



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		BALAGARH BIJOY KRISHNA MAHAVIDYALAYA
Name of the head of the Institution		Dr. Pratap Banerjee
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03213260288
Mobile no.		8670242229
Registered Email		bbkm_hooghly@rediffmail.com
Alternate Email		bbkm.hooghly@gmail.com
Address		P.O.Balagarh, Dist. Hooghly
City/Town		Balagarh
State/UT		West Bengal
Pincode		712501
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Abhijit Ghosh
Phone no/Alternate Phone no.	03213260288
Mobile no.	9433566317
Registered Email	iqac.bbkm@gmail.com
Alternate Email	bbkm_hooghly@rediffmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://www.bbkm.in/uploads/naac_links/20190427104128.pdf">https://www.bbkm.in/uploads/naac_links/20190427104128.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://www.bbkm.in/uploads/library_links/20191218150021.pdf">https://www.bbkm.in/uploads/library_links/20191218150021.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	C	1.83	2016	05-Nov-2016	04-Nov-2021

### 6. Date of Establishment of IQAC

28-Jan-2008

### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
<b>No Data Entered/Not Applicable!!!</b>		
<a href="#">View File</a>		

**8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>No Data Entered/Not Applicable!!!</b>				
<b>No Files Uploaded !!!</b>				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

7

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

Membership of NLIST for access to ejournals

Seminar Lecture on NAAC Accreditation process by Sri Arghya Bandyopadhyay, IQAC Co-ordinator and Asso. Professor of Mathematics, Khalisani Mahavidyalaya, Chandannagar, on 08 September 2018

Orientation Programmes on CBCS for newly inducted students in the 1st Semester BA/BSc/BCom Honours in the academic year 2018-19 on 17 July 2018 and for BA/BSc/BCom General on 18 July 2018

Encouragement to meritorious students: Names of students who obtained more than 6.5 SGPA were displayed on the Notice board

IQAC seminar on 14 September 2018 titled "Choice Based Credit System (CBCS): Potential and Challenges". Resource persons: Sri Krishnendu Mazumder, Asstt. Controller of Examinations, BU and Sri Shyamaprosad Dey, Secretary, UG Council, BU.

[View File](#)

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

Plan of Action	Achievements/Outcomes
NLIST membership to be taken	The College obtained membership of NLIST for access to ejournals
<a href="#">View File</a>	

**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
G.B.	02-Dec-2019

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2019

Date of Submission

22-Feb-2019

**17. Does the Institution have Management Information System ?**

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

The College website is regularly updated with notices and other important announcements. A Student Management system has been introduced which is in a preliminary stage and which includes data of all students enrolled in the college. The data collected is detailed and includes the unique ID of each and every student along with their date of birth and parent's name, address, Caste category and contact details. This data capturing helps during university registration of the student and helps in monitoring of the students by the College authority. This data is utilised in preparing students register and also fed into the fees Collection software. The fees collection software is utilized for the collection of monthly fees and examination fees. The Tally software is used for maintaining all the financial transactions of the

College. Besides The KOHA software 3.18.03 version is used in the library. The library is fully automated and because of the software, the library catalogue and information can be tracked from all the computers in the college. We are in the process of introducing more modules for student management.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

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

The CBCS system has been implemented by the College since the 2017-18 session along with semester system of examination. The syllabi has been newly designed by the University of Burdwan in keeping with the objectives of the CBCS system. The College follows the syllabus framed by the University of Burdwan to which our College is affiliated. Teachers of various departments participate in the workshops conducted by the University of Burdwan in connection with syllabus review committee from time to time. At the beginning of every semester the various departments prepare a Teaching Plan including the portion of syllabus and the number of classes allotted to each teacher so that curriculum delivery could be effectively managed. Apart from lecturing, some innovative practices are implemented like using power point presentations, documentaries or movies so that the learner can not only enjoy but also take an active interest in classes. Class seminars are conducted in some departments in order to make students more confident with their academic as well as public speaking abilities. In these seminars the students are required to deliver a lecture on a theme of their choice on a broad subject area underlined by the teacher concerned from the syllabus. Advanced learner seminars are organised with several departments together where selected students from a department can engage in an interdisciplinary environment. In these seminars opportunity is provided to the student to explore areas not necessarily bounded by their syllabi. For subjects like Chemistry, Physics and Geogrpny Practical classes are provided according to the requirement of the syllabus. Well appointed laboratories are maintained with sufficient instruments for the subjects mentioned above. Practical classes are held under the guidance of teachers and lab-attendants. Documentation about classes taken is maintained through teaching diaries. A certificate course in Yoga affiliated by the University of Burdwan has been running in the college and a number of students of the College and the community has benefited from it. Besides, A Computer training programme established in collaboration with WEBEL has been running in the College for the past few years. This has been introduced in the curriculum so that students from the rural background who lack access to such courses because of their rural background or due to financial reasons can easily take the opportunity to avail computer training at the College. The college occasionally arranges educational tour of some departments with the help of faculty members where the students are actively involved and gain experience. These tours help students to enrich their knowledge of their concerned subjects and contribute to experiential learning.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of	Duration	Focus on employ	Skill
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Introduction

ability/entrepreneurship

Development

No Data Entered/Not Applicable !!!

**1.2 – Academic Flexibility**

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Geography Honours	01/07/2018
No file uploaded.		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Geography Honours	01/07/2018

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

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

**1.3 – Curriculum Enrichment**

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Certificate Course in Yoga	01/07/2018	12
Diploma in Advanced Basic Course (Software)	01/07/2018	364
Diploma in DTP	01/07/2018	113
Diploma in Financial Accounts	01/07/2018	146
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1.3.2 – Field Projects / Internships undertaken during the year

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

**1.4 – Feedback System**

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	No

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

## Feedback Obtained

**Teachers' Feedback** The IQAC devised structural questionnaires where formal feedbacks on the curriculum are obtained chiefly from the faculty members and the students. A 5 point scale was introduced to evaluate the impact of the curriculum which is as follows: 1 strongly disagree, 2 disagree, 3 neither agree nor disagree, 4 agree, 5 strongly agree. Result of the analysis is shown in terms of percentage. We have received feedback from total 20 teachers on the curriculum on 24.06.2019 with the following Questionnaire: 1. The depth of the course content is adequate to have sufficient learning outcomes: Agreed More than 50 2. Syllabus is need based: Agreed More than 40, Strongly Agreed 25 3. Aims and objectives of the syllabi are well defined and clear to teachers and students: Agreed More than 60 4. Course content is followed by corresponding reference materials: More than 68 agreed. 5. Sufficient number of prescribed books are available in the Library: More than 62 agreed. 6. The course/syllabus has good balance between theory and application: More than 43 agreed. While more than 30 neither agreed nor disagreed. 7. The course/syllabus of this subject increased my knowledge and perspective in the subject area: More than 37 agreed. While more than 43 strongly agreed. 8. The books prescribed/listed as reference materials are relevant, updated and appropriate: More than 37 strongly agreed. More than 31 agreed. But 25 disagreed. 9. Sufficient reference material and books are available for the topics mentioned in the syllabus: More than 31 neither agreed nor disagreed. More than 37 agreed. 10. It is possible to complete the syllabus in the given time frame: More than 56 agreed. 11. Sufficient tests are held to evaluate the student: 75 agreed and more than 31 strongly agreed. 12. The course content was able to enlighten the curiosity of students: More than 56 agreed. **Students' Feedback** A 3 point scale was introduced to evaluate the impact of the curriculum which is as follows: 1. Agree 2. Neither agree nor disagree 3. Disagree. Result of the analysis is shown in terms of percentage. We have received feedback from 90 students from different departments on the curriculum on 12.04.19 with the following Questionnaire: 1. The texts prescribed in the syllabus are easy to understand: 50 agreed. 2. Relevance of electives to the specialization chosen: 50 agreed. 3. Relevance of electives to the specialization chosen: 70 agreed. 4. Sufficient reference materials and books are available in the library: 60 agreed. 5. The course content was able to enlighten the curiosity: 60 agreed. Based on the above data there is quite a positive feedback regarding the syllabus designed by the Burdwan University. However the students feel that the syllabus should be more industry oriented and there is a need for improvement in the respected area. **Action Taken Report** The feedbacks received from the students and teachers regarding the curriculum are forwarded to the affiliated University.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Bengali Honours	70	215	64
BA	English Honours	38	80	30
BA	Geography Honours	15	60	15
BA	History Honours	58	110	40
BA	Political Science Honours	59	60	15

BA	Sanskrit Honours	25	60	8
BA	General	1003	1120	530
BSc	Mathematics Honours	28	15	10
BSc	Chemistry Honours	15	25	5
BSc	General	72	15	10
BCom	Accountancy Honours	37	17	3
BCom	General	218	17	7
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## 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1289	0	11	0	0

## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
42	12	3	3	3	5

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

The institution always thinks deeply about the students' problems and always tries to meet their problems sympathetically. Our college faculty members provide academic counselling to the students of weaker section. The faculty members come to close contact with the student and help the student, as required. The college provides remedial coaching classes and the teachers help personally when the student seeks help for academic development. Sometime few students disclose their personal problems to the faculty members and the teachers try to solve the problems earnestly. The teachers also apprise the student about the trends of present job market and advice them to decide their future aims.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1289	11	1:117

## 2.4 – Teacher Profile and Quality

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

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
12	11	1	0	3

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National,



International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
<b>No Data Entered/Not Applicable !!!</b>			
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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	HONOURS	1	04/01/2018	05/09/2018
BA	HONOURS	1	22/12/2018	04/07/2019
BA	HONOURS	2	13/07/2018	04/02/2019
BA	HONOURS	III	09/04/2019	11/07/2019
BSc	HONOURS	1	04/01/2018	05/09/2018
BSc	HONOURS	1	22/12/2018	04/07/2019
BSc	HONOURS	2	13/07/2018	04/02/2019
BSc	HONOURS	III	09/04/2019	11/07/2019
BCom	HONOURS	1	04/01/2018	05/09/2018
BCom	HONOURS	1	22/12/2018	04/07/2019
BCom	HONOURS	2	13/07/2018	04/02/2019
BCom	HONOURS	III	09/04/2019	11/07/2019
BA	GENERAL	1	16/01/2018	05/09/2018
BA	GENERAL	1	10/01/2019	04/07/2019
BA	GENERAL	2	25/07/2018	04/02/2019
BSc	GENERAL	1	16/01/2018	05/09/2018
BSc	GENERAL	1	10/01/2019	04/07/2019
BSc	GENERAL	2	25/07/2018	04/02/2019
BCom	GENERAL	1	16/01/2018	05/09/2018
BCom	GENERAL	1	10/01/2019	04/07/2019
BCom	GENERAL	2	25/07/2018	04/02/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As a college under The University of Burdwan, evaluation norms of the university are followed by Bolagarh Bijoy Krishna Mahavidyalay. The university has adopted a major reform in evaluation by introducing Choice Based Credit System (CBCS) from the academic year 201718 and this college has adopted the same. The college has adopted a method of assessing the academic performance of the students in a continuous process. Our college conducts two internal assessments in every semester. These assessments are organised by each

department and are supervised by the examination committee. The first Internal assessment is conducted at the 8th week, and the second, the 16th week of each semester. At the end of each internal assessment, the average marks are calculated from the total marks obtained by the students and are added with the final result. The performance of the students is monitored by the Principal and the teachers of each department. After evaluation, necessary advice and suggestions are given to the students so that they can perform better in future. Moreover, remedial classes are conducted for the learners who have difficulty in learning. This practice helps the learners to master their knowledge on the subjects to be read, and helps them to cope with every situation.

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

The Academic Calendar of the College is formulated based on the the Academic Calendar sent by the University. The College authority decides upon the dates of Internal Assessment for every semester which is generally held in the 8th and 16th week of the semester. It is printed and circulated to all students of the college, published in the notice board, nonteaching staff room and Teachers' room. The dates of University examinations are not declared by the University at the beginning of the seminar and are therefore not included in the Academic Calendar. The schedule of university examinations are circulated as soon as the University declares the dates. The academic calendar is followed in holding Internal assessments.

## 2.6 – Student Performance and Learning Outcomes

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

[https://www.bbkm.in/uploads/academic\\_links/20191223115319.pdf](https://www.bbkm.in/uploads/academic_links/20191223115319.pdf)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
	BA	Bengali Honours	38	28	73.68
	BA	English Honours	8	7	87.5
	BA	History Honours	20	10	50
	BA	Political Science Honours	10	3	30
	BSc	Mathematics Honours	0	0	0
	BCom	Accountancy Honours	0	0	0

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## 2.7 – Student Satisfaction Survey

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

### CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
<b>No Data Entered/Not Applicable !!!</b>				
No file uploaded.				

#### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
<b>No Data Entered/Not Applicable !!!</b>		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
<b>No Data Entered/Not Applicable !!!</b>				
No file uploaded.				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
<b>No Data Entered/Not Applicable !!!</b>					
No file uploaded.					

#### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
<b>No Data Entered/Not Applicable !!!</b>		

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

Name of the Department	Number of PhD's Awarded
<b>No Data Entered/Not Applicable !!!</b>	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

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

Department	Number of Publication
Economics: D.K. Chatterjee	1
English: A. Ghosh	1

Political Science: D. Hossain	2
No file uploaded.	

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

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

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

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

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	2	2	0
Presented papers	2	1	0	0
No file uploaded.				

### 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Collecting Donations for relief to Kerala Flood victims from people of local community on 25.08.2018	NSS	1	15
Campaign on Community Harmony day on on 2nd October 2019, birthday of the Father of the Nation Mahatma Gandhi	NSS	1	100
Blood Donation Camp on 29.11.2018	NSS	1	120

World Aids Day awareness campaign at the Jirat Hospital and BDO office on 1.12. 2018	NSS	1	30
Engaging in cultural programme with the villagers in the NSS adopted village Lankatola on 29.01.2019	NSS	2	70
Planting of saplings in the village Lankatola and cleaning the village with the villagers on 29.01.2019	NSS	2	70
Survey of Seasonal diseases in the rainy season in the NSS adopted village Lankatola on 29.01.2019	NSS	2	70
Cleaning of the surroundings two ancient temples of Balagarh Vairaba Temple and Siddheswari temple - on 01.2.2019	NSS	2	70
Seminar Lecture on "Freedom of Women in Society" to more than 50 women mostly belonging to backward classes of the community 02.2.2019	NSS	2	70
Visit to differently abled students of the 'Astha Welfare Society' on 04.2.2019 and giving out gifts to them	NSS	2	70
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
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No Data Entered/Not Applicable !!!

No file uploaded.

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
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No Data Entered/Not Applicable !!!

No file uploaded.

### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
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No Data Entered/Not Applicable !!!

No file uploaded.

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

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

No file uploaded.

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

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

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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1500000	1445502

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Existing

Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added

#### 4.2 – Library as a Learning Resource

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

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

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	15429	0	608	145665	16037	145665
Journals	0	0	6	0	6	0
<a href="#">View File</a>						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	32	0	32	1	1	9	12	150	0
Added	0	0	0	0	0	0	0	0	0
Total	32	0	32	1	1	9	12	150	0

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

150 MBPS/ GBPS
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
<b>No Data Entered/Not Applicable !!!</b>	

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical
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	facilities		facilities
0	0	200000	225475

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

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

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## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Yoga Education programme	21/06/2019	15	Organised by N.S.S. Unit 2 of the College on World Yoga Day with the assistance of Yoga Teacher Bivas Roy
Yoga Camp	03/02/2019	70	Organised by NSS Unit 1 and 2 of the College Day with the assistance of Yoga Teacher Bivas Roy



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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
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No Data Entered/Not Applicable !!!

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed

No Data Entered/Not Applicable !!!

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	1	B.A. Bengali Hons	Bengali	University of Calcutta	M.A. in Bengali
2019	1	B.A. Bengali Hons	Bengali	University of Burdwan	M.A. in Bengali
2019	1	B.A. Bengali Hons	Bengali	University of Kalyani	M.A. in Bengali
2019	3	B.A. History Hons	History	University of Burdwan	M.A. in History
2019	1	B.A. English Hons	English	Khamargacchi B.Ed. College	B.Ed.

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

Items	Number of students selected/ qualifying
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No Data Entered/Not Applicable !!!

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

Activity	Level	Number of Participants
Birth Anniversary of Rabindranath Tagore on 14 May 2019	Institutional	25
"Kobi pranam" Death Anniversary of Rabindranath Tagore on 8 August 2019	Institutional	20
Teachers Day	Institutional	22
Independence Day	Institutional	6
Republic Day	Institutional	5
Annual Cultural Programme or Social	Institutional	10
Freshers' Welcome Programme	Institutional	18
Birth anniversary of Swami Vivekananda	Institutional	15
Annual Sports	Institutional	85

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#### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
<b>No Data Entered/Not Applicable !!!</b>						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Students' Council is guided by the constitution framed by the University of Burdwan and recognized by the G.B. General Secretary of Students Council represents the students as a member of Governing Body. The Students' Council plays active role in Cultural competition, Games and Sports, Annual Function and other Cocurricular activities. There are student representatives for various activities such as Cultural Secretary, Magazine Secretary, Sports Secretary and so on within the student council for coordinating such activities. There is a provision to collect annual union fees from the students'. Expenses for students' Council activities are met from the students' Union fund. The Students' Council also organises activities like Blood Donation Camps either on its own or in association with the NSS units of the College. However, there is no elected Students' Council at present because elections have been indefinitely postponed. This year the Student Union, NSS Unit 2 and Red Ribbon Club, 120 Student Volunteers and teachers donated blood in the blood donation camp on 29.11.2018.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

The college does not have a registered Alumni Association. But the alumni informally meet yearly and discuss about the development of the institution. The number of the members of the alumni is poor. But they keep close relation with the college. Occasionally they meet and participate in Annual sports and arrange picnic. They also meet in Saraswati Puja and the day of refreshment connected to the festival.

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

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

The college promotes a culture of participative management and that is extended from the highest level of the G.B. up to the levels of the parents and alumni. In fact, a prodemocracy participatory approach of administration and management is developed in the College. The very formation of the G.B. highlights the norm of participatory administration. It is consisted of the representatives of FullTime Faculty Members, Staff Members, Students, Donors and Nominees of the Government and the University. Moreover, representatives from the local Government as well as personalities from the locality with outstanding academic interest are often coopted in various SubCommittees of the College. Thus, almost all sections of the society, having any linkage or interest with higher education, are given an opportunity to participate in the process of management of the Institution. 2. There are various committees in the College to carry on its academic decision making responsibilities, student support functions and administrative functions. The administrative decision making is undertaken by committees like the Admission Committee, Finance Committee, Building Committee, Purchase Committee, ICT and Digital Assets maintenance committee, which carries out administrative duties and decision making. Academic decisions are taken by the Teachers' Council, the Library committee, the Examination committee and Routine committee. Student support activities are carried out by Gender equality and Antiharassment Cell, the Students' Welfare Committee, the Career Counseling cell, Antiragging 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 Nonteaching Staff are members of these committees.

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

Partial

### 6.2 – Strategy Development and Deployment

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

Strategy Type

Details

Curriculum Development	<p>Since the syllabus followed by the College is designed and developed by the University of Burdwan, the College has no direct role in developing the syllabus, apart from placing our views in the workshops conducted by the University. However In order to improve the job prospects of the students the College in collaboration with Webel Informatics Ltd. has been running Computer Training programmes. From this year the Diploma in Basic omputer course has been upgraded to more diversified curriculum with Diploma in Advanced Basic course, Diploma in DTP, and Diploma in Financial Accounts. Besides a certificate course in Yoga has also been running affiliated by the University of Burdwan, to not only train the local youth in Yoga but also to disseminate the benefits of Yoga in the local community.</p>
Teaching and Learning	<p>The IQAC encourages teachers to use ICT equipment in classes to make power point presentations, show resources from the internet, documentaries or movies in order to involve and interest students. The teachers help students by identifying their shortcomings. The teachers take special classes to assist them to rectify such problems and mentor them so that they are able to rectify face their problems.</p>
Examination and Evaluation	<p>The semester end examinations are conducted by the University. The Internal Assessments are conducted by the College and the dates for Internal Assessment are mentioned in the Academic Calender of the College and these dates are adhered to unless there is some exigency. Two internal Assessments are carried out before each semester end examination. Besides class tests are taken by teachers of the department on a regular basis in order to check the progress of students and identify their shortcomings.</p>
Research and Development	<p>The IQAC has been encouraging teachers to register for PhD, to present papers in seminars, to undertake projects and publish their research work. Three Teachers have completed their PhD in this session, which is a great achievement for the institution. Besides teachers are urged to undertake minor research projects and write research articles for journals. The</p>

College has been registered to NLIST with the initiative of the IQAC which provides a lot of e journals and ebooks for teachers and interested students.

Library, ICT and Physical Infrastructure / Instrumentation

The Library Committee meets and decides on the books to be bought and allocates the available funds for the purpose. The Library Committee also decides on the augmentation of physical infrastructure and funds to be allocated for maintenance of the library. At present the library is fully automated and it functions with the KOHA software version 3.18.03. The Committee on Digital Assets decides on matters of maintenance and purchase of software, projectors and other materials.

Human Resource Management

Orientation meetings are organised by the College for the new Faculties, the senior Faculties in the College are asked to address such meetings. New faculties are also asked to attend Orientation Programmes organized by the Academic Staff Colleges at the earliest possible conveniences and all the Faculties are continuously encouraged to participate in the Refresher Courses at regular intervals with an eye to imbibe as well as refresh skills amongst them and keep them updated on latest developments in the academic world of their respective subjects.

Industry Interaction / Collaboration

There are student visits to Industry organised by some departments of the college. In these visits develop knowledge about the industrial processes and machine, kind of manpower required, types of raw materials required, logistics and so on. Any Industry - Institution collaboration on regular basis is yet to be established. However, at times campus recruitment drives are arranged under the aegis of the Career Counselling Cell of the College.

Admission of Students

Admissions to all Under Graduate courses (Honours and General) in this college are made through online, merit based system in order to render the admissions more transparent, hasslefree and convenient for the students as per directives of the Govt. of West Bengal. SC/ST norms for admission are maintained vide Govt. order no. DRSC/165/2000/6 (A). Similarly as per

WBSHEI (Reservation in Admission) Act 2013, reservation rules are also followed for students belonging to Other Backward classes of category A and Category B.

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

E-governance area	Details
Student Admission and Support	Admissions to all Under Graduate courses (Honours and General) in this college are made through online, merit based system in order to render the admissions more transparent, hasslefree and convenient for the students as per directives of the Govt. of West Bengal.
Examination	All important notifications and information concerning examinations, University registration and form Fill up are provided in the College website. According to the System established by the university of Burdwan the marks of Internal Assessment are captured in the portal provided by the University.
Finance and Accounts	All Financial Accounting of the College is maintained through the Tally software
Administration	The College website is regularly updated with notices and other important announcements. A Student Management system has been introduced which is in a preliminary stage and which includes data of all students enrolled in the college. The data collected is detailed and includes the unique ID of each and every student along with their date of birth and parent's name, address, Caste category and contact details. This data capturing helps during university registration of the student and helps in monitoring of the students by the College authority. This data is utilised in preparing students register and also fed into the fees Collection software. The fees collection software is utilized for the collection of monthly fees and examination fees.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
UGC Sponsored winter school (Equivalent to Interdisciplinary Refresher course) in Comparative Language and literature organized by HRDC, University of Calcutta and Dept. of English	1	31/12/2018	22/01/2019	21
UGC Sponsored Refresher course in Bengali titled "Hajar bochorer Bangla Kobita: Bishoy o Shoilir Boichitro" organized by HRDC, University of North Bengal	1	01/08/2018	21/08/2018	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

0	0	0	0
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6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
0	0	Student Aid Fund

**6.4 – Financial Management and Resource Mobilization**

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

So far, no system of internal audit is introduced in this Institution. However, always emphasis is given upon having uptodate external audit of the College Accounts. The external audit is done by the Firm recommended by the DPI. Audit up to the year 2016/17 stands complete and the reports do not contain any objection.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

2333850
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**6.5 – Internal Quality Assurance System**

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative				

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

1. Parent Teacher Association Meeting held on 13.03.2019 2. Feedback obtained from Parents 3. Installation charge of Water Cooler (donated by PWD, Hooghly) cum Filter, a sum of Rs. 12990.00 met out of Parent teacher Association fund

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

No Data Entered/Not Applicable !!!
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Introduction of B.A. Geography Honours Programme 2. Expansion of the Diploma courses in Computers: Introduction of Diploma in DTP and Diploma in Financial Accounts 3. Continuation of Certificate programme in Yoga 4. Orientation programme for students on CBCS 5. One Day Psychological Counselling programme and Interactive session on 07.9.2018 by Dr. Gouranga Mitra, Assistant Professor, Neotia University organized by NSS Unit 2

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No



d)NBA or any other quality audit	No
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6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Seminar Lecture on "Freedom of women in the society" by Prof. Dalia Hossain participated by about 50 women belonging to socially backward classes and NSS Volunteers	02/02/2019	02/02/2019	70	20

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

Percentage of power requirement of the University met by the renewable energy sources
The College is making a sustained effort to install solar panels in order to meet the energy requirements of the College through ecofriendly and sustainable means. Besides a number of fluorescent electric tube lights are replaced by LED tubes to minimize energy requirement. The college campus boasts of an abundance of lush greenery which the college single mindedly tries to conserve through various ventures. Even though there exists neither concrete mechanism nor any nodal committee in the college to conduct green audit formally, the college can't be said to be lagging behind in generating awareness regarding the sustenance and augmentation of greenery. Billboards have been put up in the campus declaring it a 'No Plastic Zone' and a 'No Smoking Zone' simultaneously, telling everyone in clear words to nurture an ecofriendly campus. The college has a well maintained botanical garden with a variety of medicinal plants. The NSS unit has been roped in to seriously maintain the green status of the campus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
<b>No Data Entered/Not Applicable !!!</b>		

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to	Number of initiatives	Date	Duration	Name of initiative	Issues addressed	Number of participating
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	address locational advantages and disadvantages	taken to engage with and contribute to local community					students and staff
2019	1	0	30/01/2019	1	Jam, Jelly, Pickle making Workshop	The Balagarh area is famous for Mango orchards and has substantial mango production. In order to use this locational advantage the College through the NSS Units organised a JamJellyPickle preparatory workshop, conducted by a trained teacher Smt. J	70
2018	1	0	01/07/2018	365	Computer Courses	Since the College is situated in a rural area the Locational disadvantage of lack in Computer education centres was addressed through Diploma Computer Training	623

						Courses in the College	
2018	0	1	29/11/2018	1	Blood Donation Camp	At the initiative of NSS Unit 2, Red Ribbon Club and Student Union, 120 Student V volunteers and teachers donated blood in the blood donation camp on 29.11.2018.	120
2018	0	1	25/08/2018	1	Collectio n of Relief	Collectin g Donations for relief to Kerela Flood victims from people of local community on 25.08. 2018	15
2018	0	1	01/12/2018	1	World Aida Day Awareness	World Aids Day awareness campaign at the Jirat Hospital and BDO office on 1.12. 2018.	30
2019	0	1	29/01/2019	1	Planting saplings	Planting of saplings in the village Lankatola and	70

cleaning the village with the villagers on 29.01. 2019
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Prospectus	01/07/2019	The rules in the code of conduct are revised if need arises

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
The focal theme of special camp of NSS (Unit 1 Unit 2) 2019 was 'Environment Including Preservation Of Natural Resources And Conservation Of Cultural Heritage'	29/01/2019	04/02/2019	70
Lecture on the role of NSS volunteers towards the senior citizens delivered by Prof. D.K. Chatterjee.	29/01/2019	29/01/2019	70
Stemcell Donor registration and posthumous Eyedonation organized by NSS	31/01/2019	31/01/2019	70
Seminar Lecture on"Environment Pollution And It's Control" by Dr. Tanmay Dhibar at NSS special Camp	02/02/2019	02/02/2019	70
Shri Ashok Ganguly Seminar on the 'Preservation Of Historical Memorials' by Sri Ashok Ganguly at NSS special Camp	03/02/2019	03/02/2019	70

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

The campus has been declared a 'No Plastic Zone'

The campus is also a 'No Smoking Zone'

The NSS undertakes activities, especially during campus cleaning programmes, to spread awareness telling everyone in clear words to nurture an ecofriendly campus

The college has a well maintained botanical garden with a variety of medicinal plants

The college campus boasts of an abundance of lush greenery which the college single mindedly tries to conserve.

## 7.2 – Best Practices

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

Best Practices 1. Title of the Practice This title should capture the keywords that describe the practice. • Orientation programme of newlyadmitted students.

2. Objectives of the Practice What are the objectives / intended outcomes of this "best practice" and what are the underlying principles or concepts of this practice (in about 100 words)? • The college is situated in a rural backdrop and the learners taking admission in this institution, come mostly from a rural backdrop. Sometimes they are the first generation learners in a family and they face a lot of problems in understanding the objectives of higher studies. CBCS system entrusts them to make a choice regarding the selection of combination of papers and from the past experiences, it has been found that they face problems in making that choice as well. Hence, an orientation programme has been planned to make them aware of the objectives of higher education as well as the CBCS system.

3. The Context What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)? • The most important role that an orientation programme bears, is to make a student understand the role of academia. In an orientation, students should be made aware of opportunities to be socially integrated into the college culture. While the social aspect does play a significant role in ones collegiate experience, the importance of academics should not be overlooked. The academic system, CBCS, is a new experience to most of the students where they have the freedom to choose certain course(s), hence a thorough understanding of the course was necessary for the students to perform well.

4. The Practice Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)? • The orientation programme on CBCS, for Semester 1 students, was conducted on two days: The programme for BA/B.Sc./B.Com. Honours students, in the academic year 201819, was held on 17th July, 2018, and the same programme for BA/B.Sc./B.Com. General students, in the academic year 201819, was held on 18th July, 2018. The target of the programme was to provide a welcoming atmosphere for students and families to meet faculty, staff, and continuing students, as well as other new students. It was also an attempt on behalf of the IQAC to introduce students to collegiate academic experiences under the CBCS system. The students were thoroughly introduced to the system as well as the desired course outcomes. The online and offline college services which will support their educational and personal goals (ex. library, information technology etc.) were made clear to them. It was made fully clear, how the courses, according to their selection, will help them in getting employment, leadership, and learning opportunities. The organizers had a common goal to facilitate initial academic advisement, course selection, and registration related guidances to the students. The students were also familiarized with the campus environment and physical facilities it provides. It was also made clear to them to get involved into a college atmosphere that minimizes anxiety, promotes positive attitudes, and stimulates an excitement for learning.

5. Evidence of Success Provide evidence of success such as performance against targets and benchmarks, review results. What do these results indicate? Describe in about 200 words. • The real beneficiaries of this

programme, were the newly admitted students, who were made aware of the college culture and academic system. The success of the programme lied in their huge participation in the orientation programme. The coordinators cleared made the students to understand all the issues/barriers in CBCS system. The students understood the system well and it reflected in their assessment tests as well as end semester examination results.

6. Problems Encountered and Resources Required Please identify the problems encountered and resources required to implement the practice (in about 150 words). • Since there are a huge number of new entrants in the college, the orientation programme had to be conducted on two days. Another problem faced by the programme was that guardians were also interested to understand the programme along with their wards, but it could not be provided.

7. Notes (Optional) Please add any other information that may be relevant for adopting/ implementing the Best Practice in other institutions (in about 150 words). Any other information regarding Institutional Values and Best Practices which the Institution would like to include.

**BEST PRACTICE 1.**Title: Recognition to Students for good performance in the University exams Balagarh Bijoy Krishna Mahavidyalay, which is under the CBCS system of the University of Burdwan has taken many initiativesw to enhance the education system and make it student friendly, and the Recognition to students for good performance in the University exams is one of the best practices that it has been trying to uphold.

2. Objectives of practice The underlying objectives of this practice is to encourage the college toppers to perform even better. This practice has been initiated to encourage the students to learn effectively and to get inspiration for better performance in future.

3. The context The institution provides educational opportunities mostly to the students who have come from poor educational and financial background. The poverty and poor social and educational background result in stress and this can affect a students physical, cognitive and emotional development. This can lead to mental conditions that similarly affect a students motivation in learning and his/her desire to perform better in academic situations. So, those students are encouraged with effective goals so that those students can gain interest in learning and scoring high marks at the University exams which may lead to better career prospects.

4. The Practice In CBCS system the percentage of marks received by the students is not directly reflected. Instead the university has given us a formula based on which the percentage may be calculated.. The CGPA of 6.5 is equivalent to 60 which is considered to be First Class, according to the prevailing practice. Therefore we have chosen the students who have the CGPA of 6.5 and display those along with their names and marks on the college notice board.

5. Evidence of success The benefits of this practice lie in providing recognition to the students who have scored high marks and to show them that the College acknowledges and feels proud of their achievement. The other students who have not performed so well come to know about the toppers in the college and they too feel inspired by their peers.

6. Problems Encountered and Resources Required We have faced no problems in carrying on this practice and making it successful.

7. Notes (Optional) Please add any other information that may be relevant for adopting/ implementing the Best Practice in other institutions (in about 150 words). Any other information regarding Institutional Values and Best Practices which the Institution would like to include.

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

[https://www.bbkm.in/uploads/naac\\_links/20191223115423.pdf](https://www.bbkm.in/uploads/naac_links/20191223115423.pdf)

### 7.3 – Institutional Distinctiveness

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

The vision of the Institution is, "To be an Academia that will transform lives by encouraging human Endeavour and have an impact on the youths of the region by bringing them into the ambit of the contemporary national learning scenario.

To embrace the traditional wisdom and valuesystem of the country as its founding principle and side by side try to inculcate the modern and scientific outlook amongst the learners as well as in the surroundings they belong to." Our vision as highlighted above is to bring the rural youth into the ambit of higher education and encourage them to aspire higher. It is our mission to prepare our students for the demands of the fast changing job market. The College is situated in a rural and educationally backward area. Therefore the major challenge in this College is to inculcate knowledge and aspiration in students who are mostly first generation learners from weaker sections of society, both socially and economically. Many students have to contribute to family income or they have to engage in activities like farming or help in other household work. It is indeed a difficult task to orient these students to the demands of higher education or the requirements the modern job sector. The dedicated teachers of this College have been striving continuously to this end.

As a result of our efforts, many such students from poor households have secured jobs and many have progressed to the postgraduate level. Further, the students from these socially and financially backward families are brought into the ambit of several scholarship schemes introduced by the Central Govt. and the State Govt. for providing encouragement to students from such families. The College authority ensures that eligible students receive their due financial assistance from these schemes. The teachers and nonteaching staff assist students in making the students aware of such schemes, in filling out forms and so on. At present hundred percent eligible girl students have received the State Govt. funded Kanyasree scholarship through our College. Thus by providing quality education and by encouraging the students to study further by availing scholarship schemes from different Govt. and nonGovt. sources the College strives to inspire its students towards self development.

Provide the weblink of the institution

[https://www.bbkm.in/uploads/naac\\_links/20191223150208.pdf](https://www.bbkm.in/uploads/naac_links/20191223150208.pdf)

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

- Our immediate plan for the future is to create posts for both teaching and nonteaching staffs and to fill up the vacant posts.
- We also aspire to build more classrooms in near future.
- We have plans to develop links with other higher educational institutions to organize more collaborative programmes in the future.
- Reconstitute the Alumni Association and undergo registration of the Association
- We wish to organize academic and quality related seminars and awareness programmes for the students
- Organize Psychological counseling sessions.
- Organize industry visits
- We plan to organize more educational visits and excursions.
- We hope to organize more extension activities and Community related programmes under the leadership of the NSS units of the College.
- We plan to register with the NIRF
- We plan to continue with our membership of the NLIST
- We hope to introduce Language lab or spoken English programme.
- We hope to continue with the Certificate course in Yoga and Diploma programmes in Computer.