YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	Balagarh Bijoy Krishna Mahavidyalaya
• Name of the Head of the institution	Dr. Pratap Banerjee
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03213288260
• Mobile No:	9830343752
• Registered e-mail	bbkm_hooghly@rediffmail.com
• Alternate e-mail	bbkm.hooghly@gmail.com
• Address	P.O. Balagarh, Dist. Hooghly, West Bengal.
• City/Town	Jirat
• State/UT	West Bengal
• Pin Code	712501
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated College
• Type of Institution	Co-education
• Location	Rural

• Financial Status	**Grants-in aid**	
• Name of the Affiliating University	**University of Burdwan**	
• Name of the IQAC Coordinator	**Abhijit Ghosh**	
• Phone No.	**03213288260**	
• Alternate phone No.	**8670272229**	
• Mobile	**9433566317**	
• IQAC e-mail address	**iqacbbkm1@gmail.com**	
• Alternate e-mail address	**abghosh2002@yahoo.co.in**	

3.Website address (Web link of the AQAR (Previous Academic Year)	https://bbkm.ac.in/assets/uploads/files/59967-doc-20230801-wa0001.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://bbkm.ac.in/assets/uploads/files/e5fb2-academic-calendar-22-23.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C++**	**66.5**	**2007**	**31/03/2007**	**30/03/2012**
Cycle 2	**C**	**1.83**	**2016**	**05/11/2016**	**04/11/2021**

6.Date of Establishment of IQAC	**28/01/2008**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of	View File

IQAC	
9.No. of IQAC meetings held during the year	8
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
• If yes, mention the amount	

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

Organized two quality related seminars: 1. Seminar on NAAC Assessment Process: Salient Features organized by IQAC on 4 August 2022 from 12-2pm Speaker: Dr. Anirban Ghosh, Professor of Commerce, NSOU & Director , Vocational and Skill based education , & IQAC Coordinator, NSOU; 2. State Level Seminar on "NEP 2020: Curriculum and Credit Framework for Undergraduate Programmes" organised in blended mode by IQAC on 21 march 202 Speaker : Dr. Swapan Kumar pan, Former Principal, Guskara Mahavidyalaya, Member WBCSC.

Organized regular meetings of the IQAC

Organized Faculty Development Programme for teachers: Workshop on Research Methodology organized by IQAC on 5th April 2023. Resource Person : Dr. Amalendu Bhunia, Prof. Dept. of Commerce, University of Kalyani. Orientation programme for newly admitted students organized on 19.9.2022

The college participated in AISHE and NIRF: Submission of AISHE Survey year 2021-22 report on 15 February 2023

Students' and Teachers' Feedback were collected and the analysis report was discussed and uploaded in the website. Parent Teacher Meetings were organized in online mode 27th, 28th and 30th June of Semesters 6, 4 and 2 respectively. The parents provided their feedback on the academics and infrastructure of the College. Besides

some departments like History and English held Parent Teacher meetings separately also.

12.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/Outcomes
To enhance e-governance practices	1. Introduction of new and improved website; 2. Online Fees payment system was integrated 3.Enhancement of ERP modules
To provide Financial Assistance to teachers to pursue research	Some Teachers were provided financial Assistance to attend seminars and Conferences and to publish their research
To create Academic Bank of Credits	Academic bank of Credits created for almost all students
To sign MoU with other Institutions	MoU was signed with several institutions
To conduct Academic Audit	Internal Academic Audit conducted by IQAC from 3rd April 2023 onwards in a phased manner.
To organize Student Welfare Programmes	1. Orientation Programme for newly admitted students organized on 19 September 2022; 2. Student Credit Card Awareness programme on 22 October 2022 & 3rd January 2023; 3. ICT and e-resources programme for students on 4 January 2023; 4. Awareness and enrollment programme on SWAYAM, Internshala, organized by various departments; 5. Thalassemia Test and Awareness camp on 22 February 2023 ; 6. Awareness programme on Student Scholarships on 5 January 2023
To celebrate Azadi ka Amrit Mahotsav	Azadi ka Amrit Mahotsav celebrated from 12-17 August 2022 through various activities and with active participation of students

Observation/Commemoration/ celebration of Important days	1. Celebration of 'Shikshak Parv on 6 September 2022; 2. Birth Anniversary of Ishwarchandra Vidyasagar on 26 September 2022; 3. National Unity Day on Birthday of Sardar Vallabhbhai Patel on 31 October 2022; 4.Janajatiya Gourava Divasa on 14 and 15 November 2022; 5.Observation of Birthday of Pandit Jawaharlal Nehru on 14 November, 2022: 6.
Nil	7. Swami Vivekananda's birthday and students week celebration : 2.1.23-7.1.23; 8.Parakram Diwas was celebrated on 23rd January 2023 ; 9. The 74th Republic Day was observed by the College on 26th January 2023
Nil	10. Celebration of International Mother Language Day on 21st February 2023; 11. National Science Day was observed on 28 February 2023 ; 12.Anti Tobacco Day observed on 31 May 2023
To organize Gender Equity Programmes	1. Seminar on Equality for Transgender on 22 Nov. 2022; 1. International Women's Day programme on 15.3.2023
To organise environmental awareness programmes	The College has a Nature Club and various environment related activities are conducted by the Nature club and NSS: 1. Online International Seminar on
To organise outreach programmes	NSS workshops with children of labourers of Sankar Brick Kiln;NSS in Collaboration with Astha Welfare Society organised a programme with the special children:
NEP Awareness	Awareness drives about National Education Policy 2020 and CCFUP

	have been organised by the college in a number of schools of the neighbourhood
To organise add on programme	Add on programme on Journalism; Add on programme on Spoken English

13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
IQAC	21/02/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	23/09/2023

15.Multidisciplinary / interdisciplinary

- There are many Inter-disciplinary approaches in programmes of the CBCS curriculum prepared by the University of Burdwan and followed by the College.
- Every student in a 3 year undergraduate Honours degree course is required to study two General Elective courses in allied subjects apart from the Honours subject. Additionally, Students are required to study Environmental studies, English and Bengali mandatorily.
- Besides there are interdisciplinary approaches in the syllabus of various programmes:The Bengali Honours programme includes history and aspects of English Literature; English honours includes various texts from Sanskrit literature; Sanskrit Honours course integrates knowledge of World literature; English Honours and general & Political Science Honours include courses on women's studies and gender studies; the History honours programme includes courses on archaeology and museology; the B.Com Honours and General programme includes Economics and Mathematics requiring the cooperation of all three departments in taking classes. The College organises Advanced Learner Seminars where students of all programmes participate. These seminars are organized with the sole aim of

providing the students with a multidisciplinary orientation.

*

16.Academic bank of credits (ABC):

- Balagarh Bijoy Krishna Mahavidyalaya had been encouraging and creating awareness among students about ABC Id since the previous year. This year we had corresponded with the University of Burdwan on the issue and informed them of our readiness to accept the concept of Academic Bank of Credits. Our College is situated in a rural area and every year a few students leave the College at various stages due to financial reasons. Academic Bank of credits would provide them with an opportunity to pursue academics at a later stage from any institution of their choice.

- This academic year we also planned and succeeded in executing an outreach programme of creating awareness about NEP in the schools of the neighbouring areas of Jirat, Balagarh, Somra and so on. Separate teams from the College visited 11 schools to spread awareness about NEP and Academic Bank of Credits.

- ABC Id was created by the College for all the students of 2nd, 4th and 6th semesters. Students were notified that creation of ABC Id was mandatory. Special drives were organised on 10th, 11th and 27th of June 2023 in the college campus. ABC id of a total of 1553 students were created in these three days. A few Ids could not be created due to technical issues. A list of such students and their data was sent to the University of Burdwan so that action could be taken at their end.

17.Skill development:

- Diploma in Pre-Primary Teachers' Education – Montessori course affiliated by Netaji Subhas Open University (NSOU) is conducted by the College.

- Certificate Course in Yoga affiliated by the University of Burdwan is also conducted by the College

- The CBCS curriculum followed by the College includes Skill Enhancement Courses. The Honours programme and General programme students are required to study 2 and 4 such courses respectively.

- B.Com Honours course : E-Commerce and Entrepreneurship; B.Com General course: E-Commerce and Entrepreneurship; Computer Application in Business and Personal Selling and Salesmanship; B.Sc Chemistry Honours: IT Skill in chemistry or basic analytical chemistry; Pharmaceutical chemistry; B.Sc Chemistry General: Analytical clinical biochemistry; Pharmaceutical

chemistry. Basic and applications of computer in chemistry; polymer chemistry; B.Sc. Mathematics Hons: Logic and Sets; Graph Theory; B.Sc Physics General: Weather Forecasting; Computational Physics Skills; Electrical Circuits and Network Skills; Renewable Energy and Energy Harvesting; B.A. English Honours: Translation studies; English Language Teaching B.A. History Hons: Archives and Museums in India; Art Appreciation B.A. Political Science Honours: Legislative Support; Democratic Awareness through Legal Literacy

- The dept. of English organises Spoken English programme. This Academic year the Spoken English Course was started in the month of June
- Some skill development programmes are organised by the Career Counselling cell or NSS occasionally.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

- The College offers Bengali Honours and General programme which attracts a huge number of students.
- Many classes are taught in Indian Language (Bengali) in all Honours and General courses.
- The CBCS curriculum followed by the College integrates aspects of Indian language and Culture. For eg. The Bengali and English Honours programme includes aspects and texts of Sanskrit Literature.
- The Sanskrit Hons and General course completely focuses on Sanskrit Literature, Sanskrit Grammar, Indian Ontology and epistemology etc.
- B.A History Honours course includes a course on Indian Art apart from an extensive coverage of the History of India B.A. Political Science includes a course on Indian Political Thought

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

- Programme outcomes and course outcomes of the various courses available in the College are outlined by the teachers and discussed in class.
- The Programme Outcomes and Course Outcomes are made availabe in the College Website so that it can be viewed by all stakeholders
- Student progression to higher education is monitored by all departments.
- The course objectives are communicated to students through various means such as college prospectus, Principal's address to students and parents.

- **Students are made aware of the course specific outcomes through orientation programme and classroom discussion**
- **Teachers are deputed to attend meetings for framing syllabus, workshops, seminars, conferences and FDPs to enrich their understanding of course objectives and outcomes.**
- **A Job oriented course Diploma in Pre-Primary Teachers' Education - Montessori (1year) affiliated by NSOU is conducted by the College.**

20.Distance education/online education:

- **The college encourages online learning and distance learning and has undertaken various initiatives to provide such opportunities to students despite the fact that the College is situated in a rural area where internet connectivity is poor and many students belong to the underpriveleged classes and are unable to afford smartphones.**
- **The College has a study centre of Netaji Subhas Open University which facilitates distance education in the area. The students passing out from the College as well students of adjoining Colleges can pursue higher education in different couses from NSOU through this study centre. The centre distributes learning materials, organises examination related activities, and facilitates students inacademics in various ways.**
- **Online seminars were organised by the college in the academic year 2022-23 in which teachers and students from our College and other Colleges participated. This endeavour of the College made students accustomed to online learning.**
- **An ICT awareness programme was organised by the IQAC on 4th January 2023 to make the students aware about e-resources and online learning platforms like SWAYAM, NPTEL, epg Pathsala. Subsequently many departments organized separate programmes to enroll departmental students for online learning**

Extended Profile

1.Programme

1.1   **24**

Number of courses offered by the institution across all programs
during the year

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **1749**

Number of students during the year

File Description	Documents
Data Template	View File

2.2   **802**

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	View File

2.3   **449**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **48**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **48**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**24**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**1749**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**802**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**449**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**48**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**48**

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**22**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**4407746**
4.3 Total number of computers on campus for academic purposes	**44**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The CBCS system has been implemented by the College since the 2017-18 session along with semester system of examination. At the beginning of every semester the various departments prepare a Teaching Plan including the portion of syllabus and the number of classes allotted to each teacher so that curriculum delivery could be effectively managed. Apart from lecturing, some innovative practices are implemented like using power point presentations, documentaries or movies so that the learner can not only enjoy but also take an active interest in classes. Internal Assessment tests are conducted according to the University guidelines. Assignments are provided to students and class tests are regularly held to evaluate the progress of the students. Students' performance in these tests is discussed by teachers in class. Besides, class seminars are conducted in some departments in order to make students more confident with their academic as well as public speaking abilities. For subjects like Chemistry, Physics and Geography Practical classes are provided according to the

requirement of the syllabus. The college occasionally arranges educational tour of some departments with the help of faculty members where the students are actively involved and gain experience. These tours help students to enrich their knowledge of their concerned subjects and contribute to experiential learning.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The College adheres to the academic calender prepared following the academic calender of the University. The internal assessments are normally held after the 8th week of the semester but may vary depending upon the Time schedule of Semester end examinations of the University of Burdwan. This academic year the Internal Assessment examinations of Semesters 1, 3 & 5 were held in November and December 2022 , Semester 4 and 6 were held in the month of May 2023 respectively. The Internal Assesment carries 15 marks out of which 5 marks is the attendance component. The evaluation of 10 marks is carried out in the form of test, which comprises short answer type and long answer type questions following the question pattern of the University. Sometimes students are assigned seminar paper or project submission as Internal Assessment on a specified topic to evaluate in depth understanding and ability of explication. Practical exams are held in B.Sc programmes as well as in Geography and Physical Education.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://bbkm.ac.in/assets/uploads/files/e5 fb2-academic-calendar-22-23.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.	C. Any 2 of the above

Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

12

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

1

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

86

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The Curriculum designed by the University of Burdwan and followed by the College includes various issues of Ethics Gender and Environment. For eg. the B.A English honours programme contains a paper on Gender and women's issues including women's Laws. The Economics general course has component on environment. B.A. History Honours programme includes a paper on Gender & Education in India; The B.A. Geography Honours programme includes a ppaper on environmental geography. The B.Com honors and Gen programme includes papers on Business ethics. State level Seminar on "Ethics of Gita: Niskamakarma" organised by the Department of Philosophy on 6 April, 2023. Speaker: Dr. Prabhakar Bhattacharya, Associate Professor of Philosophy, Serampore College, Hooghly.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	**No File Uploaded**

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

10

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	[View File](#)

1.3.3 - Number of students undertaking project work/field work/ internships

628

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	**No File Uploaded**

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1785

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

448

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

- **The departments organize class tests and internal Assessments to assess the learning levels of students.**
- **Advanced learner seminar is organized for advanced learner.it is an interdisciplinary seminar where students from many departments participate. This YearAdvanced Learners seminars were conducted on 30 November, 7 December & 21 December 2022, where 14 students from departments of History English Sanskrit Political Science, Mathematics, Chemistry, Commerce, Bengali, Geography presented papers on relevant issues and topics.**
- **The problems faced by slow learners are addressed in tutorial classes and mentoring sessions.**
- **Remedial classes are for slow learners towards the end of the semester.**

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	**No File Uploaded**

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
747	**48**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

- **The College encourages innovative teaching practices in many ways as educational tour, field survey, writing projects etc.**
- **The students of geograpphy Honours do field survey and submit projects.**
- **The students of Semester 1 prepare and submit projects in environmentental studies.**
- **Students of department of Mathematics and Commerce also submit projects as part of their curriculum.**
- **The college occasionally arranges educational tour of some department with the help of faculty members where the students are actively involved and gain experience. These tours help students to enrich knowledge of their concerned subjects and contribute to experient learning.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The College authority and IQAC encourages teachers to use ICT equipment in classes to make powerpoint presentations, show resources from internet, documentaries or movies in order to involvestudents. the college has seven ICT equipped class rooms viz. A1, A6, B1, B3, B4B, S5, Computer Lab. All the rooms have projectors and screens. Three rooms are equipped with desktops and in the rest four roomsprojectors are attached to laptops. All the rooms in the ground and first floor have internet access throgh WIFI. Students also present papers in student seminars using power-point.

There are two internet service producers(ISP) who provide internet connection to the college: Alliance BroadbandProvides 250mbps bandwidth internet connection and GTPL Broadband which also provides 250mbps bandwidth internet connection. Therefore total of 500 mbps bandwidth is available for teaching learning activity.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

48

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

48

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

09

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

435

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Our college conducts one internal assessmentin every semester. These assessments are organised by each department and are supervised by the examination committee. The Internal assessment is conducted after the eight week of each semester. The performance of the students is monitored by the Principal and the teachers of each department. After evaluation, the answer scripts are shown to the students to maintain transparency and to give them an opportunity of reporting any grievance and also to make them to aware of their mistakes and short-comings.Necessary advice and suggestions are given to the students so that they can perform better in future. Moreover, remedial classes are conducted for the slow-learners.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

All internal related grievances dealt with by the department concerned. After evaluation of answer scripts, the answer scripts are shown to the students to maintain transparency and to give them an opportunity of reporting any grievance and also to make them aware of their mistakes and shortcomings. Assessment related grievances are responded to in a time bound manner. There are some Internal Assessment related grievances which includefailure to appear for the examinations. The students submit a written application to the Principal stating the reason for failure to appear and departments accordingly providean alternative date for internals.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The programme outcomes and course outcomes are discussed with the students in the orientation programmes at the beginning of the academic year to the newly admitted students. In the begining of every semester the COs and POs are discussed again. The COs and POs are displayed in the departmental class rooms. The COs and POs are also displayed in the College Website for students, teachers and other stakeholders.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all courses (exemplars from Glossary)	[View File](#)

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

- **The results of Semester end examinations and the Final examination are discussed in Departmental meetings and Teachers' Council meetings. Students who failed to achieve desired outcomes are advised about improvement strategies in classes and mentoring sessions.**
- **The Department keeps track of the students progressing to higher education and students who are employed as fulfullment of the programme outcomes.**
- **The Department Teachers are able to check the attainment of course outcomes throughstudents responses in the class.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://bbkm.ac.in/pages/naac/feedback-/students-feedback

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the

year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

9

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

4

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

10

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

- **Awareness drives about National Education Policy 2020 and CCFUP have been organised by the college in a number of schools of the neighbourhood to facilitate students to understand the aims of the new policy and the changes introduced in it.**
- **Extension activities are carried out through NSS units of the college and also NCC and Nature club. In the Academic year 2022-23 a number of Extension activities were carried out.**
- **Teaching Children of Migrant Labourers on24.12.22, 26.12.22,28.12.22, 30.12.22, 02.01.23, 6.01.23, 09.01.23, 08.01.23**
- **NSS in Collaboration with Astha Welfare Society organised a programme with the special children: Interaction of NSS volunteers with special children under Astha Welfare Society to develop a sense of belonging, held on 14 November 2022**
- **NSS Outreach Programme: Caring for the Girl child at the adopted village Lankatala on 5th December 2022**
- **NSS cultural workshop with children of labourers of Sankar Brick Kiln on 21 December 2022 : Interaction and Teaching the children dancing, singing, drawing**
- **NSS volunteers visited the orphanage "Prabartak Apanalay" at Chandannagar during the Christmas and gave gifts to the orphan children**
- **Migrant Workers Children's Sports Competition on10.1.23**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	**No File Uploaded**
e-copy of the award letters	**No File Uploaded**

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

17

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	**No File Uploaded**

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

100

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	**No File Uploaded**

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

20

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

20

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College has adequate infrastructure including classrooms, ICT Classrooms, laboratories, for effective Teaching Learning activities

- **The college campus measures about 14320 sq. m**
- **The College building is 3643.52sq. m**
- **The College has 21classrooms including 7ICT equipped**

- classrooms and 1 Seminar room.
- **There are 5 laboratories for the departments of Physics, Chemistry (Physical and Inorganic), Mathematics and Geography**
- **There is a well equipped library which is computerized.**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

- **The College has adequate facilities for cultural activities and several cultural events are held throughout the year. There is a cultural committee comprised of Teachers that selects, encourages and organises the students to participate in the programmes. The Cultural committee also selects the themes of these events with emphasis on national integration, heritage awareness. In the organisation of these programmes linguistic, religious and cultural equality is also maintained. Besides, equal opportunity is given to all students irrespective of gender, caste and seniority. The aim of organising these events is to instill in the students awareness about the unique and diverse cultural heritage of India.**
- **The college has its own playground. In its commitment to effect holistic developments of the students. There is a sports committee to look after sports activities and to select the students for participating in University level, District level and national level competitions. The college encourages students to participate in games and sports not only inside the campus but also in tournaments. Annual sports competition is held every year. In the year 2022-23, the annual sports was held on 28.1.23.and 75 students participated.**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

7

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

7

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

1414492

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

- **The KOHA software is used in the library. The library is fully automated.The issuing and return of books is completely managed through the software. The data of books is thus transparent and available.Koha software version 23.05.03 is used in the Library Management system.**
- **The College library is well equipped with sufficient number**

- **of books in all subjects. There are more than 16900 books in the library on various subjects.**
- **The Balagarh Bijoy Krisha mahavidyalaya also subsribes to the Nlist Inflibnet portal for access to a wide range of e-journals and e-books.**
- **The College libray also provises access to a variety of national and international knowledge databases and online e-resources for students and teachers**

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://bbkm.ac.in/pages/facilities/library-and-opac

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

44789

File Description	Documents
Any additional information	View File
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

20

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

- **Institution frequently updates its IT facilities including Wi-Fi access to students.**
- **At present the College provides Internet connection of 500 MB bandwidth through two service providers. ISP: Alliance Broad Band (Bandwidth: 250 Mbps) & GTPL Broadband (Bandwidth:250 Mbps)**
- **The College library provides computers to students to access online educational resourses.**
- **Internet is provided through LAN to all computers accessed by teachers**
- **The Wifi facilities are constantly updated so that students can access internet from every part of the college building**
- **New computers are purchased when funds are avaiable**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

67

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

256843

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	<u>View File</u>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<u>View File</u>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

- **Annual contacts and need based contracts are made for maintenance of equipments like Generator, Computers with LAN, Accounting Management System, Library Management System, photocopy Machines, Water Filters, Fire Extinguisher etc.**
- **For maintenance of equipments available in various laboratories annual contact is made with the supplier and thus the college maintains the equipments.**
- **A committee comprising teachers and staff monitors the classrooms, laboratories, library and reports to the Principal on maintenance requirements.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1454

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

62

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

320

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

320

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

36

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at unive rsity/state/national/international level (During the year) (Data Template)	**No File Uploaded**

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

- **The college provides the facilities to the students for curricular and co-curricular activities in every respect**
- **Every year almost every department organizes departmental seminar tour/educational tour, survey programmes as parts of project work outside the college.**
- **College also organizes webinars, talks, state level and national level seminars where students also participate to gain academic strength.**
- **Students participate in NCC**
- **The NSS unit of the college conducts many extension and**

- outreach activities, campus cleansing, awareness programmes, organizing programmes in adopted village etc
- The college has its own playground. In its commitment to effect holistic developments of the students, the college encourages students to participate in games and sports not only inside the campus but also in tournaments, athletic events, etc organized across the state and country.
- Annual sports of the college is held regularly every year.
- Students participate in various cultural programmes held throughout the year organized by Cultural Committee, NSS and departments.
- Students participate in the observation and commemoration of various important days.
- The students organise programmes like Teachers Day, Blood Donation camps etc

File Description	Documents
Paste link for additional information	https://bbkm.ac.in/pages/facilities/ncc
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

31

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development

of the institution through financial and/or other support services

- **The college has an registered Alumni Association.**
- **The association meets yearly and discusses about the development of the institution.**
- **They have contributed in several ways towards the development of the organisation. They have contributed several saplings and medicinal plants for the College campus; They have organised a yoga training programme "Yoga Yukta Bharat" on 13.8.2022.**
- **There is also an Alumni Fund where the Alumni have contributed financially**
- **They participate in some cultural activities of the College.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs) | **E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

- **The College is situated in a socially and educationally backward region and therefore all its activities are concentrated on providing holistic quality education at very low cost, so that maximum number of students can avail the benefit of higher education.**
- **The Governing Body of the institution, the teachers Council and all the admininistrative committees always endeavour to keep the interest of the students foremost in all its decisions and undertakings, especially the financially underpriveleged students and SCs, STs and OBCs.**

- The principal supervises the administrative, academic as well as other organs of the institution such as various sub-
- committees, the NCC and NSS.
- The Teachers' Council coordinates the academic activities of the different academic departments of the College.
- A student support Committee monitors the welfare of students. A nodal officer is appointed to look after the grant of Central and State scholarships to eligible students.
- The college is consistently trying to resort to e-governance in all sphere of activities to maintain easy accessible documentation and transparency

File Description	Documents
Paste link for additional information	https://bbkm.ac.in/pages/about-us/mission-and-vision
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

- The basic administrative policies are formulated at the top management level, i.e., by the Governing Body (G.B.) of the college, keeping the stakeholders' requirements and the mission of the Institution in the forefront.
- The college promotes a culture of participative management and that is extended from the highest level of the G.B. up to the levels of the parents and alumni. In fact, a pro-democracy participatory approach of administration and management is developed in the College. The very formation of the G.B. highlights the norm of participatory administration. It consistsof the representatives of Full-
- Time Faculty Members, Staff Members, Students, Nominees of the Government and the University.
- There are various committees in the College to carry on its academic decision making responsibilities, student support functions and administrative functions. The administrative decision making is undertaken by committees like the Admission Committee, Finance Committee, Purchase Committee, etc. Academic decisions are taken by the Teachers' Council, the the Examination committee and Routine committee etc.
- Student support activities are carried out by Gender equality and Anti- harassment Cell, the Students' Welfare

Committee, the Career Counseling cell, Anti ragging Cell, Grievance Redressal cell and Cultural committee. Besides there are staff support functions which are carried out by committees like Leave/Pension and Service book committee, Teachers' Promotion and Fixation committee. The Principal, members of the Governing body, the Teachers and the Non-teaching Staff are members of these committees.

File Description	Documents
Paste link for additional information	https://bbkm.ac.in/pages/administration/governing-body
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional perspective plan is framed in consultation with the departments and various committees of the College. The departments and committes bear the responsibility of carrying out the plan according to the guidance of the principal and College authority. The financial allocation for activities, if any, is decided by the finance committee.The governing body of the college, the Principal and the IQAC monitor over such activities

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Governing body is the administrative authority of the College. It consistsof the representatives of FullTime Faculty Members, Staff Members, Students, Donors and Nominees of the Government and the University. The GB takes decisions on policy matters, it monitors approves and ratifies all functions of the College. There are various committees in the College to carry on its academic responsibilities, student support functions andadministrative

functions. The appoinment of Full time teachersis made by the College on recommendation of the West Bengal College Service Commission. The State Aided College Teachers (SACT) are appointed by the College directly and their appoinment is approved byThe Govt. of West Bengal The Non Teaching Staff are appointed by the GB on permanent or temporary basis. The Service rules are framed by the UGC, The Govt. of West Bengal and the University of Burdwan.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	https://bbkm.ac.in/pages/naac/organogram-
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

- **A research assistance fund has been created and teachers can opt for financial assistance from the fund by applying to the Principal. The research committee considers such applications.**
- **All permanent employees including Teachers and Staff can avail the benefit of General provident Fund and Pension after superannuation.**

- **Several Teachers and Staff also avail medical facilities and medical insurance under the Government Schemes West Bengal Health Scheme and Swastha Sathi Scheme.**
- **The IQAC prepares and verifies the documents of Promotion under Career Advancement Scheme of Assistant Professors In the year 2022-23.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

4

File Description	Documents
Upload any additional information	[View File](#)
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	[View File](#)

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

1

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

- **Assistant Pofesors submit yearly PBAS reports as per the format and norms of the UGC and Higher Education Department., Govt. of West Bengal .**
- **Every year all the teachers submit a Departmental Profile**

and a Self Appraisal Report.

- The self Appraisal report submitted by teachers consists of the data on the number of classes taken by the teacher concerned, no.of remedial classes and mentoring sessions held by the teacher. besides, the data on the no.of publications of the teacher, and the number of papers presented in various conferences and seminars and the no.of workshops or faculty development programmes attended.
- The departmental Profile contains an overview of the activities of the department. It consists of the number of students of the department in Honours and General courses in the three semesters andthe number of students qualified in the final exam. Besides, the profile contains the data about the Teachers. It contains the list of mentors and mentees.
- The Departmental profile contains the data of the activities of the department such as no.of mentoring sesions organized, no.of remedial classes taken, no.of seminars organized etc.
- Academic Audit of Departmental performance and Teachers performance was carried out.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

External audit is done by the Firm recommended by the DPI, Govt. of West Bengal.

Audit for financial year 2022-23 is complete. It was conducted on 29.5. 2023 by K.K. Channani and Associates.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers

during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

- **The College has very limited financial resources and is suffering from an acute lack of funds for the last few of years due to lack of financial asssistance from UGC and State government.**
- **The limited financial resources generated from students fees is put to optimal use for maintenance of physical and academic infrstructure and limited infrastructure augmentation.**
- **The Finance Sub-Committee plays the most vital role in this respect in evaluating the justification of any proposed expenditure as well as monitoring the progress of an already permitted expenditure**
- **The day to day expenditure are closely monitored by the Bursar.**
- **The entire matter of utilisation of financial resources is kept under constant surveillance of the Principal and he, in turn, keeps the G.B. apprised**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing

the quality assurance strategies and processes

- **All the departments were encouraged by the IQAC to undertake efforts for conducting seminars for students and teachers on areas of contemporary interest.**
- **Internal Academic Audit conducted by IQAC from 3rd April 2023 onwards in a phased manner: Verification of Departmental Profiles of all Departments and Self Appraisal of all Teachers and other documents of Departmental activities**
- **Parent Teacher Meetings organised in online mode on 27, 28th and 30th June 2023 for 6th, 4th and 2nd semesters respectively. Some departmental Paernt teacher meetings were also organised by some departments individually.**
- **Mentoring sessions were conducted by all departments.**
- **Students' and Teachers Feedback was obtained, analysed and the report was submitted to the authority.**
- **Orientation programme for Students organized by Admission Committee and IQAC on 19.9.2022**
- **Workshop on Research Methodology organized by IQAC on 5th April 2023. Resource Person : Dr. Amalendu Bhunia, Prof. Dept. of Commerce, University of Kalyani**
- **Seminar on NAAC Assessment Process: Salient Features organized by IQAC on 4 August 2022 from 12-2pm Speaker: Dr. Anirban Ghosh, Professor of Commerce, NSOU & Director , Vocational and Skill based education , & IQAC Coordinator, NSOU**
- **State Level Seminar on "NEP 2020: Curriculum and Credit Framework for Undergraduate Programmes" organised in blended mode by IQAC on 21 march 2022 in Collaboration with IQAC, Bejoy Narayan College and IQAC, Sree Gopal Banerjee College. Speaker : Dr. Swapan Kumar Pan, Former Principal, Guskara Mahavidyalaya, Member WBCSC**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

- **The teachers' council and the IQAC of the college continuously review and monitor the teaching learning**

process.
- **At the beginning of every semester all thed epartments of the College prepare departmental routines and formulate Teaching plans.**
- **The departments also plepare a perspective plan of departmental activities during the semester that includeclass tests, class seminars, projects, wall magazines.**
- **The departments prepare mentor-mentee lists and mentorings chedules.**
- **The results of the students are reviewed at the end of the semester.**
- **The teachers constantly apprise the students about their performance.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://bbkm.ac.in/pages/iqac/aishe
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

- More than half of the students in the college are girl students and the college administration ensures that a secure learning environment is provided.

- The College has a Girls' Common Room with attached toilet.

- There is a Women's Anti-harrassment cell set up according to the guidelines established by Sexual Harrasment Act 2013. No complaint of harrasment has been reported to the Cellby the students.There are security guards in the College to ensure safety and security of women. There are CCTV cameras at every point in the College to monitor any untoward incident.

- Seminar on "Equality for Transgender" organised by Gender Equality and Women Empowerment Cell on 22 November 2022, in collaboration with the Durbar Mahila Samanwaya Committee.

- NSS Programme on Equal rights of women: Judge of Lokpal court as keynote speaker

- Nss camp in Adivasi adopted? Village on women education on 27 june 2023

- NSS camp on Health awareness of women in Adivasi adopted? Village 28 june 2023

- NSS distribution of sanitary napkins in surrounding villages

- International Women's Day celebrated on 15th March 2023 organised by Gender Equality Cell. Discussion on Womens' rights, honouring Girl students for achievements in sports and documentary show on women trafficking

File Description	Documents
Annual gender sensitization action plan	https://bbkm.ac.in/pages/naac/gender-equality-cell/policy-document
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://bbkm.ac.in/pages/students-corner/gender-equality-cell

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- **The College has signed a MoU with the Jirat Gram Panchayat for waste disposal and other matters. The solid waste is taken care of by the Panchayat on regular intervals.**
- **The waste water is disposed off through the drainage system.**
- **The ewaste is disposed off through local vendors**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available	**B. Any 3 of the above**

in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

- **The College has a large number of students from SC, ST and OBC communities. Similarly, there are a large number of students from minority community.The College authority endeavours to provide an inclusive learning environment to all students.**

- **The Government regulations in admission to SC, ST and OBC are maintained**
- **In the NCC and NSS units of the College the students of all social and religious communities are represented. In the Cultural programmes organised by the College all students irrespective of communities are represented.**
- **These is an Equal Opportunity Cell to look after the well being of the students and staff and to preserve and promote anti-discrimination.**
- **To highlight and spread awareness about Indian languages,"Bharatiya Bhasha Diwas " was celebrated on on 9 December 2022 organised by the Departments of English, Bengali and Sanskrit. The programme consisted of a presentation on Online learning opportunities of Indian languages and Quiz programme on riddles in the Santhali language. Students were shown the e-resources available in order to learn Indian languages.**

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	[View File](#)

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

- **National Integration and the values, rights and duties enshrined in the indian constitution are actively promoted through various activities, programmes and policies of the College.**
- **National Voters' day was observed on 25.03.2023. A speech was given by Prof. Dalia Hossain underlining constitutional rights and dutiesand a Quiz Competition on Indian Constitution was organized by the Dept. of Political Science.**
- **An Electoral process awareness programme was held on 22.9.2022. Students were educated about the election process, Aadhar card by represntative of the State Election Commission and BDO, Jirat.**
- **During the observation of important days like Independence day on 15th Ausgust or Republic Day on 26th January or Parakram Divas on the 23rd January and other programmes throughout the year the students are informed about our**

constitutional values.

- The NSS undertakes various activities throughout the year to inculcate the values of being socially responsible citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	[View File](#)

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	B. Any 3 of the above

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File](#)
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The College celebrates organizes national and international commemorative days, events and festivals through the NCC and NSS and Cultural Committee. The following programmes are celebrated in the College: Kobi-Prayan (Death Anniversary of Rabindranath Tagore), Rakhi Bandhan,Kanyashri Divas,Independence Day, Republic Day, "Azadi Ka Amrit Mahotsav","Shikshak Parv"

Celebration,Birthday of Saratchandra Chattopadhyay,Birth anniversaryof Vidyasagar, Birth anniversaryof Mahatma Gandhi,Birthday of Freedom fighter Matangini Hazra, Birthday of poet Mohitlal Majumdar,Birthday of Sister Nivedita,Foundation Day of BBKM,Birthday of Jagadish Chandra Bose,Birthday of Freedom-fighter Kshudiram Bose,Birthday of Poet Rangalal Bandyopadhyay, Biplabi Bhupati Majumder Birthday,Students' Week, Yuva-Divas (Birthday of Swami Vivekananda),Parakram Divas (Birthday of Netaji SubhashChandra Bose),Birthday Of Kabi Madhusudan Dutta,Annual Cultural Programme,Birthday of Biplabi Pritilata Waddedar,Rabindra-Jayanti, Death Anniversary of Founder Bijay Krishna Modak,Birthday of Poet Kazi Nazrul Islam,Birthday of Writer Bankimchandra Chattopadhyay,Birthday of Bijay Krishna Modak,Birthday of Ashutosh Mukhopadhyay, Teacers Day, Vijay Divas, Bharatiya Bhasa Divas, International Mother Language Day, Siskshak Parv, Anti Tobacco Day, International Women's Day, World yoga Day.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Title of the Practice: In-house Talk on Current Topics

The in-house talk by our esteemed faculty members, aims to foster a dynamic intellectual exchange within our college community. Through sharing their expertise, research insights, and experiences, the objective is to inspire and engage students and faculty alike, promoting a collaborative learning environment and strengthening the academic fabric of our institution.

The Academic Council of Balagarh Bijoy Krishna Mahavidyalaya organized a series of 3 enlightening in-house talks during the academic year 2022-23.

Title of the Practice: Advanced Learners Seminar

This year the Advanced Learners seminar was organised by the IQAC and held in three phases on 30.11.2022, 07.12.2022 & 21.12.22. There were a total of 13 speakers from various departments. The sessions were chaired by Heads of the Departments or the principal. Each paper was followed by a few questions from the student participants. All the speakers were provided with a certificate by the College. No.of Student Participants: 65 No.of Teachers: 14

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

School for Migrant Workers by NSS

NSS Units of Balagarh Bijoy Krishna Mahavidyalaya under the leadership of NSS Programme Officer Prof. Partha Chattopadhyay has created a school for the children of migrant labourers "Bhupati Majumder Pathsala" named after Bhupati Majumder, a Freedom fighter at Jirat and Guptipara. NSS volunteers visit these children and teach them rudimentary and basic knowledge of Languages, History, Geography, Mathematics. Besides Yoga is also taught to these Children. NSS volunteers also engage these children in cultural activities. The parents of these children are encouraged to send these children to a proper school.

The NSS in collaboration with the Local administration (BDO) and Jirat Colony School has been able to send these children to Primary Schools.

In the Academic Years 2021-22 and 2022-23 about 886 children of Migrant labourers working in 8 brick kilns of the surrounding villages have been admitted in 8 Primary schools situated near their location.

The NSS has also organized several Outreach programmes in the adopted villages and surrounding villages

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- **To preapre and submit IIQA and SSR for the period 2018-2023**
- **To organize more Add on programmes**
- **To organize more collaborative activities with other Institutions**
- **To build more classrooms**