internets for the benefit of all students.
4. Up gradation of the central library with new published text book, reference books, some e-journals, previous year question papers and some news papers.
5. Principal/Teacher-in-charge holds an induction programme for all newly registered students to make them aware of the college and university rules and regulation.

#### 6.3.3 Examination and Evaluation

1. A Meticulous evaluative process is practiced in our college throughout the year. This includes class tests, surprise tests and tests. The final test exams are regularly conducted once in a year. Students who do not clear the final tests are not allowed to appear for the final university examination.
2. Final test answer scripts are thoroughly evaluated by the eminent faculty members of our college. Students are also permitted to look into their evaluated answer scripts in presence of the concerned faculty member for their better understanding and further improvement.

#### 6.3.4 Research and Development

1. Some of the science departments has separate research laboratory for teachers for running smooth research and project sponsored by different agencies.
2. Encouragement to teachers by the Research Committee as well as by the Principal/Teacher-in-charge to submit research projects to various funding agencies and to publish quality research books and research papers in reputed journals in and outside of country. .
3. Invitation to eminent scientists and speakers for delivering talks/presiding the technical session of the seminar.
4. Encouragement to students to attend the seminar, workshops, invited guest lectures

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Student records/ internal marks/ fee payments are maintained manually by our office staffs.
2. Purchase / salary / leave records of faculty members are maintained securely in their respective registers.
3. The college has computers connected to internet.

#### 6.3.6 Human Resource Management

1. Encourage faculty members to attend various staff development programmes.
2. Provision of UGC pay scale to teachers and annual increments and promotion to the faculty as per UGC norms.
3. Provision of Self-Appraisal Reporting system for teachers at the time of promotion from one post to another post and one grade pay to another grade pay.
4. Encourage students to attend seminar/symposium/workshop/ invited lectures.
5. Quick pay fixation of newly appointed teachers, librarian and non-teaching staff.

### 6.3.7 Faculty and Staff recruitment

Permanent faculty members are selected following the guidelines provided by the UGC and WBCSC.

Guests, Contractual (CWTT) teachers and non-teaching staffs are recruited by the college authority following the guidelines of affiliated university and West Bengal Govt.

Process of selection includes the following steps:

- Paper Advertisement
- Conducting Interview
- Collect Applications
- Short listing the resumes
- Conduct Written Exam/ Interview
- Offer Letter Given
- Appointment Order given

### 6.3.8 Industry Interaction / Collaboration

We have interacted with the following companies/consultancy firms for providing technical expertise and Industry visits of our students

- Mines Board of Health, Asansol
- Minar Confectionery, Asansol
- Durgapur Projects Limited (DPL)

### 6.3.9 Admission of Students

1. Transparent admission process where forms were available online as well as over the counter in the college, however, submission was done manually over the counter.
2. Quick publication of subject and category wise merit list on the college website as well as in college notice board before the date of admission.
3. No recommendation from any authority either political or administrative was accepted during admission process.

#### 6.4 Welfare schemes for

Teaching	<ol style="list-style-type: none"> <li>1. Loan facility is provided from Cooperative Credit Society of the college</li> <li>2. Group Insurance Scheme (United Suraksha Yojana) for teaching staff</li> <li>3. Refundable and Non-refundable loan facility from Provident Fund</li> <li>4. Accommodation facility to the faculty members is provided</li> <li>5. In-campus doctor facility</li> <li>6. College has provision to guide the teaching staff regarding different tax saving investment schemes and health Insurance schemes</li> <li>7. Government Scheme Benefits including Provident fund, Gratuity and Earned leave encashment</li> </ol>
Non teaching	<ol style="list-style-type: none"> <li>1. Loan facility is provided from Cooperative Credit Society of the college</li> <li>2. Group Insurance Scheme (United Suraksha Yojana) for non teaching staff</li> <li>3. Refundable and Non-refundable loan facility from Provident Fund</li> <li>4. Accommodation facility is provided</li> <li>5. In-campus doctor facility</li> <li>6. Computer training programme</li> <li>8. College has provision to guide the teaching staff regarding different tax saving investment schemes and health Insurance schemes</li> <li>7. Safety facility for guards and sweepers includes providing uniform, rain coats, umbrella, torch etc.</li> <li>8. Laboratory safety and security facility for lab attendants by providing aprons, gloves etc.,</li> <li>9. Tuition fee waiver scheme for wards of staff</li> <li>10. Government Scheme Benefits including Provident fund, Gratuity and Earned leave encashment</li> </ol>
Students	<ol style="list-style-type: none"> <li>1. Fees concession for the students having good academic background as well as economically poor candidates after verification of relevant documents</li> <li>2. Scholarship (Swami Vivekananda Merit cum Means Scholarship, Kanyashree, Minority, Schedule caste/ Schedule tribe) provided by state government</li> <li>3. Medical assistance from the college health centre to the students.</li> <li>4. Skill development (Communicative English, Computer Literacy, etc.,)</li> <li>5. Practical Knowledge Training</li> <li>6. Communicative English classes for the needy students</li> <li>7. Tutorial Classes for weaker students</li> <li>8. Remedial classes</li> <li>9. Financial support for preparing model/projects to participate in college exhibition, district and state level science fair and competitions</li> </ol>

6.5 Total corpus fund generated: Rs 1, 76, 84, 234/-

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

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University	Yes	IQAC
Administrative	Yes	Govt. of WB	Yes	GB

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

For UG Programmes      Yes ☐      No ☒

For PG Programmes      Yes ☐      No ☒

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

Not applicable. The college is affiliated to Burdwan University.

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

Not Applicable.

6.11 Activities and support from the Alumni Association

Alumni association constitutes an important part of our college. Many of our present faculty members are the ex-students of this college.

Our alumni provide helpful suggestions to enrich the overall quality of our institution.

Our Alumni help the students in placement through their references.

The Alumni guided the Students about the employability skills required for academic and industry.

Alumni convey their feedback about the curriculum and content delivery.

#### 6.12 Activities and support from the Parent – Teacher Association

1. Parents –Teachers meetings are regularly conducted by departmental faculty members before final examination for the betterment of the students in their studies.
2. The queries posted by the parents are noted and would be solved by the departmental faculty members.
3. This meeting would facilitate the parents to convey their ideas for their wards better improvement.

#### 6.13 Development programmes for support staff

1. Programmes for Support Staff members were conducted to equip them with all possible skills for their professional growth and institutional growth.
2. The following activities are processed; College organizes National Seminar, Work shop and different staff training programmes.
3. Both Teaching / Non-teaching are encouraged to continue higher studies.
4. Faculty members are given ample opportunity to publish papers in reputed national and international journals.

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

Students and Faculty members are being informed through circulars, notifications and conducting awareness programmes about the importance of energy conservation.

Lights and fans are switched off when not required.

Classrooms are provided with large size windows and cross ventilation so that natural light and air are sufficient instead of using the electric lights and fan.

Air conditioners are used only at essential places and that too if the situation warns badly.

The UPS Batteries are being maintained in good conditions which reduces the charging current of batteries.

##### **Rain Water Harvesting System**

The Institute has installed a rain water percolation pond on the campus.

The Institute has in place, two rain water harvesting structures in order to increase the water table, as a part of conservation and preservation of natural resource-water.

##### **Tree Plantation**

The Environment Awareness Cell in association with NSS conducts Tree plantation programmes not only in the premises of the institution but also in our adopted village Namo Jamdoba.

## Criterion – VII

### 7. Innovations and Best Practices

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

- i. Purified Drinking Water
- ii. 2Mbps wi-fi zone at College campus
- iii. Complete replaced carbon filament to more energy saving mode of lighting.
- iv. One minor project has been sanctioned from UGC (ER).

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

- i. One water purifier cum cooler was installed at ground floor of Science (Old) building and another was at the ground floor of Humanities (New) building.
- ii. Initially we decided to install 2Mbps single line providing data connectivity to the whole campus at a time. Later we decided to divide the whole scheme into two parts, one to provide data facility to the college departments and another to the office of the principal.
- iii. The college conducts an assessment of the environmental impact of the institution and takes necessary measures to promote consciousness, preservation and protection of the environment.

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

- i. Introduction of Dry Farming Method of paddy cultivation (SRI Method) in semi-arid rain fed area
- ii. Distance Mode of Education System through Indira Gandhi National Open University (IGNOU), New Delhi.

### *\* Annexure II*

**7.4 Contribution to environmental awareness / protection**

- i. Cultivation and rearing of Tasar silk worm on Arjuna tree forest in barren land
- ii. Cultivation of high value medicinal plant
- iii. Conduction of work shop on herbal gulal (Colure powder)
- iv. In case of solid waste management we followed Vermicomposting method for utilizing biodegradable solids generating from kitchen of college canteen and hostel.
- v. Green Audit: We are conducting green audit in our institution in a regular basis.
- vi. Maintenance Medicinal plants garden.

**7.5 Whether environmental audit was conducted?**      Yes ☒      No ☐

**7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)**

SWOT stands for

Strengths: INFLIBNET facility subscribed and extended for all students and faculty members.

Smart class room equipped with state of art audio visual amenities.

Social Activities through Voluntary Blood Donors Club, Nature Club, NCC, NSS

Wi-Fi campus

**Weaknesses** : IQAC failed to upload the AQAR on yearly basis. Though after accreditation of NAAC in 2007, the IQAC formed in our College in due course. But due to lack of coordination in administration and IQAC, college failed to submit the AQAR timely.

Alumni association is inactive with low flow of charitable/gratuitous bonus  
Sanitary conditions are awful.

**Opportunities** : If we get strong Administrator for holding the rudder of the ship we can again achieve our previous Glory [NAAC Grade – A; Centre for Potential of Excellence (CPE)]

Biggest opportunity is to bring full e-governance at all levels of college functioning.

Scope of improving employability of students through placements.

**Threats** : We have done so much excellent activities in spite of that we are going to skip our 2<sup>nd</sup> cycle of NAAC assessment due to absence of proper documentation other activities.

Absence of monitoring, accountability and responsibility with no comprehensive MIS.



### **7.7 Plans of the institution for next year**

- i. Corporate Scholarship.
- ii. Up gradation of internet facility up to 10Mbps (BSNL Broad band service) at College campus
- iii. Due to shortage of fund in the session 2014-15 up gradation of CCTV camera programme is being deferred to next financial year
- iv. Opening of full-fledged Hindi section for BA, B. Sc and B.Com (Hons./ General) courses, as our locality covers about 30-40% Hindi speaking people it is for their higher and better interest.
- v. Salary for the college staffs credited through Net Banking e-Pradan. (WBIFMS)
- vi. Action taken for installation of LED light

Name \_\_\_\_\_*Dr Tridibsanata Kundu*\_\_\_\_\_



\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

Name \_\_\_\_\_*Dr Amitava Basu*\_\_\_\_\_



\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

**Annexure -I**  
**ACADEMIC CALENDAR 2014 – 2015**

Month	Week	Dates in the Week	Number of Holiday	College Open days
July – 14	1 <sup>st</sup>	July (1-7)	1 Day : Sunday 06.07.14	6 Days
July – 14	2 <sup>nd</sup>	July (8– 14)	1 Day : Sunday 13.07.14	6 Days
July – 14	3 <sup>rd</sup>	July (15 – 21)	2 Days : Sunday : 20.07.14 College Foundation Day – 16.07.14	5 Days
July – 14	4 <sup>th</sup>	July (22 – 28)	1 Day : Sunday 27.07.14	6 Days
July – Aug. 14	5 <sup>th</sup>	July 29 – Aug – 04	2 Days : Sunday 03.08.14 Eid -Ul-Fitar : 29.07.2014	5 Days
Aug – 14	6 <sup>th</sup>	Aug (05 – 11)	1 Day : Sunday / Rakhi Purnima : 10.08.14	6 Days
Aug – 14	7 <sup>th</sup>	Aug (12 – 18)	2 Days : Sunday / Janmastami 17.08.14 Independence Day – 15.08.14 (Observe)	5Days
Aug – 14	8 <sup>th</sup>	Aug (19 – 25)	1 Day : Sunday 24.08.14	6 Days
Aug – Sept – 14	9 <sup>th</sup>	Aug-26 to Sept-1	1 Day : Sunday 31.08.14	6 Days
Sept – 14	10 <sup>th</sup>	Sept (02 -08)	1 Day : Sunday 07.09.14	6 Days
Sept – 14	11 <sup>th</sup>	Sept (09- 15)	1 Day : Sunday : 14.09.14	6 Days
Sept – 14	12 <sup>th</sup>	Sept (16 – 22)	2 Days : Sunday : 21.09.14 Viswakarma Puja : 17.09.14	5 Days
Sept – 14	13 <sup>th</sup>	Sept (23 – 29)	2 Days : Mahalaya : 23.09.14 Sunday: 28.09.14	5 Days
Sept – Oct – 14	14 <sup>th</sup>	Sept – 30 to Oct – 06	7 days Puja Vacation including Gandhiji's Birthday	0 Days
Oct – 14	15 <sup>th</sup>	Oct (07 – 13)	7 days Puja Vacation	0 Days
Oct – 14	16 <sup>th</sup>	Oct (14 – 20)	7 days Puja Vacation	0 Day
Oct – 14	17 <sup>th</sup>	Oct (21 – 27)	Puja Vaction : 21.10.14 to 25.10.14 Sunday : 26.10.14	1 Day
Oct – 14	18 <sup>th</sup>	Oct – 28 to Nov – 03	4 Days : 29.10.14 : Chhat Puja 01.11.14 : Jagadhatri Puja 02.11.14 : Sunday 03.11.14 : Maharam	3 Days
Nov – 14	19 <sup>th</sup>	Nov ( 04 – 10)	2 Days 06.11.14 : Guru Nanak Birth Day 09.11.14 : Sunday	5 Days
Nov – 14	20 <sup>th</sup>	Nov (11 – 17)	2 Days 16.11.14 : Sunday Chhat Puja – 17.11.15	5 Days

Month	Week	Dates in the Week	Number of Holiday	College Open days
Nov – 14	21 <sup>st</sup>	Nov (18 – 24)	1Day: Sunday : 23.11.14	6 Days
Nov – Dec – 14	22 <sup>nd</sup>	Nov – 25 to Dec – 01	1Day Sunday : 30.11.14	6 Days
Dec – 14	23 <sup>rd</sup>	Dec (02 – 08)	1 Day : Sunday : 07.12.14	6 Days
Dec – 14	24 <sup>th</sup>	Dec (09 – 15)	1 Day : Sunday : 14.12.14	6 Days
Dec – 14	25 <sup>th</sup>	Dec – (16 – 22)	1 Day : Sunday : 21.12.14	6 Days
Dec – 14	26 <sup>th</sup>	Dec (23 – 29)	5 Days : Sunday : 28.12.14 Christmas Day : 25.12.14 to 29.12.14 Winter Holiday	2 Days
Dec – 14 to Jan – 15	27 <sup>th</sup>	Dec – 30 to Jan – 05	5 Days : Winter Holiday : 30.12.14 to 01.01.15 Sunday : 04.01.15 Foteha-Doaz-Daham : 03.01.2015	2 Days
Jan – 15	28 <sup>th</sup>	Jan (06 – 12)	1 Day : Sunday : 11.01.15 Vivekananday's Birthday : 12.01.15 (Observed)	5 Days
Jan – 15	29 <sup>th</sup>	Jan (13 – 19)	3Days : Sunday 18.01.15 Poush Sankranti – 14.01.15 Ghager Bari Mela – 15.01.15	4 Days
Jan – 15	30 <sup>th</sup>	Jan (20 – 26)	4 Days : Sunday : 25.01.15 Netaji Birthday – 23.01.15 Saraswari Puja : 24.01.15 Republic Day – 26.01.15	3 Days
Jan – Feb – 15	31 <sup>st</sup>	Jan - 27 to Feb - 02	1 Day : Sunday : 01.02.2015	6 Days
Feb – 15	32 <sup>nd</sup>	Feb (03 – 09)	1 Day : Sunday : 07.02.15	6 Days
Feb – 15	33 <sup>rd</sup>	Feb (10 – 16)	1 Day : Sunday : - 15.02.15	6 Days
Feb – 15	34 <sup>th</sup>	Feb (17 – 23)	3 Days : Shivaratiri : 17.02.15 Sunday : 22.02.15	4 Days
Feb – March 15	35 <sup>th</sup>	Feb – 24 to Mar- 02	1 Day : Sunday : 01.03.15	6 Days
March – 15	36 <sup>th</sup>	Mar (03 – 09)	3 Days Sunday : 08.03.15 Dol Yatra and Holy : 05.03.15 & 06.03.15	4 Days
March – 15	37 <sup>th</sup>	Mar (10 – 16)	1 Day : Sunday : 15.03.15	6 Days
March – 15	38 <sup>th</sup>	Mar (17 – 23)	1 Day : Sunday : 22.03.15	6 Days

Month	Week	Dates in the Week	Number of Holiday	College Open days
March – 15	39 <sup>th</sup>	Mar (24 – 30)	1 Day : Sunday : 29.03.15	6 Days
March – April – 15	40 <sup>th</sup>	March 31 to Apr-6	2 Days : Sunday : 05.04.15 Good Friday : 03.04.15	5 Days
April – 15	41 <sup>st</sup>	April (7-13)	1 Day : Sunday : 12.04.15	6 Days
April 15	42 <sup>nd</sup>	April (14 – 20)	3 Days : Sunday : 19.04.15 B.R. Ambekdar Birthday : 14.04.15 Bengali New Year Day : 15.04.15	4 Days
April – 15	43 <sup>rd</sup>	April (21 – 27)	1 Day : Sunday : 26.04.15	6 Days
April – May - 15	44 <sup>th</sup>	Apr – 28 to May – 04	2 Days : Sunday : 03.05.15 May Day : 01.05.15	5 Days
May – 15	45 <sup>th</sup>	May (5 – 11)	2 Days : Sunday : 10.05.15 Rabindra Jayanti : 09.05.15	5 Days
May – 15	46 <sup>th</sup>	May (12 – 18)	1 Day : Sunday : 17.05.15	6 Days
May – 15	47 <sup>th</sup>	May (19 – 25)	1 Day : Sunday : 24.05.15	6 Days
May – June – 15	48 <sup>th</sup>	May 26 to June 01	1 Day : Sunday : 31.05.15	6 Days
June – 15	49 <sup>th</sup>	June (2 – 8)	1 Day : Sunday : 07.06.15	6 Days
June – 15	50 <sup>th</sup>	June (9 – 15)	1 Day : Sunday : 14.06.15	6 Days
June – 15	51 <sup>st</sup>	June (16 – 22)	1 Day : : Sunday – 21.06.15	6 Days
June – 15	52 <sup>nd</sup>	June (23 – 29)	1 Day : Sunday – 28.06.15	6 Days
June – 15	53 <sup>rd</sup>	June – 30	Sunday : 30.06.15	-

**TOTAL WORKING DAYS --- 256**

## Annexure – II



**Dry farming mode paddy cultivation through SRI method**

### **Annexure -III**

#### **Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
GB	-	Governing Body of the College
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
WB	-	West Bengal