

INTERNAL QUALITY ASSURANCE CELL ANNUAL QUALITY ASSURANCE REPORT (AQAR)

NAAC Executive Committee No. & Date:

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

2015 – 2016

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

1. 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 TRIDIB SANTAPA KUNDU

Mobile:

09434331453

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

Web-link of the AQAR:

<http://www.bbcollege.ac.in/aqar.php>

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 st Cycle	A	85-90%	2007	2012
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

28/11/2007

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

2015-16

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 _____ 2014-15 _____ (24/12/2018)
 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 1

(ii) Themes

1. CAS for promotion of teachers.

2.14 Significant Activities and contributions made by IQAC

Student Feedback on Teachers was conducted on 22.04.2016.

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

<p>We have decided to replace our class room black boards with green boards, white and glass boards.</p> <p>Following the WB government announcement, college takes up the plan to finalize the location as well as other necessary actions to commence completely new Hindi section within our existing institution.</p> <p>Planned to recruit guest faculties for the Hindi section of the college.</p>	<p>College has started a new Hindi shift section for running arts, science and commerce disciplines for Hindi speaking students as per the announcement of WB government.</p> <p>CCTV has been installed and it is in full function.</p> <p>Salary for college staffs is credited through Net Banking e-Pradan. (WBIFMS)</p> <p>About 10 guest faculties were recruited for Hindi section of the college following UGC norms.</p>
<p>The IQAC planned to introduce scholarships for students in the following manner:</p> <ol style="list-style-type: none"> 1. Institutional Free ship : 2. Minority Scholarship : 3. KanyaShree: 4. Miscellaneous Scholarships: 	<p>There are different Scholarship facilities for boys as well as girls.</p> <ol style="list-style-type: none"> i) The college instituted different personnel to disburse scholarships smoothly. ii) The female students are encouraged to apply for government scholarships like Kanyashree (K2 & K3).
<p>The college follows the practise of getting student feedback on teachers to ensure quality teaching.</p>	<p>The student feedback was successfully conducted (from Final Year students) on 22.4.16.</p>

** Attach the Academic Calendar of the year as Annexure.*

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

1. 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			
UG	6	6	2	0
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	2			
Others				
Total	11	6	2	0
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/**Elective option** / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	5
Trimester	
Annual	12

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.

All syllabi modified after getting affiliated to Kazi Nazrul University (KNU).

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

Political Sc, History, Geography, Mathematics, Botany, B.Com introduced In Hindi Medium (Total 06).

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
64	27	20	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
01	42	NA	NA	NA	NA	0	02	01	44

2.4 No. of Guest and Visiting faculty and Temporary faculty

36

Nil

7

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	14	15	06
Presented papers	00	18	04
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 include:

- **ICT Enabled Teaching:** Virtual class rooms ICT enabled class room facility is made available by the Institute to a limited extent.
- **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 seminars on contemporary topics.

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)

Seminar/viva-voce

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

06

42

2.10 Average percentage of attendance of students

76

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)	234	NA	5.98	58.55	NA	64.53
B.Sc.(Hons)	151	NA	23.84	32.45	NA	56.29
B.Com.(Hons)	103	NA	30.1	47.57	NA	77.67
B.B.A.(H)	51	NA	35.29	54.9	NA	90.19
B.C.A.(H)	41	NA	78.05	19.51	NA	97.56
B.A.(Genl)	186	NA	0.0	4.3	20.96	25.26
B.Sc.(Genl)	18	NA	5.5	55.55	0.0	61.11
B.Com.(Genl)	109	NA	0.0	11.0	36.7	47.7
M.Sc.(Physics)	10	NA	80.0	10.0	NA	90.0
M.Sc.(Zoology)	10	NA	90.0	0.0	NA	90.0
M.A.(Hindi)	29	NA	58.62	41.38	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.

- **Meetings of the teaching members** are conducted course-wise around the middle of the session to get the measures on progress of the curriculum.
- **Feedback from the students** is collected at the middle of the academic session to take necessary corrective measures.
- Parent-Teachers meeting to discuss the performance of the students.

2.13 Initiatives undertaken towards faculty development

IQAC took different initiatives towards faculty development.

- Conducts number of 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 present papers in seminars.

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	02
HRD programmes	
Orientation programmes	04
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	03
Others	03

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	30	28	0	43
Technical Staff	01	0	0	1

Criteria – III

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 - 01

	Completed	Ongoing	Sanctioned	Submitted
Number	1			1
Outlay in Rs. Lakhs	Rs 130000			Rs 130000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	9	22	0
Non-Peer Review Journals	0	02	0
e-Journals	0	0	0
Conference proceedings	0	9	02

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

-

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2	UGC	Rs 130000	Rs 115000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
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 - NA

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					2
Sponsoring agencies					GB of the College

3.12 No. of faculty served as experts, chairpersons or resource persons -

3.13 No. of collaborations: NIL 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 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	7	State level	3
National level		International level	

3.22 No. of students participated in NCC events:

University level	51	State level	40
National level	12	International level	0

3.23 No. of Awards won in NSS: NIL

University level	0	State level	0
National level	0	International level	0

3.24 No. of Awards won in NCC:

University level	0	State level	1
National level	0	International level	0

3.25 No. of Extension activities organized

University forum		College forum	
NCC		NSS	12
		Any other	

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 and Hindi college campus.
- Blood donation camp
- Blanket donation to the college adapted villagers
- Donation of Books and Copy to the school student present at adapted village (Helped by Srijan welfare society, Asansol).
- Vermicomposting programme
- Free Health check-up Camp and Free medicine supply to the adopted villagers.
- New cloths distribution for children at adopted village.
- Malaria and dengue awareness

- Road Safety Program.
- Yoga training for women college hostellers.
- Self-defence for women college hostellers.
- Cloth distribution to the Rail station and street children.

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	0.582 Acres	Fund collected from Teachers and other sources	7.8088 Acres
Class rooms	57	5	Higher Education Department, Govt. of West Bengal	62
Laboratories	19	Nil	NA	19
Seminar Halls	1	1	Higher Education Department, Govt. of West Bengal	2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		7		
Value of the equipment purchased during the year (Rs. in Lakhs)		11,60,134		
Others	Nil	Nil	Nil	Nil

4.2 Computerization of administration and library

- E – Pradan of IFMS through Human Resource Management System (HRMS) has been implemented for efficient dealing with the payment of Salary to the teachers and non-teaching staff.
- Design and Development of Online Admission Software is installed for the smooth functioning of online admission. The college successfully conducts the admission process absolutely online and ascertains transparent and fair admission to the students.
- Existing 8 CCTVs with video quality are upgraded to HD quality and 8 more CCTVs with HD quality are installed.
- B.B. College Web OPAC (Online Public Access Catalogue) is installed to enable the students for speedy and convenient access to the library Catalogue. This enables students for a single click to view any book details with print options. Such OPAC facilitates in openly access e – resources and research guide.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	35531	4691459	207	62100	35738	4753559
Reference Books	11626	970105	25	12500	11651	982605
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	Nil	Nil	Nil	Nil	Nil	Nil
e-Journals	NLIST	-	Renewed	5750	Renewed	5750
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	Wi- Fi Broadband connection for the whole campus with 10 mbps speed	114	Nil	13	27	4
Added	19	70	Nil	Nil	Nil	4	15	Nil
Total	133	70	Wi- Fi Broadband connection for the whole campus with 10 mbps speed	133	Nil	17	42	4

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

- The entire process of online admission called for a huge technological up gradation of the computer and internet facility of the college. The computers in college office were made available for this purpose.
- Online SMS - Portal for students is introduced for easy deliberation of notice regarding different college events and activities.

4.6 Amount spent on maintenance in lakhs:

i) ICT	Rs 2.02
ii) Campus Infrastructure and facilities	Rs 1.9
iii) Equipments	Rs 0.68
iv) Others	Rs 0.72
Total :	Rs 5.32

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. The digitization of library completed successfully
2. Regular updates on notice boards and the college website has enabled participation of maximum students in co-curricular activities
3. Better classrooms equipped with Green boards, White boards and Digital Boards are provided to the students.
4. Language Lab constructed to help students develop their communication skills
5. Separate building for Hindi medium shift was constructed.

5.2 Efforts made by the institution for tracking the progression

1. Regular tests and assignments keep the faculty aware of the development of the student.
2. The results of the internal assessments are preserved by the department intending to preserve the trajectory of their progress
3. The students' interest in the subject is enhanced by the frequent lectures and seminars organised by the departments.

5.3 (a) Total Number of students

UG	PG	PhD	Others
3686	60	3	Nil

(b) No. of students outside the state

33

(c) No. of international students

NIL

Men	No	%	Women	No	%
	1883	51.1		1863	48.9

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2664	484	108	351	7	3614	2637	514	164	369	2	3686

Demand ratio 2.7:1

Dropout 7%

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

The faculty of various departments impart guidance as to the preparation required in the context of competitive examinations. The departments of Physics, Hindi and Zoology which offer PG courses are especially active in helping the students prepare for CSIR-NET examinations.

No. of students beneficiaries

2

5.5 No. of students qualified in these examinations

NET	1	SET/SLET		GATE	1	CAT	
IAS/IPS etc		State PSC		UPSC		Others	

5.6 Details of student counselling and career guidance

The Career Counselling Cell plays an important role in providing the students with information regarding career options and opportunities for higher studies.

The students feel free to discuss their problems with the faculty members who then offer relevant advice.

No. of students benefitted

60

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
			75

5.8 Details of gender sensitization programmes

The Women's Development Centre works towards addressing gender issues in the College. It works especially to address the problems faced, if any by the female students. Another 8 cameras were added for increasing security in the campus, thus bringing the total number of surveillance cameras to 16.

5.9 Students Activities

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	739	693420
Financial support from government	255	4839800
Financial support from other sources	25	475000
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

5.13 Major grievances of students (if any) redressed:

1. Demand for better sanitation facilities
2. Insistence on the installation of more water purifiers
3. Eight new HD quality CCTVs are installed for security and eight existing CCTVs are upgraded from VGA to HD quality.

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 girls students.

Mission:

1. The mission of our institution is to provide profuse scope for versatile development of youth irrespective of caste, faith, gender and religious or political affiliations.
2. To provide quality education to all students.
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 students.
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' Council consists of class representatives (One Class representative per 40 students) elected from all streams - Science, Arts, Commerce and morning section - to represent the entire student community. The members as class representatives of Students' Council aid 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 of the Governing Body, different committees, HODs of all departments, 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 formation of different committees and units of the College with specific activities: (1) Teachers' Council (Work as Academic Committee), (2) Building Committee, (3) Examination Committee, (4) Admission Committee (5) Anti Ragging Committee (6) Grievance Redressal and Disciplinary Sub Committee (7) Women's Cell (8) UGC Sub Committee (9) NAAC Committee (10)

Games and Sports Committee (11) Cultural Committee (12) NCC Female Wing and Male Wing (13) NSS Unit (14) Campus Maintenance Committee (15) Magazine and Prospectus Committee, (16) Library Committee, (17) Routine Committee, (18) Finance Committee and (19) Purchase Committee. These committees consist of senior and young faculty members both male and female. It helps them to share 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 Director of Public Instruction (DPI) under the Department of Higher Education (DHE), Government of West Bengal. The higher education department, the Principal, the non-teaching staff, the Teachers' Council, departmental coordinators uphold 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 the Governing Body in consultation with the Bursar of the College.

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 uphold 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

From this year onwards this college is affiliated to Kazi Nazrul University, Asansol. The syllabus followed is according to the 1+1+1 syllabus of the University of Burdwan. Digital class rooms, smart class rooms and ICT are in regular use in various 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.

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 Kazi Nazrul University guideline.
3. Provides the learning facilities like smart classrooms, modern teaching aids like LCD projector, well-equipped laboratories with lab assistants, educational excursion, digital library with reading room and computers attached to internet for the benefit of all students.
4. Up gradation of the central library with new published text book, reference books, some journals, previous year question papers and some news papers.
5. Principal/Teacher-in-charge holds an introductory meeting 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 examinations. 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, 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 management and fee management are fully computerised in our college. Internal marks 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. Encouragement to faculty members to attend various staff development programmes.
2. Provision of UGC pay scale to teachers, additional increments to M.Phil. / Ph.D. awarded teachers as per UGC norms, 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. Encouragement to 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 Project Limited, Durgapur

6.3.9 Admission of Students

1. Transparent admission process through online application, publication of shift, subject and category wise merit list in college website as well as in college notice board before the date of admission.
2. No recommendation from any authority either political or administrative accepted during admission process.

6.4 Welfare schemes for

Teaching	<ol style="list-style-type: none"> 1. Loan facility is provided from Cooperative Society of the college 2. Group Insurance Scheme (United Suraksha Yojana) for teaching staff 3. Refundable and Non-refundable loan facility from Provident Fund 4. Accommodation facility is provided 5. In-campus doctor facility 6. College has provision to guide the teaching staff regarding different investment matters and tax related issue 7. Government Scheme Benefits including Provident fund, Gratuity and Earned leave encashment 8. Financial support for different departments to conduct seminars, conferences and workshop in the respective departments
Non teaching	<ol style="list-style-type: none"> 1. Loan facility is provided from Cooperative Society of the college 2. Group Insurance Scheme (United Suraksha Yojana) for non teaching staff 3. Refundable and Non-refundable loan facility from Provident Fund 4. Accommodation facility is provided 5. In-campus doctor facility 6. Computer training programme 7. College has provision to guide the non teaching staff regarding different investment matters and tax related issues 8. Safety facility for guards and sweepers includes providing uniform, rain coats, umbrella, torch etc. 9. Laboratory safety and security facility for lab attendants by providing aprons, gloves etc., 10. Tuition fee waiver scheme for wards of staff 11. Government Scheme Benefits including Provident fund, Gratuity and Earned leave encashment
Students	<ol style="list-style-type: none"> 1. Fees concession for the students having good academic background as well as economically poor candidates after verification of relevant documents 2. Scholarship (Swami Vivekananda Merit cum Means Scholarship, Kanyashree, Minority, Schedule caste/ Schedule tribe) provided by state government 3. Medical assistance from the college health centre to the students. 4. Skill development (Communicative English, Computer Literacy, etc.,) 5. Practical Knowledge Training 6. Communicative English classes for the needy students 7. Financial support for preparing model/projects to participate in college exhibition, district and state level science fair and competitions 8. Tutorial Classes for weaker students 9. Remedial classes

6.5 Total corpus fund generated: Rs. 2, 22, 55,534

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/ Teachers' Council
Administrative	Yes	Government of West Bengal	Yes	Governing Body

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

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 Kazi Nazrul 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. Parent–Teachers meetings are regularly conducted by departmental faculty members before final examination for the betterment of the students in their studies. These meetings allow the parents to convey their ideas for their wards’ better improvement.
2. The queries posted by the parents are noted and would be solved by the departmental faculty members.

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 organised: National Seminars, workshops and different staff training programmes.
3. Both Teaching / Non-teaching staff 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

Energy Conservation

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 so that natural light are sufficient instead of using the electric lights.

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 other schools, road side where space available..

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. Internet facility up graded up to 10Mbps (BSNL Broad band service) at College campus
- ii. Up gradation of 8 CCTV cameras from VGA to HD quality and 8 new CCTV cameras installed.
- iii. Open a full-fledged Hindi section with a separate building.
- iv. Salary for the college staffs credited through Net Banking e-Pradan. (WBIFMS)
- v. Installed LED light were ever necessary at college campus
- vi. One Minor research project is running successfully

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

- i. 2Mbps single data line upgraded up to 10 Mbps (BSNL Broad band service) data service. And at a time decision has been taken the whole connection divided in to three parts one part provide data facility for college departments, another part for the principal chamber and the newly created part gives service for the Accounts department.
- ii. Up graded 8 CCTV cameras from VGA to HD quality in addition another 8 CCTV (HD quality) camera have been installed in different sensitive areas
- iii. Installed LED light wherever necessary at college campus.

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

- i. Production of Brown Rice variety of paddy
- ii. Distance Mode of Education System through Netaji Subhas Open University (NSOU), Kolkata, West Bengal.

** Annexure II*

7.4 Contribution to environmental awareness / protection

- i. In case of solid waste management we followed Vermicomposting method for utilizing biodegradable solids generating from kitchen of college canteen and Boys and Girls hostel.
- ii. Green Audit: We are conducting green audit in our institution in every year.
- iii. Tree plantation at college campus.
- iv. Malaria and dengue awareness program I college campus and adjoining area.

7.5 Whether environmental audit was conducted? Yes ☒ No ☐

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

Strengths:

- Adequate laboratory infrastructure to run UG/PG.
- WI-FI Campus.
- Some state-of the art laboratories are Computer Labs, Chemistry Lab, Physics Lab and Microbiology Lab.
- INFLIBNET facility subscribed and extended to all students and faculty.
- Active Cell of NCC and NSS cater to the needs of the society & economy.
- Smart class room equipped with state of art audio visual amenities.
- Teachers are encouraged to pursue Research. They are regular contributor of research publications (Nationally/Internationally) and books.

Weaknesses :

- No. of smart class room needs to be increased along with modernization of existing laboratories.
- Collaborative research with Institutes of repute is needed.
- Alumni association is inactive with low flow of charitable/gratuitous grants.

Opportunities :

- Biggest opportunity is to bring full e-governance at all levels of College functioning.
- Improving employability of graduates through placement cells
- Opportunity to bring dormant linkages to outside world to life by invigorating -College-Industry linkages -Establishment of a placement and training cell with full time placement officer.

Threats:

- Absence of monitoring, accountability and responsibility
- Disinterest/lack of motivation among the non-teaching employees
- Unemployment among the passed out graduates
- Vacant faculty positions and declining number of teachers because of high rate of superannuation

8. Plans of institution for next year

- i. Biometric Attendance for all teaching and non-teaching staff
- ii. Internet facility up graded up to 20Mbps at College campus
- iii. Arrangement of corporate scholarship
- iv. Arrangement of mock tests by State Labour Department, Govt. of West Bengal for different competitive examinations conducted by different state PSC and UPSC.
- v. Training for college students for Open access resources for PG students.
- vi. Registration of students to employment bank.
- vii. Plan for replacement of 65% CRT monitor into LED/LCD monitors.
- viii. Plan to replace 100% of florescent tubes by LED.
- ix. Our teaching faculty are playing an active role in the proposed introduction of CBCS curriculum by Kazi Nazrul University from the next academic session, in the capacity of CBCS core committee members, BoS members, Syllabus Committee and so on.

Name _____ *Dr Tridib Santapa Kundu* _____

Name _____ *Dr Amitava Basu* _____



Signature of the Coordinator, IQAC



Signature of the Chairperson, IQAC

Annexure - I
ACADEMIC CALENDAR 2015 – 2016

Month	Week	Dates in the Week	Number of Holiday	College Open days
July – 15	1 st	July (1-7)	1 Day : Sunday 05.07.15	6 Days
July – 15	2 nd	July (8 – 14)	1 Day : Sunday 12.07.15	6 Days
July – 15	3 rd	July (15 – 21)	2 Days : Sunday : 19.07.15 College Foundation Day – 16.07.15 Eid -Ul-Fitar/ Rath Yatra : 18.07.2015	5 Days
July – 15	4 th	July (22 – 28)	1 Day : Sunday 26.07.15	6 Days
July – Aug. 15	5 th	July 29 – Aug – 04	1 Day : Sunday 02.08.15	6 Days
Aug – 15	6 th	Aug (05 – 11)	1 Day : Sunday : 09.08.15	6 Days
Aug – 15	7 th	Aug (12 – 18)	2 Day : Sunday 16.08.15 Independence Day – 15.08.15(Observe)	5Days
Aug – 15	8 th	Aug (19 – 25)	1 Day : Sunday 23.08.15	6 Days
Aug – Sept – 15	9 th	Aug-26 to Sept-1	2 Days: Rakhi Purnima – 29.08.15 Sunday 30.08.15	5Days
Sept – 15	10 th	Sept (02 -08)	2 Days : Janamastami -05.09.15 Sunday 06.09.15	5 Days
Sept – 15	11 th	Sept (09- 15)	1 Day : Sunday : 13.09.15	6 Days
Sept – 15	12 th	Sept (16 – 22)	2 Day : Vishakarma Puja 18.09.15 Sunday : 20.09.15	5 Days
Sept – 15	13 th	Sept (23 – 29)	2 Days : Id-ul-Zoha: 25.09.15 Sunday : 27.09.15	5 Days
Sept – Oct – 15	14 th	Sept – 30 to Oct – 06	2 Days : Sunday : 04.10.15 Gandhi Jayanti – 02.10.15	5 Days
Oct – 15	15 th	Oct (07 – 13)	2 Days : Sunday – 11.10.15 Mahalaya – 12.10.15	5 Days
Oct – 15	16 th	Oct (14 – 20)	2 Days : Sunday – 18.10.15 Puja Vacation : 19.10.15	5 Day
Oct – 15	17 th	Oct (21 – 27)	7 Days : Puja Vacation –	0 Days
Oct – 15 to Nov – 15	18 th	Oct – 28 to Nov – 03	7 Days : Puja Vacation –	0Days
Nov – 15	19 th	Nov (04 – 10)	7 Days : Puja Vacation –	0Days
Nov – 15	20 th	Nov (11 – 17)	5 Days : Puja Vacation –11.11.15 -14.11.15 Chhat Puja – 17.11.15	2 Days

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Contd....P/2.

Month	Week	Dates in the Week	Number of Holiday	College Open days
Nov – 15	21 st	Nov (18 – 24)	2 Days : Sunday – 22.11.15 Jagadhatri Puja 20.11.15	5 Days
Nov – Dec – 15	22 nd	Nov – 25 to Dec – 01	Guru Nanak's Birth Day 25.11.15 2 Days : Sunday : 29.11.15	5 Days
Dec – 15	23 rd	Dec (02 – 08)	1 Day : Sunday : 06.12.15	6 Days
Dec – 15	24 th	Dec (09 – 15)	1 Day : Sunday : 13.12.15	6 Days
Dec – 15	25 th	Dec – (16 – 22)	1 Day : Sunday : 20.12.15	6 Days
Dec – 15	26 th	Dec (23 – 29)	6 Day : Sunday : 29.11.15 Foteha-Doaz-Daham: 24.12.15 Christmas Day : 25.12.15 Winter Holiday	1 Day
Dec – 15 to Jan – 16	27 th	Dec – 30 to Jan – 05	4 Days : Sunday : 03.01.16 Winter Holiday : 30.12.15 to 01.01.16 New year	3 Days
Jan – 16	28 th	Jan (06 – 12)	1 Day : Sunday : 10.01.16 Vivekananday's Birthday : 12.01.16 (Observed)	6 Days
Jan – 16	29 th	Jan (13 – 19)	3 Days : Sunday 17.01.16 Poush Sankranti – 15.01.16 Ghager Bari Mela – 16.01.16	4 Days
Jan – 16	30 th	Jan (20 – 26)	3 Days : Sunday : 24.01.16 Netaji Birthday – 23.01.16 Republic Day – 26.01.16	4 Days
Jan – Feb – 16	31 st	Jan - 27 to Feb - 02	1 Day : Sunday : 31.01.16	6 Days
Feb – 16	32 nd	Feb (03 – 09)	1 Day : Sunday : 07.02.16	6 Days
Feb – 16	33 rd	Feb (10 – 16)	3 Days : Sunday : - 14.02.16 Saraswati Puja 12 & 13.02.16	4 Days
Feb – 16	34 th	Feb (17 – 23)	1 Day : Sunday : 21.02.16	6 Days
Feb – March 16	35 th	Feb – 24 to Mar-02	1 Day : Sunday : 28.02.16	6 Days
March – 16	36 th	Mar (03 – 09)	2 Days : Sunday : 06.03.16 Shiva Ratri – 08.03.16	5 Days
March – 16	37 th	Mar (10 – 16)	1 Day : Sunday : 13.03.16	6 Days
March – 16	38 th	Mar (17 – 23)	2 Days : Sunday : 20.03.16 Dolyatra – 23.03.16	5 Days

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Contd.....P/3.

Month	Week	Dates in the Week	Number of Holiday	College Open days
March – 16	39 th	Mar (24 – 30)	Holi – 24.03.16 Good Friday-26.03.16 3 Days : Sunday – 27.03.16	4 Days
March – April – 16	40 th	March 31 to Apr-6	1 Day : Sunday – 03.04.16	6 Days
April – 16	41 st	April (7-13)	1 Day : Sunday : 10.04.16	6 Days
April 16	42 nd	April (14 – 20)	3 Days : Sunday : 17.04.16 Dr. B.R. Ambedkar's Birthday, Chaitra Sankrantin – 14.04.16 Bengali New year : 15.04.16	4 Days
April – 16	43 rd	April (21 – 27)	1 Day : Sunday : 24.04.16	6 Days
April – May - 16	44 th	Apr – 28 to May – 04	2 Days : Sunday : 01.05.16 May Day : 01.05.16	5 Days
May – 16	45 th	May (5 – 11)	2 Days : Sunday : 08.05.16 Rabindra Jayanti : 09.05.16	5 Days
May – 16	46 th	May (12 – 18)	1 Day : Sunday : 15.05.16	6 Days
May – 16	47 th	May (19 – 25)	1 Day : Sunday & Buddha Purnima 22.05.16	6 Days
May – June – 16	48 th	May 26 to June 01	1 Day : Sunday – 29.05.16	6 Days
June – 16	49 th	June (2 – 8)	2 Days : Sunday : 05.06.16 Ied-ul-Fiter – 05.06.16	5 Days
June – 16	50 th	June (9 – 15)	1 Day : Sunday : 12.06.16	6 Days
June – 16	51 st	June (16 – 22)	1 Day : Sunday – 19.06.16	6 Days
June – 16	52 nd	June (23 – 29)	1 Day : Sunday – 26.06.16	6 Days
June – 16	53 rd	June – 30		1 Day

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Annexure II



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
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
