



YEARLY STATUS REPORT - 2021-2022

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**
- City/Town **Balagarh**
- 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/9fe52-aqar-20-21.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/27d47-academic-calendar-21-22.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 | NIL |

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year 7

- 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)

Encouraging teachers to take continuous online classes during the closure of the college as per Central and State guidelines in the Covid 19 Pandemic.

Maintenance of records of online classes and making them available to the students along with e-resources

Organising online seminars and actively encouraging and helping all departments of the College to organise webinars during the period of Covid 19 Pandemic and later to encourage learning in online and blended mode.

Organising Add on courses

Organising meetings of the IQAC

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 develop ICT facilities for online classes. | Google suite was subscribed by the college for taking online classes in a single platform and to manage recordings. Regular online classes were organised through Google Meet maintaining the normal College Routine during Covid 19 Pandemic. Recordings of online classes were maintained and made available to the students who could not attend classes. The recordings were also maintained for future reference. |
| To organize add on courses | Add on Course on Spoken Sanskrit of 30 hrs duration was organized from 25/06/2021 To 08/07/2022. Add on Course on Spoken English of 30 hours duration was organized from 14.05.2022 to 27.9.2022 |
| To organize orientation programmes for students | 1. Induction Programme for newly admitted students: 7 meetings for different departments from 04.10.21-05.10.21to explain to the students the rules and regulations of the institution, the syllabus structure, the extracurricular activities and groups like NCC, NSS, Nature Club etc. |
| To organize more academic and quality related seminars and awareness programmes for the students | About 25 seminars (in online and offline mode) were organised by the College on a range of issues (List provided in template 3.1.3). 1 Faculty Development Programme for Teachers and 1 training programme for Non-Teaching staff was conducted. Six career counselling programmes were conducted and Five capacity building |

| | |
|--|---|
| | programmes were conducted. |
| To organize more extension activities and Community related outreach programmes | Various extension activities and Community related outreach programmes were organized under the leadership of the NSS units of the College (List of Activities provided in 3.3.3) |
| To observe/ commemorate/ celebrate important days including a special drive to celebrate Azadi ka Amrit Mahotsav (Celebrating 75 years of Indian Independence) | The following important days were observed / celebrated : 1.Independence Day ; College Foundation Day Programme on 18.11. 2021.; 2.Parakram Divas on 23rd Jan 2022 celebrating Netaji Subhas Chandra Bose's 125th Birth anniversary; 3. Republic Day; 4. Yuva Diwas on 12 Jan 2022 to observe birth anniversary of Swami Vivekananda; 5. International Mother Language Day on 21 February 2022; International Women's Day celebration on 08.03.2022; National Voters' day Observation with Quiz Competition organised by Dept. of Political Science on 15.03.2022: |
| To involve students in cultural programmes | 1. Cultural programme 'Sarodutsav' organised online on 04.10.2021; 2. Celebration of Basanta Utsav on 17.03.2022; 3. Rabindra Najrul Jayanti on 17.06.2022 |
| To organise Parents' Teachers meetings | Online Departmental Parents' Teachers' Meeting organised by various Departments (Students' Week 2022 celebration) on 02.01.2022 |
| To obtain feedback from Stakeholders | Feedback was obtained from Students and Teachers of the College |
| To sign MoUs with other | MoU was signed with Institutions |

| | |
|---|---|
| institutions | such as WWF, AKPC Mahavidyalaya, GGSESTC and MoU renewed with Bejoy Narayan Mahavidyalaya |
| To continue Student Welfare programmes | <p>Vaccination camp had been initiated by IQAC and the Student Welfare Committee of Balagarh Bijoy Krishna Mahavidyalaya in collaboration with the Department of Health and Family Welfare, Government of India. It was held on the college campus on 5/10/21. Total 16 teaching and non-teaching staff and 394 students got vaccinated. It was held again on 04.01.2022 and 282 students and 1 teacher were vaccinated. 2 About 1290 students received scholarship and assistance from Aid fund for students. Equal opportunity Cell was set up to ensure that there is no discrimination based on caste, tribe or religion among teachers and students of the institution.</p> <p>3. Online Awareness Programme on Students' Scholarships and Welfare schemes of the Government (Students' Week 2022 celebration). Online Awareness Programme on Students' Scholarships and Welfare schemes of the Government (Students' Week 2022 celebration)</p> |
| To organize Environment related programmes and activities | MoU was signed with WWF , Tree Plantation programmes, Plastic Free Campus and Campus Cleanliness programmes organised. 2 Nature Club was set up to spread awareness among students on environment related matters. |
| To enhance Infrastructural facilities | 1. ICT equipped rooms have been added and set up with |

| | |
|--|--|
| | projectors, laptop and wifi facility. 2. The number of classrooms have been increased by adequate management of space in the existing College building. |
| Development of the Library | 1. Additional books purchased for the library 2. Subscription to e-journals through UGC Nlist was provided. |
| To conduct Internal Academic Audit | Departmental Profile and Self Appraisal of all teachers for the previous Academic Year 2020-21 been collected and verified by the IQAC. |
| To set up Rainwater Harvesting system | Rainwater Harvesting mechanism is complete and the water collected in the main roof is being collected and deposited into the ground. A soak pit has also been built by the College to collect waste water and deposit it into |
| To organise career counselling programmes for students | Several career counselling programmes were organized by the Career Counselling Cell of the College |

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

- Name of the statutory body

| Name | Date of meeting(s) |
|----------------|--------------------|
| Governing Body | 25/02/2023 |

14. Whether institutional data submitted to AISHE

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 |
| • City/Town | Balagarh |
| • 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/9fe52-aqar-20-21.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/27d47-academic-calendar-21-22.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 | NIL | |
| 8.Whether composition of IQAC as per latest NAAC guidelines | | | Yes | | |
| • Upload latest notification of formation of IQAC | | | View File | | |
| 9.No. of IQAC meetings held during the year | | | 7 | | |

| | | |
|---|---------------------------|--|
| <ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | Yes | |
| <ul style="list-style-type: none"> • 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 | |
| <ul style="list-style-type: none"> • If yes, mention the amount | | |
| 11. Significant contributions made by IQAC during the current year (maximum five bullets) | | |
| <p>Encouraging teachers to take continuous online classes during the closure of the college as per Central and State guidelines in the Covid 19 Pandemic.</p> | | |
| <p>Maintenance of records of online classes and making them available to the students along with e-resources</p> | | |
| <p>Organising online seminars and actively encouraging and helping all departments of the College to organise webinars during the period of Covid 19 Pandemic and later to encourage learning in online and blended mode.</p> | | |
| <p>Organising Add on courses</p> | | |
| <p>Organising meetings of the IQAC</p> | | |
| 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 |
|---|---|
| <p>To develop ICT facilities for online classes.</p> | <p>Google suite was subscribed by the college for taking online classes in a single platform and to manage recordings. Regular online classes were organised through Google Meet maintaining the normal College Routine during Covid 19 Pandemic. Recordings of online classes were maintained and made available to the students who could not attend classes. The recordings were also maintained for future reference.</p> |
| <p>To organize add on courses</p> | <p>Add on Course on Spoken Sanskrit of 30 hrs duration was organized from 25/06/2021 To 08/07/2022. Add on Course on Spoken English of 30 hours duration was organized from 14.05.2022 to 27.9.2022</p> |
| <p>To organize orientation programmes for students</p> | <p>1. Induction Programme for newly admitted students: 7 meetings for different departments from 04.10.21-05.10.21to explain to the students the rules and regulations of the institution, the syllabus structure, the extracurricular activities and groups like NCC, NSS, Nature Club etc.</p> |
| <p>To organize more academic and quality related seminars and awareness programmes for the students</p> | <p>About 25 seminars (in online and offline mode) were organised by the College on a range of issues (List provided in template 3.1.3). 1 Faculty Development Programme for Teachers and 1 training programme for Non-Teaching staff was conducted. Six career</p> |

| | |
|--|---|
| | counselling programmes were conducted and Five capacity building programmes were conducted. |
| To organize more extension activities and Community related outreach programmes | Various extension activities and Community related outreach programmes were organized under the leadership of the NSS units of the College (List of Activities provided in 3.3.3) |
| To observe/ commemorate/ celebrate important days including a special drive to celebrate Azadi ka Amrit Mahotsav (Celebrating 75 years of Indian Independence) | The following important days were observed / celebrated : 1.Independence Day ; College Foundation Day Programme on 18.11. 2021.; 2.Parakram Divas on 23rd Jan 2022 celebrating Netaji Subhas Chandra Bose's 125th Birth anniversary; 3. Republic Day; 4. Yuva Diwas on 12 Jan 2022 to observe birth anniversary of Swami Vivekananda; 5. International Mother Language Day on 21 February 2022; International Women's Day celebration on 08.03.2022; National Voters' day Observation with Quiz Competition organised by Dept. of Political Science on 15.03.2022: |
| To involve students in cultural programmes | 1. Cultural programme 'Sarodutsav' organised online on 04.10.2021; 2. Celebration of Basanta Utsav on 17.03.2022; 3. Rabindra Najrul Jayanti on 17.06.2022 |
| To organise Parents' Teachers meetings | Online Departmental Parents' Teachers' Meeting organised by various Departments (Students' Week 2022 celebration) on 02.01.2022 |
| To obtain feedback from Stakeholders | Feedback was obtained from Students and Teachers of the |

| | College |
|---|--|
| To sign MoUs with other institutions | MoU was signed with Institutions such as WWF, AKPC Mahavidyalaya, GGSESTC and MoU renewed with Bejoy Narayan Mahavidyalaya |
| To continue Student Welfare programmes | <p>Vaccination camp had been initiated by IQAC and the Student Welfare Committee of Balagarh Bijoy Krishna Mahavidyalaya in collaboration with the Department of Health and Family Welfare, Government of India. It was held on the college campus on 5/10/21. Total 16 teaching and non-teaching staff and 394 students got vaccinated. It was held again on 04.01.2022 and 282 students and 1 teacher were vaccinated. 2 About 1290 students received scholarship and assistance from Aid fund for students. Equal opportunity Cell was set up to ensure that there is no discrimination based on caste, tribe or religion among teachers and students of the institution. 3. Online Awareness Programme on Students' Scholarships and Welfare schemes of the Government (Students' Week 2022 celebration). Online Awareness Programme on Students' Scholarships and Welfare schemes of the Government (Students' Week 2022 celebration)</p> |
| To organize Environment related programmes and activities | MoU was signed with WWF , Tree Plantation programmes, Plastic Free Campus and Campus Cleanliness programmes organised. 2 Nature Club was set |

| | |
|--|--|
| | up to spread awareness among students on environment related matters. |
| To enhance Infrastructural facilities | 1. ICT equipped rooms have been added and set up with projectors, laptop and wifi facility. 2. The number of classrooms have been increased by adequate management of space in the existing College building. |
| Development of the Library | 1. Additional books purchased for the library 2. Subscription to e-journals through UGC Nlist was provided. |
| To conduct Internal Academic Audit | Departmental Profile and Self Appraisal of all teachers for the previous Academic Year 2020-21 been collected and verified by the IQAC. |
| To set up Rainwater Harvesting system | Rainwater Harvesting mechanism is complete and the water collected in the main roof is being collected and deposited into the ground. A soak pit has also been built by the College to collect waste water and deposit it into |
| To organise career counselling programmes for students | Several career counselling programmes were organized by the Career Counselling Cell of the College |
| 13. Whether the AQAR was placed before statutory body? | Yes |
| <ul style="list-style-type: none"> Name of the statutory body | |
| Name | Date of meeting(s) |
| Governing Body | 25/02/2023 |

14. Whether institutional data submitted to AISHE

| Year | Date of Submission |
|---------|--------------------|
| 2021-22 | 15/02/2023 |

15. Multidisciplinary / interdisciplinary

- There are some Inter-disciplinary approaches in various programmes in the CBCS curriculum followed by the College.
- 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 archeology 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):

The College is affiliated to the University of Burdwan and consequently follows the examination system. As soon as we receive direction from the university regarding the adoption of ABC system, the college will make the necessary steps to adopt it. In the time being we are making students aware about the benefits of the system.

17. Skill development:

- Diploma in Pre-Primary Teachers' Education - Montessori course affiliated by Netaji Subhas Open University (NSOU).
- The CBCS curriculum followed by the College includes SEC or Skill Enhancement Courses. The Honours programme and General programme students are required to study 2 and 4 such courses respectively.
- B.Com Honours: E-Commerce and Entrepreneurship
- B.Com General: 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 and the Dept. of Sanskrit organises spoken Sanskrit programme.
- 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 (except English honours and General)
- 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
- Through the Spoken Sanskrit programme which has been started by the Dept. of Sanskrit students are able to learn to speak Sanskrit in everyday communications.

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

- Job oriented course: Diploma in Pre-Primary Teachers' Education - Montessori (1year) affiliated by NSOU

- Programme outcomes and course outcomes of the various courses available in the College are outlined by the teachers and discussed in class.
- The POs and COs are available in the College Website
- Student progression to higher education is monitored by all departments.

20.Distance education/online education:

- 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 courses from NSOU through this study centre. The centre distributes learning materials, organises examination related activities, and facilitates students in academics in various ways.
- During the Covid 19 pandemic the College organised classes in the Online mode, and also made the recordings of the classes available to the students so that they can learn according to their convenience.
- A large number of online seminars were organised by the college in the academic year 2021-22 in which teachers and students from our College and other Colleges participated. This endeavour of the College made students habituated to 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 | 2049 |
| 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 | 431 |
| 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 | 12 |
| Number of Sanctioned posts during the year | |
| File Description | Documents |
| Data Template | View File |
| 4.Institution | |
| 4.1 | 24 |
| Total number of Classrooms and Seminar halls | |
| 4.2 | 4210581 |
| Total expenditure excluding salary during the year (INR in lakhs) | |
| 4.3 | 23 |
| Total number of computers on campus for academic purposes | |

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 normally adheres to an academic calendar prepared following the academic calendar of the University. The internal assessments are normally held after the 8th week of the semester.

| File Description | Documents |
|--------------------------------------|---------------------------|
| Upload relevant supporting documents | View File |
| Link for Additional information | Nil |

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. 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

B. Any 3 of the above

| 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 | No File Uploaded |
| 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)

0

| 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

45

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

20

| 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 paper on environmental geography. The B.Com honors and Gen programme includes papers on Business ethics.
- The IQAC and Dept. of Philosophy organised an online seminar

on Professional Ethics and its contemporary Relevance on 30.6.2022. Speakers: Dr. santosh Kumar Pal, Professor, Dept. of Women's studies, Univ. of Burdwan; and, Prof. Debnarayan Modak, Former Professor, Dept. of Political Science, Vidyasagar University

| 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 | View File |

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

2

| 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

893

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

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

C. Any 2 of the above

| File Description | Documents |
|--|---------------------------|
| URL for stakeholder feedback report | No File Uploaded |
| 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 | View File |
| URL for feedback report | https://bbkm.ac.in/pages/naac/feedback-/students-feedback |

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

428

| 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.
- Advanced Learners' Seminar was organized by the IQAC in online mode on 02.8.2021.
- 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 | View File |

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

| | |
|--------------------|--------------------|
| Number of Students | Number of Teachers |
| 2049 | 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 such as educational tour, field survey, writing projects etc.
- The students of geographphy Honours do field survey and submit projects
- The students of Semester 1 prepare and submit projects in environmental studies
- 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 any additional information | View File |
| 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 the internet, documentaries or movies in order to involve and interest students.
- In the academic year 2021-22, classes upto the month of January were held online, ICT was used extensively by all teachers
- for taking classes.
- All the classes held online were recorded so that students can access them always. these recordings were made available through

- the College website.
- Some classes were uploaded on youtube so that student can access and stream them anytime

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | https://bbkm.ac.in/pages/naac/ict-facility/ict-enabled-classrooms |

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 | View File |
| mentor/mentee ratio | View File |

2.4 - Teacher Profile and Quality

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

12

| 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

9

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| 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**

387

| 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 assessment in every semester. These assessments are organised by each department and are supervised by the examination committee. The Internal assessment is conducted after the 8th week of each semester. 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. Moreover, remedial classes are conducted for the learners who have difficulty in learning.

| 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 assessment related grievances are responded to in a time bound manner. There are some Internal Assessment related grievances which include failure to appear for the examinations. The students submit a written application to the Principal stating the reason for failure to appear. The departments accordingly provides an 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.
- The course outcomes are also discussed by teacher in classes from time to time.

| 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 examinations are discussed in Departmental meetings and

Teachers' Council meetings.

- Teachers are able to check the attainment of course outcomes through students 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**

408

| File Description | Documents |
|--|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | View File |
| 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://drive.google.com/drive/u/0/folders/1IP8GQzgVb5UxDu0rBNDiei12qCKBHWPI>

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

25

| 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**

0

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

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**

6

| 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

A number of extension activities are organized by the NSS units of the College. In the academic year 2021-22, the following activities were organized:

- Food materials and clothes distributed to the poor on 26.9.2021 on Birth Anniversary of Ishwarchandra Vidyasagar
- Distribution of sanitary napkins in a backward locality on 07.10.2021
- Tree plantation on the birth anniversary of Satyajit Ray on 02.5.2022
- Rally on preservation of trees and the environment on the occasion of Birth anniversary of Rabindranath Tagore and Death anniversary of bijoy Krishna Modak, Founder on

09.5.2022

- Tree Plantation programme on the occasion of Kazi Nazrul and death anniversary of Sir Ashutosh Mukerjee on 25.5.2022
- World environment Day observation. Rally on awareness of Environmental Pollution on 05.6.2022
- Cancer Awareness programme at adopted village Lankatala

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

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

7

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

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

200

| 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) | View File |

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

4

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

8

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

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 campus measures about 14320 sq. m
- The College building is 3643.52sq. m
- The College has 22 classrooms including 7 ICT equipped classrooms.
- There are 5 laboratories for the departments of Physics, Chemistry, 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 normally. In the academic year 2021-22, due to the Covid 19 pandemic the College was closed for long periods, so some activities had to be held online.
- 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 by other Colleges, the university or across the state and country.

| 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 | https://bbkm.ac.in/pages/facilities/virtual-classroom |
| 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)

622002

| 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 3.18.03 version 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.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional Information | https://bbkm.ac.in/pages/facilities/librar_y |

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 | No File Uploaded |
| 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)**

135054

| 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****1**

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

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

- 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 campus
- 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**39**

| 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)

441900

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

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 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 | |
| 1202 | |
| 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 | |
| 87 | |
| File Description | Documents |
| Upload any additional information | No File Uploaded |
| 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 | B. 3 of the above | | | | | | | | |
|---|---|-----------|-------------------------------|---|--|---------------------------|---|---------------------------|--|
| <table border="1"> <thead> <tr> <th data-bbox="86 441 539 506">File Description</th> <th data-bbox="539 441 1436 506">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 506 539 656">Link to institutional website</td> <td data-bbox="539 506 1436 656">https://bbkm.ac.in/pages/facilities/computer-training</td> </tr> <tr> <td data-bbox="86 656 539 721">Any additional information</td> <td data-bbox="539 656 1436 721">View File</td> </tr> <tr> <td data-bbox="86 721 539 869">Details of capability building and skills enhancement initiatives (Data Template)</td> <td data-bbox="539 721 1436 869">View File</td> </tr> </tbody> </table> | File Description | Documents | Link to institutional website | https://bbkm.ac.in/pages/facilities/computer-training | Any additional information | View File | Details of capability building and skills enhancement initiatives (Data Template) | View File | |
| File Description | Documents | | | | | | | | |
| Link to institutional website | https://bbkm.ac.in/pages/facilities/computer-training | | | | | | | | |
| Any additional information | View File | | | | | | | | |
| 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 | | | | | | | | | |
| 242 | | | | | | | | | |
| 5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year | | | | | | | | | |
| 242 | | | | | | | | | |
| <table border="1"> <thead> <tr> <th data-bbox="86 1254 539 1319">File Description</th> <th data-bbox="539 1254 1436 1319">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1319 539 1384">Any additional information</td> <td data-bbox="539 1319 1436 1384">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1384 539 1599">Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)</td> <td data-bbox="539 1384 1436 1599">View File</td> </tr> </tbody> </table> | File Description | Documents | Any additional information | No File Uploaded | Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | View File | | | |
| File Description | Documents | | | | | | | | |
| Any additional information | No File Uploaded | | | | | | | | |
| Number of students benefitted 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 | View File |
| Upload any additional information | View File |
| Details of student grievances including sexual harassment and ragging cases | View File |

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

40

| 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.

1

| 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 university/state/national/international level (During the year) (Data Template) | View File |

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 so many activities like 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 other 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/nss |
| Upload any additional information | View File |

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

8

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Upload any additional information | View File |
| 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 Alumni Association but it has not been registered yet. The association meets yearly and discusses about the development of the institution. They participate in some cultural activities of the College. The number of the members of the alumni is gradually increasing. Due to Covid 19 pandemic, the association could not organise meetings or participate in any event, but they keep close relation with 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 administrative committees always endeavour to keep the interest of the students foremost in all its decisions and undertakings, especially the financially underprivileged 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 | View File |

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 | Nil |
| 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 committees 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 consists of 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 and

administrative functions.

- Besides there are staff support functions which are carried out by Staff Welfare committees
- The appointment of Full time teachers is 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 appointment is approved by The 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 | https://bbkm.ac.in/pages/administration/governing-body |
| 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

- 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.

| 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

0

| 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) | No File Uploaded |

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

3

| 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 | View File |
| 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

0

| 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 | No File Uploaded |
| Details of teachers attending professional development programmes during the year (Data Template) | No File Uploaded |

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

- 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 and the 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 sessions organized, no.of remedial classes taken, no.of seminars organized etc.
- Academic Audit of Departmental performance and Teachers performance was carried out.
- The full Time teachers in Sanctioned posts prepare self Appraisal reports as per PBAS formats for Career Advancement according to the Format of the UGC ratified by the Govt. of West Bengal.

| 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 20-21 and 2021-22 is complete

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

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 assistance from UGC and State government.
- The limited financial resources generated from students fees is put to optimal use for maintenance of physical and academic infrastructure 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

- The problems encountered in this year due to Covid 19 Pandemic was successfully tackled by the IQAC by the incorporation of online teaching, as in the previous year. Online classes were recorded so that students could use them for future reference. The Google GSuite was used to take and record classes.
- All the departments were encouraged by the IQAC to undertake efforts for conducting seminars for students and teachers on areas of contemporary interest.
- IQAC organised Seminar on NAAC: Documentation for Criteria 1-7 on 18.06.2022 in online mode.
- The IQAC also ensured that all departments and all the teachers submitted Departmental Profiles and self Appraisals during the period. Mentoring sessions were conducted by nearly all departments.
- Students' and Teachers Feedback was obtained, analysed and the report was submitted to the authority.
- Online parent teacher meetings were conducted to interact with guardians about students' performance.
- IQAC organised induction Programme for newly admitted students: 7 meetings for different departments from 04.10.21 to 05.10.21.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://bbkm.ac.in/pages/iqac/iqac-meetings-archive |
| 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 the departments of the College prepare departmental routines and formulate Teaching plans.
- The departments also prepare a perspective plan of departmental activities during the semester that include class tests, class seminars, projects, wall magazines.
- The departments prepare mentor-mentee lists and mentoring

schedules.

- 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 | View File |

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)

C. Any 2 of the above

| File Description | Documents |
|--|---|
| Paste web link of Annual reports of Institution | https://bbkm.ac.in/pages/igac/igac-meetings-archive |
| 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-harrasment 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.
- Workshop on Womens' Welfare was held on the occasion of International Womens Day on 08.03.2022. Topics of Contemporary relevance was distributed among the participants for group discussion and Report presentation. The reports of the indiviual groups were read out by group leaders at the end of the programme.

| File Description | Documents |
|--|---|
| Annual gender sensitization action plan | Nil |
| 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/naac/gender-equality-cell/report |

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

D. Any 1 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

No waste management system has been introduced yet. However we are

trying to set up a Solid waste management and e waste management system in the College as soon as possible.

| 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 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

D. Any 1 of the above

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

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 | View File |

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 | D. Any 1 of the above | | | | | | | | | | |
|--|------------------------------|-----------|---|---------------------------|--|------------------|---|------------------|--------------------------------|------------------|--|
| <table border="1"> <thead> <tr> <th data-bbox="86 441 539 506">File Description</th> <th data-bbox="539 441 1436 506">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 506 539 647">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="539 506 1436 647">No File Uploaded</td> </tr> <tr> <td data-bbox="86 647 539 748">Certification by the auditing agency</td> <td data-bbox="539 647 1436 748">No File Uploaded</td> </tr> <tr> <td data-bbox="86 748 539 851">Certificates of the awards received</td> <td data-bbox="539 748 1436 851">No File Uploaded</td> </tr> <tr> <td data-bbox="86 851 539 916">Any other relevant information</td> <td data-bbox="539 851 1436 916">No File Uploaded</td> </tr> </tbody> </table> | File Description | Documents | Reports on environment and energy audits submitted by the auditing agency | No File Uploaded | Certification by the auditing agency | No File Uploaded | Certificates of the awards received | No File Uploaded | Any other relevant information | No File Uploaded | |
| File Description | Documents | | | | | | | | | | |
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded | | | | | | | | | | |
| Certification by the auditing agency | No File Uploaded | | | | | | | | | | |
| Certificates of the awards received | No File Uploaded | | | | | | | | | | |
| Any other relevant information | No File Uploaded | | | | | | | | | | |
| 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 | B. Any 3 of the above | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th data-bbox="86 1471 539 1536">File Description</th> <th data-bbox="539 1471 1436 1536">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1536 539 1637">Geo tagged photographs / videos of the facilities</td> <td data-bbox="539 1536 1436 1637">View File</td> </tr> <tr> <td data-bbox="86 1637 539 1778">Policy documents and information brochures on the support to be provided</td> <td data-bbox="539 1637 1436 1778">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1778 539 1881">Details of the Software procured for providing the assistance</td> <td data-bbox="539 1778 1436 1881">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1881 539 1946">Any other relevant information</td> <td data-bbox="539 1881 1436 1946">No File Uploaded</td> </tr> </tbody> </table> | 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 | |
| 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.
- There is an Equal Opportunity Cell to look after the well being of the students and staff and to preserve and promote anti-discrimination.

| File Description | Documents |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | No File Uploaded |
| 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 15.03.2022. A speech was given by Prof. Dalia Hossain underlining constitutional rights and duties and a Quiz Competition on Indian Constitution was organized by the Dept. of Political Science.
- During the observation of important days like Independence day on 15th August 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 | No File Uploaded |

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 | No File Uploaded |
| 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. This year, due to the closure of College premises for a part of the year on account of Covid 19 pandemic a number of programmes were held in online mode.

- A number of seminars were organized to Commemorate 'Azadi ka Amrit Mahotsav', Celebrating 75 years Indian Independence:**
- i) Topic: Indian Freedom Struggle and The life and work of a Bengal Freedom Fighter - Bijoy Krishna Modak on 01.7.2021**

Speaker: Dr. Biswanath Bandopadhyay;

- ii) Topic: Non-Cooperation Movement in the district of Hooghly on 29.7.2021 Speaker: Debashis Seth, Historian;
- iii) Topic: 75 Years of Indian Independence and Master-da Surya Sen on 31.07.2021 . Speaker: Ms. Sumi Khan, Journalist, (Bangladesh)
- iv) Observation of Independence Day on 15.08.2022 . Flag Hoisting, parade, Speeches, Plantation programme and cultural programme
- v) Seminar on 15.08.2022. Topic: The life of Sri Aurobindo in India's Freedom Movement, Speaker: Prof Madhumita Dutta; The Necessity of The Philosophy of Sri Aurobindo in Everyday Life. Speaker: Sri Mithun Dey.
- The Birth Anniversary of Swami Vivekananda was celebrated as Youth Festival through a number of seminars conducted online : i) Seminar on Educational Thoughts of Vivekananda on 12.01.2022. Speaker: Dr. Abhijit Mondal, Asst. Prof. Coochbehar Panchanan Barma University.
- ii) Seminar on Karma Yoga of Vivekananda held on 13.01.2022. Speaker(s): Dr. Shubhen Mitra, Asso. Prof., Sreegopal Banerjee College

| 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 | No File Uploaded |
| 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.

Best Practices

1. Title of the Practice: Advanced Learners Seminar

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. This year the advanced learners seminar was organized by IQAC on 02.08.2021. The Speakers : Nitisha Mondal and Sima Bairagi (Bengali), Bijoya Roy

(Economics), Ankita Mondal and Indrani Paul (English), Sanchita Kirtoniya (Pol. Science), Rakhi Das (Sanskrit), Debojyoti Das (Chemistry) Because the number of hours we can devote to such seminars are limited, all the interested students do not get a chance to speak.

1. Title of the Practice: Short duration courses

Two short duration courses, Spoken Sanskrit and Spoken English, have been started by the Dept. of Sanskrit and Dept. of English respectively. Both the Spoken Sanskrit and Spoken English courses are of 30 hours duration. The Spoken Sanskrit course was inaugurated on 25.06.2022 and continued up to 08.07.2022. It was organised with the collaboration of 'Sanskrit Bharati'. The Spoken English course was inaugurated on 14.05.2022 and continued up to 27.9.2022. The Teachers of the department of English acted as the instructors during the course. The main problem encountered while implementing both the courses is the lack of adequate financial resources and infrastructure.

| 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

The objective of community service through outreach programmes is a priority activity of the College because it inculcates a sense of social responsibility. 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.

The Following is a list of Community related outreach activities undertaken by the NSS:

1. Food materials and clothes distributed to the poor on 26.9.2021 on the occasion of Birth Anniversary of Vidyasagar;

2. Distribution of sanitary napkins in a backward locality on 07.10.2021
3. Tree plantation on the birth anniversary of Satyajit Ray on 02.5.2022
4. Rally on preservation of trees and the environment on the occasion of Birth anniversary of Rabindranath Tagore and Death anniversary of Bijoy Krishna Modak, on 09.5.2022
5. Tree Plantation programme on the occsion of Kazi Nazrul and death anniversary of Sir Ashutosh Mukerjee on 25.5.2022.
6. Rally on awareness of Environmental Pollution on the occasion of World environment Day on 05.6.2022
7. Cancer Awareness programme at adopted village Lankatala on 27.06.202

| 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 organise seminars and workshops on academic issues including advanced learner seminars
- To organise career related programmes
- Organising Add-on programmes
- To organise more Environment related programmes
- To organise more Community related and Outreach programmes
- To observe Important days and cultural programmes involving more students
- To build infrastructure for the PWD students
- To create a language Lab
- To arrange more collaborative activities and programmes