

The Annual Quality Assurance Report (AQAR)

2014 - 2015



BANKURA SAMMILANI COLLEGE

P.O. - KENDUADIHI, DIST. – BANKURA

WEST BENGAL, PIN - 722102



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The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2014-15

I. Details of the Institution

1.1 Name of the Institution

BANKURA SAMMILANI COLLEGE

1.2 Address Line 1

P.O. - KENDUADIHI

Address Line 2

DISTRICT - BANKURA

City/Town

BANKURA

State

WEST BENGAL

Pin Code

722102

Institution e-mail address

bankurasammilanicollege@gmail.com

Contact Nos.

(03242) 250741

9474325047

Name of the Head of the Institution:

DR.SAMIR KUMAR MUKHERJEE

Tel. No. with STD Code:

(03242) 250741

Mobile:

9474325047

Name of the IQAC Co-ordinator:

DR. SWAPAN MUKHOPADHYAY

Mobile:

9474191258

IQAC e-mail address:

bsciqac@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/38/074

1.5 Website address:

www.bankurasammilanicollege.net

Web-link of the AQAR:

www.bankurasammilanicollege.net/aqar.htm

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	75.40	2006	02.02.2006 to 01.02.2011
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

27.02.2006

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 2014 - 2015 | submitted to NAAC on (10/10/2015) |
| ii. AQAR 2013 - 2014 | submitted to NAAC on (10/10/2015) |
| iii. AQAR 2012 - 2013 | submitted to NAAC on (09/10/2015) |
| iv. AQAR 2011 - 2012 | submitted to NAAC on (09/10/2015) |
| v. AQAR 2010 - 2011 | submitted to NAAC on (08/10/2015) |

1.9 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☐

Autonomous college of UGC Yes ☐ No ☐

Regulatory Agency approved Institution Yes ☐ No ☐

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

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

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

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

1.10 Type of Faculty/Programme

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

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

Others (Specify)

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

THE UNIVERSITY OF BURDWAN

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

N.A.

UGC-CPE

N.A.

DST Star Scheme

N.A.

UGC-CE

N.A.

UGC-Special Assistance Programme

☒

DST-FIST

☐ N.A.

UGC-Innovative PG programmes

☐ N.A.Any other (*Specify*)☐ N.A.

UGC-COP Programmes

☐ N.A.**2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

No.

Faculty

Non-Teaching Staff Students

Alumni

Others

2.12 Has IQAC received any funding from UGC during the year?

Yes

☒

No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

1. Population and Environment-bio physical limits and sustainability (in collaboration with BZSMMV)
2. Recent trends in Chemical Sciences.
3. Success at hand organised by IQAC in collaboration with NSS unit and Anandabazar Patrika.

2.14 Significant Activities and contributions made by IQAC

1. To promote research activities.
2. To encourage faculty members for attending seminars, refresher courses, workshops etc.
3. To encourage the students for participating in social activities.
4. First floor of new girls' hostel has been completed.
5. Sound system has been introduced in four class rooms.
6. WIFI internet system and solar lights have been set-up in the college premises.
7. Initiative for starting PG studies under IGNOU has been taken.

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
<ol style="list-style-type: none">1. To take initiative for research works.2. To take initiative for filling up the Teaching posts.3. To equip Principal's chamber with modern amenities for Board Meeting.4. To take initiative for completion of Girls' Hostel.	<ol style="list-style-type: none">1. One Major project and other minor projects have been running.2. Six Guest Lecturers have been appointed by the College Authority to meet up the Student's immediate need.3. Principal's chamber has been are made air-conditioned.4. Initiatives are taken for completion of Girls' Hostel.PW(CB) Dtc., Bankura Division has been approached for initiating the 2nd phase

<p>5. To take initiative for adopting modern teaching method.</p> <p>6. To set up the sound system for some class rooms.</p> <p>7. To take initiative in solving the problem of water crisis in college and hostels.</p> <p>8. To install solar light set-up as an alternative source of power.</p> <p>9. To provide cold drinking water in the college canteen.</p> <p>10. To install CCTV within the college campus.</p>	<p>of construction works with the 2nd instalment of the UGC Grant (Rs. 40 Lakh)</p> <p>5. Laboratory equipments and other teaching aids have been purchased by the College from the UGC fund as well as from college fund.</p> <p>6. Sound system has been installed in four Lecture rooms of the college.</p> <p>7. Two submersible pumps have been installed for sufficient drinking water at the college premises and Sanghati Hostel.</p> <p>8. Solar lights have been set up at the college premises from the UGC & College fund.</p> <p>9. One water cooler along with water purifier has been installed in the college canteen on demand from the Students' Union.</p> <p>10. 08 cameras and CCTV have been installed at the prime locations of the college campus to monitor the Students' activities.</p>
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** 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

Before submitting to the NAAC Bangalore, the AQAR prepared by IQAC is placed before the Governing Body. The Governing Body discusses the report in detail and recommended the suggestions which are later considered in the IQAC meeting and subsequently the report has been prepared for final submission.

- 1) To grow and inculcate the research spirit among the teachers and the students.
- 2) To complete the annual teaching curriculum within the scheduled teaching days.
- 3) To mitigate the problem of acute water crisis in the dry district like Bankura.
- 4) To reduce the consumption of electricity.
- 5) To provide cool drinking water to the college staff and students.
- 6) To render the hostel facilities to more number of female students of the remote areas.
- 7) To make the monitoring of Students' activities easier.

ANNEXURE: - I ACADEMIC CALENDER 2014- 15

MONTH	EVENTS
JULY	Admission and commencement of classes NSS Plantation Programme
AUGUST	Part-II University Examination Fresher's Welcome (organized by Students Union) Independence Day Celebration 1 st Guardian Meet
SEPTEMBER	Celebration of College Foundation Day, Teachers' day Celebration Departmental Fresher's Welcome Unit Test- I (1 st year), NSS Day Celebration
OCTOBER	Annual Social & Cultural activities, Prize distribution Puja Vacation (29.9.2014 - 25.10.2014)
NOVEMBER	Remedial classes - Phase I Students' Seminar, NSS Blood Donation Camp
DECEMBER	Local or Long Field Excursion, 2 ND Guardian Meet Unit Test- II (1 st , 2 nd & 3 rd Year) , NSS Awareness Programme Annual Exhibition, Quiz contests and Group Discussion
JANUARY	Annual Sports, Republic day Celebration- Activities of NCC Remedial classes - Phase II Students' Election and Union formation. RD parade camp (NSS)
FEBRUARY	Test Examination , NSS Special Camp Entry into Services
MARCH	University Part-III Examination Continuation of 1 st and 2 nd Hons. classes Remedial classes - Phase III (1 st and 2 nd year only) Classes for Entry into Services
APRIL	Campus Selection Classes for Entry into Services
MAY	University Part-III Examination Summer Recess & University Part-I Examination
JUNE	University Part-I Examination Commencement of admission process

No. of Holidays for the session (excluding Sundays): 54	

Part-B

Criterion-I **Curricular Aspects**

2014-15

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				
UG	B.A/B.Sc./B.Com. 15 (Honours) & 4 (General)			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				1 (SSC coaching)
Total				
Interdisciplinary				
Innovative				

✓

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	✓

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.

Nil

Annexure - II

Feedback Analysis Report (Students/ Guardians / Alumni)

At the end of each year we have taken students feedback of all faculties based on some questionnaire. A detailed analysis of feedback is worked out with figures for improvement in teaching. The complete record of feedback analysis is kept updated in the college office.

Meeting with Students

29.08.2014 :- A meeting with the students is held on 29.08.2014 in room no 106 to consider their proposal on some academic matters. At the very beginning the student firmly placed their demand for regular holding of classes which is being hampered for the lack of permanent teachers in some departments. To create the academic atmosphere more conducive and congenial for students some permanent teachers are immediately needed otherwise it causes a lot of impediments to reach the acme of academic excellence. The students also earnestly request to fill up the permanent teaching posts lying vacant for long so that the teacher student ratio becomes helpful for studies.

The authority informs the students filling up of posts in the college is fully dependent on West Bengal College Service Commission, the only recommending authority in the state for non-govt, non- sponsored colleges. The G.B has already taken decision to send the necessary requisition papers following the 100- point "ROSTER" which is mandatory for filling up the permanent posts.

Meeting with Parents

06.09.2014 :- A meeting with the parents is held in room no 109 to ponder over some academic and administrative affairs. Some parents directly ask if their wards are regularly coming to the college or the authority has noticed any unscrupulous behaviour which may be called un-academic. Parents also want to know if they can deposit college fee online. Some parents of girls' students request the authority to take some extra vigilance over girl's hostel.

The authority convey satisfaction over the sincerity and the academic overtone of parents. The parents convey a proposal for depositing the fees of their wards online. The authority can not immediately give any assurance because it requires a special type of software and mutual tie up with any of the nationalized banks. The authority heartily accepts their proposal which may be implemented in near future.

Meeting with Alumni

12.09.2014:- A meeting with the alumni is held in room no 106 to have some discussion on the ensuing NAAC visit for reaccreditation of the college. The Alumni members expressed their satisfaction over the new construction of the college building, beautification of the campus. Introduction of some new courses as well as the interior and exterior coloring of the college. The college looks elegant and its ambience becomes very much attractive. They also ensure their spontaneous participating during and after the NAAC visit and when required. Their gesture is highly applauded by the college authority.

Criterion – II**2014-2015****Teaching, Learning and Evolution****2.1 TOTAL NUMBER OF PERMANENT FACULTY:-**

TOTAL	ASSISTANT PROFESSORS	ASSOCIATE PROFESSORS	PROFESSORS	OTHERS
55	21	09	NIL	25

2.2 NUMBER OF PERMANENT FACULTY WITH Ph. D.

15

2.3 NUMBER OF FACULTY POSITIONS RECRUITED (R) AND VACANT (V) DURING THE YEAR

ASSISTANT PROFESSORS		ASSOCIATE PROFESSORS		PROFESSORS		OTHERS		TOTAL	
R	V	R	V	R	V	R	V	R	V
04	18	NIL	NIL	NIL	NIL	NIL	NIL	04	18

2.4 NUMBER OF GUEST AND VISITING FACULTY AND TEMPORARY FACULTY

GUEST PROFESSORS	VISITING FACULTY	TEMPORARY FACULTY
	NIL	18

2.5 FACULTY PARTICIPATION IN CONFERENCE AND SYMPOSIA:

NUMBER OF FACULTY	INTERNATIONAL LEVEL	NATIONAL LEVEL	STATE LEVEL
ATTENDED	03	14	12
PRESENTED PAPERS		07	5
RESOURCE PERSONS			

2.6 INNOVATIVE PROCESSES ADOPTED BY THE INSTITUTE IN TEACHING AND LEARNING:

1. Tutorial classes taken.

2. Class test taken at certain intervals.
3. Audio visual methods used.
4. Group Discussions.
5. Quiz contest.
6. Field works.
7. Seminars & interaction sessions.

2.7 TOTAL NUMBER OF ACTUAL TEACHING DAYS DURING THIS ACADEMIC YEAR:

182

2.8 EXAMINATION/EVALUATION REFORMS INITIATED BY THE INSTITUTE

1. Double valuation
2. Photocopy

2.9 NUMBER OF FACULTY MEMBERS INVOLVED IN CURRICULUM RESTRUCTURING/ REVISION/ SYLLABUS DEVELOPMENT AS MEMBER OF BOARD OF STUDY/ FACULTY/ CURRICULUM DEVELOPMENT WORKSHOP:

03

2.10 AVERAGE PERCENTAGE OF ATTENDANCE OF STUDENTS:

76 %

2.11 COURSE/ PROGRAMME WISE DISTRIBUTION OF PASS PERCENTAGE:

TITLE OF THE PROGRAM	TOTAL NUMBER OF STUDENTS APPEARED	DIVISION				
		I	II	P	TOTAL	PASS %
B.Sc. (Hons)	213	68	72	-	140	64.7
B.Sc. (Gen)	40	02	16	NA	18	45.00
B.A. (Hons)	220	13	162	-	175	79.55
B.A. (Gen)	111	08	37	NA	45	40.54
B.Com.(Hons)	40	11	15	-	26	65.00
B.Com. (Gen)	03	00	01	NA	02	66.66

NA YET TO BE ANNOUNCED

2.12 HOW DOES IQAC CONTRIBUTE/ MONITOR/ EVALUATE THE TEACHING AND LEARNING PROCESSES:**IQAC contributes by :-**

1. Closely and continuously monitoring the performance of teachers
2. Obtaining feedback from students
3. Encourage teaching staff to maintain daily diaries to enable self assessment
4. Encourage teachers to organize and participate in seminars, workshops

2.13 INITIATIVES UNDERTAKEN FOR FACULTY DEVELOPMENT:

FACULTY/ STAFF DEVELOPMENT PROGRAMS	NUMBER OF FACULTY BENEFITTED
REFRESHER COURSES	05
UGC – FACULTY IMPROVEMENT PROGRAM	
HRD PROGRAMS	
ORIENTATION PROGRAMS	01
FACULTY EXCHANGE PROGRAMS	
STAFF TRAINING CONDUCTED BY THE UNIVERSITY	
STAFF TRAINING CONDUCTED BY OTHER INSTITUTES	
SUMMER/ WINTER SCHOOLS, WORKSHOPS ETC	
OTHERS	

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	09	18	NIL	10
TECHNICAL STAFF	10	09	NIL	16

3. Research, Consultancy and Extension

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

IQAC convinces teachers to carry out major and Minor research projects in the institute. IQAC also assures the teachers to give up the proper facilities to carry out the research work. IQAC arranging to give study leave to the teachers for research work.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	01	0	0
Outlay in Rs. Lakhs		6,76,000/-		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	03	01	
Outlay in Rs. Lakhs	1,23,000/-	12,50,000/-	1,60,000/-	

3.4 Details on research publications

	International	National	Others
Peer Review Journals			1
Non-Peer Review Journals			
e-Journals		16	
Conference proceedings			

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects			1,60,000/-	1,35,000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total			1,60,000/-	1,35,000/-

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

Rs. 30,208/- (Webel Computer Centre)

3.11 No. of conferences
organized by the
Institution

Level	International	National	State	University	College
Number	NIL	NIL	NIL	NIL	05 NSS
Sponsoring agencies					

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

3.13 No. of collaborations 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

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

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

Total	International	National	State	University	Dist	College
0						

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated by NCC events:

University level State level
National level International level

3.23 No. of Awards won by NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum	0	College forum	2	
NCC	2	NSS	10	Any other 0

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

- Organize Science exhibition ,Health and environmental awareness programme
- Through agro diversity management a teacher of Department of Botany with the help of farmer group initiated to establish a welfare society for the cultivation of local rice varieties.
- The fish farmers of Ramsagar block of Bankura district took the help of Department of Zoology to know the qualitative and quantitative pshyco-chemical parameters of water and soil of their desired ponds.
- The department of nutrition conducted a nutritional survey work in rural communities of Bankura district to assess the nutritional status of the people and also enhance the nutritional awareness.
- Organized blood donation camp at the college campus.
- Blood test for thalassemia carrier detection helps the people to know the genetically status of their haemoglobin.
- By arranging sports, sin-n-draw competition, consumer awareness programme, ABO blood grouping etc, are established a better relationship with the community.
- Nehru Yuba Kendra (NYK) Bankura, Govt .of India has given us the opportunity to organize programmes like District youth convention, Theme Based awareness & education Programme etc.

Several seminars, self-defence demonstration programme were carried out by the three NSS Units.

4. Infrastructure and Learning Resources
4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4015 sq.mt (College campus) 16.507 Acre (With play ground and Hostels)	-	-	16.507 acres
Class rooms	16	-	-	16
Laboratories	19	1	College fund	19
Seminar Halls	1	-	-	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	5	-	-	5
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

Office administration and central library are fully computerized by using COSA, CAMS, SOUL softwares.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	34938	3884403	1254	398772	36192	4283175
Reference Books	10170	3355174	292	212971	10462	3568145
e-Books						
Journals	512	9880	36	960	548	10840
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	78	20				9	35	14
Added	16	4				1	9	2
Total	94	24				10	44	16

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

Broadband connection via LAN has been installed for the departments and staff room. For up-gradation, internet facilities, different softwares are available to the staff and students.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1.63
ii) Campus Infrastructure and facilities	19.24
iii) Equipments	.095
iv) Others	1.85
Total :	23.67

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Service:

• The students are divided into groups & subgroups and teachers are assigned for each group to solve their problems.
• The groups are encouraged to face interview in private and public sectors.
• The assigned teacher encourages group discussion among the students so that they can shrug off their shyness and other limitations.
• The committee tries to enhance the awareness among the students by giving positive support in academic as well as social field.

5.2 Efforts made by the institution for tracking the progress:

• Remedial coaching classes are taken regularly.
• Study materials are given to the students, especially backward students.
• Unit tests are taken regularly.
• Many cultural and academic programmes are organized to trace talent and creative potentiality latent in students.

5.3 (a) Total numbers of students:

<i>UG</i>	<i>PG</i>	<i>Ph. D.</i>	<i>Others</i>
2811			

(b) Number of students outside the state:

06

(c) Number of international students:

NIL

Men:

<i>No.</i>	<i>%</i>
1863	66.28

Women:

<i>No.</i>	<i>%</i>
948	37.72

<i>Last year</i>							<i>This year</i>						
<i>General</i>	<i>SC</i>	<i>ST</i>	<i>OBC</i>	<i>PWD</i>	<i>MIN</i>	<i>Total</i>	<i>General</i>	<i>SC</i>	<i>ST</i>	<i>OBC</i>	<i>PWD</i>	<i>MIN</i>	<i>Total</i>
1391	402	165	469	18	111	2556	1585	451	191	461	16	107	2811

Demand ratio: 1:3.04

Dropout (%): 15%

5.4 Details of student support mechanism for coaching for competitive examination (if any):

- Remedial Coaching classes are regularly held especially for the Backward Students.
- Entry into Services coaching Classes are regularly held for the registered students.
- Materials are given to participant to face competitive examinations.
- Under the Leadership of Assigned teachers group discussion among students are regularly held.
- Remedial Coaching classes are held for the Backward students.
- Class tests are taken regularly to assess their academic progress.

Number of student beneficiaries:

61+

5.5 Number of students qualified in these examinations:

<i>NET</i>	<i>SET/SLET</i>	<i>GATE</i>	<i>CAT</i>	<i>IAS/IPS etc.</i>	<i>State PSC</i>	<i>UPSC</i>	<i>Others</i>
3	1	6					

5.6 Details of student counseling and career guidance:

20/11/2014	ABP Pvt. Ltd. , 6 prafulla sarkar street, Kolkata-700001 Ph-033-22345374, Fax- 033-22129971
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10/12/2014	<p>BRAINWARE consultancy Pvt. Ltd . In collaboration with National Skill Development corporation, Govt. of India</p> <p>Motivator: - Mr. Tapan Kr . Ghosh (DC-NSDC)</p> <p>Mr. Chandan Chakrobarty (senior Manager, Brainware Consultancy Pvt. Ltd.)</p>
06/12/2014	<p>Campus Interview was organized by the Dept. of Commerce of this college.</p> <p>Mr. Aritra Mallick (HR-Deptt), Reshmi Metalic Ltd, Paschim Midnapur, WB, Ph-08170013524</p>
25/06/2015 & 31/07/2015	<p>Motivation classes for M.Sc. entrances at different National Institutes.</p> <p>Motivator:- Pass out students teachers & GB members.</p>

Number of student beneficiaries:

360

5.7 Details of campus placement:

<i>On campus</i>			<i>Off campus</i>
<i>Number of organization visited</i>	<i>Number of student participated</i>	<i>Number of student placed</i>	<i>Number of student placed</i>
01	30	04	

5.8 Details of gender sensitization programmes:

NYK, Bankura, Govt. of India, have given us the opportunity to organize gender sensitization like District Youth Convention.

5.9 Student activities:

5.9.1 Number of students participated in Sports & Games:

<i>State/University level</i>	<i>National level</i>	<i>International level</i>
03		

5.9.2 Number of students participated in cultural events:

<i>State/University level</i>	<i>National level</i>	<i>International level</i>
02		

5.9.3 Number of medals/awards won by students in Sports & Games/cultural events:

District Level	<i>State/University level</i>	<i>National level</i>	<i>International level</i>
06 (Sports & Games)			
02 (Cultural events)			

5.10 Scholarships and financial support:

	<i>Number of students</i>	<i>Amount</i>
<i>Financial support from institution</i>	370	Rs. 1,85,200/-
<i>Financial support from government</i>	777(605+111+52+8+1)	Rs. 36,07,105/-
<i>Financial support from other sources</i>	17	Rs. 11,900/-
<i>Received International/National recognitions</i>		

5.11 Student organized/initiatives:

	State/University level	National level	International level
Fairs			
Exhibition	01 (College level)		

5.12 Number of social initiatives undertaken by the student:

07

5.13 Major grievances of students (if any) redressed:

1. To allow poor students for admission free of cost.
2. To organize a fresher's welcome programme on 01.09.2014 for the first year 2013-2014 only for tribal (Santali) students of this college.
3. Payment of exact amount of students' union fee as collected for the year 2013-2014.
4. To increase the number of books on Library.
5. To increase the intake capacity.
6. Installation of submersible pump in the deep Tube-Well in sanghati hostel.
7. To provide water cooler for the college canteen.

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

Situated in a poor district like Bankura at the south- western fringe of West Bengal, the college has very clearly evolved a vision that aims at ameliorating the condition of the people who are socially oppressed and traditionally marginalized. True education, our vision enunciates, does not consists in simply being taught sudden facts but training the mind to think. The vision also brackets the ideals of Swami Vivekananda who defined education as “manifestation of perfection already in man”.

As the institution is situated in one of the backward districts of the western part of West Bengal the primary mission of the institute is to bring equitable development in its surroundings through higher education that combines global trends with value-based nurturing for enlightening them. Since its establishment on 1st September,1948 by a registered society ‘ Bankura Sammilani’ with a vision for the spread of general education among the people of the area mainly comprising of SC, ST & poor agricultural families, the college grow into a leading institution under Burdwan University as a multi-faculty co-ed college.

Mission:

- 1) To Provide quality education and to achieve excellence in Higher Education conveying the opportunities of Higher education to the society for their uplift in future.
- 2) To bridge the hiatus between the teacher and the taught with academic acumen.
- 3) To extend necessary platform for education to include the local youth of the backward areas and ensuring the participation all stakeholders in the development process of the institution.
- 4) To dream together to make it a reality making students aware of qualities latent in them and manifest them to perfection.
- 5) To grow the qualities of leadership, teamspirit, magnanimity, morality and perfection among the students with making them alert about all round development of the institution by adopting the modern and updated knowledge in teaching learning process.
- 6) Optimal use of available human and natural resources for socioeconomic development providing job oriented knowledge of higher education for the development of the youth.
- 7) To create halcyon academic atmosphere which is pre-requisite to the excellence in the field of learning and culture.
- 8) To encourage the students to revive morality, sacrifice, spirituality and other human values in the modern age of consumerism and self aggrandizement.
- 9) To encourage all especially the women folk about their liberty and equality.
- 10) Making all the members of the society aware of human rights, culture, heritage ethics and cleanliness which is next to Godliness.

6.2 Does the institution has a management information system

By following the Govt. guidelines, the Management of the College under the leadership of Principal formulates the quality policy and plans of the institution. All the teaching and non-teaching staffs play the vital role for its implementation. The Governing Body of the College constitutes different sub-committees under the convenership of a teaching staff for conducting purchase, admission, examination, extension activities, cultural activities, infrastructural development etc. for offering healthy campus. Teaching and non-teaching staff are always involved in monitoring the day-to-day activities of the College. The principal communicates the decision of the Governing Body to the respective committee and any difficulty faced at any stage is amicably settled in Governing Body meeting. The faculties give their best for the growth of the College.

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

6.3.1 Curriculum Development

The college is affiliated to The University of Burdwan. The affiliating university has the authority to develop curriculum for the undergraduate and post-graduate studies. There is little scope of internal curricular designing. However, college teachers who are member of the Curriculum Development Committee of the university can put their valuable suggestions regarding the curriculum development in the subject concerned. Every department has its own academic calendar to run and complete the syllabus.

6.3.2 Teaching and Learning

The college adopts following innovative processes in teaching and learning:

The faculties of each department meet at the beginning of each academic session for syllabus assignments, contents, fix dates for the tests and prepare the academic calendar of that session.

Academic Calendar ensures clarity, co-ordination, planning and distribution of classes properly.

To make the curriculum interesting and effective for the students, the College has adopted learner-centric education approach, academic planning, using of improved and modern teaching learning aids.

The laboratory based departments of the College are provided with spacious and well-equipped laboratories according to the revised syllabus required for practical classes.

The departments organize students' seminars, quiz contests, group discussion, debates group discussion etc. to encourage the young mind.

Technology enabled Teaching Learning process practiced in college. LCD projectors and overhead projectors are used for teaching regularly.

The Honours departments also organize seminars.

Field study, Project work, educational tours are also carried out by some departments of the College.

6.3.3 Examination and Evaluation

Class tests / Unit test at regular interval are arranged by the departments.

Annual Test examination held, students need to qualify to appear in University exams.

The answer scripts of such tests are shown to the students. Suggestion for further improvement is given to the students.

6.3.4 Research and Development

- Encouragement and assistance to the faculty members to carry out research activities. Provide infrastructure facilities to carry out Minor & Major Research Project (MRP) as well as required permission for bringing out various research projects from various organizations, provide required permission and leave to attend Orientation Programmes, Refreshers Courses and workshops organized by the Academic Staff Colleges of the various Universities.
- Encouraging paper presentations by the faculty members in different International and National conferences and arranging leave for the same. Encouraging the teachers to attend Seminars, Workshops etc. organized by other Colleges and Universities in West Bengal as well as outside the state.
- Organizing Seminars and Workshops on different subjects related to popular interest as well as frontier areas of research by the different departments of the College to attract eminent scholars to visit the College and interact with teachers and students.
- The IQAC cell as well as Research Committee of our College opens the space and provision for all the teachers of the respective departments for paper presentations to encourage and support research activities and development.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The physical infrastructure has been remarkably improved/ developed. The Central Library of the College is spacious (almost of 2000 sq.ft), equipped and well lighted with well furnished reading room facilities. It has a stock of 46654 books and various important journals.

New computers have been added to the library.

Latest books and journals are purchased and subscribed to every year.

Internet service has been made available to the library users.

Digitisation of college library through Barcoding is in process.

Honours Departments have well-stocked individual seminar libraries for the use of their students.

6.3.6 Human Resource Management

The human resource of the college is managed in a free and democratic manner. For the management of the students' affair, the college has a students' union whose elections are held annually as per university statutes. The teachers' council and the non-teaching staff association look after the affairs of the teaching and non-teaching staff respectively. Above all, there is a Governing Body that manages and develops the total human resource of the college. The college's aim is to make optimum use of the available human resource. A Career Counselling Cell acts as a facilitating body for students passing out from the College to find employment in various sectors. Campus interviews are also held in the College.

6.3.7 Faculty and Staff recruitment

Faculty and staffs are recruited transparently as per Government norms/rules.

Faculty members are recruited by the West Bengal College Service Commission. Part-time teachers, contractual teachers and Guest Lecturers are recruited by a expert committee which includes an University expert and a subject expert following advertisement in daily newspaper.

Non-teaching contingency staff are recruited by college authority.

6.3.8 Industry Interaction / Collaboration

Some departments carry out Industrial visits

The college is in the process of tying up with industry

6.3.9 Admission of Students

Admission of students is done completely on the basis of merit. On-line admission procedure was introduced to ensure transparency. Submission of application, publication of Merit list was all done online through university online process.

Pre Admission counselling of students is done to identify their area of interest and to guide them to choose their subject.

Post Admission counselling of students is done to motivate the students in the subject of study and to give students an overall idea of the subject.

6.4 Welfare schemes for

Teaching	<i>Employees Credit Co-Operative Society, Provident Fund, Festival Advance, Teacher Welfare Fund, Emergency Loan.</i>
Non teaching	<i>Staff Credit Co-Operative Society, Staff Welfare Fund, Provident Fund, Festival Advance, Emergency Loan.</i>
Students	<i>Free Studentship (Half/ Full), Government Scholarships, State Govt. Minority Scholarships, Award, Prize, SC/ST Stipends.</i>

6.5 Total corpus fund generated

Rs. 30,81,965/-

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	No	Not applicable	YES	Teacher's Council & Governing Body.
Administrative	No	Not applicable	YES	Governing Body

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

For UG Programmes Yes ☒ No ☐

For PG Programmes Yes ☐ No ☐

The University of Burdwan holds and declares results of Under Graduate courses, hence the college has no control over the date of publication of results.

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

Departmental class tests / Unit tests introduced at regular interval.

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

NO such initiative has been taken

6.11 Activities and support from the Alumni Association

Meeting of the Alumni Association held at time to time.

Frequent interaction with the faculty members and the students

Offers crucial suggestions

6.12 Activities and support from the Parent – Teacher Association

Feedback is taken from them as well their assessment is taken into account for teaching and evaluation purpose.

6.13 Development programmes for support staff

The Computer Science Department of the College organizes Computer Awareness and Computer Literacy Programme for non-teaching employees.

Time to time training on the financial softwares like COSA & CAM is provided to the concerned employees.

Training related to digitization of library is given to the library staffs.

Training for e-tender process is provided.

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

- 1. Campus declared no smoking zone.*
- 2. Campus declared plastic free zone.*
- 3. NSS department regularly organizes cleanliness drive in the college premises and its neighbourhood.*
- 4. Solar project has been successfully setup at the college premises.*

I. 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.

- Agro biodiversity management in association with ARSW Society
- Help in pisciculture through expertise
- Nutritional survey work is carried out
- Set up of vermicomposting and model medicinal plant garden.
- Bar coding system to be introduced in College central library
- In development of community relationship
- Plantation programme, blood donation camp, thalassaemia carrier detection programme have been organized
- Applied for a new NSS Unit to engage more 100 volunteers to develop their personalities better
- NSS volunteers to be prepared for different National & State level camps
- NSS and Nehru Yuva Kendra (NYK) collaborative works have been done

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

The College has performed the following programmes during this academic session:

- Through agro biodiversity management the Dept. of Botany with the help of a farmer group of Amarkan Rural Socio-environmental Welfare Society (ARSW Society) has been able to conserve more than 100 local rice varieties of Bankura district.
- Deep boring and submersible pump fitting at the college campus and Sanghati hostel for Boys to cope with water crisis.
- The fish farmers of Ramsagar block of Bankura district took the help of Dept. of Zoology to know the qualitative and quantitative physico-chemical parameters of water and soil of their desired ponds.
- The Dept. of Nutrition conducted a nutritional survey in rural communities of Bankura district to assess the nutritional status of the people and also to enhance the nutritional awareness.
- The work of bar coding system in College central library is in progress.
- Like every year this year also we arranged blood donation camp at the College campus and 32 units of blood was donated.
- Blood test for thalassaemia carrier detection helps the people (including students, teachers, non-teaching staff and others) to know the genetically status of their haemoglobin.
- By doing sports, sit-n-draw competition, consumer awareness programme, ABO blood grouping etc. we established a better relationship with the community.
- Several seminars, self defence demonstration programme were carried out by the NSS Units.
- The NSS department of Burdwan University have sanctioned a new NSS Unit (Unit-III) to our College.
- NYK, Bankura, Govt. of India, have given us the chance to organize the programmes like District Youth Convention, Theme Based Awareness & Education Programme etc.

- Four students of Commerce section were selected through campus selection (Company:-Reshmi Metaliks)
- Infrastructure for vermicomposting and model medicinal plant garden were done.
- Introduction of ICT in teaching-learning process in most of the Arts departments helps the students a lot.
- Automation of College Administration done by operating the college administration & management system (CAMS) software properly. The computerization of salary account (COSA) software helps the account section of the College during preparation of salary statement. The College Library has installed the SOUL software, by which the students, teachers and staff can search their books through OPAC of SOUL software and can avail the reprographic facilities in the library. Digitization of college library is under process.
- Separate room has been allotted for health unit of the college with regular visit of doctor for health check up of students & staff.
- Engagement of 24 no of Guest Lecturers following proper Selection Procedure following Government norms, from the college fund to cope with the students' class loads.
- Boundary wall & sanitation system at the Amiya Debi Girls' Hostel have been repaired for the safety of the girls' students.
- LED TV set up in college Auditorium Hall on 24.02.2015.
- Water cooler set up at the college canteen.
- The college Governing Body has taken decision on 16.02.2014 and 06.09.2014 to allow free admission for 08 poor students and reservation for 05 seats for admission on Sports' quota.
- Solar set-up (with hybrid system) has been installed successfully at the college campus from the UGC fund.

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

- BEST PRACTICE 1: Introduction of ICT in Teaching-Learning Process in most of the Arts departments
- BEST PRACTICE 2: Automation of College Administration

7.4 Contribution to environmental awareness / protection

College contributed to protect the environment by the following activities:

- The College organized Bana Mahotsava Week in July, 2014; during that occasion a moderate number of saplings were planted at the three hostel campuses of this College and taken care to grow up.
- Green campaigning among students and staff
- Implementation of eco-friendly practices by campus cleaning through Swaachh College Aviyan by the Principal with Staff and Students'.
- Energy conservation by using CFL bulbs.
- Carbon neutrality.
- Waste management .The use of all sorts of plastic materials has been prohibited within the college campus

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 analysis was performed internally

Strength

- Large number of students
- Committed Teaching Staff and Support Staff
- Good performance of the students

Weakness

- Lack of effective placement system
- Understaffed departments
- Location in a rural and underdeveloped area
- Lack of adequate fulltime faculties
- Inadequate space within the college campus.

Opportunities identified

- Opening of regular P.G. programmes and job-oriented courses
- Active support of staff and alumni

Identified challenges / threats

- To fill up vacant teaching and non-teaching posts.
- Introduction of new courses in emerging areas.
- Introduction of PG course.

8. Plans of institution for next year

- Vermicomposting unit to be set up as model programmes.
- Mushroom cultivation unit to be set up.
- Extension of solar system to encourage the use of renewable energy at College campus
- Introduction of Rain water Harvesting system at the college campus

Name **Dr. Swapan Mukhopadhyay**

Signature of the Coordinator, IQAC

Name **Dr. Samir Kumar Mukherjee**

Signature of the Chairperson, IQAC