# Yearly Status Report - 2019-2020

| 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 own campus | **Yes** |
| Phone no/Alternate Phone no. | **03213260288** |
| Mobile no. | **9830343752** |
| Registered Email | **bbkm_hooghly@rediffmail.com** |
| Alternate Email | **iqacbbkm1@gmail.com** |
| Address | **P.O. Balagarh, Dist. Hooghly** |
| City/Town | **Balagarh** |
| State/UT | **West Bengal** |
| Pincode | **712501** |

**2. Institutional Status**

| | |
|---|---|
| Affiliated / Constituent | **Affiliated** |
| Type of Institution | **Co-education** |
| Location | **Rural** |
| Financial Status | **Self financed and grant-in-aid** |
| Name of the IQAC co-ordinator/Director | **Abhijit Ghosh** |
| Phone no/Alternate Phone no. | **03213260288** |
| Mobile no. | **9433566317** |
| Registered Email | **iqacbbkm1@gmail.com** |
| Alternate Email | **abghosh2002@yahoo.co.in** |

## 3. Website Address

| | |
|---|---|
| Web-link of the AQAR: (Previous Academic Year) | https://www.bbkm.in/uploads/naac_links/20220228152440.pdf |
| **4. Whether Academic Calendar prepared during the year** | **Yes** |
| if yes,whether it is uploaded in the institutional website: Weblink : | https://www.bbkm.in/uploads/academic_links/20220228154233.pdf |

## 5. Accrediation Details

| Cycle | Grade | CGPA | Year of Accrediation | Validity | |
|---|---|---|---|---|---|
| | | | | Period From | Period To |
| **1** | **C++** | **66.5** | **2007** | **31-Mar-2007** | **30-Mar-2012** |
| **2** | **C** | **1.83** | **2016** | **05-Nov-2016** | **04-Nov-2021** |

## 6. Date of Establishment of IQAC | **28-Jan-2008**

## 7. Internal Quality Assurance System

| Quality initiatives by IQAC during the year for promoting quality culture | | |
|---|---|---|
| Item /Title of the quality initiative by IQAC | Date & Duration | Number of participants/ beneficiaries |
| **No Data Entered/Not Applicable!!!** | | |
| | | |

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

| Institution/Department/Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| **No Data Entered/Not Applicable!!!** | | | | |
| **No Files Uploaded !!!** | | | | |

| | |
|---|---|
| **9. Whether composition of IQAC as per latest NAAC guidelines:** | **Yes** |
| Upload latest notification of formation of IQAC | *View File* |
| **10. Number of IQAC meetings held during the year :** | **4** |
| The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website | **Yes** |
| Upload the minutes of meeting and action taken report | *View File* |
| **11. Whether IQAC received funding from any of the funding agency to support its activities during the year?** | **No** |

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

Induction meetings of newly admitted students on 02.7. 2019 and 12.7.2019 Advanced Learners' Seminar organized by IQAC on 18.12.2019 IQAC State Level Workshop on "Career Advancement Scheme (CAS) for College Teachers on 24.9.2019. Speaker: Dr. T.K. Ghara , Jt. DPI, Govt. of West Bengal IQAC seminar on Revised NAAC Frameork: Opportunities for Excellence in Higher Education on 19.10.2019. Speaker: Dr. Apurba Ratan Ghosh, Professor, Dept. of ENVS, Ex. Director, IQAC and ASC(BU). Providing active cooperation to organise certificate courses in Spoken English and Spoken Sanskrit Encouraging and helping to organise various seminars

**No Files Uploaded !!!**

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

| Plan of Action | Achivements/Outcomes |
|---|---|
| **No Data Entered/Not Applicable!!!** | |
| *View File* | |

| 14. **Whether AQAR was placed before statutory body ?** | **Yes** |
| --- | --- |

| Name of Statutory Body | Meeting Date |
| --- | --- |
| **Teachers' Council** | **29-Mar-2022** |

| 15. **Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?** | **No** |
| --- | --- |
| 16. **Whether institutional data submitted to AISHE:** | **Yes** |
| Year of Submission | **2020** |
| Date of Submission | **20-Jun-2020** |
| 17. **Does the Institution have Management Information System ?** | **Yes** |
| If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words) | **The Student Management system is linked with the Student Admission software in the College. The admission process is conducted online with the help of this software. All the data relating to the students enrolled in the college is maintained. The College website is regularly updated with notices and other important announcements. The data collected is detailed and includes the unique ID of each and every student along with their date of birth and parent's name, address, Caste and Gender category and contact details. This data capturing helps during university registration of the student and helps in monitoring of the students by the College authority. This data is utilised in preparing students register and also fed into the fees Collection software. The fees collection software is utilized for the collection of monthly fees and examination fees. The Tally software is used for maintaining all the financial transactions of the College. Besides the KOHA software 3.18.03 version is used in the library. The library is fully automated and because of the software, the library catalogue and information can be tracked from all the computers in the college. We are in the process of introducing more modules for student** |

Part B

# CRITERION I – CURRICULAR ASPECTS

## 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The CBCS system has been implemented by the College since the 2017-18 session along with semester system of examination. The syllabus has been designed by the University of Burdwan in keeping with the objectives of the CBCS system. The College follows the syllabus framed by the University of Burdwan to which our College is affiliated. Teachers of various departments participate in the workshops conducted by the University of Burdwan in connection with syllabus review committee from time to time. 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. In these seminars the students are required to deliver a lecture on a theme of their choice on a broad subject area underlined by the teacher concerned from the syllabus. Advanced learner seminars are organised with several departments together where selected students from a department can engage and learn in an interdisciplinary environment. In these seminars opportunity is provided to the student to explore areas not necessarily covered by their syllabi. These seminars also help students to engage in participative learning. For subjects like Chemistry, Physics and Geography Practical classes are provided according to the requirement of the syllabus. Well appointed laboratories are maintained with sufficient instruments for the subjects mentioned above. Practical classes are held under the guidance of teachers and lab-attendants. Documentation about classes taken is maintained through teaching diaries. A certificate course in Yoga affiliated by the University of Burdwan has been running in the college and a number of students of the College and the community has benefited from it. Besides, A Computer training programme established in collaboration with WEBEL has been running in the College for the past few years. This has been introduced in the curriculum so that students from the rural background who lack access to such courses because of their rural background or due to financial reasons can easily take the opportunity to avail computer training at the College. 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.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entrepreneurship | Skill Development |
|---|---|---|---|---|---|
| Certificate | Nil | 01/07/2019 | 42 | Participants | Nil |

| course in Yoga | | | | develop the capability of working as yoga trainers or instructors | |
| Nil | Diploma in Financial Accounting | 01/07/2019 | Nil | Participants can apply for accounting jobs in any sector | Participants are equipped to work with accounts softwares |
| Nil | Diploma in Basic Intensive Methodology of PC Technology | 01/07/2019 | Nil | Participants can apply for secretarial jobs or in the telecomm unication sector | Participants receive basic knowledge in Microsoft office software and tools |

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
| --- | --- | --- |
| No Data Entered/Not Applicable !!! | | |
| No file uploaded. | | |

### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

| Name of programmes adopting CBCS | Programme Specialization | Date of implementation of CBCS/Elective Course System |
| --- | --- | --- |
| BA | Bengali Honours | 01/07/2017 |
| BA | English Honours | 01/07/2017 |
| BA | Geography Honours | 01/07/2018 |
| BA | History Honours | 01/07/2017 |
| BA | Political Science Honours | 01/07/2017 |
| BA | Sanskrit Honours | 01/07/2017 |
| BA | General | 01/07/2017 |
| BCom | Accountancy Honours | 01/07/2017 |
| BCom | General | 01/07/2017 |
| BSc | Chemistry Honours | 01/07/2017 |
| BSc | Mathematics Honours | 01/07/2017 |
| BSc | General | 01/07/2017 |

### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

| | Certificate | Diploma Course |
| --- | --- | --- |

| Number of Students | 7 | 23 |
| --- | --- | --- |

## 1.3 – Curriculum Enrichment

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

| Value Added Courses | Date of Introduction | Number of Students Enrolled |
| --- | --- | --- |
| Spoken English Course | 24/02/2020 | 17 |

No file uploaded.

1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
| --- | --- | --- |
| No Data Entered/Not Applicable !!! | | |

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## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

| Students | Yes |
| --- | --- |
| Teachers | Yes |
| Employers | Nill |
| Alumni | Yes |
| Parents | Nill |

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

| Feedback Obtained |
| --- |
| Students Satisfaction survey and Students Feedback on course An awareness programme was organized by the IQAC on 11.02.2020 to make the students aware of the role of the students in the overall development of the institution. They were informed of the Students Satisfaction survey and Students Feedback on course on the Accreditation process as identified by NAAC. About 120 students participated in the programme. Besides, the students were encouraged to participate in all extracurricular activities organized by the College. A comprehensive questionnaire was provided to the students concerning all spheres of academic and infrastructural facilities available in the College. The questionnaire consisted of 21 questions about the course content, delivery, evaluation, infrastructure and academic atmosphere. Apart from the questionnaire, suggestions and opinions of the students was sought. There were 4 questions on Course content and most students responded that course content is good on a range of 5 There were 5 questions on course completion and evaluation process and the response of most students is good There were 3 questions on the library and the response of most of the students verged from adequate to inadequate on a range of 5 About student teacher relationship there were 2 questions most students responded that it is good. There were 4 questions about College administrative office, healthcare facilities, scholarship facilities and other infrastructural facilities. Apart from healthcare the students responded that most facilities are adequate There were 2 questions about extr-curricular activities and most students agreed that such activities are held of ten and teachers are encouraging. About the overall academic atmosphere the students responded that the atmosphere is enriching In the the suggestions section most of the students i) wished for a reduction in fee structure, ii) complained about lack in the number of teachers in some department,iii) wanted more books from the library and more space in the |

reading room Alumni Feedback Alumni feedback was collected on 23.2.2020 during the Reunion meeting held on the same date. There were 36 respondents. The alumni was asked to provide feedback on 10 aspects on a 5 point scale ranging from Very good to Unsatisfactory: i) Environment, ii) Campus cleanliness iii) Infrastructure and lab facilities, iv) Faculty, v)Social impact, vi) Library, vii) Canteen facilities, viii) Office service, ix) Overall rating of the College, and x) Alumni Association, network of old friends. The respondent was also asked to provide suggestions. Most of the respondents provided that all the facilities were very good to good. The suggestions provided by them were: i) Construction of Cycle shed, ii) construction of an Auditorium or an open stage The College authority discussed the shortcomings with the teachers and considered the students suggestions and decided to address the requirements in consultation with the Governing Body.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

| Name of the Programme | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | |
| [View File](#) | | | | |

### 2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|---|---|---|---|---|---|
| 2019 | 1283 | Nill | 45 | Nill | Nill |

### 2.3 – Teaching - Learning Process

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

| Number of Teachers on Roll | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Numberof smart classrooms | E-resources and techniques used |
|---|---|---|---|---|---|
| 45 | 45 | Nill | 3 | Nill | Nill |
| [View File of ICT Tools and resources](#) | | | | | |
| [View File of E-resources and techniques used](#) | | | | | |

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The institution always thinks deeply about the students' problems and always tries to meet their problems sympathetically. All the teachers are assigned as mentors to the students of their respective departments. Mentoring sessions are held according to a schedule prepared by the department. Our college faculty members provide academic counselling to all the students and especially those of weaker section. The faculty members come to close contact with the student and help the student, as required. The college provides remedial coaching classes for academically backward students and the teachers help personally when the student seeks help for academic development. Sometime few students disclose their personal problems to the faculty members and the teachers try to solve the problems earnestly. The teachers also apprise the student about the trends of present job market and advice them to decide their future aims.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
|:---:|:---:|:---:|
| 1283 | 45 | 1:29 |

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
|:---:|:---:|:---:|:---:|:---:|
| 46 | 45 | 1 | 2 | 9 |

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

| Year of Award | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
|:---:|:---:|:---:|:---:|
| No Data Entered/Not Applicable !!! | | | |
| No file uploaded. | | | |

## 2.5 – Evaluation Process and Reforms

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

| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
|:---:|:---:|:---:|:---:|:---:|
| No Data Entered/Not Applicable !!! | | | | |
| View File | | | | |

### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As a college under The University of Burdwan, evaluation norms of the university are followed by Balagarh Bijoy Krishna Mahavidyalay. The university has adopted a major reform in evaluation by introducing Choice Based Credit System (CBCS) from the academic year 2017-18 and this college has adopted the same. The college has adopted a method of assessing the academic performance of the students in a continuous process. Our college conducts two internal assessments in every semester. These assessments are organised by each department and are supervised by the examination committee. The first Internal assessment is conducted at the 8th week, and the second, the 16th week of each semester. At the end of each internal assessment, the average marks are calculated from the total marks obtained by the students and are added with the final result. The performance of the students is monitored by the Principal and the teachers of each department. After evaluation, necessary advice and suggestions are given to the students so that they can perform better in future. Class tests are also held to check the progress of the students. Besides assignments are regularly given to students to provide them the opportunity of continuous practice.

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

The Academic Calender of the College is formulated based on the the Academic Calendar sent by the University. The College authority decides upon the dates of Internal Assessment for every semester which is generally held in the 8th

and 16th week of the semester. It is printed and circulated to all students of the college, published in the notice board, nonteaching staff room and Teachers' room. It is also made available on the website. The dates of University examinations are not declared by the University at the beginning of the seminar and are therefore not included in the Academic Calender. The schedule of university examinations are circulated as soon as the University declares the dates. The academic calendar is followed in holding Internal assessments. In the academic year 2019-20 the academic calendar could not be followed towards the end of the academic year due to the onset of pandemic in March 2020.

## 2.6 – Student Performance and Learning Outcomes

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

https://www.bbkm.in/uploads/academic_links/20191223115319.pdf

2.6.2 – Pass percentage of students

| Programme Code | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|---|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | | |
| View File | | | | | |

## 2.7 – Student Satisfaction Survey

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

https://www.bbkm.in/uploads/naac_links/20220315151149.pdf

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

| Nature of the Project | Duration | Name of the funding agency | Total grant sanctioned | Amount received during the year |
|---|---|---|---|---|
| Nill | 00 | Nill | 0 | 0 |
| No file uploaded. | | | | |

### 3.2 – Innovation Ecosystem

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

| Title of workshop/seminar | Name of the Dept. | Date |
|---|---|---|
| 00 | 00 | |

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

| Title of the innovation | Name of Awardee | Awarding Agency | Date of award | Category |
|---|---|---|---|---|
| 00 | Nill | Nill | Nill | Nill |
| No file uploaded. | | | | |

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

| Incubation | Name | Sponsored By | Name of the | Nature of Start- | Date of |
|---|---|---|---|---|---|

| Center | | | Start-up | up | Commencement |
|---|---|---|---|---|---|
| 00 | Nill | 00 | Nill | Nill | Nill |
| No file uploaded. | | | | | |

## 3.3 – Research Publications and Awards

### 3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|---|---|---|
| 00 | 00 | 00 |

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

| Name of the Department | Number of PhD's Awarded |
|---|---|
| 00 | Nill |

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

| Type | Department | Number of Publication | Average Impact Factor (if any) |
|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | |
| View File | | | |

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

| Department | Number of Publication |
|---|---|
| No Data Entered/Not Applicable !!! | |
| View File | |

### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

| Title of the Paper | Name of Author | Title of journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
|---|---|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | | | |
| No file uploaded. | | | | | | |

### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

| Title of the Paper | Name of Author | Title of journal | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication |
|---|---|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | | | |
| No file uploaded. | | | | | | |

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

| Number of Faculty | International | National | State | Local |
|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | |
| View File | | | | |

## 3.4 – Extension Activities

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

| Title of the activities | Organising unit/agency/ collaborating agency | Number of teachers participated in such activities | Number of students participated in such activities |
|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | |
| View File | | | |

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

| Name of the activity | Award/Recognition | Awarding Bodies | Number of students Benefited |
|---|---|---|---|
| 00 | 00 | Nill | Nill |
| No file uploaded. | | | |

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

| Name of the scheme | Organising unit/Agency/collaborating agency | Name of the activity | Number of teachers participated in such activites | Number of students participated in such activites |
|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | |
| No file uploaded. | | | | |

## 3.5 – Collaborations

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

| Nature of activity | Participant | Source of financial support | Duration |
|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | |
| No file uploaded. | | | |

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

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration From | Duration To | Participant |
|---|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | | |
| No file uploaded. | | | | | |

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

| Organisation | Date of MoU signed | Purpose/Activities | Number of students/teachers participated under MoUs |
|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | |
| No file uploaded. | | | |

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

## 4.1 – Physical Facilities

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

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|---|---|
| 900000 | 749986 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|---|---|
| Value of the equipment purchased during the year (rs. in lakhs) | Existing |
| Classrooms with Wi-Fi OR LAN | Existing |
| Others | Existing |
| No file uploaded. | |

## 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

| Name of the ILMS software | Nature of automation (fully or patially) | Version | Year of automation |
|---|---|---|---|
| KOHA | Fully | 3.18.03 | 2016 |

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|---|---|---|---|---|---|---|
| Text Books | 16037 | Nill | 589 | Nill | 16626 | Nill |
| No file uploaded. | | | | | | |

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

| Name of the Teacher | Name of the Module | Platform on which module is developed | Date of launching e-content |
|---|---|---|---|
| 00 | 00 | 00 | Nill |
| No file uploaded. | | | |

## 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

| Type | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/ GBPS) | Others |
|---|---|---|---|---|---|---|---|---|---|
| Existing | 32 | 0 | 20 | 1 | 1 | 9 | 12 | 150 | 0 |
| Added | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 32 | 0 | 20 | 1 | 1 | 9 | 12 | 150 | 0 |

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

| 150 MBPS/ GBPS |
|---|

4.3.3 – Facility for e-content

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

| 00 | Nill |
| --- | --- |

## 4.4 – Maintenance of Campus Infrastructure

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

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurredon maintenance of physical facilites |
| --- | --- | --- | --- |
| 2000000 | 2045982 | 900000 | 865372 |

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

Infrastructure is an essential part of an educational institution. Without appropriate and adequate infrastructure, no academic institution can fulfill its avowed aims. An educational institute can perform properly only when there is healthy synergy between its students, its faculty and its staff. An apt and adequate infrastructure is one of the major factors to ensure this. With this realization in mind, this institution works towards maintaining an infrastructure that successfully facilitates the teaching learning process. One of the prime ingredients of infrastructure of an institution is the learning resources it provides to its students. Hence, this institution accords premium value to provide the best possible and learner friendly learning resources to its students. There is an Infrastructure Committee to look after any infrastructural need and repairs. Annual contracts are made for maintenance of equipments like Generator, Computers with LAN, Students Data base management System, Accounting Management System, Library Management System, photocopy Machines, Aqua Guard, Fire Extinguisher etc. The big ground in the College campus is utilized for sports, games and physical education classes, NSS activities and NCC is well maintained. The Chemistry, Physics and Geography labs are well maintained by teachers and non-teaching staff. The College authority pays special attention to the cleanliness of the campus. Any damage to furniture in classrooms is immediately repaired and electrical equipments are maintained with proper care. Any nonfunctioning equipment or damaged furniture is immediately brought to the attention of the Infrastructure committee or the Principal.

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## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

5.1.1 – Scholarships and Financial Support

|  | Name/Title of the scheme | Number of students | Amount in Rupees |
| --- | --- | --- | --- |
| Financial Support from institution | Nill | Nill | Nill |
| Financial Support from Other Sources |  |  |  |
| a) National | Nill | Nill | Nill |
| b)International | Nill | Nill | Nill |

View File

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

| Name of the capability | Date of implemetation | Number of students | Agencies involved |
| --- | --- | --- | --- |

| | | | |
|---|---|---|---|
| enhancement scheme | | enrolled | |
| Advanced learners' seminar | 18/12/2019 | 8 | All departments |
| Remedial Coaching | Nill | Nill | All departments |
| Industry visit To Kesoram Rayon factory. | 22/12/2019 | 27 | Depts. of Commerce and Chemistry Kesoram Rayon |
| Career Development and Personality Grooming Programme | 22/11/2019 | 36 | organized with Gilette Company |
| NSOU Study Centre for enrollment in PG courses | Nill | 12 | NSOU |
| Spoken English course | 24/02/2020 | 17 | Dept. of English |
| One day Workshop on Personality Development Career Planning | 14/02/2020 | 60 | DC Crackers, Gurgaon and E-cell IIT Kanpur |
| Workshop on Phenyl preparation | 21/02/2020 | 14 | NSS and Sima Biswas |
| Webinar on : Lockdown: Psychological problems and their solution Organized by: NSS, Balagarh Bijoy Krishna Mahavidyalaya . speaker: Dr. Gouranga Mitra, Asst. Professor, Neotia University | 27/06/2020 | 45 | NSS |
| Seminar on 'Scope of Animation and Multimedia courses in today's scenario and prospect of the same under DDUGKY Programme' | 16/11/2019 | 40 | CADD Centre Training Services Pvt. Ltd. |
| No file uploaded. | | | |

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

| Year | Name of the scheme | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passedin the comp. exam | Number of studentsp placed |
|---|---|---|---|---|---|
| 2019 | 'Sensitisa | Nill | 43 | Nill | Nill |

| tion programme on scope of employment, self-employment and further studies after graduation' Speakers: Mr. Sujoy Kumar Deb, WBCS, Jt. Director of Employment, Districr Employment Exchange, Chinsurah Prof. Manoj Halder, Assistant Prof. of Pol | | | | |
|---|---|---|---|---|
| **No file uploaded.** | | | | |

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

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
|---|---|---|
| **Nill** | **Nill** | **Nill** |

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

| On campus | | | Off campus | | |
|---|---|---|---|---|---|
| Nameof organizations visited | Number of students participated | Number of stduents placed | Nameof organizations visited | Number of students participated | Number of stduents placed |
| **00** | **Nill** | **Nill** | **00** | **Nill** | **Nill** |
| **No file uploaded.** | | | | | |

5.2.2 – Student progression to higher education in percentage during the year

| Year | Number of students enrolling into higher education | Programme graduated from | Depratment graduated from | Name of institution joined | Name of programme admitted to |
|---|---|---|---|---|---|
| **No Data Entered/Not Applicable !!!** | | | | | |
| View File | | | | | |

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

| Items | Number of students selected/ qualifying |
|---|---|
| **Nill** | **Nill** |

| No file uploaded. |
| --- |

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

| Activity | Level | Number of Participants |
| --- | --- | --- |
| No Data Entered/Not Applicable !!! | | |
| View File | | |

## 5.3 – Student Participation and Activities

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

| Year | Name of the award/medal | National/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
| --- | --- | --- | --- | --- | --- | --- |
| Nill | 00 | Nill | Nill | Nill | Nill | Nill |
| No file uploaded. | | | | | | |

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Students' Council is guided by the constitution framed by the University of Burdwan and recognized by the G.B. General Secretary of Students Council represents the students as a member of Governing Body. The Students' Council plays active role in Cultural competition, Games and Sports, Annual Function and other Co-curricular activities. There are student representatives for various activities such as Cultural Secretary, Magazine Secretary, Sports Secretary and so on within the student council for coordinating such activities. There is a provision to collect annual union fees from the students'. Expenses for students' Council activities are met from the students' Union fund. The Students' Council also organises activities like Blood Donation Camps either on its own or in association with the NSS units of the College. However, there is no elected Students' Council at present because elections have been indefinitely postponed. The students organize cultural programmes like Teachers' Day programme, Annual Social Programme and Freshers' welcome programme.

## 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

| |
| --- |

5.4.2 – No. of enrolled Alumni:

| 47 |
| --- |

5.4.3 – Alumni contribution during the year (in Rupees) :

| 29200 |
| --- |

5.4.4 – Meetings/activities organized by Alumni Association :

Meeting with Ex-students on Reconstitution of Alumni Association on 07.12.2021 Meeting of Reconstituted Alumni Association and Alumni Reunion Programme held on 23.01.2020. Collection of Alumni Feedback

# CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

## 6.1 – Institutional Vision and Leadership

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

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 prodemocracy 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 is consisted of the representatives of Full Time Faculty Members, Staff Members, Students, Donors and Nominees of the Government and the University. Moreover, representatives from the local Government as well as personalities from the locality with outstanding academic interest are often coopted in various SubCommittees of the College. Thus, almost all sections of the society, having any linkage or interest with higher education, are given an opportunity to participate in the process of management of the Institution. 2. 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, Building Committee, Purchase Committee, ICT and Digital Assets maintenance committee, which carries out administrative duties and decision making. Academic decisions are taken by the Teachers' Council, the Library committee, the Examination committee and Routine committee. Student support activities are carried out by Gender equality and Antiharassment 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.

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

Partial

## 6.2 – Strategy Development and Deployment

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

| Strategy Type | Details |
|---|---|
| Library, ICT and Physical Infrastructure / Instrumentation | The Library Committee meets and decides on the books to be bought and allocates the available funds for the purpose. The Library Committee also decides on the augmentation of physical infrastructure and funds to be allocated for maintenance of the library. At present the library is fully automated and it functions with the KOHA software version 3.18.03. The ICT Committee decides on matters of maintenance and purchase of software, projectors and other materials. |
| Research and Development | The IQAC has been encouraging teachers to register for PhD, to present papers in seminars, to undertake projects and publish their research work. Besides teachers are urged to undertake minor research projects and write research articles for journals. The College has been |

| | |
|---|---|
| | registered to NLIST with the initiative of the IQAC which provides a lot of e journals and ebooks for teachers and interested students. New faculties are also asked to attend Orientation Programmes organized by the Academic Staff Colleges at the earliest possible opportunity and all the Faculties are continuously encouraged to participate in the Refresher Courses at regular intervals with an eye to imbibe as well as refresh skills amongst them and keep them updated on latest developments in the academic world of their respective subjects. |
| Examination and Evaluation | The semester end examinations are conducted by the University. The Internal Assessments are conducted by the College and the dates for Internal Assessment are mentioned in the Academic Calender of the College and these dates are adhered to unless there is some exigency. Two internal Assessments are carried out before each semester end examination. Besides class tests are taken by teachers of the department on a regular basis in order to check the progress of students and identify their shortcomings. |
| Teaching and Learning | The IQAC encourages teachers to use ICT equipment in classes to make power point presentations, show resources from the internet, documentaries or movies in order to involve and interest students. This year due to the lock down imposed by the government, the normal classes in the college was suspended, but the teachers continued to take the classes in online mode using online platforms like Google meet, Zoom etc and web based platforms like google classroom and whatsapp to help students with study materials. The teachers help students by identifying their shortcomings. The teachers take special classes to assist them to rectify such problems and mentor them so that they are able to rectify their problems. |
| Industry Interaction / Collaboration | There are student visits to Industry organised by some departments of the college. In these visits develop knowledge about the industrial processes and machine, kind of manpower required, types of raw materials required, logistics and so on. Any Industry – Institution collaboration on |

| | |
|---|---|
| | regular basis is yet to be established.This year Industry visit To Kesoram Rayon factory was arranged by the departments of Commerce Physics and Chemistry on 22.12.2019 where 27 students and 4 teachers participated |
| Admission of Students | Admissions to all Under Graduate courses (Honours and General) in this college are made through online, merit based system in order to render the admissions more transparent, hasslefree and convenient for the students as per directives of the Govt. of West Bengal. SC/ST norms for admission are maintained vide Govt. order no. DRSCT/165/2000/6 (A). Similarly as per WBSHEI (Reservation in Admission) Act 2013, reservation rules are also followed for students belonging to Other Backward classes of category A and Category B. |
| Curriculum Development | Curriculum development: Since the syllabus followed by the College is designed and developed by the University of Burdwan, the College has no direct role in developing the syllabus, apart from placing our views in the workshops conducted by the University. However In order to improve the job prospects of the students the College in collaboration with Webel Informatics Ltd. has been running Computer Training programmes. Besides a certificate course in Yoga has also been running affiliated by the University of Burdwan, to not only train the local youth in Yoga but also to disseminate the benefits of Yoga in the local community. |

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

| E-governace area | Details |
|---|---|
| Administration | All important notifications and information concerning examinations, University registration and form Fill up are provided in the College website. According to the System established by the university of Burdwan the marks of Internal Assessment are captured in the portal provided by the University. The marks of internal assessment tests are preserved as soft copies. |
| Finance and Accounts | All Financial Accounting of the College is maintained through the Tally software |

| | |
|---|---|
| **Student Admission and Support** | **Admissions to all Under Graduate courses (Honours and General) in this college are made through online, merit based system in order to render the admissions more transparent, hassle free and convenient for the students as per directives of the Govt. of West Bengal.** |
| **Examination** | **All important notifications and information concerning examinations, University registration and form Fill up are provided in the College website. According to the System established by the university of Burdwan the marks of Internal Assessment are captured in the portal provided by the University. The marks of internal assessment tests are preserved as soft copies.** |
| **Planning and Development** | **The Planning about future development activities is done by the IQAC and the GB. The decisions taken by the IQAC are reported to the Finance Committe and the Governing body of the College.** |

## 6.3 – Faculty Empowerment Strategies

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

| Year | Name of Teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|---|---|---|---|---|
| **Nill** | **00** | **00** | **Nill** | **Nill** |
| **No file uploaded.** | | | | |

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

| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date | To Date | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|---|---|---|---|---|---|---|
| **2019** | **Workshop on Career Advancemen t Scheme (CAS) for College Teachers' at 2 pm in the Seminar Hall of the** | **Nill** | **24/09/2019** | **24/09/2019** | **16** | **Nill** |

| | | | | | |
|---|---|---|---|---|---|
| College, organized by the IQAC, Balagarh Bijoy Krishna Mahavidyalaya. Dr. Tushar Kanti Ghara, Joint Director of Public Instruction, Department of Hig | | | | | |

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

| Title of the professional development programme | Number of teachers who attended | From Date | To date | Duration |
|---|---|---|---|---|
| 115th Orientation programme of HRDC, Univ. of Burdwan | 1 | 08/08/2019 | 28/08/2019 | 20 |

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

| Teaching | | Non-teaching | |
|---|---|---|---|
| Permanent | Full Time | Permanent | Full Time |
| Nill | Nill | Nill | Nill |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|---|---|---|
| 00 | 00 | Student Aid Fund |

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

External audit of the College Accounts is always treated as crucial. The external audit is done by the Firm recommended by the DPI. Audit up to the year 2019-20 stands complete and the reports do not contain any objection. However so far, no system of internal audit is introduced in this Institution

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

| Name of the non government funding agencies /individuals | Funds/ Grnats received in Rs. | Purpose |
|---|---|---|

| 00 | 0 | 00 |
|---|---|---|

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6.4.3 – Total corpus fund generated

| 9446989 |
|---|

## 6.5 – Internal Quality Assurance System

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

| Audit Type | External | | Internal | |
|---|---|---|---|---|
|  | Yes/No | Agency | Yes/No | Authority |
| Academic | No | 00 | No | 00 |
| Administrative | No | 00 | No | 00 |

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

Parent Teacher meetings were organised on 02/7/2019 and 03/7/2019 in a centralised manner. Later Parent- Teacher meetings were conducted by several departments, where the parents/ guardians participated and put their queries to teachers. Teachers responded to such questions provided information about Academic activities of the department and the College, and provided feedback on Students performance in class and in internal Assessments.

6.5.3 – Development programmes for support staff (at least three)

**No Data Entered/Not Applicable !!!**

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

1) Continuation of Diploma programme in Computer Education, 2) Continuation of Certificate programme in Yoga, 3) Orientation programme for students iv) Participation in NIRF v) Submission AISHE Report

6.5.5 – Internal Quality Assurance System Details

| a) Submission of Data for AISHE portal | Yes |
|---|---|
| b)Participation in NIRF | Yes |
| c)ISO certification | Nill |
| d)NBA or any other quality audit | Nill |

6.5.6 – Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|---|---|---|---|---|---|
| **No Data Entered/Not Applicable !!!** | | | | | |
| [View File]() | | | | | |

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

## 7.1 – Institutional Values and Social Responsibilities

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

| Title of the programme | Period from | Period To | Number of Participants | |
|---|---|---|---|---|
|  |  |  | Female | Male |
| **No Data Entered/Not Applicable !!!** | | | | |

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

| Percentage of power requirement of the University met by the renewable energy sources |
|---|
| A Medicinal plants identification and collection programme was conducted by the NSS on 26.01.2020 in which 17 student volunteers participated. The programme was designed as a competition and the students were divided into 4 groups. About 100 medicinal plants were collected and identified. Dr. Bidhan Mondal helped the students in identifying the medicinal plants and discussed the uses of such plants. |

## 7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
|---|---|---|
| Ramp/Rails | Yes | Nill |
| Scribes for examination | Yes | Nill |

## 7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date | Duration | Name of initiative | Issues addressed | Number of participating students and staff |
|---|---|---|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | | | | |
| [View File](#) | | | | | | | |

## 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

| Title | Date of publication | Follow up(max 100 words) |
|---|---|---|
| Prospectus 19-20 | Nill | Nil |

## 7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|---|---|---|---|
| Seminar on the Life and Contribution of Ishwar Chandra Vidyasagar . Speaker: Prof. Jhantu Das, SGB College, Bagati, West Bengal. | 26/09/2019 | 26/09/2019 | 40 |
| Seminar on the Ideas of Swami Vivekananda | 16/01/2020 | 16/01/2020 | 55 |
| No file uploaded. | | | |

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

| |
|---|
| 1. The Campus has been declared as Plastic Free Zone 2. The Campus has been declared as no Smoking Zone 3. The college campus boasts of a lot of trees which the college tries to conserve. 4. Tree plantation is organised under the aegis of the NSS every year 5.There is a well maintained flower garden and a medicinal plants garden in the College campus. |

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

Best Practices Title of the Practice: Orientation programme of newly-admitted students Objectives of the Practice The college is situated in a rural backdrop and the learners taking admission in this institution, come mostly from a rural backdrop. Sometimes they are the first generation learners in a family and they face a lot of problems in understanding the objectives of higher studies. CBCS system entrusts them to make a choice regarding the selection of combination of papers and from the past experiences, it has been found that they face problems in making that choice as well. Hence, an orientation programme has been planned to make them aware of the objectives of higher education as well as the CBCS system. Besides orientation programme for NSS and Computer training has also been organized by the College The Context The most important role that an orientation programme bears, is to make a student understand the role of academia. In an orientation, students should be made aware of opportunities to be socially integrated into the college culture. While the social aspect does play a significant role in ones collegiate experience, the importance of academics should not be over-looked. The academic system, CBCS, is a new experience to most of the students where they have the freedom to choose certain course(s), hence a thorough understanding of the course was necessary for the students to perform well. The Practice The orientation programme on CBCS, for Semester 1 students, was conducted on two days: The programme for BA/B.Sc./B.Com. Honours students, in the academic year 2018-19, was held on 2nd July, 2019, and the same programme for BA/B.Sc./B.Com. General students, in the academic year 2018-19, was held on 12th July, 2019. The target of the programme was to provide a welcoming atmosphere for students and families to meet faculty, staff, and continuing students, as well as other new students. It was also an attempt on behalf of the IQAC to introduce students to collegiate academic experiences under the CBCS system. The students were thoroughly introduced to the system as well as the desired course outcomes. The online and offline college services which will support their educational and personal goals (ex. library, information technology etc.) were made clear to them. It was made fully clear, how the courses, according to their selection, will help them in getting employment, leadership, and learning opportunities. The organizers had a common goal to facilitate initial academic advisement, course selection, and registration related guidance to the students. The students were also familiarized with the campus environment and physical facilities it provides. It was also made clear to them to get involved into a college atmosphere that minimizes anxiety, promotes positive attitudes, and stimulates an excitement for learning. Orientation programme of NSS on 26.9.2019. The programme highlighted the vision of its architects and the goals of the NSS to build a sense of responsibility towards the community among the students. Orientation programme for newly admitted students organized jointly with Webel Computer Training Centre on 22.7.2019. The programme was organized to make the students aware of the importance of Computer education in every job and in every sphere of life. The students were informed of the courses offered by the College in collaboration with Webel namely Diploma in Financial Accounts and Impact. Evidence of Success The real beneficiaries of this programme were the newly admitted students, who were made aware of the college culture and academic system. The success of the programme lay in their huge participation in the orientation programme. The coordinators cleared made the students to understand all the issues/barriers in CBCS system. The students understood the system well and it reflected in their assessment tests as well as end semester examination results. Problems Encountered and Resources Required Since there are a huge number of new entrants in the college, the CBCS orientation programme had to be conducted on two days. A power point presentation was made in order to facilitate the students. A printout of their core subject and

optional subjects was also provided to each student. Notes (Optional) Best Practices Title of the Practice: Advanced Learners Seminar Objectives of practice The goal of Advanced Learners' Seminar is to encourage the students to study beyond the limits imposed by the syllabus and thus to develop their interest in a specific topic. The syllabi are designed keeping in mind the learning level of the learner. But it often imposes limitations on the learning process. Besides, often contextual matters, backgrounds, stages of development of a particular theory are overlooked in the design of the syllabi which may arouse the interest of the learner. Another goal is to develop the skill of communication among the students. 3. The context One of the challenging issues is to bring the students of the various disciplines together in one platform so that they may come to know about the various ideas in different fields of study and engage in an exchange of ideas. 4. The Practice The departmental teachers tell the interested students to prepare papers for presentation. Sometimes the paper is paper is prepared by a group of students and one of the group is asked to present it. The teacher may also suggest topics to the students and help them with the writing of the paper by suggesting reference materials and important developments. A few departments organize class seminars as an integral part of the internal assessment process in every semester. Here each and every student of the department are required to present their papers on topics of their choice from the particular core course paper of their syllabus. The best paper presented in the class seminar is then selected for presentation in the advanced Learners seminar. If a number of students have prepared papers who cannot be accommodated in the day of the seminar, generally a selection is made by the teachers. On the day of the seminar, students present their papers department wise in front of the Principal, teachers of their department and other teachers and students of various disciplines. There is a question answer session after each paper. This year the advanced learners seminar was organized by IQAC on 18.12.2019. 5. Evidence of success The students do feel encouraged to study more and go beyond a syllabus oriented learning and feel confident to present their ideas to an assembly of teachers and other students. 6. Problems Encountered and Resources Required A lot of students are often eager to participate in the event, however, because the number of hours we can devote to such seminars are limited, all the interested students do not get a chance to speak.One of the issues experienced while organising the advanced learners' seminar is that while we wish to make the seminars an interdisciplinary affair where students of various disciplines participate and listen to each other, often when the speakers of a particular subject is speaking, the students of the other subjects or departments tend to lose interest. . Notes (Optional)

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

https://www.bbkm.in/uploads/naac_links/20220329130611.pdf

## 7.3 – Institutional Distinctiveness

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

The College has consistently contributed to the community by organizing various activities through the NSS units. The College is situated in a rural area and educationally and socially backward area and therefore community service through NSS is an area which is distinctive to its vision. The NSS Units of the college always strive to accept this backward location as a challenge and undertake various activities and programmes.The NSS has been functioning in the college for a long time and the NSS units of the College have motivated generations of students. The NSS units of the College oversee that participation in the various activities develops the sense of social responsibility among the students and educates them about the needs of the

community especially the economically and socially backward sections. Besides, when the students engage in activities as a group, there is a strong sense of unity and collective responsibility. Besides, the NSS units also inspire the students to spread awareness of our cultural heritage and they participate in and organize cultural programmes. This year the major challenge was the covid 19 pandemic and many people of the area had lost their jobs and sources of livelihood due to the pandemic. This situation was also accepted as a challenge by the NSS units and the NSS Unit II did exemplary work by meeting and helping the people.In the year 2019-20, various community service activities were undertaken by the NSS Units. A Free Homeo clinic at adopted village Lankatala on the 200th birth anniversary of Ishwar Chandra Vidyasagar to help the people get temporary treatment and create awareness about medical facilities.The invitees included Dr. Sujit Chowdhury, N.S.S. Coordinator of The University of Burdwan, Arindam Sarkar, Dr. Pranab Ghosh and Dr. Sanjiban Ghosh. A programme was organised on 01.10.2019 as part of National Integration Day celebration where clothes were distributed among the poor laborers of Bharati Brick kiln in Jirat. Another programme of distribution of Winter clothes to the poor was arranged by unit-2 on 24.12.2019.On 06.12.2019 a programme of distribution of essential items to Handicapped students and visit to minotity community residents of Hashimpur was carried out to spread the message of inclusiveness. A visit to Adivasi and Minority community areas was organised on 12.1.2020 and 'Rakhi bandhan' ceremony was carried out. AVisit to the Hashimpur area on the occasion of National Girl Child day was carried out by girl volunteers of NSS on 24.01.2020. The visit included a meeting with the women villagers and students talked about caring for the girl child. After the spread of the pandemic and due to a lock down imposed by the government many people had lost their sources of livelihood. During this crucial and painful period the NSS Unit 2 of the College did exemplary work by visiting many of the affected families, helping about 90 odd people by providing food and other essential materials. The relief materials were distributed across many days in the months of April and June. The students had visited many well to do families of the area to collect the financial resources for this work. The outreach programmes conducted this year were very successful.The students participated in all of these programmes with great deal of hard work and enthusiasm. It showed that the students could perform any work with courage in situations of widespread fear and despair. Apart from such community service activities, the NSS units also organize and participate in a number of programmes in the college campus.

| Provide the weblink of the institution |
| --- |
| https://www.bbkm.in/uploads/naac_links/20220329130548.pdf |

## 8.Future Plans of Actions for Next Academic Year

To develop ICT facilities for online classes We aspire to build more classrooms in near future. We have plans to develop links with other higher educational institutions to organize more collaborative programmes in the future. To undergo registration of the reconstituted Alumni Association We wish to organize more academic and quality related seminars and awareness programmes for the students . We hope to organize more extension activities andCommunity related programmes under the leadership of the NSS units of the College We hope to introduce Language lab and offer more spoken English Courses We hope to continue with the Certificate course in Yoga and Diploma programmes in Computer. To create posts for both teaching and nonteaching staffs and to fill up the vacant posts.