The Annual Quality Assurance Report (AQAR)

2016 - 2017

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 | 2016-17

1. 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: | 9434577765

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. MHCOGN 18879)*

OR

1.4 **NAAC Executive Committee No. & Date:** | EC/38/074
(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)

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	1st Cycle	B+	75.40	2006	02.02.2006 to 01.02.2011
2	2nd Cycle	B+	2.67	2016	05.11.2016 to 04.11.2021
3	3rd Cycle				
4	4th 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 2010-11submitted to NAAC on 12-10-2011)*

 i.   AQAR **2015 - 2016**   **submitted to NAAC on (11/08/2016)**
 ii.   AQAR **2014 - 2015**   **submitted to NAAC on (10/10/2015)**
 iii. AQAR **2013 - 2014**   **submitted to NAAC on (10/10/2015)**
 iv.   AQAR **2012 - 2013**   **submitted to NAAC on (09/10/2015)**
 v.   AQAR **2011 - 2012**   **submitted to NAAC on (09/10/2015)**
 vi.   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)*   BANKURA UNIVERSITY

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   11

2.2 No. of Administrative/Technical staff   04

2.3 No. of students   02

2.4 No. of Management representatives   02

2.5 No. of Alumni   02

2. 6 No. of any other stakeholder and

   community representatives   03

2.7 No. of Employers/ Industrialists   01

2.8 No. of other External Experts   02

2.9 Total No. of members   27

2.10 No. of IQAC meetings held   05

2.11 No. of meetings with various stakeholders: No. 14   Faculty 07

   Non-Teaching Staff 04   Alumni 01   Others 02

2.12 Has IQAC received any funding from UGC during the year?   Yes [ ]   No [✓]

   If yes, mention the amount   NIL

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 03 | International | | National | 00 | State | 01 | Institution Level | 02

    (ii) Themes

1. Awareness Programme on Rural Health and Fluorosis.
2. Water Pollution.
3. Seminar on GST.

2.14 Significant Activities and contributions made by IQAC

1. To promote research activities. (Five teachers awarded Ph.D degree and minor projects have been running)
2. To encourage faculty members for attending seminars, refresher courses, workshops etc. (Six teachers attended refresher courses and workshops and several teachers attended seminars)
3. To encourage the students for participating in social activities.
4. New girls' hostel (UGC sponsored) have been completed under the supervision of PW(CB), Bankura Division, Govt. Of West Bengal.
5. Initiative for starting Philosophy (Hons.) has been taken.
6. Microbiology Department has setup a mushroom yielding project.
7. Institute has taken up drinking water purifying projects by Microbiology Dept.

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
1. To Promote research activities.	1. Minor projects have been running.
2. To take initiative for electrification and boundary wall construction at the Girls' Hostel (UGC Sponsored) partly from the college fund as the hostel building construction has been completed by the PW(CB), Bankura.	2. Fourteen teachers have been recruited through WBCSC.
3. To take initiative for adopting teaching method.	3. Guest lecturer have been recnted by the college authority.
4. To arrange well equipped Library facility.	4. Girls' Hostel have been completed and ready for Girl Boarders' stay.
5. To introduce the new syllabus as per the UGC guidelines as recommended by the NAAC peer team dt. 08-10th Sept'2016 (2nd Cycle).	5. CBCS system will introduced in the next academic session.

6. To introduce CBCS system in UG (Hons.) & UG (Programme). 7. To encourage faculty member for attending seminars, workshops, refresher course etc. 8. To encourage the students for participating in social activities. 9. To construct new class rooms and new laboratories as per the recommendation for NAAC peer team (2nd Cycle) (08-10th Sept'2016). 10. To take initiatives for filling up the vacant teaching and Non-teaching posts as per the recommendations from the NAAC peer team dt. 08-10th Sept'2016 (2nd Cycle). 11. To take initiative for setting up the language laboratory. 12. To take initiative for setting up virtual class room as funded by the Govt. of West Bengal.	6. Language Laboratory has been set up. 7. Virtual class room has been set up as funded by the Government of West Bengal.

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 recommends 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 render the hostel facilities to more number of female students of the remote areas.
> 4) To make the monitoring of Students' activities easier.

Part-B

Criterion-1 2016-17
Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of Programmes added during the year	Number of self-financing programmes	Number of value added/Career Oriented programmes
PhD				
PG				
UG	B.A/B.Sc./B.Com. 15 (Honours) & 4 (General)			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	15			
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.

As per Burdwan University Regulation and Affiliation has been shifted to Bankura University on and from 01.01.2017.

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

NIL

Teaching, Learning and Evolution

2.1 TOTAL NUMBER OF PERMANENT FACULTY:-

TOTAL	ASSISTANT PROFESSORS	ASSOCIATE PROFESSORS	PROFESSORS	OTHERS
60	**35**	**03**	**NIL**	**22**

2.2 NUMBER OF PERMANENT FACULTY WITH Ph. D.

25

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
12	**00**	**00**	**01**	**NIL**	**NIL**	**00**	**02**	**12**	**03**

2.4 NUMBER OF GUEST AND VISITING FACULTY AND TEMPORARY FACULTY

GUEST PROFESSORS	VISITING FACULTY	TEMPORARY FACULTY
15	**NIL**	**NIL**

2.5 FACULTY PARTICIPATION IN CONFERENCE AND SYMPOSIA:

NUMBER OF FACULTY	INTERNATIONAL LEVEL	NATIONAL LEVEL	STATE LEVEL
ATTENDED		19	
PRESENTED PAPERS	01	14	01
RESOURCE PERSONS	01	03	___

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

> **1. Tutorial classes taken.**
>
> **2. Class tests and unit tests taken at certain intervals.**
>
> **3. Audio visual methods used for teaching.**
>
> **4. Encouraging Final year students to give seminar on academic topics.**

2.7 TOTAL NUMBER OF ACTUAL TEACHING DAYS DURING THIS ACADEMIC YEAR: **239**

2.8 EXAMINATION/EVALUATION REFORMS INITIATED BY THE INSTITUTE

> **1. Double valuation**
>
> **2. Scrutiny, Review on request.**
>
> **2. Photocopy of request.**

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: **77 %**

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)	204	57	69	--	126	62.37
B.Sc. (Gen)	45	11	15	--	27	60.00
B.A. (Hons)	185	10	97	--	107	57.84
B.A. (Gen)	98	NIL	02	28	30	30.61
B.Com.(Hons)	29	06	15	--	21	72.41
B.Com. (Gen)	NIL	NIL	NIL	NIL	NIL	NIL

[NA= YET TO BE ANNOUNCED]

2.12 HOW DOES IQAC CONTRIBUTE/ MONITOR/ EVALUATE THE TEACHING AND LEARNING PROCESSES:

> **IQAC contributes by :-**
>
> 1. **Encourage teaching staff to maintain daily diaries to enable self assessment.**
>
> 2. **Closely and continuously monitoring the performance of teachers.**
>
> 3. **Encourage teachers to organize workshops and seminars.**
>
> 4. **Obtaining feedback from students.**

2.13 INITIATIVES UNDERTAKEN FOR FACULTY DEVELOPMENT:

FACULTY/ STAFF DEVELOPMENT PROGRAMS	NUMBER OF FACULTY BENEFITTED
REFRESHER COURSES	**03**
UGC – FACULTY IMPROVEMENT PROGRAM	**N.A.**
HRD PROGRAMS	**N.A.**
ORIENTATION PROGRAMS	**N.A.**
FACULTY EXCHANGE PROGRAMS	**N.A.**
STAFF TRAINING CONDUCTED BY THE UNIVERSITY	**02**
STAFF TRAINING CONDUCTED BY OTHER INSTITUTES	**03**
SUMMER/ WINTER SCHOOLS, WORKSHOPS ETC	**N.A.**
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	06	10	NIL	10
TECHNICAL STAFF	03	13	NIL	14

3. Research, Consultancy and Extension

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

As per NAAC peer team suggestion, IQAC encourage teachers to carry out major and Minor research projects in the institute. IQAC also assure teacher to give up the proper facilities to carry out research work. IQAC also encourage the teachers to participate national and international seminars.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	---	---	---
Outlay in Rs. Lakhs	00	---	---	---

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	03	03	01
Outlay in Rs. Lakhs	1,60,000/-	8,90,000/-	7,02,000/-	1,60,000/-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	--	06	05
Non-Peer Review Journals	--		--
e-Journals	03	--	--
Conference proceedings	--	22	--

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	2016-2017	UGC	8,90,000/-	7,02,000/-
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects *(other than compulsory by the University)*	--	--	--	--
Any other(Specify)				
Total			8,90,000/-	7,02,000/-

3.7 No. of books published   i) With ISBN No. | 05 | Chapters in Edited Books | 10 |

ii) Without ISBN No. | 02 |

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) | UGC |

3.10 Revenue generated through consultancy | Rs. 24,000/- (Webel Computer Centre) |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	NIL	NIL	1	NIL	03
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons | 6 |

3.13 No. of collaborations   International | 1 | National | 0 | Any other | 0 |

3.14 No. of linkages created during this year | 0 |

3.15 Total budget for research for current year in lakhs :

From Funding agency [   ]   From Management of University/College | NIL |

Total | NIL |

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
NIL	---	---	1	---	---	---

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

  2

   and students registered under them

  5

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

  1

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 40   State level 05

National level 20   International level 00

3.22 No. of students participated by NCC events:

University level 50   State level 01

National level 01   International level 0

3.23 No. of Awards won by NSS:

University level 0   State level 01

National level 0   International level 0

3.24 No. of Awards won in NCC:

University level 0   State level 0

National level 01   International level 0

3.25 No. of Extension activities organized

| University forum | 0 | College forum | 2 |
| NCC | 2 | NSS | 05 | 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.

- 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.

- Through agro diversity management Dr. Anjan Kr. Sinha a teacher of Department of Botany with the help of farmer group initiated to establish a welfare society for the cultivation and preservation of local rice varieties.

- Community relationship had been developed by organizing sports, sit-n-draw competition, consumer awareness programme, ABO blood grouping etc. A better relationship with the community has been established.

- Nutritional survey work had been carried out in rural communities of Bankura District to assess the nutritional status of the people and also enhance the nutritional awareness.

- NSS Volunteers got the chance to participate in the National Level camps like pre Republic Day (RD) parade camp at Kolkata, RD parade camp at New Delhi and other National integration camps.

- Several seminars 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	9.7 acres (Including Hostels & Ground)	-	-	16.507 acres
Class rooms	16	-	-	16
Laboratories	14	-	-	14
Seminar Halls	1	-	-	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	8	1	State Govt.	9
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs. 3,00,000/-		-
Others	-	-	-	-

4.2 Computerization of administration and library

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

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	26423	3910604	-	--	26423	3910604
Reference Books	20665	4087119	1494	543392	22159	4630511
e-Books						
Journals	620	13240	36	1200	656	14440
e-Journals	INFLIBNET facility is there in college Library					
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	94	24	yes			10	44	16
Added	--	--				--	--	--
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 software are available to the staff and students.

4.6 Amount spent on maintenance in lakhs :

i) ICT

0.818

ii) Campus Infrastructure and facilities

23.732

iii) Equipments

0.830

iv) Others

12.539

Total :

37.919

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:

UG	*PG*	*Ph. D.*	*Others*
3046			

(b) Number of students outside the state:

06

(c) Number of international students:

NIL

Men:

No.	*%*
1757	57.68

Women:

No.	*%*
1289	42.32

Last year							This year					
General	*SC*	*ST*	*OBC*	*PWD*	*MIN*	*Total*	*General*	*SC*	*ST*	*OBC*	*PWD*	*MIN*	*Total*
1820	512	143	638	04	102	3219	1783	407	102	757			3046

Demand ratio: 1:2.7   **Dropout (%):**   21.52%

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: 173

5.5 Number of students qualified in these examinations:

NET	*SET/SLET*	*GATE*	*CAT*	*IAS/IPS etc.*	*State PSC*	*UPSC*	*Others*
06	00	03					

5.6 Details of student counseling and career guidance:

	TATA Consultancy Services (TCS) Kolkata

Number of student beneficiaries: 35

5.7 Details of campus placement:

On campus			Off campus
Number of organizations visited	*Number of students participated*	*Number of students placed*	*Number of students placed*
01	64	11+02 (other College)	_____

5.8 Details of gender sensitization programmes:

5.9 Student activities:

5.9.1 Number of students participated in Sports & Games:

State/University level	*National level*	*International level*
04	_____	_____

5.9.2 Number of students participated in cultural events:

State/University level	*National level*	*International level*
01	_____	_____

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

District Level	*State/University level*	*National level*	*International level*
03 (Sports & Games)	_____	_____	_____
01 (Cultural events)	_____	_____	_____

5.10 Scholarships and financial support:

	Number of students	*Amount*
Financial support from institution *(Free Half-free Studentship)*	155	Rs. 31,330/-
Financial support from government *Kanyashree* *SC,ST & OBC Scholarship* *Swami Vivekananda Merit cum Means Scholarship* *Chief Minister Relief Fund* *Minority Scholarship*	276 X Rs.25000/- 476 X Rs. 6000/- 45 X Rs.9500/- 32 X Rs. 4000/- 32 X Rs.4800/-	Rs. 69,00000/- Rs.2856000/- Rs. 4,27,500/- Rs. 1,28,000/- Rs. 1,53,600/-
Financial support from other sources *S.R. Jindal Scholarship* *Inspire Scholarship* *S.P.Ahuja Foundation* *Rastriya Sanskrit Sansthan*	29 X Rs.3600/- 5 8 19	Rs. 1,04,400/-
Received International/National recognitions		

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: 04

5.13 Major grievances of students (if any) redressed:

1. To allow poor students for admission free of cost.
2. Payment of exact amount of students' union fee as collected for the year 2014-2015.
3. To increase the number of books on Library.
4. To increase the intake capacity in different subjects.

6. <u>Governance, Leadership and Management</u>

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 certain 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 grows 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 of all stakeholders in the development process of the institution.
4) To make 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 especially to 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 was initially affiliated to The University of Burdwan. Very recently the college has come under the jurisdiction of the newly formed Bankura University. 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. As per guidelines of UGC the University has started CBCS process through semester mode and the college has adopted the same. 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.

As per guideline of UGC a virtual classroom with all the infrastructure facility has been set up.
Technology enabled Teaching Learning process practiced in college. LCD projectors and overhead projectors are used for teaching regularly.
The Honours departments also organize seminars at regular interval.

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 staff 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 a University expert and a subject expert following advertisement in daily newspaper.

Non-teaching contingency staff are recruited by college authority following proper norms .

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 transperancy. 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 areas of interest and to guide them to choose their subjects.

Post Admission counselling of students is done to motivate the students in the subjects of study and to give students overall ideas of the subjects.

6.4 Welfare schemes for

Teaching	Employees Credit Co-Operative Society, Provident Fund, Festival Advance, Teacher Welfare Fund, Emergency Loan.
Non teaching	Staff Credit Co-Operative Society, Staff Welfare Fund, Provident Fund, Festival Advance, Emergency Loan.
Students	Free Studentship (Half/ Full), Government Scholarships, State Govt. Minority Scholarships, Award, Prize, SC/ST Stipends.Students' Health Home facilities, Health Unit and disruption of free medicines to the Students & Staff.

6.5 *Total corpus fund generated*   Rs.2652484/-

6.6 *Whether annual financial audit has been done*   √ Yes   No

6.7 *Whether Academic and Adminnistrative 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 examinations 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 have been introduced at regular interval. C.B.C.S. system has been introduced.

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 & CAMS, SOUL is provided to the concerned employees.

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

Training for e-tender process is provided.

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

1. Campus declared as no smoking zone.

2. Campus declared as plastic free zone.

3. Campus declared as Ragging- free zones.

4. Solar Lightening project has been successfully setup at the college premises.

5. The college campus and some important areas like Library, Auditorium, Office etc. Have been bought under CCTV surveillance.

6. An initiative for '' Rain water Harvesting' within the college campus is under process.

1. 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.

- Community relationship development programme undertaken.
- Regularly Nutritional survey work is carried out.
- Plantation programme, blood donation camp, seminars by NSS Dept. have organized
- NSS volunteers prepared for different International, National & State level camps
- Help to pisciculture through expertise.
- Bar coding system mostly introduced in College central library
- Online cataloguing done at Central Library with full circulating system.
- Library become sound proof & Air conditions Machine introduced at Central Library.
- Online journal renewal 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:

- 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 among them.
- One day National Level Seminar organized by the Dept. Of Nutrition Science.
- Most of the full time faculties been provided by the West Bengal College Service Commission.
- 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.
- Like every year this year also we arranged blood donation camp at the College campus and 56 units of blood was donated.
- One male NSS volunteer got the WB NSS Stste Award 2014-15 (been conferred on April,2017) [SECOND TIME achievement by the NSS Department] in best Volunteer Category.
- 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 was carried out by the NSS Units.
- Seven students of this Institution were selected through campus selection of TATA Consultancy Service (TCS).
- College Level Seminar on Emerging trends in Microbiology organized by Dept. of Microbiology
- Free Wi-Fi access
- Digital record keeping of students' result
- Language Laboratory established at Dept. of Computer Science.
- Renovation of College Canteen, Girls' Common Room, Toilet etc.
- Seminar on this "Living with Harmony – People and Elephant" by the Dept. Of Zoology

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

- BEST PRACTICE 1**: Well equipped library facility.**

- BEST PRACTICE 2**: Outstanding NSS activities carried out throughout the session**

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, 2015; during that, a moderate number of saplings were planted at the three hostel campuses of this College and taken care to grow up.
- Energy conservation by using CFL bulbs
- Green campaigning among students and staff
- Implementation of eco-friendly practices by campus cleaning through Swachh College Aviyan
- Close Circuit TV (CCTV) been introduced at most of the parts of the college.

7.5 Whether environmental audit was conducted?   Yes | -- | No | √ |

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

SWOC analysis was performed internally

Strength
- Dedicated NSS volunteers made the NSS Dept. as one of the BEST Dept.
- Good performance of the students
- Committed Teaching Staff and Support Staff

Weakness
- Lack of effective placement system
- Understaffed departments
- Location in a rural and underdeveloped area
- Lack of adequate fulltime faculties

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

Identified Challenges
- To fill up vacant teaching and non-teaching posts
- Introduction of new courses in emerging areas

8. **Plans of institution for next year**
- The New Girls' Hostel to be started.
- Training and campus selection of Tata Consultancy Services (TCS) will be continued next year.
- Roof water harvesting system to be started
- To open courses under IGNOU.

Name   Dr. Swapan Mukhopadhyay   **Name   Dr. Samir Kumar Mukherjee**

Swapan Mukhopadhyay   *SKmukherjee*

Signature of the Coordinator, IQAC   **Signature of the Chairperson, IQAC**

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