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To
The Director,
National Assessment and Accreditation Council (NAAC)
P.O. Box No-1075, Nagarbhavi
Bangalore-560072
Karnataka
India

Sub: <u>Uploading the Annual Quality Assurance Report 2017-18 of Bamanpukur Humayun Kabir Mahavidyalaya , P.O.- Bamanpukur, District- North 24 Parganas, West Bengal, 743425 for Second Cycle of Accreditation , in the website www.bhkm.org</u>.

Respected Sir

In compliance with the requirements of the Second accreditation, we feel glad to upload our Annual Quality Assurance Report (AQAR) 2017-18 in our official website www.bhkm.org for your kind perusal.

I look forward for further information from your end.

With thanks

Yours faithfully

[Dr. Subhash Biswas]

Principal

Bamanpukur Humayun Kabir Mahavidyalaya

Bamanpukur, North 24 Parganas

West Bengal, 743425

ANNUAL QUALITY ASSURANCE REPORT (2017-18)

PRESENTED BY
INTERNAL QUALITY ASSUARANCE CELL

BAMANPUKUR HUMAYUN KABIR MAHAVIDYALAYA

BAMANPUKUR, NORTH 24 PARGANAS, WB, 743425

The Annual Quality Assurance Report (AQAR) of the IQAC

(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution
(data may be captured from IIQA)

1. Name of the Institution   : Bamanpukur Humayun Kabir Mahavidyalaya

- Name of the Head of the institution   : Dr.Subhash Biswas

- Designation   : Principal

- Does the institution function from own campus : Yes

- Phone no./Alternate phone no.   : 03217260816

- Mobile no.   : +91 9830362656

- Registered e-mail   : bhkm2007@gmail.com

- Alternate e-mail   : sbiswas2k@gmail.com

- Address   : PO:Bamanpukur

- City/Town   : Basirhat

- State/UT   : West Bengal

- Pin Code   : 743425

2. Institutional status:

- Affiliated / Constituent   : Affiliated

- Type of Institution   : Co-education/~~Men/Women~~

- Location   : Rural/~~Semi urban/Urban~~: Rural

- Financial Status : Grants-in aid/ UGC 2f and 12 (B)/ ~~Self financing~~
  (please specify)

- Name of the Affiliating University : West Bengal State University

- Name of the IQAC Co-ordinator : Sumita Chatterjee

- Phone no. : 03217260816

- Mobile : +91 9830711801

- IQAC e-mail address : bhkm.iqac@gmail.com

- Alternate Email address : sumichatu@gmail.com

3. Website address : www.bhkm.org

Web-link of the AQAR: [Previous Academic Year (2016-17)]:

http://www.bhkm.org/iqac/aqar_bhkm_2015-2016.pdf

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

4. Whether Academic Calendar prepared during the year? : Yes

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

Weblink: N.A.

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	B	2.16	2016	From:05.11.2016 to:04.11.2021

6. Date of Establishment of IQAC: DD/MM/YYYY: 01/04/2014

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Regular meeting of the IQAC	19.08.2017- 2 hours 11.09.2017- 45 minutes 03.02.2018-2 hours 26.05.2018-2.5 hour	08 09 10 09
Evaluation Teachers' Eligibility for Career Advancement as per UGC Regulations	26.05.2018- 1 hour	09
Evaluation of results final year students	11.09.2017-2 hrs	09
Workshop for sensitization amongst the students, faculties, staff about CBCS and Semester System	08.03.2013- 2 hours	150

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

8. Provide the list of funds by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Department of Higher Education, Government of West Bengal	Building Grant	Department of Higher Education		Rs.

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

      *upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year   : 04

   The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.. Yes/No   : Yes

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

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

      If yes, mention the amount: Year:

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

      * Organized one Workshop on CBCS and Semester System Sensitization;

      * Ensured some specific recommendations to the College Authorities for improvement of

       overall academic atmosphere of the institution.

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements
Academic proposals:	
Opening of new courses of emerging areas with due consideration to the recommendation of the NAAC Peer Team.	No action could be taken due to introduction of CBCS and semester system from the ongoing session.
Opening of Post-Graduation courses in Bengali, History and English.	Necessary process has not yet been initiated.
Administrative proposals:	
More initiative to appoint required number of permanent staff to meet inadequacy of staff members.	Eight new posts of Non-Teaching staff including Librarian is sanctioned by the Govt. of West Bengal
Completion of construction of renovation of college building..	Revision of staff pattern is going on as per Government order.
Installation of bio-metric attendance terminal for teachers and staff	Construction has been completed.
	Installation has been successfully completed.
Proposals relating to Research and consultancy:	
Ensure more initiative on the part of Seminar & Research Forum to motivate faculty members to actively participate in different research activities.	Some initiatives have been adopted and Five teachers working on their Ph.D. thesis and one of them has been awarded degree.
Ensure organization of research and professional development activities by all the academic departments.	
Organization of Student Satisfaction Survey by the Seminar & Research Forum.	Initiative has been taken.
Proposals relating to Cultural programmes:	
Increase the number of events in the Annual College Cultural Programme.	No such improvement has been found
Increase the number of participation in external cultural competition	No such improvement has been found

Proposals relating to Games & Sports:	
Inter class game and sports events be regularized and overcoming problems if any	No initiative have been adopted.
Ensure participation of students in state as well as national level games & sports competition.	No initiative have been adopted.
Proposal relating to community extension programme:	
Normal programmes of NSS unit should include more programmes based on science and environment.	Some positive initiatives have been adopted. 50 students have participated in the Swaccha Bharat Summer Internship programme and awarded accordingly.
Organization of more community extension programmes by the cadets of NSS	
Organization of community extension programme and social action programmes by the students other than NSS.	More participation is noticed in mobilising school students of the locality for communal harmony
Proposal for College Library	
Completion of renovation of the library	Work has been completed very recently.
Installation of CCTV and introduce RFID technologies	Process could not initiated due to the fact that renovation work of the central library was going on throughout the year and has completed very recently.
Installation of separate Cloud Server for own Website and remote access of WEBOPAC	Same as above.
Ensure procurement of new books according to revision of syllabus	
Opening separate website for Central Library	No action has been taken.
Others:	
Regularization of activities of Grievance Redressal Cell	No positive action has been found to be adopted.
Creation of awareness among the students about the anti-ragging policy formulated by the UGC.	Some initiatives have been adopted by the anti-ragging cell.
Initiatives have to be taken by all the academic departments to tap the alumni for development of the institution.	No positive action has been found to be adopted.

14. Whether the AQAR was placed before statutory body?   Yes /No   :Yes

Name of the statutory body: Yes   Date of meeting(s)   : 11.09.2018

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

Yes/No   **:**No.   Date:

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

Year:2017-18   Date of Submission: 13.02.2018

17. Does the Institution have Management Information System?

Yes √   No

If yes, give a brief description and a list of modules currently operational.

Administrative procedures including finance:

In the matter of administration the Governing Body of the College is the supreme authority. It formulates its administrative plans and programmes on the basis of recommendation of different sub-committees and rules, regulations, bye-laws framed time to time by the Government of West Bengal, University Grants Commission and the affiliating University. .At the interval of each period it evaluates whether those plans are properly implemented and finds out the problems in implementation of the same and adopts ways to overcome the situation.

In the matter of finance it prepares an annual budget of its income and expenditure on the basis of recommendation of the Finance Committee. The Finance Committee recommends the budget on the basis of past three years experience as well as rules, regulations, bye-laws framed time to time by the Government of West Bengal, University Grants Commission and the affiliating University . At the interval of a particular period it reviews its budgeted actions and finds the way to overcome the situation.

Student admission:

In the matter of admission the Institution follows admission rules framed by the affiliating University. However internal rules and regulation regarding admission are recommended by the Teachers' Council following the guidelines of the affiliating University.

Student records:

Student records of the College are maintained manually. Attempts are being taken to maintain students records by using student software package. Generally students upload their necessary information at the online admission portal and after admission those information are transmitted

to students'software. Then those student data are disseminated to different segments like Academic Council, Teachers' Council, different academic departments and Internal Quality Assurance Cell

Evaluation and examination procedures:

Generally in the matter of evaluation and examination of the students of the College we follow the rules and regulations framed by the University. However it arranges Test Examination following the framework of University level of Examination for the students every year. Students, who qualify at the test examination are allowed for appearing at the University Examination .

Further after publication of result of final University level Examination each of the academic departments evaluates the results of their students and presents the same to the College Governing Body through the Academic Council and recommends the name of the students, who are eligible for felicitation for their academic excellence and specific actions to be adopted for overcoming the challenges if any.

Research administration: Research activities of the College are generally conducted by the Seminar & Research Forum. The Seminar & Research Forum looks after the organization of Seminars by the different academic departments, research projects, conducted by the faculty members and their participation and publication.

Others:

Apart from above the College takes specific plans in various supporting activities through its various organs. At a specific interval it evaluates its performance in those activities and finds the ways to overcome the identified problems.

Part-B

CRITERION-I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation.

Regarding curriculum planning the institution does not enjoy autonomy. Curriculum of the different courses is designed by the affiliating University. However three faculties of the institution are the members of the undergraduate Board of Studies of the University. They actively participate in the curriculum designing process of the University. Those apart faculties actively participate in different workshops organized by the University for the same end Faculties also communicates their feedback about the proposed curriculum, when the same is sought by the University.

The institution has well planned mechanism for curriculum implementation. At the beginning of the every academic session the Academic Council consisting of the Head of the all the academic departments prepare systematic planning to ensure implementation of the curriculum with due consideration to the time line framed by the University. For the purpose of documentation of the same academic council publishes Academic Calendar every year, which contains full information about the curriculum implementation of all the subjects taught in the institution and the same is distributed among the students.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year : Nil

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
N.A.	N.A.	N.A.	N.A.	N.A.

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year: Nil

Programme with Code	Date of Introduction	Course with Code	Date of Introduction

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year. Nil[1]

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

Already adopted (mention the year)

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

	Certificate	Diploma Courses
No of Students	N.A.	N.A.

1.3 Curriculum Enrichment

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

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[1] **CBCS has been implemented from the ongoing academic session** (2018-19)

Value added courses	Date of introduction	Number of students enrolled

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
Geography Projects of Part- -II students as per WBSU UG curriculum	16
Geography Projects of Part-III	15
Environmental Studies Projects of UG Part-I students as per WBSU UG curriculum	1606

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	
Yes/ No	~~Yes~~/ No	~~Yes~~/ No	~~Yes~~/ No	

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? .

Generally department are requested to place their report of their respective subjects. Than it is centrally analysed. Planning is made to register the students on mail list and to check their feedback through e-mails.

CRITERION-II-TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year(UG 1ˢᵗ Year only)

Name of the Programme	Number of seat available	Number of application received	Students enrolled
Honours in Bengali	130	321	96
Honours in English	30	78	23
Honours in Education	70	247	72
Honours in Sanskrit	130	59	34
Honours in Political Science	30	63	24
Honours in History	70	81	47
BA (General) Programme	1500	1830	1310

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data):   160:1

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017-18	2550	00	09+7	00	16

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
25	15	UGC-Inflibnet facility at Central Library, computer terminals at teachers' room, central library, High speed internet connection	4	01	E-journals, e-books accessed from UGC-Inflibnet

2.3.2 Students mentoring system available in the institution? Give details.

In our students mentoring system starts at the very beginning of the admission process. Students, who are admitted in UG 1st year are to appear at verification and counselling as a prerequisite for their final admission. At this verification process newly admitted students come to the touch of the teachers. Teachers give their valuable suggestions to the students about the utilities of different subjects, which are taught at present. They also ensure necessary counselling of the students about their willingness and capabilities for different subjects and suggest subjects, which are suitable according to capabilities of the later. They also discuss in details about job prospects of different subject, which are taught in the institution. Not only that but also the teachers inform the students about the discipline, rules and regulations of the institution.

In this session, all of the department have made one day orientation of the students at the seminar hall where teachers from other colleges, board of studies and universities were invited and they gave valuable suggestions and orientation to the students.

Those apart the career counselling cell conduct student mentoring throughout the year. The cell informs necessary information about the different jobs in different Government and non-government organizations. It also facilitates the students to have different information about the different professional and skill development courses through internet. It also organizes different workshops, seminars to enhance employability of the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
2550	09	1:232

2.4 Teacher Profile and Quality				
2.4.1 Number of full time teachers appointed during the year				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
11	09	02	03	04

2.4.2 Honours and recognitions received by teachers :

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

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2016	*Sumita Chatterjee participated as one of the commanding officers for Republic Day Parade.*	*Asst. Professor in English*	*Governor of West Bengal Felicitated*
2016-17	*Prof. Madhu Sriwastav has Directed and presented one short Drama at National level Competetion*	*Asst .Professor in English*	
2016-17	*Prof Madhu Sriwastav has acted in a short film produced by the students of the Department of Mass Communication (St Xaviers' College)*	*Asst. Professor in English*	

2.5 Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
UG Hons & Gen	BA/B.Sc Part-III	III	29.03.2018	29.05.2018
UG Hons & Gen	BA/B.Sc Part-II	II	02.07.2018	15.09.2018
UG Hons & Gen	BA / B Sc Part-I	I	14.08.2018	12.12.2018

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

From the next academic session CBCS will be introduced and thus continuous internal evaluation system will be thoroughly introduced.

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

The institution publishes its academic calendar in every academic session to acquaint the students about total academic atmosphere. The academic calendar starts with responsibilities of the institution towards its students and that is followed by students' charter and our mission and vision. It also contains the following information:

i)   Tentative working days;
ii)   Tentative University and College Examination Schedule;
iii)   Tentative Teaching Days;
iv)   Tentative Observation Days;
v)   List of faculties and holidays;
vi)   Detailed curriculum of each of the programmes.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes
for all programs offered by the institution are stated and displayed in website of the institution
(to provide the web link):

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
	B.A.Hons in			
	Bengali	31	28	90.32
	English	07	06	85.71
	History	07	06	85.71
	Pol.Sc.	11	10	90.90
	Sanskrit	17	09	52.94
	Education	06	05	83.33
	B.A.Gen	212	117	55.18

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

CRITERION-III –RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects			Nil	Nil
Minor Projects			Nil	Nil
Interdisciplinary Projects			Nil	Nil
Industry sponsored Projects			Nil	Nil
Projects sponsored by the University/ College			Nil	Nil
Students Research Projects *(other than compulsory by the College)*			Nil	Nil
International Projects			Nil	Nil
Any other(Specify)			Nil	Nil
Total			Nil	Nil

3.2 Innovation Ecosystem

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

Title of Workshop/Seminar	Name of the Dept.	Date(s)
CBCS and Semester System Sensitization	IQAC	08.06.2018

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year: Nil

Incubation Centre	Name	Sponsored by

Name of the Start-up	Nature of Start-up	Date of commencement

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International

3.3.2 Ph. Ds awarded during the year *(applicable for PG College, Research Center)*

Name of the Department	No. of Ph. Ds Awarded
Bengali	1(One)

3.3.3 Research Publications in the Journals notified on UGC website during the year

	Department	No. of Publication	Average Impact Factor, if any
National	Bengali	4	
	Education	2	
	Pol.Science	2	
	English	1	
International			
Total		9	

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year: 0.24

Department	No. of publication
Bengali	1
English	2
Total	3

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index : Nil

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations

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

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

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	2	06	18	10
Presented papers	2	12	14	11
Resource Persons	0	2	3	06

3.4 Extension Activities

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

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers **co-ordinated** such activities	Number of students participated in such activities
Nurturing of Herbal Plant	NSS	04	32
Plantation	NSS & Department of Education and English	04	90
International Yoga Day Celebration	NSS & Education Department	04	78
Plantation of Herbals	NSS and Alumni	04	76
I-Day Celebration	NSS	08	152
Swachata Pakhwada	NSS	10	150
Union Minister's Meet	NSS	01	04

Run for Unity	NSS & Deptt of Education and Bengali on Bhasa Divas	04	93
Disinfection Drive	NSS	01	39
Seminar on Dengue	NSS & Alumni	04	72
Communal Harmony Campaign week	NSS & Extension Cell	08	200
World Aids Day	NSS	01	38
Yuba Divas Seminar	NSS	04	66
23rd January	NSS and Extra curricular Cell	03	88
Health & Thalassamia screening camp	NSS	04	141
Winter Special Camp*	NSS	03	47
Swacha Bharat Abhiyan	NSS	04	74
International Yoga Dibas	NSS and Education	02	50
Nari Shakti Programme	NSS & Education	02	80

Note:*- Different extension activities like Health & Hygine and Health Counselling , Rally with Aids poster, Swacha Pledge Taking etc.

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

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
Normal NSS Programme, NSS Winter Special Camp and participation of NSS volunteers in State and National Level NSS activities			100

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

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers **coordinated** such activities	Number of students participated in such activities
NSS Normal Programme	NSS in collaboration with Education Department	International Yoga Dibas Celebration	01	24
NSS Normal Programme	NSS in collaboration with Minakhan Block MGNREGA Cell	Plantation of Herbals	01	01
NSS Normal Programme	NSS in collaboration with Department of Health, Govt. of West Bengal	Seminar on Dengue	01	39
NSS Normal Programme				45
NSS Normal Programme	NSS in collaboration with Department of Health, Govt. of West Bengal	World Aids Day	01	36
NSS Normal Programme	NSS in collaboration with Vivekanda Yuba Mahamandal	Yuba Dibas Seminar	01	36
NSS Normal Programme	NSS in collaboration	Health & Eye Checkup Camp	01	33
Deptt of Education	Equal Opportunity Cell	Special Education Day	02	74

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration
Extension programme	24	NSS normal grant	1 day
Extension programme	01	NSS normal grant	1 day
Extension programme	39	NSS normal grant	1 day
Extension programme	35	NSS normal grant	1 day
Extension programme	36	NSS normal grant	1 day
Extension programme	33		1 day

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year :Nil

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year:Nil

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
Rs.28,46,736	Rs.28,46,736*

Note: *- Includes UGC, and College Development Fund.

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	10.53 acres	Nil
Class rooms	20	Nil
Laboratories	00	Nil
Seminar Halls	01	Nil
Classrooms with LCD facilities	Nil	Nil
Classrooms with Wi-Fi/ LAN	01	Nil
Seminar halls with ICT facilities	01	Nil
Video Centre	Nil	Nil
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	0	3
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs.48,75,28	Rs.23,83,650
Others	Rs.19,71,30	Rs.29,92,69

4.2 Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	partially	2.0	2014-15

4.2.1 Library Services:

	Existing	Newly added	Total

	No.	Value	No.	Value	No.	Value
Text Books	6817		04		6847	
Reference Books						
e-Books	31,35,000 + under UGC Inflibnet N-List Programme		0		31,35,000+ under UGC Inflibnet N-List Programme	
Journals	56 including free Journals	Rs.10,31,121		Rs.1400	70 including free Journals	Rs.10,32,521
e-Journals	6000+ ejournals under UGC N-List programme				6000+ ejournals under UGC N-List programme	
Digital Database	0				0	
CD & Video	60				60	
Library automation	partially				Partially	
Weeding (Hard & Soft)						
Others (specify)						

	4.3 IT Infrastructure

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	16	0	10		0	10	5	10 MBPS	0
Added	2	0	0	0	0	2	2	0	0
Total	18	0	10		0	12	7	10 MBPS	0

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS /~~GBPS~~

4.3.3 Facility for e-content: Nil

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc Nil

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content

4.4 Maintenance of Campus Infrastructure

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

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Nil	Nil	Rs.216002/	Rs.216002/

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

This college has no system of designing separate budget for maintenance of academic facilities and physical facilities. Every year in the annual budget a consolidated budget for maintenance of academic as well as physical facilities are fixed on the basis of last years' indexed expenditure. Expenditure are incurred throughout the year on the basis of that budget. At the end of the year actual amount is compared with budgeted amount to find out the deviations. Apart from college general fund maintenance of facilities are also done from available UGC grants and any other available grants.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Student-aid fund	326	1,06,265
Financial support from other sources			
a) National	Minority Scholarship, Wards of Beedi Shramik, Kanyashree, Swami Vivekananda merit-cum means scholarship, SC,ST Stipend, OBC-B stipend	1566	2,26,11,500
b) International	Nil	Nil	Nil

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
How to prepare for Competitive Examination across the Country	30.01.2018	200	George School of Competitive Examinations, Ranaghat Branch
Safalya Hater Muthoy	22.02.2018	60	Gillette Guard in association with Ananda Bazar Patrika

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2017-18	Career Counselling	200	200	Nil	Nil

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year :

When any grievance of students including grievance relating to sexual harassment is submitted to the office of the Principal, the matter is placed to the Governing Body by the Principal in consultation with the Grievance Redressal Cell. The Governing Body after considering viability of the same take appropriate action with due consideration to the relevant provision of the Statue of the West Bengal State University and Principles of Natural Justice.

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
03	02	06

5.2 Student Progression

5.2.1 Details of campus placement during the year:

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
FUTURZ	60	02	Nil	Nil	Nil

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017-18	20	B.A.(Hons)	Bengali	West Bengal State and other Universities, specially in distance mode	M.A.
	02	B.A.(Hons)	English	West Bengal State and other Universities, specially in distance mode	M.A.
	12	B.A.(Hons)	History	West Bengal State and other Universities, specially in distance mode	M.A.
	1	B.A.(Hons)	Political Science	West Bengal State and other Universities, specially in distance mode	M.A.
	10	B.A.(Hons)	Education	West Bengal State and other Universities, specially in distance mode	M.A.
	03	B.A.(Hons)	Sanskrit	West Bengal State and other Universities, specially in distance mode	M.A.
	31	BA (General)	BA General	West Bengal State and other Universities, specially in distance mode	MA /M.Sc.

5.2.3 Students qualifying in state/ national/ international level examinations during the year
(eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services):Nil

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET		
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

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

Activity	Level	Participants
One act play	Institution	05
Story telling	Institution	03
Essay competition on Swami Vivekananda	Institution	02
Sit and Draw Competition on Environment	Institution	03
Creative dance competition	Institution	06
Sundarban Cup Football Tournament	Zonal	16
Folk Song Programme	Zonal	12
General Quiz Competition	District	01
Character Building Quiz Competition	District	08
Minakhan Police Station club athletic meet	Police station	09
Extempore	District	03
Debate Competition	Institution	15
Floor Decoration	Institution	26
Creative Dance	Institution	16
Extempore	Institution	06
Self-composed poem	Institution	13
Recitation	Institution	12
Mime	Institution	08
Modern Bengali Song	Institution	06
Folk Song	Institution	04
Nazrul Song	Institution	05
Rabindra Sangeet	Institution	10
Quiz	Institution	50
Youth Parliament Competition	District	15

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one):Nil

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2017-18	Nil	Nil	Nil	Nil	Nil	Nil

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution

Student Council of the institution is formed as per regulations of the West Bengal State University. Election of the same is held as per order issued by the Government of West Bengal and West Bengal State University. As per West Bengal State University Statute   General Secretary, Student Council is ex-officio member of the Governing Body. Apart from Governing Body the General Secretary of Student Council of this Institution is the member of the Internal Quality Assurance Cell, and Library Advisory Committee. Student Council in its institutional peripheral actively maintain a platform of relationship between college administration and the students in general about the academic and administrative activities. It also communicates different needs and aspirations of the students from the college administration. Every year it assumes key role to organize Annual Athletic Meet, Annual Freshers' Welcome, Annual Social Function, observation of Vasanta Panchami and publication of annual magazine 'Spectrum'. It also assumes its key role in organizing student run library 'Book Bank'.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): No

5.3.2 No. of registered enrolled Alumni:

5.3.3 Alumni contribution during the year (in Rupees) :

5.3.4 Meetings/activities organized by Alumni Association :

CRITERION -VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

i) The Governing Body of Institution consists of teacher representatives, non-teaching representatives and students' representative;

ii) Two administrative bodies namely IQAC and RUSA Project Monitoring Unit consist of teacher, non-teaching and student representatives.

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

Yes/No/Partial:

Yes

6.2 Strategy Development and Deployment

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

❖ **Curriculum Development:** The institution does enjoy any autonomy in the matter of curriculum development. It is the affiliating University, which designs curriculum. Only four of our full time faculties are the members of Undergraduate Board of Studies of the University. They actively participate in the curriculum development. Those apart our teachers also participate in the workshops, organized by the affiliating University for curriculum development. They also communicate their valuable suggestions to the University about the same when those are sought from them.

❖ **Teaching and Learning:** Teaching and learning of the institution is monitored by the academic council, which consists of Head of all the academic departments. Every year academic council prepare academic calendar in order ensure systematic curriculum enrichment. It also prepares class routine with the class routine sub-committee strictly following the guideline issued by the affiliating University and relevant orders of the Government. It also determines tentative schedule of Internal Examinations. At the end of every academic session it also evaluates results of the final University Examination and sends the same to the Internal Quality Assurance Cell.

❖ **Examination and Evaluation:** In the matter of examination and evaluation the institution strictly follows the rules and regulations of the University. For conducting University Examinations it has examination committees, formed on the basis of the recommendation of the Teachers' Council. University Examination Committee under the Centre-in-charge ship of the Head of the Institution conducts all the necessary affairs relating room allotment of the students, duty allotment of the teachers and staff and all the other allied activities of the same. Not only that the same committee also conducts internal test examinations sufficiently before the University Level Examination. Few teachers of the institution are also belonged to the University Examination Flying Squad.

❖ **Research and Development:** The institution continuously maintains an academic environment, which is also conducive for research and development. Its central library contains considerable number of resources, which are used by the faculties for their research purpose. It also posses lot of IT resources with high speed internet connections,

❖ Library, ICT and Physical Infrastructure / Instrumentation: Central Library of this institution is a matter of pride. It contains lot of resources, which can be used for academic as well as research purpose. Considering its ever increasing demand last year we have renovated the same.

The institution also possesses considerable ICT infrastructure. Last year it has also installed aadhaar based bio-metric attendance terminal and the necessary software of the same has been supplied by NIC, Government of India Undertaking.

Regarding physical infrastructure the institution continuously strives for its improvement and renovation. It has renovated the ground floor of main building during last year under RUSA.

❖ Human Resource Management: The institution strives for systematic efforts towards optimum utilization of human resources. It distributes the responsibilities of different academic, research and allied activities amongst the faculties on the basis of recommendation of the Teachers' Council. It also allows its faculties to participate at different faculty development programmes in order to uplift their expertise. For the non-teaching staff it also possesses systematic allocation of duties considering the necessity of the institution and their capabilities.

❖ Industry Interaction / Collaboration : Regarding industry interaction/collaboration the institution mainly uses the platform of organizing different seminar/conference and extension programmes. During last year as many as seven extension programmes were organized by its NSS Unit, details of which are given in point 3.4.3. Those apart its career counselling cell organized two important student welfare programme in collaboration with non-government organizations.

❖ Admission of Students : The admission of UG 1st year students of this institution is guided by the rules and regulations of the affiliating University and the Government of West Bengal. As per standing norms of the Government of West Bengal it

follows the on line admission system of UG 1st year students. For this purpose it maintains a separate admission portal in collaboration with a non-government agency and a link is also provided at the college main website.

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

- ❖ Planning and Development: In the matter of implementation of e-governance in the area of planning and development the initiative of the institution is praiseworthy. It follows e-tender procedure for selection of bidders for any construction, renovation work and procurement of any items and equipments value of which exceeds Rs.50,000. For this purpose it has enlisted itself at the e-procurement portal of the Government of West Bengal.

- ❖ Administration: In the matter of administration it also strives to implement e-governance as far as possible. It disseminates all the necessary information to its students and all the other stake holders through its website and also maintains necessary communication with the West Bengal State University and the Government through email. Very recently it has also decided to develop a college app to maintain close communication with its students and other stakeholders.

- ❖ Finance and Accounts: In the matter of Finance and Accounts the institution also strives to implement e-governance. Its accounting system is fully automated by the use of accounting software package. Very recently it has also implemented the system of payment of amount more than Rs.500/- in a singly bill directly to the bank accounts of the beneficiary through NEFT/RTGS or fund transfer.

- ❖ Student Admission and Support: Student admission of this institution for UG 1st year students are totally conducted through online admission system. A student only comes to the college when his/her admission is completed at the online admission portal. Further in the matter of student support the institution also implement e-governance though facilitating students to have different information through the college website and to apply for different scholarships through the respective web portals. The institution also verifies the applications through those portals.

- ❖ Examination: In the matter of examinations the institution has very little scope to innovations. It is fully guided by the affiliating University. However for the interest of implementation of e-governance the institution has started to deposit necessary examination fees to the University directly to the Bank account through NEFT/RTGS and also it collects different information from the University about the examinations through the University website and disseminates that information to the students and faculties through its website.

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year :Nil

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2017-18	See point 7 of part-A				

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

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Orientation Programme	01	10.08.2017 to 06.09.2017

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/tempora

			ry
Nil	Nil	Nil	Nil

6.3.5 Welfare schemes for

Teaching	Bonus as per Govt. of West Bengal Norms, Exgratia for College paid Part-time, Contractual and Guest Faculties
Non teaching	Bonus as per Govt. of West Bengal Norms, Exgratia for Casual and Daily paid staff
Students	Student Aid Fund, Student Health Home, Scholarship of State, National and Non-government agencies, Career Counselling

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

(With in 100 words each): Auditing of the institution is a regular practice. Immediately after expiry of the accounting year the Bursar of the College conducts internal audit. The external audit is conducted by the auditor recommended by the Director of Public Instruction, Government of West Bengal. Internal audit up to the year 2017-18 is complete and external audit up to the year 2016-17 is complete. Necessary procedure for external audit for the year 2017-18 is going on and is expected to be completed shortly.

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

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose

6.4.2 Total corpus fund generated   :Nil

6.5 Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	IQAC
Administrative	No		Yes	IQAC

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

    i)   In our institution the meeting of parent-teacher association is organized by the Head of the concerned academic departments;

    ii)   We are yet to be regularize the parent-teacher meeting of all the academic departments;

    iii)   Meeting of the parent teacher association of the academic departments, which have been held during the year, yielded very positive result and those very conducive to improve the academic environment of the institution.

6.5.3 Development programmes for support staff (at least three)

    i)   We do not have any formal provision to facilitate development programmes for our support staff;

    ii)   However , one of our support staff were allowed to participate in CBCS and UG Examination workshop , organized by the West Bengal State University;

    iii)   One of support staff were allowed to participate at the e-pension training programme, organized by the Department of Higher Education, Government of West Bengal.

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

6.5.5

a. Submission of Data for AISHE portal   : (Yes /~~No~~)

b. Participation in NIRF   : (~~Yes~~ /No)

c. ISO Certification   : (~~Yes~~ /No)

d. NBA or any other quality audit   : (Yes /~~No~~)

6.5.6 Number of Quality Initiatives undertaken during the year :See point 7 in

Part-A

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from----- to------)	Number of participants			

CRITERION -VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

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

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the College met by the renewable energy sources

    i)   We observed tree plantation programme through our NSS Unit;

    ii)   We observed herbal plantation programme through our NSS Unit in collaboration with Minakhan Block MGNREGA cell;

    iii)   We observed Swarchha Bharat Abhiyan through the Students;

    iv)   We used online UPS to reduce the carbon emission within the college campus.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	No	
Provision for lift	No	
Ramp/ Rails	1	10
Braille Software/facilities	No	
Rest Rooms	No	
Scribes for examination	No	
Special skill development for differently abled students	No	
Any other similar facility	No	

7.1.4 Inclusion and Situated ness : See 3.4.1

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders :Nil

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

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to-------)	Number of participants

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

- i) Tree plantation programme by the NSS Volunteers;
- ii) Herbal plantation programme by NSS Volunteers;
- iii) Swachhata Pakhwada by NSS Volunteers;
- iv) Use of online UPS to reduce carbon emission within the college campus;

7.2 Best Practices

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

1)Observation of anniversaries of icons by the departments 2) Departmental wall magazine with theme.3)Library Day observation by the departments 4) Departmental quiz, extempore etc, 5) Departmental Book Bank managed by the students

7.3 Institutional Distinctiveness

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

The institution provides scope for higher learning to the students of first generation learners. The locality is one of the backward areas in the country. The institution through extension activities making the scope of inclusive education a reality.

8. **Future Plans of action for next academic year 2018-19**

1. Publication of Academic Calendar at the very beginning of the session from the next academic year;

2. Publication of hand book for code of conduct for faculties, staff and students;

3. Introduction of college app for disseminating information to all the stakeholders;

4. Introduction of online Student Satisfaction Survey;

5. Renovation of 1st and 2nd floor of the main building;

6. Organization of gender equity programme as a part of extension activities of the institution.

7. Procurement of books according to the changes in UG syllabi.

8. Organization of development programmes for the support staff;

9. Submission revised teaching staff pattern to the Government of West Bengal to have sanction for more full time faculty;

10. Submission of revised non-teaching staff pattern to the Government of West Bengal to have sanction for more permanent non-teaching staff.

11. Publication of College Journal

12. Opening of College Cooperative

Name : Sumita Chatterjee

Signature of the Coordinator, IQAC

Name: Dr.Subhas Biswas

Signature of the Chairperson, IQAC

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Annexure I

Abbreviations:

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

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