

INTERNAL QUALITY ASSURANCE CELL ANNUAL QUALITY ASSURANCE REPORT (AQAR)

NAAC Executive Committee No. & Date

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

2016 - 2017

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:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 **NAAC Track ID** (For ex. MHCOGN 18879)___ **NA**

OR

NAAC Executive Committee No. & Date:

1.4 Website address:

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 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

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

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 _____ 2013-2014 _____ (22/12/2018)
 ii. AQAR _____ 2014-2015 _____ (24/12/2018)
 iii. AQAR _____ 2015-2016 _____ (24/12/2018)
 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 (eg. AICTE, BCI, MCI, PCI, NCI) Yes ☐ No ☒

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 ☐ PE (Phys Edu) ☐

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

Others (Specify)

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	<input type="text" value="NA"/>		
University with Potential for Excellence	<input type="text" value="NA"/>	UGC-CPE	<input type="text" value="✓"/>
DST Star Scheme	<input type="text" value="NA"/>	UGC-CE	<input type="text" value="NA"/>
UGC-Special Assistance Programme DST-FIST	<input type="text" value="NA"/>		
UGC-Innovative PG programmes	<input type="text" value="NA"/>	Any other (<i>Specify</i>)	<input type="text" value="NA"/>
UGC-COP Programmes	<input type="text" value="NA"/>		

2.IQACComposition and Activities

2.1No. of Teachers	<input type="text" value="12"/>
2.2No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3No. of students	<input type="text" value="1"/>
2.4No. of Management representatives	<input type="text" value="1"/>
2.5No. of Alumni	<input type="text" value="1"/>
2. 6No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="20"/>
2.10No. of IQAC meetings held	<input type="text" value="4"/>

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) Multidisciplinary Seminar on the topic “*The origin of Life*” presented by Dr Jayanta Maity, Assistant Professor, Department of Chemistry, Sidho-Kanho-Birsha University, Purulia and Dr Sudipta Das, Assistant Professor, Department of Mathematics, B B College, Asansol on 28th February ‘2017 organized by the IQAC B B College, Asansol.
- 2) To celebrate birth day of Dr Jagadish Chandra Bose, a seminar lecture was delivered by Dr Parimal Ghosh, Associate Professor in Physics on the Topic “*Wireless Communications and J C Bose*” on 30th November 2016 organized by the Department of Physics, BB College, Asansol
- 3) A seminar lecture on “**Private Records of Some Leading Business Families of Early Colonial Bengal**” was delivered by Dr Tridib Santapa Kundu, Associate Professor, Department of History B B College, Asansol and Sri Abhijit Bhattacharya, Documentation Officer, Centre for Studies in Social Sciences, Kolkata on 18th May ‘2017.
- 4) Two Day national Workshop on “Digital Resource Management through DSpace” on 19th & 20th May 2017 organized by the Central Library, B B College, under the aegis of IQAC, B B College, Asansol

2.14 Significant Activities and contributions made by IQAC

A new IQAC was constituted. The internal as well as external members met several times for brainstorming sessions. To this, meetings with external members of the IQAC resulted in us coming out with a lot of new ideas and initiatives:

Introducing new technologies, giving more hands-on work opportunities to students and increasing digitisation contents.

Workout academic strategy, set bench marks and prepare status report determining the quality of teachers and the departmental performance.

Take initiatives towards 'Green Campus'

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>1. Expansion and modernization of existing infrastructure for UG / PG / Research courses (viz. Laboratories, Library, Networking, Smart classrooms) and creation of a centralized computing facility with sophisticated equipments relevant to growth of different specializations and centralized digital library facility.</p> <p>2. Development of infrastructure on the campus has been given impetus and necessary renovation work has been undertaken to strengthen the structures.</p> <p>3. 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.</p>	<p>1. with the introduction of CBCS total syllabi of UG/PG courses have been changed, to keep pace with the changes our Laboratories, Library and computer facilities have been upgraded.</p> <p>2. Necessary renovation work has been undertaken to strengthen the structures.</p> <p>3. Research was strengthened with Several teachers taking up major and minor projects. The number of publications Increased and more teachers participated in seminars</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

- Development of infrastructure on the campus has been given impetus and necessary renovation work has been undertaken to strengthen the structures.
- 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.
- Integration of extra- curricular activities to take of their all-round development through a number of extended programs such as NCC/NSS/Scout etc.
- Conducts result analyses every semester and suggests necessary action plan
- Orientation programmes are conducted for Non-Teaching Staff Members.
- Students feedback evaluated and analyzed for the further improvement

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	03			
UG	6	6	2	0
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	2			
Others				
Total	11	06	2	
Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	19
Trimester	
Annual	0

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.

Yes, Under new CBCS system syllabi of all subjects were revised

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
75	33	23	0	19

2.2 No. of permanent faculty with Ph.D.

30

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	33	NA	NA	NA	NA	02	0	12	33

2.4 No. of Guest and Visiting faculty and Temporary faculty

35

Nil

7

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	05	19	06
Presented papers	00	12	02
Resource Persons	00	00	00

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

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

- **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 seminar on contemporary topics.
- **Over and above the chalk board and lecture method, there is a regular use of ICT, class discussions, student presentations, field visits, excursions, and subject related activities at festivals organised by some departments. Some teachers further supplement the above by use of maps**
- **Students are also encouraged to participate in subject related programmes and seminars held at other colleges and the University departments.**

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

181

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

MCQ/ Power point presentation /ON-LINE CLASS TEST WAS ADMINISTERED AS PART OF INTERNAL ASSESSMENT

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

06

4

40

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)	238	NA	7.14	54.2	NA	61.34
B.Sc.(Hons)	224	NA	21.43	39.73	NA	61.16
B.Com.(Hons)	75	NA	52.0	40.0	NA	92.0
B.B.A.(H)	47	NA	27.66	70.21	NA	97.87
B.C.A.(H)	25	NA	92.0	8.0	NA	100
B.A.(Genl)	148	NA	0.0	0.6	26.35	27.02
B.Sc.(Genl)	04	NA	0.0	25.0	0.0	25.0
B.Com.(Genl)	147	NA	1.36	10.2	55.78	67.34
M.Sc.(Physics)	14	NA	100	0.0	NA	100
M.Sc.(Zoology)	19	NA	100	0.0	NA	100
M.A.(Hindi)	25	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.

- **Induction meeting** was organized to familiarise the students with the course, mode of internal assessment as well as facilities available in college.
- **Faculty members conducted** course-wise meetings to examine progress made by the students.
- **Students' seminars** on contemporary topics were organized to enhance their interest beyond their syllabi.
- **Feedback from the students** was collected to take necessary corrective measures.

2.13 Initiatives undertaken towards faculty development

IQAC took different initiatives towards faculty development.

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

<i>Programmes</i>	<i>Faculty / Staff Development</i>	<i>Number of faculty benefitted</i>
Refresher courses		04
UGC – Faculty Improvement Programme		
HRD programmes		
Orientation programmes		01
Faculty exchange programme		
Staff training conducted by the university		
Staff training conducted by other institutions		
Summer / Winter schools, Workshops, etc.		
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	25	33	4	40
Technical Staff	01	0	0	01

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:

- Formation of Research committee
- Revamping of Laboratories
- UPDATING LIBRARY RESOURCES ALONG WITH E-LIBRARY FACILITIES
- 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

	Completed	Ongoing	Sanctioned	Submitted
Number		2		
Outlay in Rs. Lakhs		35,50,000/-		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		6		
Outlay in Rs. Lakhs		1,86,000/-		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	9	22	01
Non-Peer Review Journals	0	2	0
e-Journals	0	0	0
Conference proceedings	0	6	01

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	1.8 months	British Library	5,95,000/-	✓
	2.3 year	WBDST	28,12,204/-	✓
Minor Projects	2 years	UGC-ERO	18,60,000/-	✓
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>	2 years	College	15,000/-	8,000/-
Any other(Specify)	2 years	Self	20,000/-	10,000/-
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

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, 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

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

<input type="text" value="3"/>
<input type="text" value="3"/>
<input type="text" value="01"/>

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 State level
National level International level

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="15"/>
		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 and Hindi college campus.
- Earn and Learn programme by making handicraft goods
- 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)
- Medicinal plant garden.
- “*Swacchta Hi Seva*” in College. (Kitchen waste management from Vermicompost)
- Organic cultivation at adapted village.
- Free Health check-up Camp and Free medicine supply to the adapted villagers.
- New cloths distribution for children at adapted village.
- Road Safety Program.
- Participation in seminars and Silk training programmes.
- Yoga training for women collegehostellers.
- Self-defenceforwomen collegehostellers.
- Cloth distribution to the Rail station and street children.
- Establishment of “Digital Preservation Centre” for digital preservation of old records of historical importance.

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	7.8088 Acres	Nil	NA	7.8088 Acres
Class rooms	62	Nil	NA	62
Laboratories	19	Nil	NA	19
Seminar Halls	2	Nil	NA	2
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

- Tally- ERP 9 Gold Edition is installed for efficient functioning of accounts related activities.
- Biometric Attendance System has been introduced for teaching and non- teaching staff of B.B. College. This has immensely helped the college authority to maintain the attendance and leave record of the employees digitally.
- The Institution is enlisted with National Digital Library which helps students as well as teachers in the teaching learning process.
- College Library Page is maintained to cater to remote and single window information need to the users. The library page is designed in such a way so as to include open access database, major digital library systems, subject specific gateways, links to the massive and open access course wares and career oriented guidelines among other things. Library page is interactive with social media links attached to it.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	35738	4753559	415	80970	36153	4834529
Reference Books	11651	982605	130	85750	11781	1068355
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	Nil	Nil	12	11875	12	11875
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	133	70	Wi- Fi Broadband connection for the whole campus with 10 mbps speed	133	Nil	17	42	4
Added	2	Nil	Wi- Fi Broadband connection for the whole campus with 20 mbps speed	Nil	Nil	Nil	2	Nil
Total	135	70	Wi- Fi Broadband connection for the whole campus with 20 mbps speed	Nil	Nil	17	44	4

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

- The Wi-Fi broadband connection speed has been upgraded 20 mbps from 10 mbps. The Wi-Fi line is still divided into 3 units: i) Accounts section, ii) Principals Chamber and iii) rest of the college. Increase of the internet speed has facilitated the whole digital activity of the college.
- A workshop for students, teachers and non-teaching staff is conducted to upgrade the process of enrolment, registration and issuing admit card from manual to online system.

4.6 Amount spent on maintenance in lakhs:

i) ICT

Rs 2.30

ii) Campus Infrastructure and facilities

Rs 21.02

iii) Equipments

Rs 1.28

iv) Others

Rs 1.04

Total:

Rs 25.64

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. The IQAC organized Induction meeting for introduction of CBCS system.
2. The IQAC emphasized on the holistic development of the student and therefore encourages active participation in games and other co-curricular activities. In this regard, it has enabled well-preserved grounds and better amenities for indoor games in the common rooms.
3. The modernization of classrooms by adding Green boards, White boards and digital boards has allowed the students to become acquainted with the recent teaching methods.
4. The IQAC ensure communication of government and corporate scholarships for the students.

5.2 Efforts made by the institution for tracking the progression

1. Regular written tests, assignments and class-room discussions have been meticulously incorporated in the pedagogical structure so as to be informed of the students' academic development
2. The students have been counselled by the faculty members, as and when needed.

5.3 (a) Total Number of students

UG	PG	PhD	Others
4264	81	3	Nil

(b) No. of students outside the state

42

Nil

(c) No. of international students

Men	No	%	Women	No	%
	2114	48.7		2231	51.3

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2637	514	164	369	2	3686	3149	642	172	395	2	4360

Demand ratio: 2.8:1 Dropout %: 4%

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 10

5.5 No. of students qualified in these examinations

NET 6 SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others 4

5.6 Details of student counselling and career guidance

- The Placement Cell headed by a Placement Officer sought to impart guidance regarding career choices. The students were further acquainted with the procedures and prospective of going for further higher education.

No. of students benefitted 350

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
			56

5.8 Details of gender sensitization programmes

The Women's Development Centre worked towards addressing gender issues in the College. It worked especially to address the problems faced, if any by the female students. The contact details of the members of the Centre were made available to the students.

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	909	6,23,010/-
Financial support from government	307	6,70,5400/-
Financial support from other sources	25	4,75,000/-
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:

15

5.13 Major grievances of students (if any) redressed:

1. Demand for larger reading rooms
2. Request for better maintained playgrounds
3. Better drainage system to prevent water-logging.

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 and 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.

The Mission of our college:

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, 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/Teacher-In-Charge 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) Teachers' Council (Academic Committee) (2) Building Committee (3) Examination Committee (4) Admission committee (5) Anti-ragging (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 (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.

6.2 Does the Institution have a management Information System

Yes, biometric identification system is already operational for smooth and regular maintenance of teaching and non-teaching staff attendance. For students, attendance registers are regularly maintained.

6.3.1 Curriculum Development

The college is affiliated to Kazi Nazrul University, Asansol. It strictly follows the CBCS system prescribed by the University Grants Commission from 2016-2017 onwards. In addition to the CBCS curriculum, appreciable use of 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 Wi-Fi connection for all students.
4. Upgradation of the central library with new published text books, reference books, journals, previous year question papers and some news papers.
5. Principal takes introductory classes in all subjects to make the students understand the newly introduced CBCS system and to bridge the knowledge gap of the enrolled students in order to enable them to manage with the programme of their choice.

6.3.3 Examination and Evaluation

1. A Meticulous evaluative process is practiced in our college throughout the year. This includes class tests and surprise 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.
3. From 2016-2017 onwards, after the adaptation of CBCS system, internal examinations are held twice a year before each semester examinations. Internal examination in offline MCQ mode conducted in respective departments. Students are strictly instructed to maintain a 75% class attendance to be allowed to appear in the final university semester examinations. For each student, marks obtained in internal exam, would be added to their final marks secured in the semester exam which actually enhances the importance of internal examinations.

6.3.4 Research and Development

1. All 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 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 organized by the departments and other Colleges of the state.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Student records/ internal marks/ fee payments are fully computerised/ maintained manually by our office staffs.
2. Purchase / salary / leave records of faculty members are fully computerised.
3. The college has Wi-Fi enabled campus.
4. Maintenance of computational systems by Internal Systems Administration Team.

6.3.6 Human Resource Management

- Encouragement to faculty members to attend various staff development programmes.
- 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.
- 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.
- Encouragement to students to attend seminar/symposium/workshop/ invited lectures.
- 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
- Durgapur Project Ltd. (DPL), Durgapur.
- Minar confectionary, Asansol

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 entertained 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 issues. 7. Government Schemes: <ol style="list-style-type: none"> i) Provident Fund ii) Gratuity iii) Encashment of earned leave salary 8. Financial support to departments for hosting seminars, conferences and workshop in the campus.
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 Schemes: <ol style="list-style-type: none"> iv) Provident Fund v) Gratuity vi) Encashment of earned leave salary

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, Kanyashree, Minority, Schedule caste/ Schedule tribe) provided by state government. 3. Medical assistance from the college health centre to the students. 4. Skill development (Spoken English, Computer Literacy, etc.,) 5. Practical Knowledge Training. 6. Tutorial Classes for weaker students. 7. Remedial classes. 8. Sanitary napkin given to the female students through vendor machine in nominal charges. 9. Badminton court is constructed in the girl's hostel premises. 10. Financial support to students for preparing model/project for participating in district and state level science fair competition
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6.5 Total corpus fund generated: Rs.2, 49, 94,544/-

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

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University	Yes	IQAC
Administrative	Yes	Govt. 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 KaziNazrul 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

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

6.13 Development programmes for support staff

- Programmes for Support Staff members were conducted to equip them with all possible skills for their professional growth and Institutional growth.
- The following activities are processed,
- College organizes National Seminar, workshop and different staff training programmes.
- Both Teaching / Non-teaching are encouraged to continue higher studies.
- 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 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. Huge number of Arjun plantation in our adapted villages for the purpose of silk moth cultivation.

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.

- Biometric Attendance for all staff
- Internet facility up graded up to 20Mbps at College campus
- Corporate scholarship given by Mahindra and Co.
- Arrangement of MOCK test by state labour department, Govt. of West Bengal.
- Training for college students for Open access resources for PG students.
- Students name registered to employment bank.
- Training for college students for Open access resources for PG students.
- Replaced 65% CRT computer monitor to LED/LCD monitor
- Installation complete for LED light at college campus
- Major (01) and Minor (06) research project sentenced from different funding agencies.
- Free consultation and technology development of equipments for specially challenged students and persons.

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

- A Biometric machine (ESSL Company) has been installed at the just entrance of principal chamber with 24hr. CCTV surveillance.
- 10Mbps Internet facility was upgraded up to 20Mbps data service.
- College arrange a common place where students of our college and the corporate sectors were sit together, experts coming from corporate sector select proper students (UG & PG) through a common examination and finally they gave the Corporate Scholarship to the student for his/her batter future study.
- Labor dept. of Govt of WB provided 900 MOC question paper and OMR sheet so that that amount of needy and eligible students can prepare themselves for state level and national level competitive examination. From our side sufficient space has been provided for the above said MOC test.
- Training for college students for Open access resources for PG students were given in their respective department by the expert and ultra-efficient staff of our central library.
- Students name registered to employment bank through online portal developed by Govt. of WB (<https://employmentbankwb.gov.in/>)
- Invitation of Tender for the replacement of CRT computer monitor to LED/LCD monitor
- Installation completes for LED light at college campus and college hostels so that we can save more energy.
- The major and minor project work has started (*Details see category III, 3.2*)
- Physics department and Research and Development wing of the college did a technical feasibility study of a ergonomically optimized RICKSHAW for specially challenged students and persons.

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

- Production of brown rice variety of paddy (organic farming)
- Cultivation of high value medicinal plants.

7.4 Contribution to environmental awareness / protection

- Production of brown rice variety (organic farming) of paddy through folk method of paddy processing by using Dhenki with tribal people of the locality.
- Observation of plantation week both in college campus and adjacent village also at adjacent area by plantation of trees.
- 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.
- Green Audit support parameters: We have conducted green audit in our campus area this year also.
- Medicinal plant 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:

- Our Institution has ample of potentiality (both in academic/research/ extension activities/ administrative)
- Adequate laboratory infrastructure to run UG/PG.
- Smart class room equipped with state of art audio visual amenities.
- Decentralized Administration with delegated authority up to department head level resulting in quick decision-making process.

Weaknesses:

- Collaborative research with Institutes of repute is needed.
- Alumni association is inactive with low flow of charitable/gratuitous grants.
- Non-teaching wings are also running at much lower sanctioned strengths and e-governance is at a very low pace to have tangible effects on the functioning of the administrative wings.

Opportunities:

- Biggest opportunity is to bring full e-governance at all levels of College functioning.
- Provision for fundamental computer training to enable the students handle the gadgets very well which is essential for the jobs.

Threats:

- We have done so much excellent activities in spite of that we are going to skip our 2nd cycle of NAAC assessment due to absence of proper documentation of the activities.
- Lack of vocational courses/community college on the campus.
- Vacant faculty positions and declining number of teachers because of high rate of superannuation.

8.Plans of institution for next year

- Paper less communication/notification/admission etc. through internet/what Sapp etc.
- Internet facility up graded up to 50Mbps at College campus
- Up gradation of CCTV coverage by 20 nos. of HD quality camera will be installed
- Up gradation of road condition in the campus towards the movement of pedestrian friendly full water proof concrete road
- Construction of High Drain for scientific draining of runoff of campus major causative factor for damaging road and play ground of college campus.
- Corporate Scholarship.
- Training for college students for Open access resources for UG and PG students.
- Arrangement of MOC test by state labor department, Govt. of West Bengal.
- Students name registered to employment bank.
- To be replace of 100% CRT computer monitor to LED/LCD monitor
- Replacement of all Heavy duty and high Energy consuming Ceiling fan to be replaced by low energy consuming model.

Name _____ *Dr Tridib Santapa Kundu* _____

Name _____ *Dr Amitava Basu* _____



Signature of the Coordinator, IQAC



Signature of the Chairperson, IQAC

Annexure – I

ACADEMIC CALENDAR 2016 – 2017

Month	Week	Dates in the Week	Number of Holiday	No. of Working days
July – 16	1 st	July (1-7)	2 Days : Sunday 03.07.16 Id-Ul-Fitar/Rath:06.07.16	5 Days
July – 16	2 nd	July (8 – 14)	1 Day : Sunday 10.07.16	6 Days
July – 16	3 rd	July (15 – 21)	College Foundation Day – 16.07.16 1 Day : Sunday : 17.07.16	6 Days
July – 16	4 th	July (22 – 28)	1 Day : Sunday 24.07.16	6 Days
July – Aug. 16	5 th	July 29 – Aug – 04	1 Day : Sunday 31.07.16	6 Days
Aug – 16	6 th	Aug (05 – 11)	1 Day : Sunday : 06.08.16	6 Days
Aug – 16	7 th	Aug (12 – 18)	3 Days : Sunday 13.08.16 Independence Day – 15.08.16 (Observation Day) Rakhi Purnima – 18.08.16	4 Days
Aug – 16	8 th	Aug (19 – 25)	2 Days : Sunday 20.08.16 Janmastami: 25.08.16	5 Days
Aug – Sept – 16	9 th	Aug-26 to Sept-1	1 Day : Sunday 27.08.16	6 Days
Sept – 16	10 th	Sept (02 -08)	1 Day : Sunday 03.09.16	6 Days
Sept – 16	11 th	Sept (09- 15)	2 Days : Sunday : 10.09.16 Idd-Uz-Zoha – 12.09.16	5 Days
Sept – 16	12 th	Sept (16 – 22)	1 Day : Sunday : 17.09.16 Vishakarma Puja 17.09.17	6 Days
Sept – 16	13 th	Sept (23 – 29)	1 Day : Sunday : 24.09.16	6 Days
Sept – Oct – 16	14 th	Sept – 30 to Oct – 06	Mahalaya – 30.09.16 4Days : Sunday : 31.09.16 Gandhi Jayanti – 02.10.16 Puja Vacation-06.10.16	3 Days
Oct – 16	15 th	Oct (07 – 13)	7 Days : Puja Vacation-	0 Days
Oct – 16	16 th	Oct (14 – 20)	7 Days : Puja Vacation	0 Day
Oct – 16	17 th	Oct (21 – 27)	7 Days : Puja Vacation	0 Day
Oct – 16 Nov –16	18 th	Oct – 28 to Nov – 03	6 Days : Puja Vacation 28.11.16 to 02.11.16	1 Day
Nov – 16	19 th	Nov (04 – 10)	3 Days : Sunday : 06.11.16 Chhat Puja – 07.11.16 Jagadhatri Puja 09.11.16	4 Days
Nov – 16	20 th	Nov (11 – 17)	2 Days : Sunday – 13.11.16 Guru Nanak's Birth Day 14.11.16	5 Days

Contd....P/2.

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Month	Week	Dates in the Week	Number of Holiday	No. of Working days
Nov – 16	21 st	Nov (18 – 24)	1 Day : Sunday – 20.11.16	6 Days
Nov – Dec – 16	22 nd	Nov – 25 to Dec – 01	1 Day : Sunday : 27.11.16	6 Days
Dec – 16	23 rd	Dec (02 – 08)	1 Day : Sunday : 04.12.16	6 Days
Dec – 16	24 th	Dec (09 – 15)	2 Days : Sunday : 11.12.16 Fateha-dohaz-daham: 13.12.16	5 Days
Dec – 16	25 th	Dec – (16 – 22)	1 Day : Sunday : 18.12.16	6 Days
Dec – 16	26 th	Dec (23 – 29)	6 Days : Sunday : 25.12.16 Christmas Day : 25.12.16 to 29.12.16 Winter Holiday	1 Day
Dec – 16 to Jan – 17	27 th	Dec – 30 to Jan – 05	3 Days : Sunday : 02.01.17 Winter Holiday : 01.01.17 New years Day	4 Days
Jan – 17	28 th	Jan (06 – 12)	2 Days : Sunday : 08.01.17 Vivekanandas' Birthday : 12.01.17	5 Days
Jan – 17	29 th	Jan (13 – 19)	2 Days : Sunday 15.01.17 Poush Sankranti – 14.01.17	5 Days
Jan – 17	30 th	Jan (20 – 26)	3 Days : Sunday : 22.01.17 Netaji Birthday – 23.01.17 Republic Day – 26.01.17	4 Days
Jan – Feb – 17	31 st	Jan - 27 to Feb - 02	3 Days : Sunday : 29.01.17 Saraswati Puja 01.02.17 to 02.02.17	4 Days
Feb – 17	32 nd	Feb (03 – 09)	1 Day : Sunday : 05.02.17	6 Days
Feb – 17	33 rd	Feb (10 – 16)	1 Day : Sunday : - 12.02.17	6 Days
Feb – 17	34 th	Feb (17 – 23)	1 Day : Sunday : 19.02.17	6 Days
Feb – Mar- 17	35 th	Feb – 24 to Mar-02	Shiva Ratri :24.02.17 2 Days : Sunday : 26.02.17	5 Days
March – 17	36 th	Mar (03 – 09)	1 Day : Sunday : 05.03.17	6 Days
March – 17	37 th	Mar (10 – 16)	3 Days : Sunday : 12.03.17 Dol Yatra (Holi) 13.03.17-14.03-17	4 Days
March – 17	38 th	Mar (17 – 23)	1Day : Sunday : 19.03.17	6 Days

Contd.....P/3.

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Month	Week	Dates in the Week	Number of Holiday	No. of Working days
March – 17	39 th	Mar (24 – 30)	1 Day : Sunday – 26.03.17	6 Days
March – April – 17	40 th	March 31 to Apr-6	1 Day : Sunday – 02.04.17	6 Days
April – 17	41 st	April (7-13)	1 Day : Sunday : 09.04.17	6 Days
April 17	42 nd	April (14 – 20)	3Days : Dr. B.R. Ambedkar's Birthday, Chaitra Sankrantin – 14.04.17 Bengali New year : 15.04.17 Sunday : 16.04.17	4 Days
April – 17	43 rd	April (21 – 27)	1 Day : Sunday : 23.04.17	6 Days
April – May - 17	44 th	Apr – 28 to May – 04	2 Days : Sunday : 30.04.17 May Day : 01.05.17	5 Days
May – 17	45 th	May (5 – 11)	2 Days : Sunday : 07.05.17 Rabindra Jayanti : 09.05.17	5 Days
May – 17	46 th	May (12 – 16)	1 Day : Sunday : 14.05.17	6 Days
May – 17	47 th	May (17 – 25)	1 Day : Sunday 21.05-17	6 Days
May – June – 17	48 th	May 26 to June 01	1 Day : Sunday – 28.05.17	6 Days
June – 17	49 th	June (2 – 8)	2 Days : Sunday : 04.06.17	5 Days
June – 17	50 th	June (9 – 15)	1 Day : Sunday : 11.06.17	6 Days
June – 17	51 st	June (16 – 22)	1 Day : Sunday – 18.06.17	6 Days
June – 17	52 nd	June (23 – 29)	1 Day : Sunday – 25.06.17 Ied-ul-Fiter –26.06.17	6 Days
June – 17	53 rd	June – 30	-----	1Day

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Annexure II



Collaborative field work with Neighbouring College

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
